
MEETING NOTICE

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

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

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

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

Meeting ID: 922 5335 2690; Passcode: 402874

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

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

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

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

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

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

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

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

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

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

AGENDA

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT CALENDAR

1. Approval of Regular City Council Meeting Minutes From June 12, 2024.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report by Parks and Recreation Board Liaison presenting the Parks and Recreation Board's recommendation regarding the installation of a single stall restroom at Creekside Park. (Hambrick)
3. Report by Infrastructure and Mobility Panel Liaison in relation to the May 21 and May 29 meetings, topics including but not limited to concerns of the Panel's scope based on their formation document, Ordinance 24-332. (Bailey)

REGULAR AGENDA

4. Approve the scope of work changes for each City Park and approve additional work submitted under the scope, not to exceed the monies awarded to the City under the Parks and Open Space Advisory Commission (POSAC) Grant. (Hambrick)
5. Discuss and possible action on a request for approval of a preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave. (Burton)
6. Discussion and possible action on a Resolution of the City of Woodcreek removing the City Secretary for a lack of confidence in her ability to perform the duties of City Secretary. (Rasco)
7. Discussion and possible action on the appointment of a commissioner to fulfill the remainder of a vacated term on the Planning and Zoning Commission for the City of Woodcreek. (Rasco)
8. Discussion and possible action to remove alternate Jake Buckner from the City of Woodcreek Tree Board (Richardson)
9. Discussion and possible action to post a Request for Qualifications (RFQ) for a City Administrator for The City of Woodcreek. (Hines)
10. Discussion and possible action on the posting of a Request for Proposals/Bids (RFP) for a Land Management Service Contract for the City of Woodcreek. (Hines)
11. Discussion and possible action on an overlay layout and cost estimate from Freeland Turk regarding the East to West leg of Deerfield and resurfacing improvements related to the 2023 Road Bond funds. (Hines)
12. Discussion and possible action on road surface patch work on the North to South section of Deerfield utilizing street maintenance funds. (Hines)
13. Discussion and possible action approving a final design and plan for improvements at The Triangle for the 2023-2024 annual beautification project. (Hines)
14. Discussion and possible action on removing the current City Arborist Request for Proposals/Bids (RFP), edit, repost for the 2024-2025 budget year, and add direct solicitation action with a minimum of five(5) local vendors by City Staff. (Hines)
15. Discuss and Take Appropriate Action To Recommend City Staff Post A RFP For A Certified Arborist That Is Oak Wilt Qualified To Survey All Existing City Property (Referenced In Tree Ordinance 22-308 Chart Map 98.19) For Oak Wilt Disease With Treatment Recommendations, With a Budget Reallocation From the General Fund Line Item 10-510 (Richardson)
16. Discuss and Take Possible Action on the Roles of Council Liaison's including Possible Reassignments for Council Liaisons for Council's Advisory Boards.
17. Discussion and possible action to change the position of Staff Support Specialist from hourly pay to a full-time (32 hours per week) salaried position. (Rasco)

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

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION:

I certify that the above notice was posted on the 23rd day of June, 2024 at 09:30AM

Jeff Rasco, Mayor

AGENDA PREPARATION

By: 
Suzanne J. MacKenzie, City Secretary

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

MINUTES

CALL TO ORDER

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

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

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

CITY STAFF PRESENT

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

PUBLIC COMMENTS

Public Comments were made by:

1. Mr. Brian Webb:
 - a) read a Council Member statement regarding the Deerfield Meeting held at City Hall at 5:30P on June 12, 2024;
 - b) requested all future meetings to be posted Town Hall Meetings; and
 - c) requested the interim City Manager requirements.
2. Ms. Iris Ramos thanking Council for their work.
3. Mr. Jake Jacobsen on item numbers 8 and 25.
4. Ms. Camila Shedd – Sent an email that was partially read into the record by Mayor Rasco in regard to items 7,8,9,10 and 15.

CONSENT CALENDAR

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

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

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

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

REGULAR AGENDA

Council Member Hambrick made a Point of Order regarding item #25, moving it up on the agenda in consideration of the audience in attendance.

Objection was made by the City Secretary to City Council going into Executive Session on Item #25 and a request was made for a Public Hearing.

City Secretary agreed to have agenda item 25 moved up in the agenda discussion.

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

A roll vote was held.

Voting Yay: Council Member Bailey, Council Member Hambrick.

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

Motion Failed: 2-3-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Motion was made by Mayor Pro Tem Hines that we ask the Parks Department to create an itemized cost analysis of the scope of work change and submit an updated plan to us, in addition to the updated design. Motion was seconded by Council Member Hambrick.

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

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

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

A roll vote was held.

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

Voting Nay: Council Member Hambrick.

Motion Passed: 4-1-0.

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

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

A roll vote was held.

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

Voting Nay: Council Member Hambrick.

Motion Passed: 4-1-0.

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

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

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

Mayor Rasco granted a break in the meeting.

BREAK: 8:05P – 8:15P

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

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

- a) Ms. Camilla Shedd – commendation of City Secretary’s work and thank you to Council
- b) Ms. Robin Dow – acknowledgement of City Secretary’s work and thank you to Council
- c) Mrs. Lorraine Koehler – thank you for City Secretary’s assistance
- d) Ms. Suzanne Mac Kenzie – City Secretary report of work performed 2022-2024

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

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

Executive Session Opened at 9:02PM.

Executive Session Closed at 9:13PM.

No action was taken during Executive Session.

A roll call vote was taken.

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

Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

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

ANNOUNCEMENTS

July 4th parade and fireworks

ADJOURN

Mayor Rasco Adjourned the Meeting at 9:41PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

DATE: 6/16/24	
TO:	City of Woodcreek City Council Members
FROM: Bob Hambrick	
TITLE / SUBJECT of REQUESTED AGENDA ITEM:	Report by Parks and Recreation Liaison presenting the Parks and Recreation Board's recommendation regarding the installation of an ADA, single stall restroom at Creekside Park.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Presenting the Parks and Recreation Board recommendation regarding the installation of an ADA, single stall restroom at Creekside Park.

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

Council tasked the Parks Board with researching permanent and portable options for a restroom at Creekside Park. On May 23, 2024, Parks and Rec held a workshop with the agenda item "Workshop To Discuss Single Stall ADA Permanent Public Restroom At Creekside Park". Discussion details are in the attached recommendation, including an inexpensive permanent restroom option, costing less than \$10,000 that is included in their meeting packet.

STATE

I move that City Council accept the Parks and Recreation Board recommendation and Council review and discuss the Parks Board discussion points regarding a plan for restroom maintenance, and either shield the existing port-a-potty, as described in Parks' recommendation to Council, or install a less expensive permanent restroom including water and sewer connections, as described in their packet, with the assistance of an engineer.

0.00

FISCAL IMPACT:

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

- Title Page
- Parks Recommendation ADA Restroom
- Parks ADA restroom information

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

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

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

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

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

Meeting Date Advisory Group Voted to Reach Out to Council: May 23, 2024

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

Discuss and Take Possible Action On Single Stall

ADA Permanent Restroom at Creekside Park.

~ FOR CITY HALL STAFF USE ONLY ~

Date Original Received at City Hall:	06/06/24
Received by (City Staff Member- PRINT):	Suzanne McKenzie
Date Reviewed/Signed by City Manager:	n/a - 06/06/24
Date of Next City Council Meeting:	06/12/24

SUMMARY / HISTORY

The Parks and Recreation Board was tasked by the Woodcreek City Council to review and provide an opinion on this topic. A workshop was held on May 23, 2024, during a Regular Parks and Recreation Board Meeting, during which this topic was addressed.

Several points were discussed about both options, including water and sewer service connections, placement of either option, cost of a secondary option for a permanent ADA single stall restroom, and the recognition that with either option, there will need to be a need for a cleaning and maintenance plan for the restroom.


A singular point about portable restrooms: Discussion of the installation of a constructed screen for the existing portable restroom that would shield it from the street view and leave it open to view on the park side.

A singular point about a permanent restroom: Discussion and agreement that, if this option was chosen, that an engineer be tasked with the entire project of a permanent bathroom, as the Parks Board does not feel educated enough to line out all of the requirements of this type of installation.

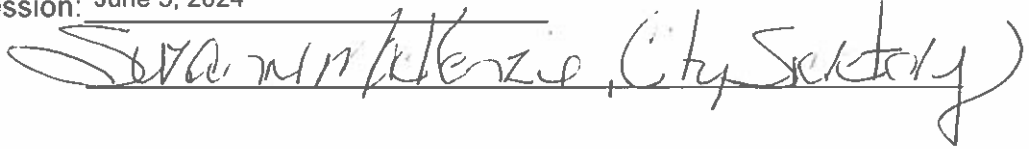
RECOMMENDATION:

The Panel recommends that Council Member Hambrick takes the points from their discussion on a formal bathroom versus a portable restroom to Council and explains our take on both options.

Submitted by: Ruth Ann Gilbert
PRINTED NAME of Chairperson

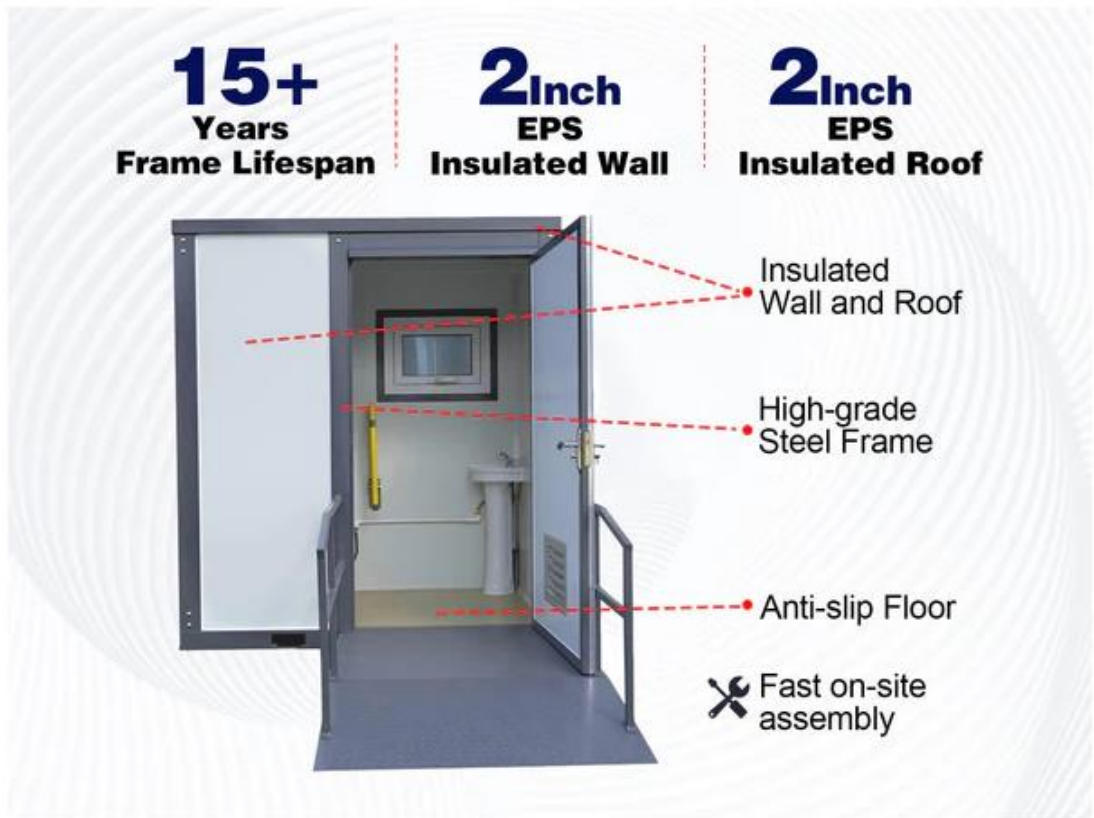
Submitted by: 
SIGNATURE of Chairperson

Date of Submission: June 5, 2024

City Manager: 
(Signature)

Description

We proudly provide Bastone Handicap-Accessible Portable Restroom for business owners and individuals who need it. We have tool-free removable arms beside the toilet to improve flexibility for users. This unit has a wider space to accommodate a full-size adult wheelchair and movement within the stall.



