
MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at City Hall, located at 41 Champions Circle, Woodcreek, TX. The meeting will be held on January 11, 2023 at 6:30 PM.

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

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

<https://www.microsoft.com/microsoft-teams/join-a-meeting;>

Meeting ID: 260 899 410 771; Passcode: yZu9pc

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, Chapter 551, 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 woodcreek@woodcreektx.gov by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

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 December 14, 2022.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

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

REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES

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

SPECIAL ORDERS

11. Discuss and Take Appropriate Action on Proposed Agreement with the Law Offices of Roger Gordon for Interim City Attorney Services. (*Rasco*)

UNFINISHED BUSINESS AND GENERAL ORDERS

12. Presentation of the "Spirit of Woodcreek Award" to Cindy Jones. (*Pulley*)
13. Discuss and Take Appropriate Action on the Nominations to be Made by Councilmember Hambrick for the Open Tree Board and Ordinance Review Committee Positions. Discuss and Take Appropriate Action on the Nomination to be Made by Mayor Rasco for the Open Alternate Member Position on the Ordinance Review Committee. (*Rasco*)

NEW BUSINESS

14. Discuss and Take Appropriate Action on Changes to Committee Liaison Assignments. (*Rasco*)
15. Discuss and Take Appropriate Action on Parks and Recreation Board Resignations and Appointments. (*Rasco*)

16. Discuss and Take Appropriate Action on the Appointment of Members to the Hotel Occupancy Tax Advisory Committee. (*Rasco*)
17. Consider and Take Appropriate Action on a Resolution by the Woodcreek City Council Confirming a Review of the Investment Policy and Strategies of the City and Confirming the Changes Made. (*Rule*)
18. Discuss and Take Appropriate Action to Renew the Motion to Approve the Recommendations from the City Engineer, the Ordinance Review Committee and the Planning and Zoning Committee to Include Minimum Lot Sizes in our Zoning Chapter. (*Grummert*)
19. Discuss and Consider Approving a 2023 Citizen Survey. (*Hines*)

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **8th day of January, 2023 at 4:45 PM.**

By: 
Suzanne J. Mac Kenzie, City Secretary

CITY COUNCIL MEETING (CYJ)
December 14, 2022; 6:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

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

MOMENT OF SILENCE

PLEDGES

ROLL CALL AND ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Debra Hines
Council Member Brent Pulley

ABSENT

None

CITY STAFF PRESENT

City Attorney, (Interim) Roger Gordon
City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie
Office Admin, Maureen Mele

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT CALENDAR

1. Approval of Regular City Council Meeting Minutes from October 12, 2022 (Amended).

Member Hines made the motion to remove Item #1, as Council has already approved those minutes. (5:52). Motion was seconded by Member Grummert.

A roll call vote was taken.

Voting Yea: Member Bailey, Member Grummert, Member Hambrick, Member Hines, Member Pulley

Motion Passed: 5-0-0

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

Member Hambrick made the motion to approve balance of the consent agenda (6:06). Motion was seconded by Member Pulley.

A roll call vote was taken.

Voting Yea: Member Grummert, Member Hambrick, Member Hines, Member Pulley, Member Bailey

Motion Passed: 5-0-0

REPORTS BY OFFICERS and COUNCIL LIAISONS

5. **Report by Planning and Zoning Committee Liaison.**

No report was given.

6. **Report by Ordinance Review Committee Liaison.**

Ordinance Review Committee is working on the "Important Woodcreek Ordinances" document, which has already resulted in some changes, i.e. the Garage Sale Ordinance. Their December Meeting was canceled due to lack of quorum, but will resume in January and will review the Short-Term Rental Ordinance.

7. **Report by Parks and Recreation Board Liaison.**

During the October 19 Meeting, it was reported that the LCRA Grant Application had been denied that was to be used for the Memorial Park and the Bocci Ball court at Augusta Park. Parks discussed reapplying in the future. Spooktacular activity before and after the event were discussed. Holiday decorations on City property, including scheduling information for luminaria distribution were also discussed.

8. **Report by Platinum Roads Panel Liaison.**

Cody Abney was elected Chair and Ed Fleming was elected Vice-Chair at the December 8th meeting. Aaron Jones, from Hays County, spoke about the various techniques and materials that they use on roads. All residents who are affected by proposed Drainage Project will be notified by City Staff before the next meeting. K.Friese is working on the revisions to their drainage plan and will re-present their RFP at the January meeting.