Specification

Description	Specifications
Model	Handicap-Accessible Portable Restroom
Dimension (LxWxH)	81"x50.4"x90"
Interior Dimension (LxWxH)	75.6"x44.6"x84.6"
Door Size	W 39.4" x H 77"
Net Area	23.4 ft ²
Frame	Steel
Surface Coating	High-Temperature Resistant Paint
Roof Material	2-inch EPS fire-resistant & insulated roof panels
Wall Material	2-inch EPS fire-resistant & insulated wall panels
Floor Material	Anti-skid and wear-resistant floor leather+Hard PVC board
R-value	0.2~0.5(m ² ·K/W)
Doors	<ul style="list-style-type: none"> • EPS Composite Panel • Outward Opening Door
Circuit Breaker Spec	13~16 Amps
Power Supply	110V~220V
Wire info	3 core 2.5 sqmm
Wiring Instructions	White Wire: Live Wire Black Wire: Neutral Wire
Flush volume	1.6 gpf

Inlet Pipe Inner diameter	4/5 inch
Outlet Pipe Material	PVC Pipe
Outlet Pipe Inner diameter	<ul style="list-style-type: none"> • Gray Water Pipe: 1 1/2 inch • Black Water Pipe: 3 inch
Lowest Pipe Working Temperature	14°F (if iced, please use 122°F water to melt)
Fire-proof Level	B2
Wind Load	56 MPH
Snow Load	125 lb/sqft
Forklift Pockets	<p>Dimension: W7"x H3"</p> <p>Distance between forklift pocket: 28"</p>
Footing options	<ul style="list-style-type: none"> • Concrete slab or pads • Compacted ground • Concrete or Steel stumps • Note: The finished height of the surface must be level. Consulting a qualified person is recommended.
Lifespan	15+ Years
Warranty	1 Year
Note	<ul style="list-style-type: none"> • The customer must arrange for a licensed Electrician to supply & Install all wiring. • All pipe connection needs thread seal tape, instead of glue, to seal.

Set up

There are 4 lifting lugs for transportation on the top and a forklift slot on the bottom. The equipment needs to be unloaded using a crane or forklift.

Note: Our Portable Restrooms need to be supplied with city water or well pump water, and all portable toilet "sewage" needs to be connected to the city sewer system or a simple septic system.

If this Bastone Handicap-Accessible Portable Restroom for the Disabled is used on a construction site, we recommend you connect toilets to the sanitary sewer system and connect water to the pipe system. If not, you may need tanks outside the structure for waste.

- If it's a concrete floor, please use twist-n-lock anchors on 4 corners of the portable restroom, and use wire rope to connect the anchor and the top corner of the portable restroom.
- If it's a soil floor, please use 20 inches - 28 inches ground nails on 4 corners and use wire rope to connect the anchor and top corner of the portable restroom.



Feature

- tool-free removable arms, wheelchair accessible
- The ramp comes inside the unit.
- Toilet w/Ceramic Bowl & Tank, Ceramic Vanity Sink w/Faucet
- 1/2" female inlet ports for cold water
- 3" black water/waste exhaust flexible hose (easily slide your 3" PVC pipe onto flex fitting for waste)
- 1" PVC water outlet exhaust port
- Locking Door w/ set of keys, Hinged Window
- Lifting Eyes, Forklift Pockets

Package Size

- L*W*H (inch): 85*53*95
- Weight (lb): 1800
- Forklift or equivalent is required for unloading

Parts Service

- [Lock](#)
- [Faucet](#)
- [Grey Water Outlet](#)
- [Toilet Seal](#)
- [Fan](#)
- [Light Switch](#)
- [Door Vent](#)







Handicap-Accessible Portable Restroom

- ✓ Fireproof insulated walls and roofs
- ✓ Insulated door with lock
- ✓ Complete internal facilities
- ✓ Fast on-site assembly
- ✓ Handicap-Accessible Compliance



Ceramic Sink



Ceramic Toilet



Convenient Ramp



Insulated Window



Extractor Shutter Fan



Security Door Lock

Portable & Convenient



Lifting Lugs

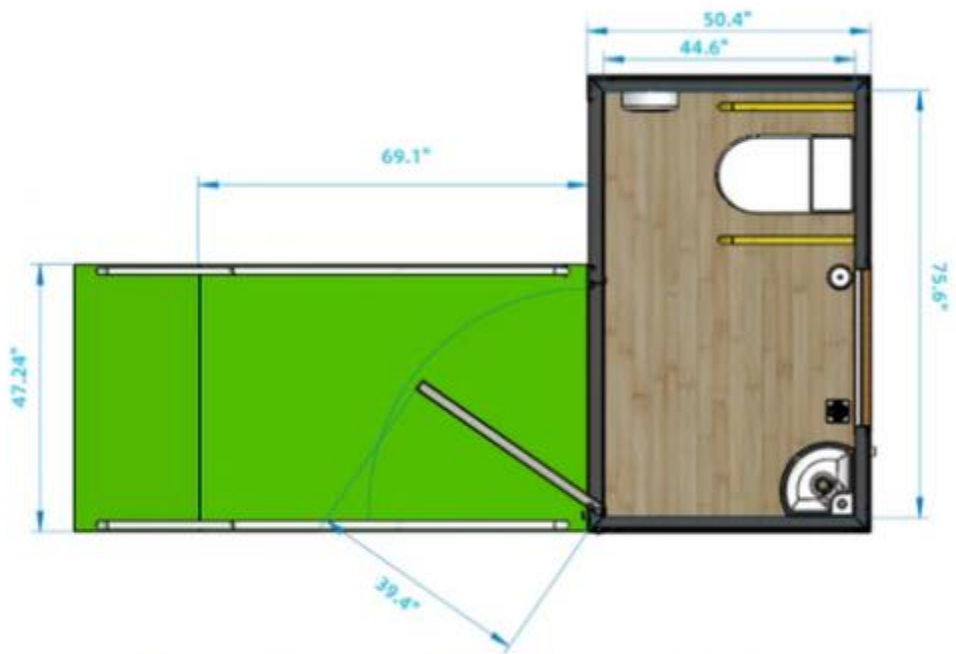
Used for site location.
One for each of the four corners.

Forklift Pockets

Used for transport.
Dimension: W7"xH3"
Distance: 28"

How to connect the pipe?





Handicap-Accessible Portable Restroom

DATE:	6/17/2024
TO:	City of Woodcreek City Council Members
FROM:	Linnea Bailey, Council Member
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Report by Infrastructure and Mobility Panel Liaison in relation to the May 21 and May 29 meetings, topics including but not limited to concerns of the Panel's scope based on their formation document, Ordinance 24-332.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Report by Infrastructure and Mobility Panel Liaison

In relation to the May 21 and May 29 meetings, topics including but not limited to concerns of the Panel's scope based on their formation document, Ordinance 24-332.

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

Meeting held May 21, 2024 was workshop to discuss current and future projects of I & M Panel. After discussions, Chair Bigg asked clarify the understanding that since the Mayor and City Council had already made determinations regarding speed cushions and stop signs on Brookhollow, that those items would not be the concern of the I & M Panel.

Vice Chair Johns led the meeting May 29, 2024. A tentative date for Town Hall meeting regarding drainage was tentatively scheduled for the first week in July at the VFW. Vice Chair Johns volunteered to be in charge of that event.

The meeting of June 11, 2024 was cancelled due to illness.

STATE YOUR INTENDED MOTION:

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

FISCAL IMPACT:

N / A

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

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

1. None

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

DATE: 6/16/24	
TO:	City of Woodcreek City Council Members
FROM: Bob Hambrick	
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Discuss and take possible action to approve the scope of work changes for each City Park and approve additional work submitted under the scope, not to exceed the monies awarded to the City under the Parks and Open Space Advisory Commission (POSAC) Grant.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

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

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

A motion was made at the June 12th Council meeting that the Parks and Recreation Board create an itemized cost analysis of scope of work changes by each park benefitted by the POSAC grant and present an updated design.