9. **Report by Tree Board Liaison.**

Tree City USA Application was re-submitted. Committee is also working on the RPF for the City Arborist. The Oak Wilt Assistance Application is also in progress. Items still being discussed are: maximum dollar amount on assistance, including trees that are diseased other than from oak wilt, and establishment of a wait list for assistance funds.

10. Report by City Manager.

Changes to the agenda were outlined. Training in Parliamentary Procedures and IT for the committees will be scheduled next month. Meeting videos are being watched and time stamps are being added to the meeting minutes to support motion activity. City Manager Meet and Greet on Friday, December 16th 2-4P, in addition to the Luminaria Pick Up. City Hall will be closed for the holiday from December 22 - December 26.

11. Report by City Secretary

No report was given.

REPORTS of SPECIAL (Ad Hoc) COMMITTEES**12. Report by Workgroup Member on the American Rescue Plan Act of 2021 Funding**

City Manager Rule confirmed that the funding from the Act is the same for 2023 and 2021. This Committee has not yet convened, and the purpose of the Workgroup is to review applications.

13. Report by Workgroup Member on Chapters 154-157 of the Code of Ordinances, Development

Reviewing state codes for the City and its ETJ, along with the K.Friese documents to get a structure for the Ordinances. Committee is estimating the end of February to have a document prepared and ready to present for the next steps.

SPECIAL ORDERS**14. Discuss and Take Appropriate Action on A Resolution for the Texas Regional Bank Signatories to Reflect the Names of the City Manager Kevin Rule, Mayor Jeff Rasco and Councilmember Brent H. Pulley.**

Motion was made by Member Hines to add City Manager Kevin Rule as a signatory for our Texas Regional Bank accounts. (21:21) Motion was seconded by Member Bailey.

A roll call vote was taken.

Voting Yea: Member Hambrick, Member Hines, Member Pulley, Member Bailey, Member Grummert

Motion Passed: 5-0-0

The minutes will be taken to the bank so the signature card can be updated.

15. Discuss and Take Appropriate Action on the Approval of the 2023 Holiday Calendar for the City of Woodcreek.

Member Hines made the motion to approve the 2023 Holiday Calendar as submitted in the packet. (22:32) Member Pulley seconded the motion.

A roll call vote was taken.

Voting Yea: Member Hines, Member Pulley, Member Bailey, Member Grummert, Member Hambrick

Motion Passed: 5-0-0

16. Discuss and Take Appropriate Action on the Appointment of a Mayor Pro Tempore for the Coming Year. (Rasco)

Member Hines made a motion to nominate Council Member Brent Pulley as Mayor Pro Tem. (23:33) Motion was seconded by Member Grummert.

A roll call vote was taken.

Voting Yea: Member Pulley, Member Bailey, Member Grummert, Member Hambrick, Member Hines

Motion Passed: 5-0-0

17. Approval of October 2022 Financial Reports.

Member Hines made a motion to approve the October 2022 Financial Reports for the purpose of discussion (25:46) Motion was seconded by Member Pulley.

Discussion of further breakdown of Page 29, Item 8900.30 Special Projects. City Manager Rule will review the account structures and will create a separate set of financial documents to review that are easier to read. He welcomed change ideas to be emailed to him for consideration.

A roll call vote was taken.

Voting Yea: Member Bailey, Member Grummert, Member Hambrick, Member Hines, Member Pulley

Motion Passed: 5-0-0

18. Approval of November 2022 Financial Reports.

Member Hines made a motion to approve the November Financial Reports for discussion purposes. (32:21) Motion was seconded by Member Grummert.

Member Hines questioned City Staff about the Public Notices line item: Budget was \$1200, but \$4000 has been spent. Response was that the ad for the Bond Notice was a larger notice requirement in the newspaper.

A roll call vote was taken.

Voting Yea: Member Grummert, Member Hambrick, Member Hines, Member Pulley, Member Bailey

Motion Passed: 5-0-0

UNFINISHED BUSINESS and GENERAL ORDERS

(None)

NEW BUSINESS

(34:40) Mayor Rasco moved Item #28, Public Hearing for the Community Block Grant to the top of the New Business Agenda, as a GrantWorks representative, Annette Garner, was present.

Public Hearing opened at 7:04PM.

Ms. Garner stated that the Public Hearing is a requirement of the grant application. Out of the options available for Block Grants, Woodcreek is only eligible for the Community Development Block Grant, which would allow the City to use the Fund for infrastructure and drainage assistance.