STATE YOUR INTENDED MOTION:

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

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

0.00

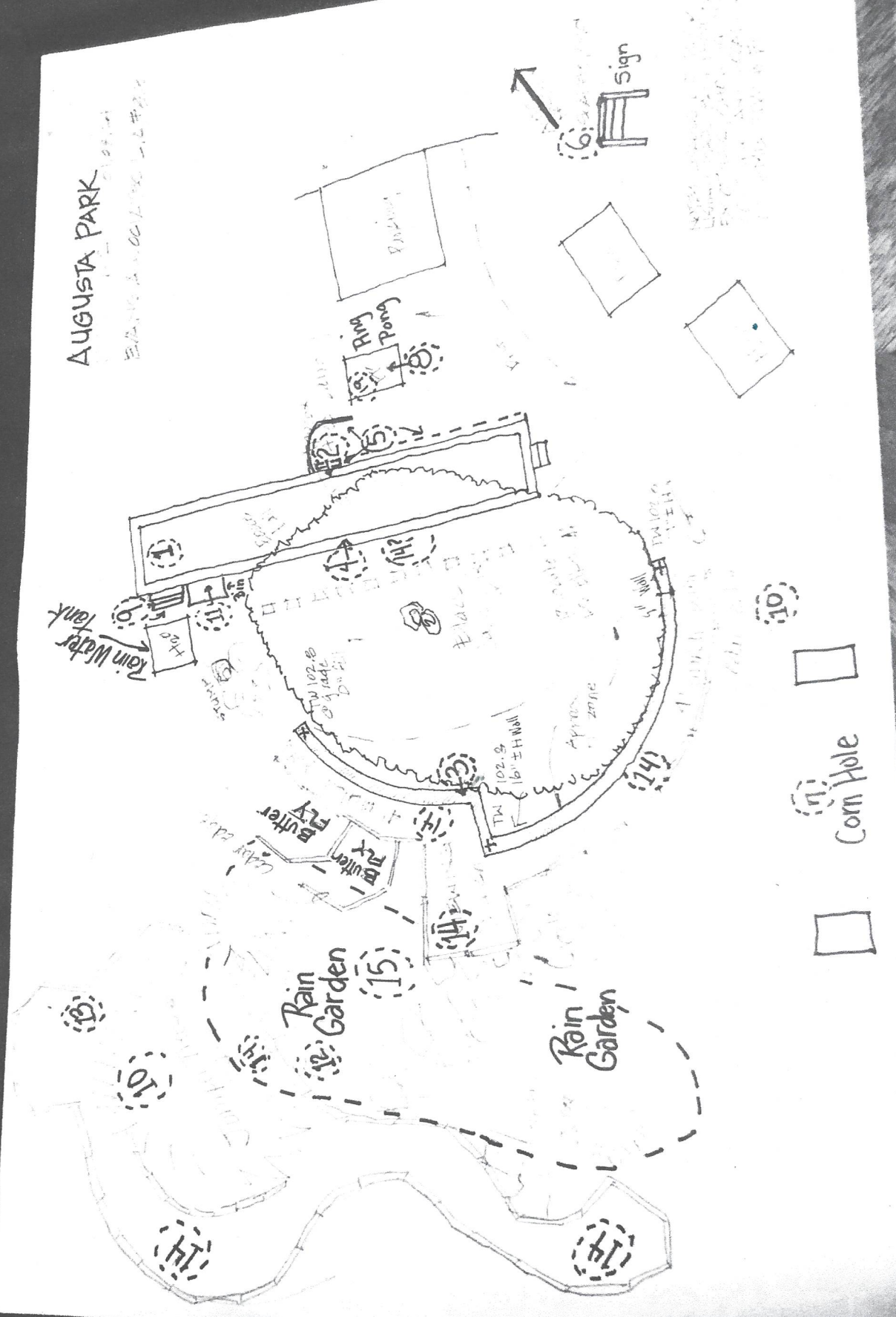
FISCAL IMPACT:

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

- Title page – POSAC costs by park
- Augusta Park Master Naturalist Layout
- Breakdown

AUGUSTA PARK

10/10/14
10/10/14
10/10/14



INVOICES RECEIVED FOR POSAC PROJECT

Item 4.

DATE	VENDOR NAME	ITEM NAME	COST
03/15/23	Outdoor Ping Pong Tables	Ping Pong Table Outdoor	\$ 4,999.99
04/26/23	Level D Construction	Gazebo Slab	\$ 6,950.00
06/30/23	GameTime	Playground at Creekside Park	\$ 158,822.42
07/02/23	Healthy Oak Trees	Arbor Care	\$ 4,300.00
08/07/23	Discount Fence USA	Fence at Creekside Park	\$ 12,954.00
09/25/23	Pat Rawlings	Reimb - Ross Griswold	\$ 200.00
09/27/23	Precision Signs & Labels	(Becky Denton)	\$ 295.75
09/28/23	Pat Rawlings	Reimb - Diatomeceous Earth - 2 bags	\$ 179.95
09/28/23	Ross Griswold	Gazebo Work	\$ 1,500.00
10/10/23	Ross Griswold	Gazebo Work	\$ 200.00
10/12/23	Level D Construction	Creekside Parking Material	\$ 2,420.00
11/06/23	Ruth Ann Gilbert	Reimb - Home Depot	\$ 168.85
11/10/23	Wimberley Electric	Wire new gazebo with ceiling fan, 2 outlets, 1 switch general	\$ 1,600.00
11/14/23	U-Line	1 reg and 1 ADA hex Picnic Table	\$ 2,911.35
11/15/23	Pat Rawlings	Reimb - Property Sign	\$ 113.45
12/11/23	Level D Construction	Creekside Parking Material	\$ 3,265.00
12/14/23	Amazon	2 Stackable Outdoor Wicker Chairs	\$ 319.95
12/16/23	Amazon	Rubbermaid Extra Large Resin Weather Resistant Outdoor Storage Box - 120 gal	\$ 209.00
12/17/23	Amazon	REDCAMP 34 in square folding card table	\$ 86.95
12/17/23	Amazon	Rubbermaid Medium Resin Weather Resistant Outdoor Storage Box - 72.6 gal	\$ 129.00
02/12/24	ATX Turf	Bocce Ball Court	\$ 4,500.00
02/23/24	DW Masonry	rock barrier at bocce ball and wheelchair access threshold	\$ 500.00
02/23/24	DW Masonry	Build rock wall	\$ 4,999.95
02/23/24	DW Masonry	Rock wall repair at Augusta Drive and Brookmeadow (island)	\$ 175.00
02/23/24	DW Masonry	Wheelchair access, drain, retaining wall, handrail, hinged gate	\$ 3,125.00
02/23/24	DW Masonry	Build, seal, finish and install Augusta Park sign	\$ 250.00
04/02/24	Amazon	Cornhole Bags	\$ 20.95
04/02/24	Amazon	Ping Pong Paddle Set	\$ 19.95
04/18/24	Ruth Ann Gilbert	Reimb - Bocce Ball Score Board	\$ 465.25
04/22/24	H.O.W. Foundation	Arbor Care	\$ 1,200.00
04/23/24	Amazon	90 mm Bocce Ball Set	\$ 35.95
04/23/24	B&P Lawn Care	Rockwork, bocce ball court, concrete pads, parking stops	\$ 8,225.00
04/26/24	Pat Rawlings	Reimb - Creekside Park Sign	\$ 93.50

A (13) Children's Educational Play Area w/xylophone, magnifier, sun shade, signage 331.00
 A (14) Mulched Walking trails w/cedar plank borders **TOTAL CODED to 8926 \$ 225,236.4**
 A (15) Seed/plant Rain Garden (299. budget. May be closer to \$500.00)
 A (16) 3 New Benches for Triangle ^{City} (will be reimbursed for 3 benches * includes freight) \$3,613.65
 (17) 2 " Benches for Creekside Park * includes freight 3,157.25
 (18) 2 chairs @ office (?) for (?) Triangle Gazebo (?). Don't know who ordered these. * wanted, not sp



June 11, 2024

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

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

Dear Ms. Dougherty:

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

No further comments.

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

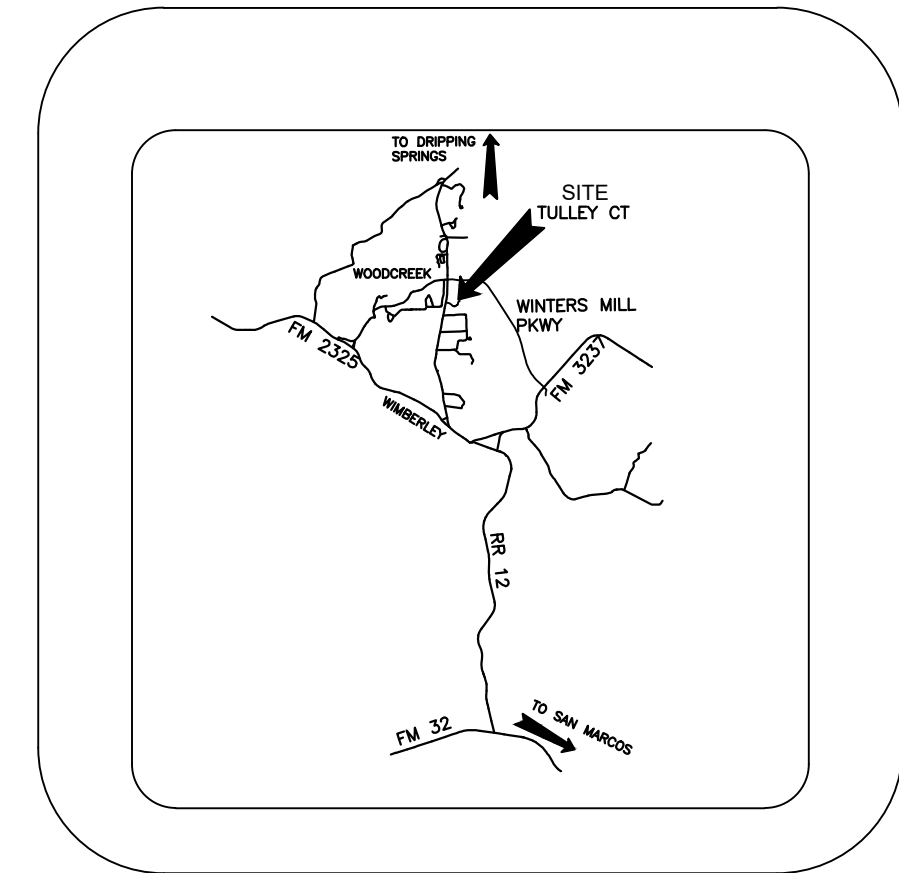
Regards

Jim Burton, City Manager
City of Woodcreek, Texas

Date: _____

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

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



VICINITY MAP (NOT TO SCALE) ZIP CODE: 78676

STATE OF TEXAS* COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

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

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

By: Enrique Ospina 287 Tully Court Wimberley, Texas 78676

By: Liliana De Lima 287 Tully Court Wimberley, Texas 78676

STATE OF TEXAS* COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

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

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

NOTARY PUBLIC in and for Hays County, Texas

STATE OF TEXAS* COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

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

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

NOTARY PUBLIC in and for Hays County, Texas

STATE OF TEXAS* COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

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

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

Elaine H. Cardenas County Clerk Hays County, Texas

STATE OF TEXAS* COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

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

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

RELEASED FOR REVIEW 6/3/24

Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Colin Bromley Registered Professional Land Surveyor No. 6955, State of Texas

STATE OF TEXAS* COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS

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

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

RELEASED FOR REVIEW 6/3/24

Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Al Carroll Registered Professional Engineer, No. 119251 State of Texas