No additional Public Comments were offered.

Public Hearing closed at 7:10PM.

19. **Presentation of the "Spirit of Woodcreek Award" to Resident Cindy Jones.**

Mayor Rasco removed the Presentation of the "Spirit of Woodcreek Award" to Resident Cindy Jones from the agenda as Ms. Jones is ill and not in attendance.

20. **Presentation by Andre Ayala of Hilltop Securities Regarding the Plan for the Issuance of Bonds, Including the Possibility of Early Payoff of the Tax Note.**

(41:30 - 1:04)

Mr. Sabonis, a managing Director at Hilltop Securities, congratulated the City on a successful Bond Election of \$3,495,000 to fund street and road improvements and the related items needed to make the street and road improvements. The passage of this bond impacts taxpayers at the rate of a \$0.02 increase on the existing I&S Rate.

The plan of finance is to issue General Obligation Bonds over a 20-year period of amortization, using the I&S tax rate for repayment. He stated that the City has not previously applied for an "Investment Grade Rating" but believes that City will qualify.

As of May of 2023, there will be one(1) maturity left on existing tax debt, approximately \$220,000 at a rate of 1.82%. Goal would be to re-fund this debt into the new debt at 4.85%, 50 points higher than we are now, moving from a 7.8% to 9.3% interest rate, which will continue to change until May.

As a result, there will be a total of \$3,348,000 in the project fund, after the cost of issuing the bond and the City's debt repayment.

Two variables in the calculations: (1) the 4.85% interest rate, and (2) the City's taxable homeowner property value of \$310,000,000.

He does not have the information to make a recommendation now, because a decision will not be made until May or June, and interest rates change.

Since the City is a first time applicant for an "Investment Grade Rating", the following items will be under review: (a) obtaining a Professional to develop Finance and Investment Policies and Procedures, and (b) the actual Finance and Investment Policies and Procedures. The most important item is the Unrestricted Fund Balance for the City, as with any debt.

Mr. Sabonis' plan and pay-off scenarios can be viewed in the meeting packet on pages 39-42. Bond credit ratings and a municipal market update can be found on pages 45-48.

21. Discuss and Take Appropriate Action on Considering an Early Pay-Off of Remaining Tax Note Debt. (Hines)

Member Hines moved to open discussion on considering an early payoff of remaining tax note debt. (1:04)

Discussion was that savings on payoff was minimal and did not see benefit to early payoff. May see a better option with payoff rate.

Motion was withdrawn by Member Hines at 1:12:06.

No action was taken on this item.

22. Discuss and Take Appropriate Action on the Assignments of Council Liaisons to Various Board/Committees as Suggested: Councilmember Bailey to the Platinum Roads Panel, Councilmember Grummert to the Parks and Recreation Board, Councilmember Hambrick to the Planning & Zoning Commission, Councilmember Hines to the Ordinance Review Committee, and Councilmember Pulley to the Tree Board. (Grummert/Rasco)

Member Grummert made a motion to accept Councilmember Bailey to the Platinum Roads Panel, Councilmember Grummert to the Parks and Recreation Board, Councilmember Hambrick to the Planning & Zoning Commission, Councilmember Hines to the Ordinance Review Committee, and Councilmember Pulley to the Tree Board (1:13:05). Member Hines seconded the motion.

A roll call vote was taken.

Voting Yea: Member Hambrick, Member Hines, Member Pulley, Member Bailey, Member Grummert

Motion Passed: 5-0-0

23. Discuss and Take Appropriate Action on Having the New Councilmembers Chrys Grummert, Linnea Bailey and Bob Hambrick's Make Nominations of Citizens to Fill Three Expired Term Seats on Each of the Following: Parks and Recreation Board, Ordinance Review Committee, Platinum Roads Panel, and Tree Board. (Grummert)

Member Grummert made a motion that the new Council Members each make a nomination to fill the three expired terms on the following Parks and Recreation Board, the Ordinance Review Committee, the Platinum Road Panel and the Tree Board. (1:14:53) Motion was seconded by Member Hines.

Discussion of existing document listing of advisory boards and the order of nominations for each.

Member Grummert made a motion to nominate Justin Camp as a member of the Parks and Rec Board. (1:16:20) Member Pulley seconded the motion.

A roll call vote was taken.

Voting Yea: Member Pulley, Member Bailey, Member Grummert, Member Hambrick, Member Hines,

Motion Passed: 5-0-0

Legal Counsel, Roger Gordon, suggested that all nominations are done at once for expediency.