STATE OF TEXAS* CITY OF WOODCREEK*

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

Kevin Rule, City Manager City of Woodcreek, Texas

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

Gary Freeland, City Engineer City of Woodcreek, Texas

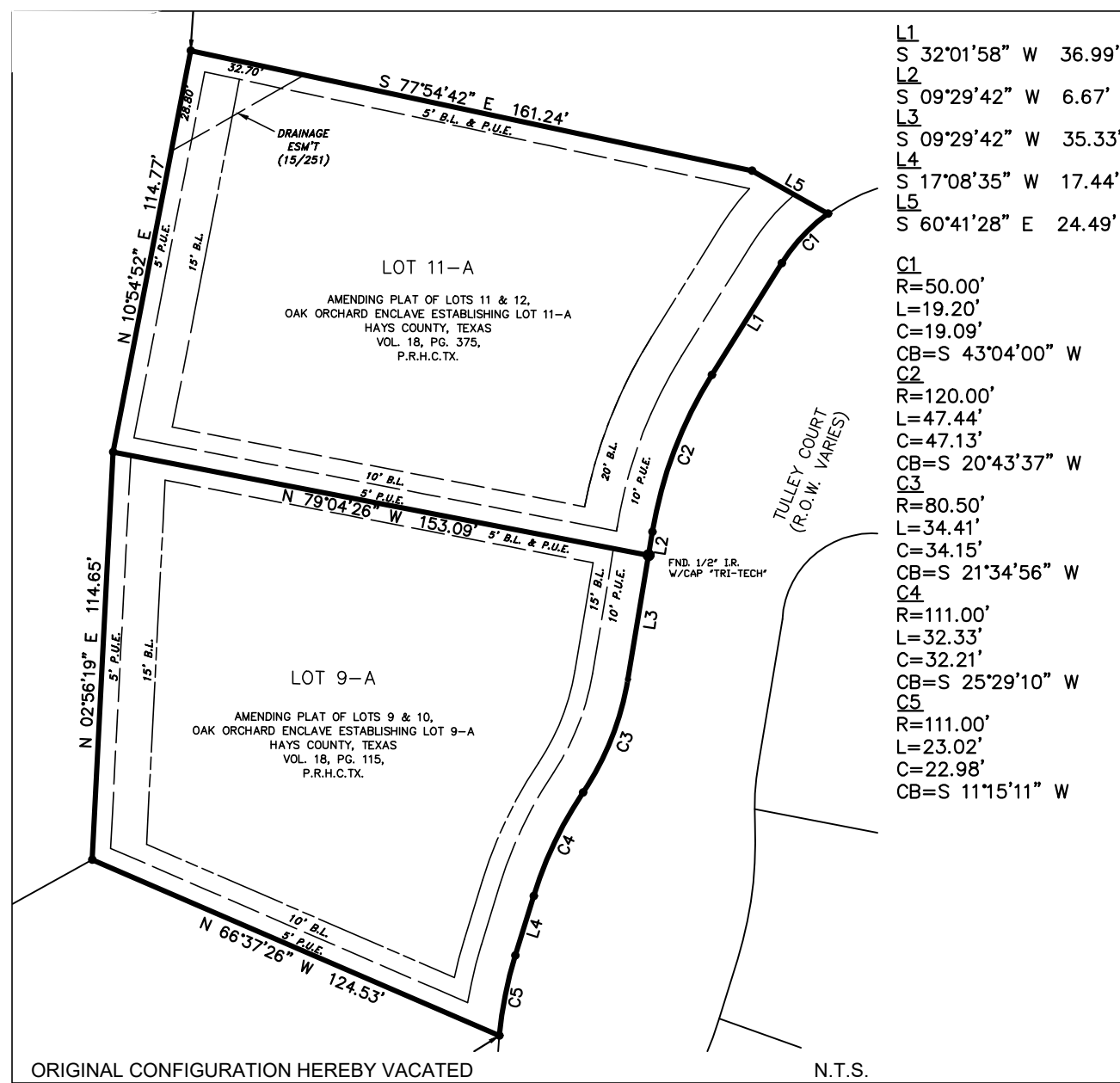
I, Kevin Rule, City Manager of the City of Woodcreek, Texas hereby certify that this subdivision plat conforms to all requirements of the Subdivision Regulations to which approval is required.

Kevin Rule, City Manager City of Woodcreek, Texas

PLAT NOTES

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

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



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

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

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

THENCE with south the line of said Lot OS1 and the north line of said Lot 11-A the following two (2) courses and distances:

- 1) S 77°54'42" E a distance of 161.24' to a 1/2" iron rod found;
- 2) S 60°41'28" E a distance of 24.49' to a 1/2" iron rod with "TRITECH" cap found for a point of curvature in the west right-of-way of Tulley Court for the northwest corner of said Lot 11-A;

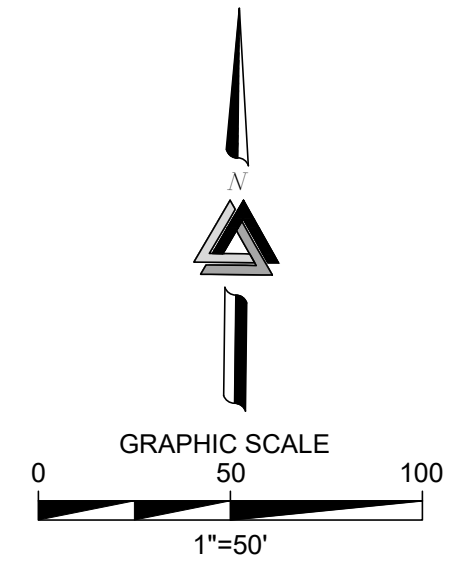
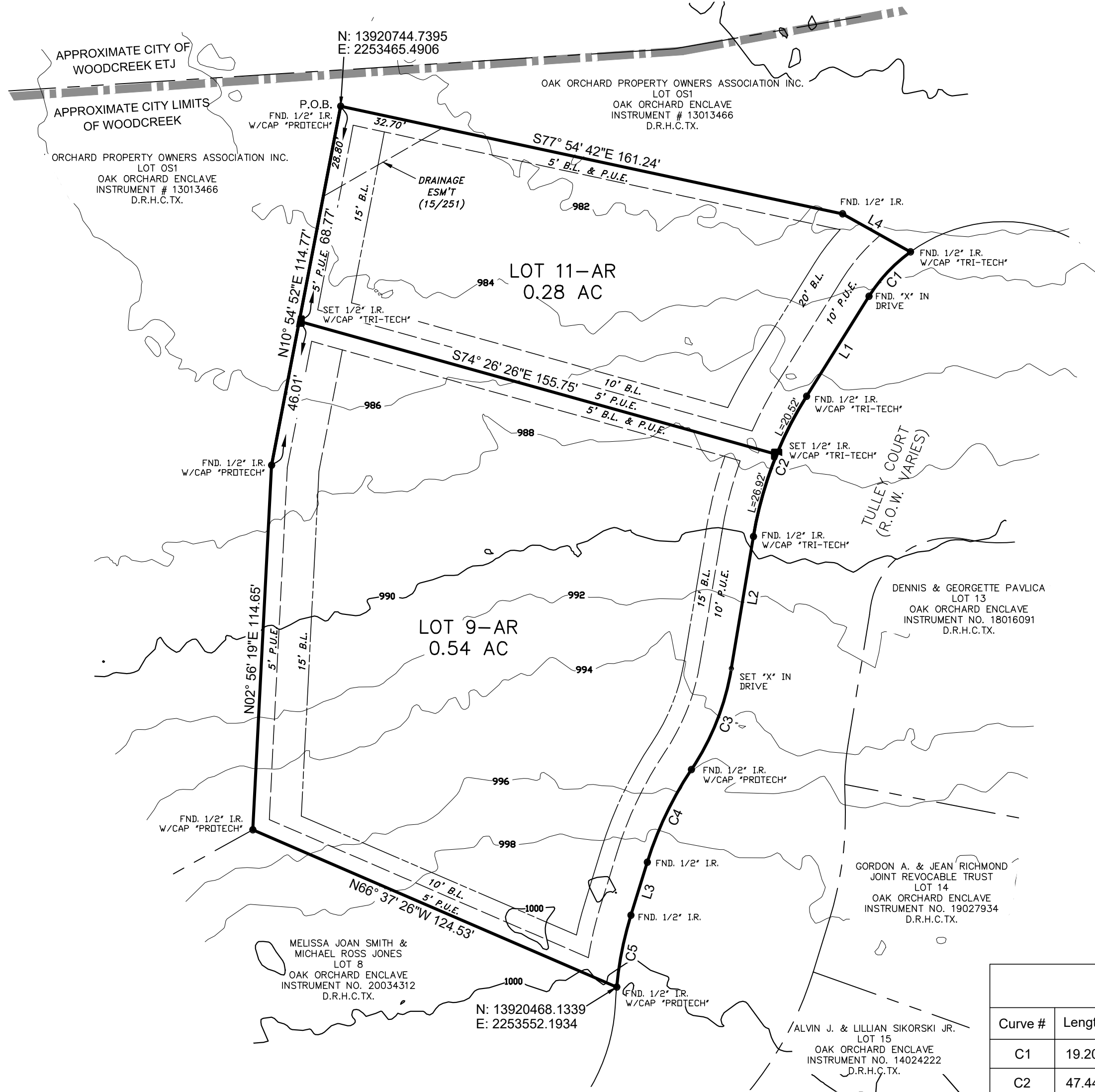
THENCE with the west line of Tulley court and the east line of said Lot 11-A the following eight (8) courses and distances:

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

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

THENCE with the west line of said Lot 9-A and said Lot 11-A and the south line of said Lot OS1 the following two (2) courses and distances:

- 1) N 02°56'19" E a distance of 114.65' to a 1/2" iron rod with "PROTECH" cap found;
- 2) N 10°54'52" E a distance of 114.77' to the POINT OF BEGINNING containing 0.82 acres of land, more or less.



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

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

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

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

JUNE 3, 2024

SURVEYOR: ENGINEER:

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

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

SHEET 2 of 2

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF WOODCREEK REMOVING THE CITY SECRETARY FOR A LACK OF CONFIDENCE IN HER ABILITY TO PERFORM THE DUTIES OF CITY SECRETARY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council having reviewed the facts forming the basis for the removal of Secretary Mac Kenzie from office of City Secretary, now renders the following decision:

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

I. FINDING OF FACTS

The City Council, by a two-thirds majority, hereby declare that the City Council has no confidence in Secretary Mac Kenzie’s ability to perform the duties of City Secretary.

II. REMOVAL

Based upon the foregoing findings, Secretary Mac Kenzie is removed from office and dismissed from her employment with the City of Woodcreek.

III. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Resolution was adopted 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, Chapter 551 of the Texas Government Code, as amended.

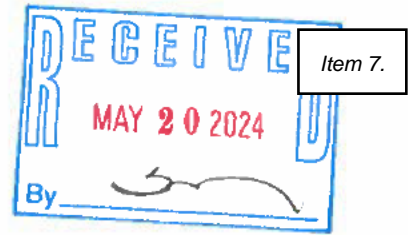
IV. EFFECTIVE DATE

This Resolution shall become effective immediately upon its passage.

PASSED, ADOPTED, APPROVED, AND EFFECTIVE THE _____ DAY of _____, 2024.

CITY OF WOODCREEK, TEXAS

By: _____
Jeff Rasco, Mayor



Application for Appointment to A Volunteer Citizen Group

Name: Russell Scott

Property Address: [Redacted]

Mailing Address: [Redacted]

Telephone Number(s): Home: [Redacted] Cell: [Redacted]

Email Address: [Redacted]

1. Do you want your phone number(s)/email address released in a Public Information Request? YES [] NO [x]

Committee(s) of Interest (Select All That Apply)
NOTE: Groups listed below are Advisory and submit reports and/or recommendations, as needed, to the City Council, per state and federal laws and City Ordinances.
[] Infrastructure and Mobility Panel [] Tree Board
[x] Planning and Zoning Commission via email on 06/16/24 [x] Ordinance Review Committee
[x] Parks and Recreation Board

City Hall Areas of Interest (Select All That Apply)
NOTE: Volunteers would work with City Staff to complete projects on an "as needed" basis.
[] City Staff Mailouts (Indoors) [] City Information Distribution Projects (Outdoors)
[x] City Clean-Up Projects (Outdoors) [x] City's 4th Decennial Celebration (Hybrid)

2. Length of Time as a Texas Resident: 58 Length of Time as a Woodcreek Resident: 4

3. Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels? YES [] NO [x] If "YES", please list capacity and term.

Describe any qualifications, credentials or special interests that relate to your possible appointment. I served over 5 years on the Lakeway Parks & Rec board. During that time I was instrumental in bringing several large projects to completion including a multi-million dollar skate park, walking trails and other infrastructure projects. Professionally I have over 25 years experience in project management strategies and leadership globally.

4. Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? YES [] NO [x] If "YES", please explain.

Signature: Russell Scott

Date: 5/15/2024

REQUEST FOR QUALIFICATIONS (RFQ): CITY ADMINISTRATOR, A Full-Time, Exempt Position

*** Candidates can apply for this position through Wednesday, July 31, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced professional with effective leadership, communication, and management skills to serve as the City Administrator.

JOB SUMMARY:

As Chief Administrative Officer of the City of Woodcreek, this individual acts as a central hub for communication and job management to ensure the efficient operation of City Hall. They shall carry forth the directives of the City Council in accordance with all applicable state and federal laws in addition to the City Code of Ordinances, Resolutions, and any other policy or procedures of the City.

This individual coordinates between many entities both governmental and nongovernmental and volunteers; they must be a proficient team leader, display strong conflict resolution capabilities, exhibit critical thinking skills, and always operate with impartiality and professional decorum.

In an emergency, this person will be called to serve in a leadership capacity.

REPORTING RELATIONSHIPS:

Reports to the Elected Body of the City of Woodcreek, a Type A General Law City.

Supervises the day-to-day operations of City Hall and management of all city business in coordination with other staff

MAIN JOB TASKS and RESPONSIBILITIES:

- Directs and coordinates the administration of City business per directives of the City Council and in accordance with all applicable laws, ordinances, policies and procedures.
- Assists in the preparation of agendas for Council and advisory bodies, attends all Council and Planning and Zoning meetings, may attend other advisory boards upon request, may be called upon to provide information concerning city business and records, may be referred to for professional input on a variety of topics related to city projects, spending, and the management of city business and properties.
- Under the direction of the Mayor, compiles budget requests approved by City Council and oversees the forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures, and makes mid-year corrections regarding Regular City Business expenditures.
- Oversees the Regular City Business expenditures; Oversees the administrative tasks of Council's approved expenditures; Works with an outside Auditor to ensure the annual financial audit is complete when presented to City Council for approval.
- Ensures the City operates within its budget and keeps the City Council advised as to the financial condition and needs of the City.
- Required to become a signatory on the City's banking and investment accounts.
- Work with City Council to develop and implement plans.
- Executes deeds and contracts on behalf of the City when authorized by a City Council Action, Ordinance, or Resolution.
- Responsible for the enforcement of the City's Code of Ordinances within City Limits and its ETJ.
- Cultivates cooperative partnerships and interlocal agreements to access resources and improve the

efficiency of the city and makes recommendations to City Council.

- Represents the City in conducting business with other Local, State, and Federal officials.
- Represents the City at conferences, professional and civic organizations at the local, state and national level.
- Presents City affairs update programs to local radio, clubs and civic organizations as requested.
- Serves the community by responding to citizen issues in person or via email or phone.
- Conducts City Staff management training to ensure high quality City services.
- Supervises City Staff, including assigning and reviewing projects, completing performance evaluations, and makes recommendations to City Council regarding the hiring, terminating, and disciplining of City Staff.
- Advises, assists and provides staff support for Boards, Commissions, Committees, and other officials as needed.
- Conveys a positive, professional image by action, communication and appearance.
- Exhibits regular, reliable and punctual attendance, which is an essential function of the job.
- Exercises independent judgment and maintains confidentiality when required.
- Assists the City's legal Counsel in the City's defense against lawsuits.
- Serves as the Emergency Management Coordinator under the Mayor and the Flood Plain Manager Administrator.
- Performs other related duties as required/assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of City Planning and Development with Management level experience in this field.
- Knowledge of current Municipal administrative methods, procedures, organizations, and functions.
- Knowledge of federal and state laws, principles and practices of municipal administration.
- Knowledge of Municipal financial analysis and budget creation and maintenance.
- Skill in the use of computers and Microsoft Office applications.
- Experience and skill in the use of FundView Municipal Accounting and Management software.
- Skill in the supervision and management of the administrative and financial activities of Municipal government.
- Skilled in clear verbal and written communication of complex material in a professional manner.
- Ability to make independent judgments regarding appropriate responses to routine and non-routine questions or situations.
- Ability to complete detailed administrative tasks of a complex budget.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, vendors, other government agencies, other employees and the public.
- Ability to meet deadlines and perform multiple tasks under pressure.
- Ability to prepare and make effective presentations, when needed.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- The work environment is primarily an office setting, where noise and temperature levels are moderate.
- Attendance is mandatory at City Council meetings, most of which occur after hours.
- Work may occasionally require travel, including overnight stays, involving training and conducting City business.
- May occasionally be required to inspect outdoor sites which may require climbing and traversing rough terrain.
- The work is light to medium requiring exerting up to fifty pounds (50) to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: feeling, grasping, handling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

EDUCATION and EXPERIENCE:

- Bachelor's Degree in Public Administration, Business Administration, Finance or a related field. (preferred)
- Minimum of five (5) years of progressively responsible experience in municipal

government management. (preferred)

CERTIFICATIONS, LICENSES and SPECIAL REQUIREMENTS:

- Certified Public Manager or International City Management Association Credentialed Manager, preferred.
- Pass a Background Check and be Bondable.
- Maintain membership in “Good Standing” with each of the following organizations:
 - TCMA, ICMA, GFOAT
- Successful completion of the following trainings within thirty (30) days of hire:
 - Public Finance Investment Act Training (10 hours)
 - Open Meetings Act Training (1 Hour)
 - Public Information Act Training (1 Hour)
- Proof of citizenship and/or eligibility to legally work in the United States.

**** Candidates can apply for this position through Wednesday, July 31, 2024 at 5:00P (CST) ****
When applying, please include a Letter of Interest, Resume and three (3) professional references.
*** Preliminary Interviews will begin the week of August 12, 2024. ***

The salary offered to a qualified candidate will reflect the candidate's experience and qualifications.

DISCLAIMER:

Nothing in this job description restricts the City Council’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects the City Council’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description may be changed at any time.

The City of Woodcreek is committed to compliance with the American Disabilities Act & Amendments Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 847-9390.

The City of Woodcreek is an Equal Opportunity Employer and values diversity in its workplace.



IN THE MIDST OF THE TEXAS HILL COUNTRY

REQUEST FOR BID/PROPOSAL (RFP): Land Management Contract Services

*** Candidates can apply for this position through Wednesday, July 31, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced and highly rated company to perform basic land maintenance tasks, small construction projects, and other site and sign work.

JOB SUMMARY:

An annually reviewed and renewed contract as the land management service company for the City of Woodcreek. This would entail but is not limited to the following types of work: sign installation and removal, parking installation, small construction projects like fencing or ramps, dirt work, moving of large items utilizing heavy machinery, and other similar land and capital asset management needs.

REPORTING RELATIONSHIPS:

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

MAIN JOB TASKS and RESPONSIBILITIES:

- Submit design and budget proposals as requested to the City Administrator
- Manage on-site construction and crews for all projects
- Ensures all city ordinances are followed throughout the duration of the project
- Coordinates communication on project timelines and expenditures with City Administrator
- Must be willing to procure and transport materials
- Must be willing to submit receipts and await payment

PROPOSAL FORMAT:

- A copy of certificate of Business Liability and Personal Injury Insurance
- A brief introduction to the company including links to website and customer reviews
- A proposal including cost of service minimums and hourly service rates for various types of services

SELECTION PROCESS:

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

SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco

Jeff.Rasco@woodcreektx.gov

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

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



June 17, 2024

Jim Burton - City Manager
City of Woodcreek
41 Champions Circle
Woodcreek, Texas 78676

RE: Deerfield Dr. (East-West Leg) Overlay Layout and Cost Estimate

Dear Mr. Burton:

As requested, Freeland Turk has reviewed the referenced Deerfield Dr. project and a potential overlay project. We offer the following comments for consideration:

1. The City of Woodcreek wishes to consider overlaying Deerfield Dr. (East-West Leg). The existing street varies (mostly 16' wide), and the overlay length would be approximately 500'.
2. The east terminus of the project will tie into the TDA TxCDBG grant project currently under development. The suggested tie-in location is shown on the attached project layout. The west terminus is a dead end that currently connects to the golf cart path.
3. Based on Hays County Appraisal District online mapping, the existing road is located in the south half of the existing 50' right-of-way. The map indicates the edge of the pavement is only a few feet inside the existing right-of-way. We recommend conducting an apparent right-of-way survey to verify the location of the existing right-of-way in relation to the existing pavement proposed to be overlaid.
4. The existing pavement is a mix of asphalt pavement, chip seal, potholes, level-up, and patches. We consider its condition to be generally poor.
5. Based on our cursory review of available topographic maps, stormwater from a notable upstream drainage area crosses over the road (approximately at mid-point). No drainage culvert or roadside ditches exist at this location.
6. We suggest a significant surface preparation effort before the placement of the asphalt overlay, consisting of base repairs, and heavy level-up. A minimum 2" HMAC

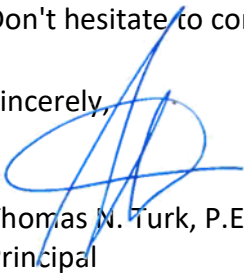
overlay should be placed over the prepared surface, including select tie-ins to existing driveways.