Member Grummert made a motion to nominate Emma Davenport to the Ordinance Review Committee, Aurora LeBrun to the Platinum Roads Panel and Dorothy Tasian to the Tree Board. (1:17:32)

Member Hines asked that Aurora LeBrun be considered for an alternate position to keep Abney on the Panel. Hambrick would like to see Aurora, with her wealth of information, remain on the panel. Mayor Rasco stated that Jack Bowes, former Mayor Pro Tem Aurora LeBrun and Joe Kotarba (as alternate) have all expressed interest in the panel and could have a strong group.

After discussion, (1:22) Member Grummert withdrew his nomination of Aurora and recommended Cody Abney for the Platinum Roads Panel, keeping Emma Davenport for Ordinance Review Committee and Dorothy Tasian for Tree Board. Seconded by Member Pulley.

A roll call vote was taken.

Voting Yea: Member Bailey, Member Grummert, Member Hambrick, Member Hines, Member Pulley

Motion Passed: 5-0-0

Member Hambrick made a motion to nominate Rogers Holt to the Platinum Roads Panel and Karen Poe for Parks and Rec (1:23) Motion was seconded by Member Bailey.

Member Hines asked Member Hambrick to consider Karen Duncan to the Ordinance Review Committee. Member Hambrick agreed to consider. Member Pulley asked the new Council Members to consider Terri Bissett as a member of the Tree Board.

A roll call vote was taken.

Voting Yea: Member Grummert, Member Hambrick, Member Hines, Member Pulley, Member Bailey

Motion Passed: 5-0-0

Member Bailey made a motion for nominations of Terri Bissett to the Tree Board, Ruth Ann Gilbert for Parks Board, Karen Duncan for Ordinance Review Committee and Jack Boze for Platinum Roads Panel (1:28:07) Seconded by Member Pulley.

A roll call vote was taken.

Voting Yea: Member Hambrick, Member Hines, Member Pulley, Member Bailey, Member Grummert

Motion Passed: 5-0-0

24. **Discuss and Take Appropriate Action on the Mayor Recommendations for Alternates on the Various City Boards or Committees. (Grummert)**

Motion was made by Member Grummert to take appropriate action on the Mayor recommendations for alternates on the various City Boards or Committees. (1:32:29) Motion was seconded by Member Hines.

Mayor Rasco recommended Cody as an alternate to the Parks and Recreation Board, currently doesn't have nomination for Ordinance Review, for Tree Board recommends Cynthia Jones as a second alternate and recommends Aurora LeBrun and Jack Boze as alternates for the Platinum Roads Panel.

Discussion was held that the terms of the Tree Board members be reviewed, as the summary sheet may be incorrect.

Member Hambrick stated he would be willing to relinquish his nomination for the Tree Board in order to keep Monica Rasco on the Tree Board.

A roll call vote was taken.

Voting Yea: Member Hines, Member Pulley, Member Bailey, Member Grummert, Member Hambrick

Motion Passed: 5-0-0

Recessed was called at 8:11 PM

Recess ended at 8:18 PM

25. **Discuss and Take Appropriate Action on Accepting the Minimum Lot Sizes Addition to the City of Woodcreek Code of Ordinances Zoning Chapter 156. (Hines)**

Motion was made by Member Hines to approve the recommendation as made by Planning and Zoning and accept the minimum lot size additions to the Code of Ordinances with the understanding that an actual Ordinance is pending that would trigger the appropriate Public Hearings. (1:50:28) Motion was seconded by Member Hines.

Discussion was held that this is part of the work being done by the Ad Hoc Workgroup on Chapters 154-157. This item was brought to light by K.Friese during the review of the Comprehensive Plan document when it was noted that minimum lot sizes were missing from the City's Zoning Codes. These minimum lot sizes do not impact existing platted properties in the City; they will only apply to properties in the City that if, in the future, were replatted and all property in the ETJ that is subdivided.

(2:14:54) Member Grummert Called the Question. Seconded by Member Pulley.

A roll call vote was taken on the Calling the Question.

Voting Yea: Member Pulley, Member Grummert, Member Hines

Voting Nay: Member Bailey, Member Hambrick

Motion Passed: 3-2-0

A roll call vote was taken on the Main Motion.