7. The existing pavement width is inconsistent. The overlay should be 16' at minimum (matching the existing pavement width) and 20' or more where possible.
8. Once completed, the City of Woodcreek can expect a shorter-than-normal pavement life, given the condition of the existing pavement and the lack of drainage conveyance systems to keep stormwater off of it. This road will probably require higher-than-normal maintenance.
9. Given the conditions of this road, full street reconstruction would be the preferred approach.

Freeland Turk's opinion of the probable construction cost is \$85,000, assuming these improvements were bid as a stand-alone project.

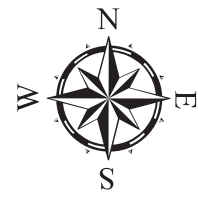
Don't hesitate to contact us with any questions or comments about this project.

Sincerely,

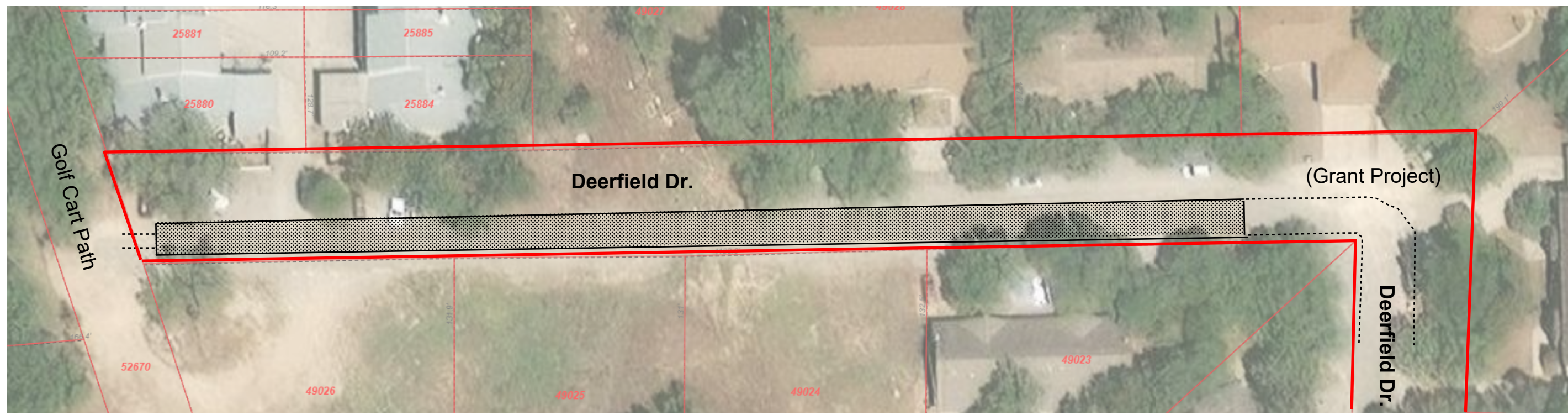


Thomas N. Turk, P.E.
Principal

Attachments: Project Layout and Cost Estimates



Drawing Not To Scale



Freeland+Turk
ENGINEERING GROUP
 172 CREEKSIDE PARK ROAD, SUITE 115
 SPRING BRANCH, TX 78070
 TBPE FIRM F-21047



City of Woodcreek
Deerfield Dr. East-West Leg
Asphalt Overlay
Conceptual Layout

JOB:

DATE: **6-17-24**

DRAWN:

DESIGN: PM:

REVISIONS:

DELTA	DESCRIPTION

SHEET:

Deerfield North to South Stretch Patch Proposal

DRAFT

Patch work is considered “regular street maintenance” and our designated “street maintenance” funds can be applied.

See photo for the DRAFT financial statement as of Jan and confirmed with City Staff on Jun 20th that there have been no draws on this account.

CITY OF WOODCREEK							
Revenue and Expense Report							
As of January 31, 2024							
5/13/2024 Item 23.							
10 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
10-5204 Greenspace Maintenance	0.00	0.00	7,500.00	7,500.00	100.00%	0.00	5,961.29
10-5205 Landscape Maintenance	975.00	1,450.00	7,500.00	6,050.00	80.67%	0.00	4,615.00
10-5206 Green Building Initiatives	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00
10-5208 Parks And Playground Maintenance	1,145.82	1,145.82	5,000.00	3,854.18	77.08%	0.00	0.00
10-5209 ROW Tree Trimming	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00
10-5210 Holiday Decorations	0.00	0.00	500.00	500.00	100.00%	0.00	649.99
10-5211 Street Maintenance	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	4,282.73
10-5212 Street Signs	14,842.66	14,842.66	6,000.00	(8,842.66)	(147.38%)	0.00	119.00
10-5213 Equipment Maintenance	22.54	22.54	3,000.00	2,977.46	99.25%	0.00	732.24
10-5214 Water Quality Testing CCWPP	0.00	0.00	1,200.00	1,200.00	100.00%	0.00	1,417.00
Total Area Care and Maintenance	17,461.02	20,661.02	68,200.00	47,538.98	69.71%	0.00	25,727.25
<u>Other Operating Expenses</u>							
10-5301 Dues & Membership	179.00	1,015.20	1,200.00	184.80	15.40%	0.00	1,092.34
10-5302 Election Expense	0.00	0.00	2,300.00	2,300.00	100.00%	0.00	2,198.96
10-5303 TML Dues	0.00	0.00	650.00	650.00	100.00%	0.00	632.00
10-5304 Meeting Expense	185.94	185.94	2,500.00	2,314.06	92.56%	0.00	968.89
10-5305 Public Notices	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	5,964.24
10-5306 Travel & Vehicle Exp Reimb.	0.00	64.37	1,000.00	935.63	93.56%	0.00	580.96
10-5307 Elected Official Travel	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	0.00
10-5309 Training & Prof Development:Elected Body	3,537.14	5,271.59	3,000.00	(2,271.59)	(75.72%)	0.00	2,220.61
10-5310 Training & Prof Development:Staff	1,562.95	3,433.85	6,000.00	2,566.15	42.77%	0.00	3,446.62
10-5311 Training & Prof Development:Boards/Committees	0.00	0.00	1,200.00	1,200.00	100.00%	0.00	132.77

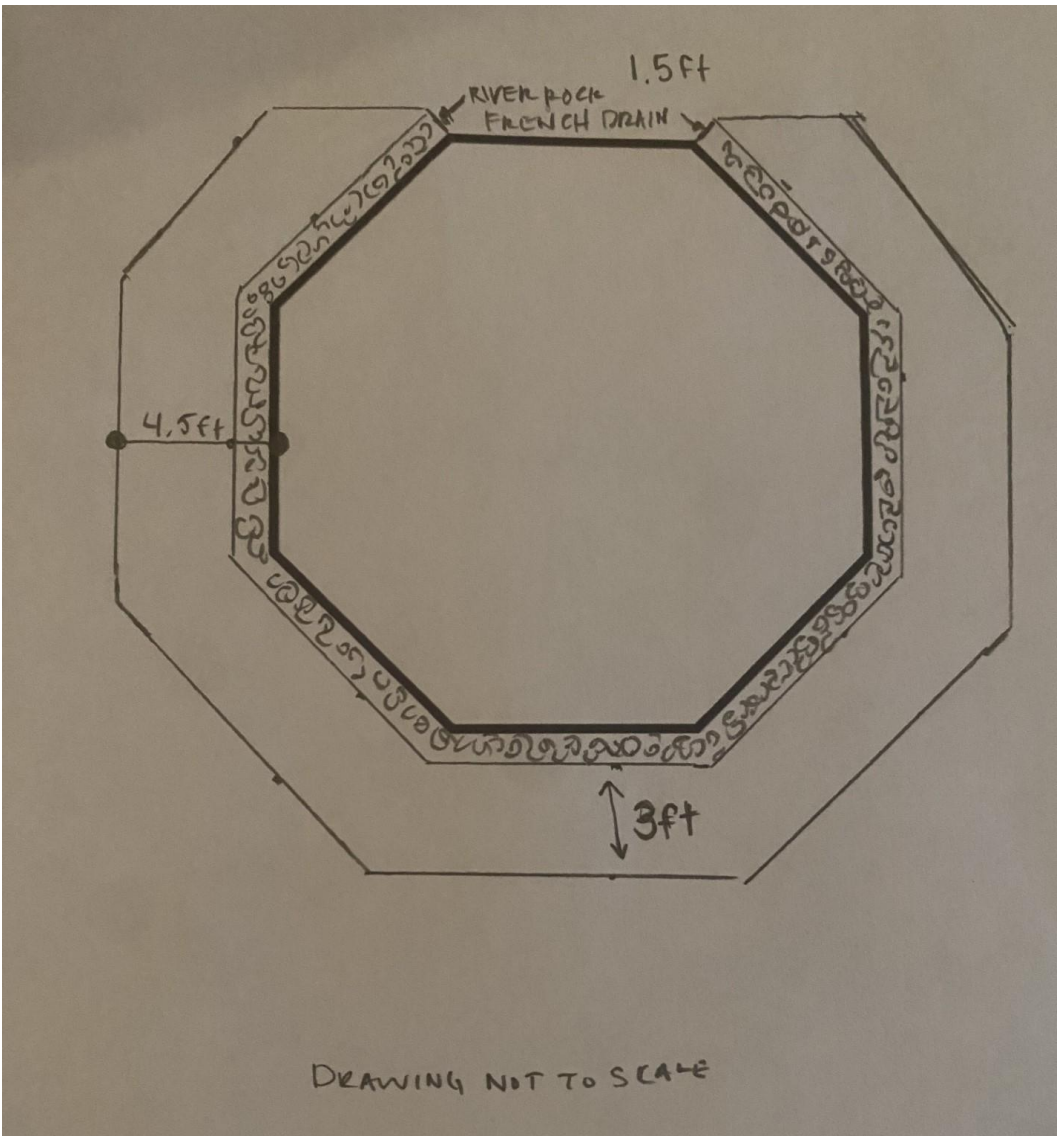
A budget amendment may be needed to cover additional costs once a Request for Proposal/Bid (RFP) is created and the full scope of work and estimated cost is established.

The Triangle Beautification Project

Final Proposal

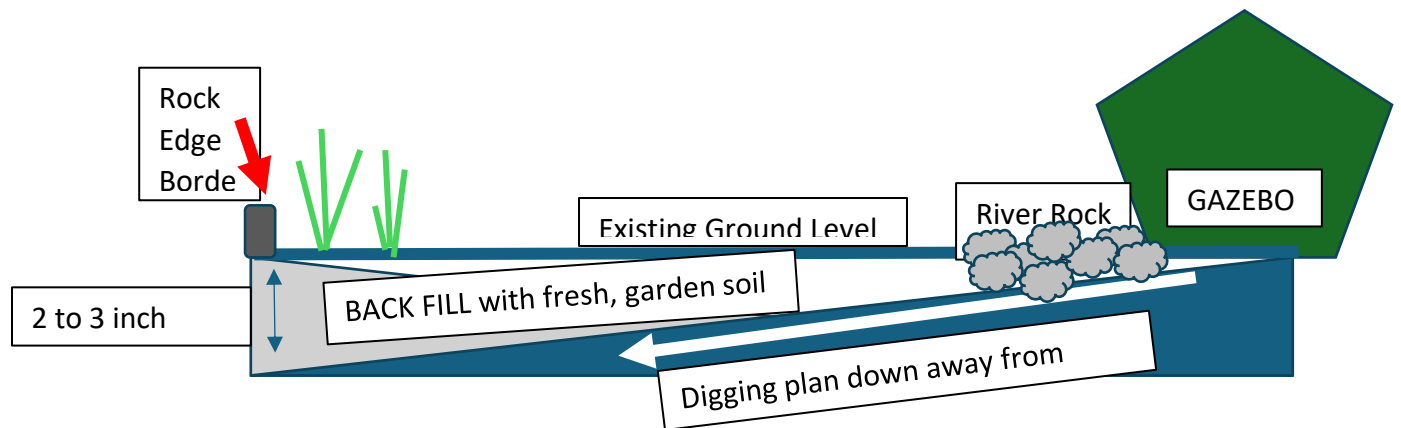
The original proposal was to dedicate \$2000 to this project. The Council approved this project and initial design with the understanding that a final proposal would be submitted for review and input prior to starting work.

Here is the basic design:



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

Garden Bed Construction Plan



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

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

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

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

★★★★★ (222) Questions & Answers (47)



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

Delivery
Tuesday, Jul 2
7,814 available
FREE

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

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

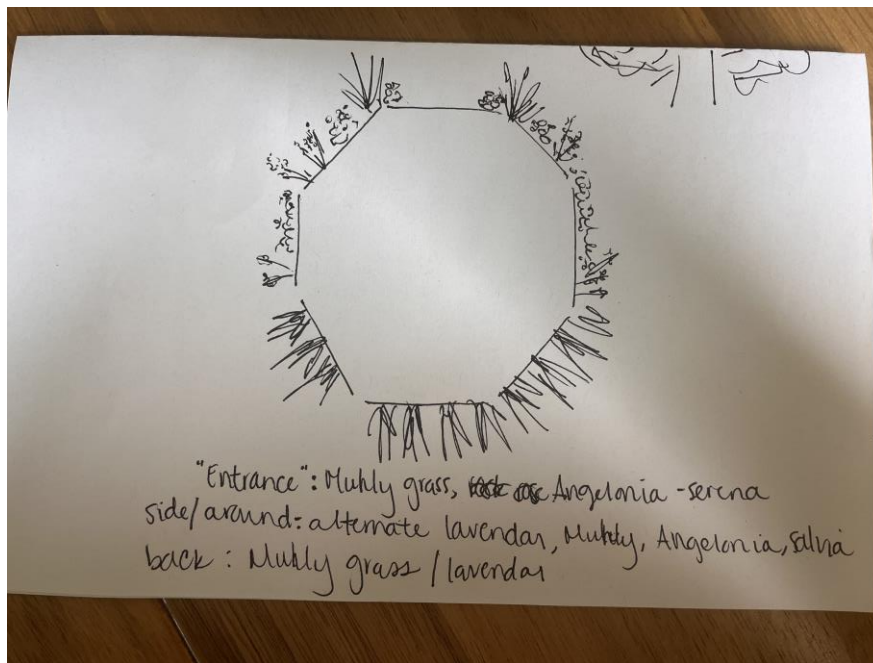
Space 1 🏠
Width: ft. Length: ft. Depth: in.
3 in. recommended

+ Add Space

Calculate


33 bags
will cover 16.50 cu. ft. **\$692.01**
Est. Total



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



There will be a rainwater collection system proposed separately later.

Estimated rock cost and possible styles:



35 **Top Rated** 



\$799⁰⁰ /pallet

★★★★★ (142)
Model# 21005


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



\$799⁰⁰ /pallet

★★★★★ (55)
Model# 20906

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



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



Request for Proposals for a Certified Arborist

RFP NO. 2023-01

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

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

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

Scope of Services:

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

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

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

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

Qualifications:

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

Proposal Format:

Proposals should include the following information:

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

Evaluation Criteria and Selection Process:

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

All inquiries regarding the RFP should be directed to:

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

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

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

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

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

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

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

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

JOB SUMMARY:

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

REPORTING RELATIONSHIPS:

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

MAIN JOB TASKS and RESPONSIBILITIES:

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

REQUIRED QUALIFICATIONS and CERTIFICATIONS:

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

PREFERRED QUALIFICATIONS and CERTIFICATIONS:

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

PROPOSAL FORMAT:

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

SELECTION PROCESS:

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

SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco

Jeff.Rasco@woodcreektx.gov

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

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

DATE:	6/17/2024
TO:	City of Woodcreek City Council Members
FROM:	Krista Richardson, Council Member
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Discuss and Take Appropriate Action To Recommend City Staff Post A RFP For A Certified Arborist That Is Oak Wilt Qualified To Survey All Existing City Property (Referenced In Tree Ordinance 22-308 Chart Map 98.19) For Oak Wilt Disease With Treatment Recommendations, With a Budget Reallocation From the General Fund Line Item 10-5104

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

To Recommend City Staff Post A RFP For A Certified Arborist That Is Oak Wilt Qualified To Survey All Existing City Property (Referenced In Tree Ordinance 22-308 Chart Map 98.19) For Oak Wilt Disease With Treatment Recommendations, With a Budget Reallocation From the General Fund Line Item 10-5104

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

The Tree Board has been compiling a comprehensive tree care management plan for the City, however we don't have a current survey that addresses the Oak wilt situation on City property. I recommend that we submit a request for proposal for an ISA certified vendor who employs Texas Oak Wilt Qualified (TOWQ) specialists to evaluate all the Oak trees on City property and recommend a specific treatment plan for affected trees. Due to the fact that the City has not hired a part-time arborist, and there is \$8,000 allocated for that line item for the fiscal year, I recommend reallocating General Fund item 10-5104 (Arborist) for this proposal.

STATE YOUR INTENDED MOTION:

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

To Recommend City Staff Post A RFP For A Certified Arborist That Is Oak Wilt Qualified To Survey All Existing City Property (Referenced In Tree Ordinance 22-308 Chart Map

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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

98.19) For Oak Wilt Disease With Treatment Recommendations, With a Budget Reallocation From the General Fund Line Item 10-5104

FISCAL IMPACT:

The Estimated Dollar Amount is:

\$75-200/hr for TOWQ arborist for an unknown number of hours

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

1. Tree Ordinance 22-308 Chart Map 98.19
2. RFP
3. List of possible vendors

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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



IN THE MIDST OF THE TEXAS HILL COUNTRY

REQUEST FOR BID/PROPOSAL (RFP): Oak Wilt Diagnostic Services

*** Candidates can apply for this position through Wednesday, July 31, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced, highly rated company possessing the required qualifications to perform an Oak Wilt analysis of city-owned lands, create a map of Oak Wilt zones, and develop a plan for treatment and/or removal of trees infected or at risk of infection.

JOB SUMMARY:

This is a one-time contract as a Qualified Oak Specialist to diagnose, map, and create a plan of action for the City of Woodcreek to address Oak Wilt on city-owned lands. This would entail but is not limited to the following types of work: on-site inspections, tree inventory, mapping, planning for tree care and maintenance, and a qualified diagnosis of Oak Wilt.

REPORTING RELATIONSHIPS:

Reports to the City Administrator

MAIN JOB TASKS and RESPONSIBILITIES:

- Submit a map of Oak Wilt hot zones with layers showing stages and spread
- Submit a plan for removal, treatment, and/or tree care to address Oak Wilt specifically

REQUIRED QUALIFICATIONS and CERTIFICATIONS:

- Accredited either through the International Society of Arboriculture (ISA) or through the Tree Care Industry Association (TCIA) and certification must be current and verifiable.
- The applicant must possess current Business Liability and Personal Injury Insurance
- Oak Wilt Identification and Management Qualified with the appropriate permits to apply treatment solutions

PROPOSAL FORMAT:

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

SELECTION PROCESS:

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

SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:

Mayor Jeff Rasco

Jeff.Rasco@woodcreektx.gov

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

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

Council Liaisons 411

Goal:

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

Role:

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

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

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

Guidelines:

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

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

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

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

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

Communication Flow:

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

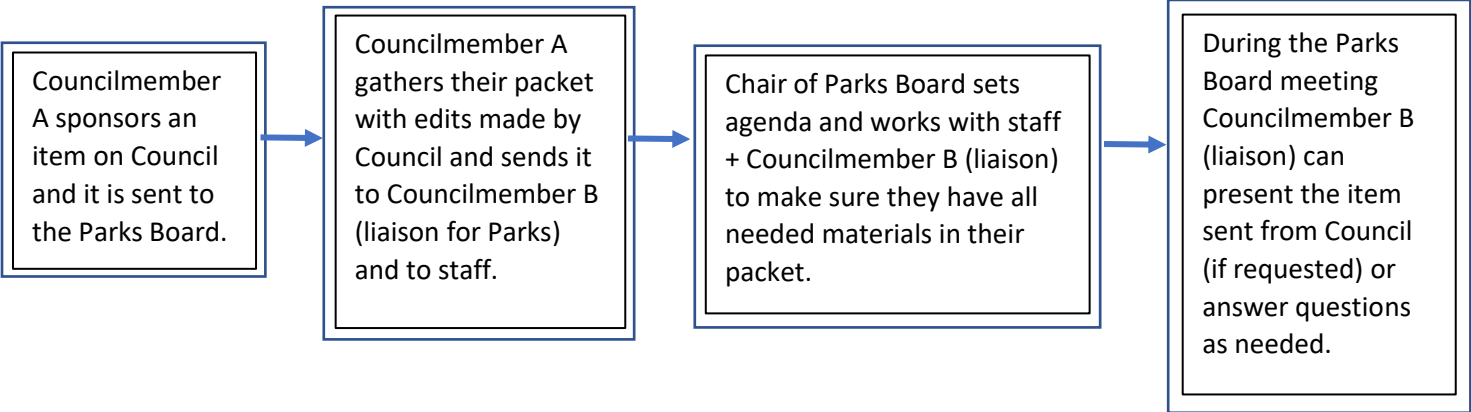
The chair of any board, panel, committee, or commission shall make every effort to send a draft of their proposed upcoming agenda to their designated liaison so that the liaison can collect and provide additional information and materials as needed. The purpose of this collaboration is to improve and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

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

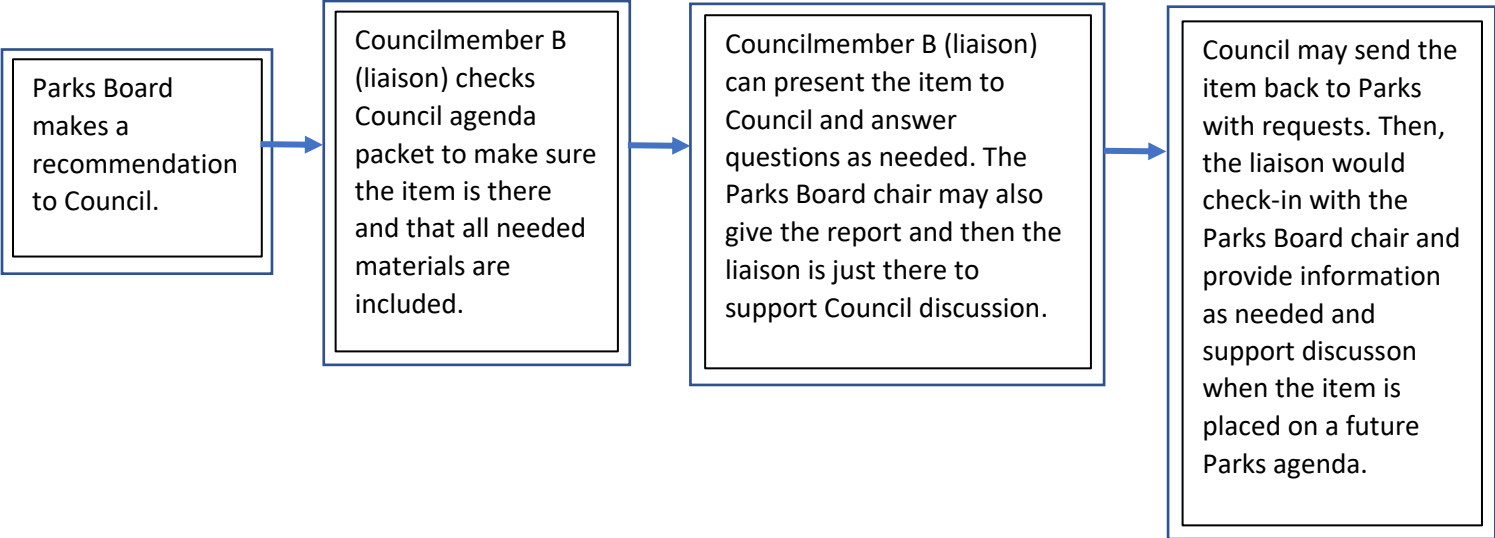
City Staff will be responsible for communication between City Council and all boards, panels, committees, and commissions. They are responsible for tracking the flow of city business. However, the designated liaison is there to support this effort, provide additional information for packets when needed,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

EXAMPLE OF THIS COMMUNICATION FLOW:

Council to Board



Board to Council





Job Description
Staff Support Specialist
 Full-Time (32 hours/week)
 Pay Range \$25,000-\$40,000 annually

The Staff Support Specialist is the first point of contact for the City of Woodcreek and it is necessary to welcome residents and vendors who visit City Hall professionally, with a pleasant personality and a general willingness to answer questions. This position will be responsible for coordinating front desk activities, including the distribution of correspondence and redirecting phone calls. This position can be fast-paced at times, and should be able to prioritize tasks to meet deadlines or deal with an occasional emergency situation.

Essential Duties and Responsibilities

- Assists with general grounds keeping of rights of way, drainage/detention area mowing and park maintenance, herbicide and pesticide application, installation and repair, concrete work, facility cleaning, trash removal, and general carpentry, painting, plumbing, electrical, construction and mechanical maintenance, gardening, landscaping and pruning, as assigned.
- Transports tools and equipment, materials, and supplies to worksites, and loads and unloads supplies, tools, and equipment.
- Cleans and maintains work area, machines, and tools.
- Follows all safety standards including the use of protective gear and the appropriate handling of hazardous materials and chemicals, sets up warning signs and barriers around worksites and notifies supervisor of possible hazards, as needed.
- Performs routine inspections of equipment and operating machinery;
- Plants, mows grass, clears plants and trees, edges walkways and curbs, and trims shrubbery, as assigned.
- Works and sets up special events and moves furniture or equipment for City departments, as assigned.
- Assists in maintaining and making minor repairs to facilities, buildings, equipment, machinery, vehicles, and grounds.
- Operates necessary vehicles, equipment and tools, such as pickup trucks, bobcats, tractors, mowers, jack hammers, striping machines, chainsaws, carpentry tools, and garden implements.
- Cleans and organizes storage facilities and shop areas.
- Assists in the construction and assembly of equipment.
- Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, practices, materials, and equipment used in the maintenance of, parks and related facilities; use and care of tools and specialized equipment; and of the basic provisions of the Texas Motor Vehicle Code relating to operation of light and heavy motorized equipment.
- Knowledge of City of Woodcreek policies, procedures, mission, and goals.

Skills in:

- Operate standard maintenance equipment applying safety standards to prevent hazards; understand and follow instructions; and establish and maintain effective working relationships with co-workers and the general public; tolerate outside working conditions, including exposure to adverse weather conditions.
- Skills for ensuring continuous improvement in processes, relationships, and cost savings.

Ability to:

- Ability to communicate with people of diverse cultural and educational backgrounds.
- Ability to establish and maintain effective, professional working relationships with City Staff, residents, vendors and the City Council and Other Advisory Bodies.
- Ability to prioritize and multi-task.
- Ability to maintain the confidentiality of City Hall and the City Council and Other Advisory Bodies until the release of such information is official.
- Ability to use basic office equipment, such as telephone, copy machine, printer.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS

Primarily in an outdoor environment. Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust and other contaminants.

TOOLS AND EQUIPMENT USED

Uses standard office equipment, including multi-line telephone, computer, fax machine, document shredder, copier, scanner, printer, etc.

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High school diploma or equivalent.

PROFESSIONAL EXPERIENCE

City Of Woodcreek – Woodcreek, TX
Director of Developmental Services

2023-Present

Oversee project development for residential, commercial and public structures and resources; responsible for code interpretation, resident education, permitting review, code compliance, permit issuance, variances, and inspection of all projects within city and ETJ.

JD Burton Construction LLC – Wimberley, TX
Owner

2021-Present

Manage day-to-day construction activities and supervise field personnel and subcontractors as required to successfully complete projects on schedule and on budget. Responsible for producing quality work that meets the highest standards beginning with land acquisition through project completion.

United Built Homes – Selma, TX
Construction Superintendent

2017-2021

Coordinating and controlling all aspects of construction for new homes, from design through closing, to ensure project is safely finished on time and within budget.

McCoy's Building Supply – San Marcos, TX
Estimator

2015-2017

Provide accurate, consistent, and timely material takeoffs of residential and commercial construction projects. Prepare material lists, detailed layouts, and structural analysis based on standard and local building codes to assist sales team with proposal development. Led development of procedures, policies, and processes of a new company department.

Public School Districts – Gunter, Anna, and Lucas TX
Business Teacher/Assistant Coach

2010-2015

Classes taught include Accounting, Principles of Business, Money Matters, and Business Information Management. Sponsor for the National Honor Society program. Coached Basketball, Softball, and Volleyball.

Mekala Enterprises - McKinney, TX
President

2000-2011

Founded construction company. Directed all aspects of business operations, sales and marketing initiatives, human resources, and office management. Developed accounts resulting in generation of annual revenues totaling 3 million dollars. Managed 100+ employees and contractor staff across concurrent projects.

McKinney Truck Center - McKinney, TX
Owner

1993-2000

Founded vehicle conversion company specializing in retail, government, and wholesale customers. Managed all aspects of company operations.

Electronic Data Systems - Plano, TX
Quality Assurance Specialist

1990-1993

Researched, developed, and implemented organizational processes to ensure team efficiency. Leader on project to restructure company training programs. Conducted team building activities and developed organizational reporting.

EDUCATION

Texas Tech University - Lubbock, TX

B.B.A. - Business Administration - Degree in Marketing; Minor - Mass Communications



Job Description
Code Administrator/Planner 1
(Director of Developmental Services)
Full Time Contract
Pay Range \$50,000-\$70,000 annually

Code Administrator performs a variety of technical functions in support of the City's local code enforcement program, including but not limited to monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, and other matters of public concern. This position is a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Work is performed with considerable independence with established laws, codes, ordinances, and technical guidelines, and is reviewed by the City Manager.

Planner I provides case management for a wide range of planning applications including zoning, variances, site development plans, and other related permits. The Planner 1 performs research and analysis of applicable local, state, and federal ordinances, and laws. The Planner 1 also provides customer service to a variety of customers including residents of the City, property owners, developers, real estate professionals, and others.

Essential Duties and Responsibilities

- Performs a variety of field and office work in support of the City's local code enforcement program; enforces compliance with City regulations and ordinances, including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviews complainants and witnesses; conducts investigations and provides recommendations for resolution.
- Conducts field investigations, inspects properties for violations; attempts to make contact at the residence or business to resolve violations and issues; posts warning notices, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions to ensure compliance with appropriate codes and ordinances; issues notice of violation as necessary.
- Consult with property owners to show where violations are present and enforce compliance.
- May assist in researching, drafting, and rewriting municipal codes; participate in developing forms and processes to address various issues.
- Performs such other related duties as may be assigned.

- Conducts review of various development applications including plats, permits, site plans, and rezoning.
- Administers and enforces zoning and planning regulations and ordinances.
- Works with the public and developers in answering questions and providing information.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of pertinent federal, state, and local laws, rules, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, animal control, and related areas
- Procedures involved in the enforcement of codes and regulations.

Skills in:

- Communicating clearly and effectively, both orally and in writing
- Interpreting and applying City policies, procedures, and regulations
- Methods and techniques of conflict resolution
- Research, collection, and interpretation of data

Ability to:

- Perform duties under minimal supervision.
- Perform municipal code administration duties and responsibilities; interpret, explain, and enforce applicable codes, ordinances, and regulations related to zoning, nuisance abatement, building, and other health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Investigate complaints and mediate resolutions in a timely and courteous manner.
- Prepare accurate and detailed documentation of investigation findings.
- Analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and summarize and write clearly, concisely, and legibly.
- Maintain complex files and records.
- Learn new skills and techniques.
- Must be able to keep sensitive information confidential.
- Identify and respond to community and City Council issues, concerns, and needs.
- Establish and maintain effective working relationships with City staff and officials, other government officials, community groups, and the general public.
- Interpret building plans, sketches, specifications, and drawings.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS

Primarily in an outdoor environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

TOOLS AND EQUIPMENT USED

Uses standard office equipment, including multi-line telephone, computer, fax machine, document shredder, copier, scanner, printer, etc.

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High school diploma or equivalent.