Voting Yea: Member Grummert, Member Hines

Voting Nay: Member Bailey, Member Hambrick, Member Pulley

Motion Failed: 2-3-0

26. Discuss and Take Appropriate Action on the Report from the Ordinance Review Committee Concerning the Request for Proposal (RFP) for a Code Compliance Officer. (Hines)

Member Hines reported that the Ordinance Review Committee made recommendations based on suggested qualifications list provided for the previous Compliance Officer. The qualification list can be found on page 60 of the packet and the recommendations from Ordinance Review can be found on page 61.

This is a pending business item that was placed on hold until the hiring of a new City Manager.

No action was taken on this item.

27. Discuss and Take Appropriate Action on 2023 Citizen Survey with Possible Edits to the Draft Copy. (Hines)

Motion was made by Member Hines that Council be directed to send additional questions to City Manger Rule and that this item be postponed until January. (2:21:26) Motion was seconded by Member Hambrick.

A roll call vote was taken.

Voting Yea: Member Grummert, Member Hambrick, Member Hines, Member Pulley, Member Bailey

Motion Passed: 5-0-0

28. Public Hearing Regarding the Community Development Block Grant (TxCDBG) Application to the Texas Department of Agriculture; TxCDBG Supports Community Development Such As Infrastructure, Economic Development Projects, Public Facilities Installation, Community Centers, Housing Rehabilitation, Public Services, Code Enforcement, Homeowner Assistance and Microenterprise Assistance.

This item was moved to the beginning of the meeting to accommodate the GrantWorks speaker and the required Public Hearing.

29. Discuss and Take Appropriate Action on a Resolution of the City of Woodcreek Moving \$25,000 from the Contingency Budget Line Item to the Community Development Block Grant Budget Line Item. (Grummert)

Motion was made by Member Grummert to adopt the resolution of moving \$25,000 from the Contingency Budget line item to the Community Development Block Grant (CDBG) budget line item. (2:22:43) Motion was seconded by Member Hines.

Member Grummert clarified that for \$500,000, there is a small match of \$25,000 based on the size of the City for the Block Grant. By setting the funds aside, our application will also be

awarded 50 points. Mayor Rasco stipulated that the funds will not be spent immediately, but earmarked in the event that we are awarded the grant.

A roll call vote was taken.

Voting Yea: Member Hambrick, Member Hines, Member Pulley, Member Bailey, Member Grummert

Motion Passed: 5-0-0

30. Executive Session for: Consultation With Legal Counsel, Pursuant to Chapter 551.071 of the Texas Government Code, Deliberation Regarding Real Property, Pursuant to Chapter 551.072 of the Texas Government Code; Deliberation Regarding Personnel Matters, Pursuant to Chapter 551.074 of the Texas Government Code.

Executive Session was called at 8:56 P.M.

Executive Session ended at 10:14 P.M.

No action was taken in Executive Session.

31. Discuss and Take Appropriate Action on Retaining the Law Offices of Roger Gordon for the Month of December 2022 to Assist With Current Development Projects, With an Option to Extend the Agreement One Month if Determined by City Council to be Necessary. (Rasco)

Motion was made by Member Pulley to retain the Law Office Roger Gordon for the month of December 2022 to assist with current development projects, with an option to extend the Agreement one month if determined by City Council to be necessary. Motion was seconded by Member Grummert.

A roll call vote was taken.

Voting Yea: Member Hines, Member Pulley, Member Bailey, Member Grummert, Member Hambrick

Motion Passed: 5-0-0

32. Discuss and Take Appropriate Action on Acceptance of Resignation of City Attorney, Kent Wymore, and Ratification of Appointment of Interim City Attorney, Roger Gordon.

Motion was made by Member Hines on the acceptance of resignation of City Attorney, Kent Wymore, and ratify the appointment of Interim City Attorney, Roger Gordon. (3:47:40) Motion was seconded by Member Bailey.

A roll call vote was taken.

Voting Yea: Member Pulley, Member Bailey, Member Grummert, Member Hambrick, Member Hines

Motion Passed: 5-0-0

33. Discuss and Take Appropriate Action on Changes to Council and Staff Communication Policy.

Counsel Gordon advised that communications be directed through Kevin's office. Council mentioned that the City Manager has been included in the "CC" in the past and will continue to do so in the future.

Manager Rule will be changing the procedure for a number of different processes. He asked that for the continuity of the flow of information, questions go through him so he can attempt to eliminate duplicate questions to paid vendors so the City is not charged for items that have been addressed.

Motion was made by Member Hines that all Council copy our City Manager on communications with any vendor at this time and staff is now directed to develop an official Staff and Council Communication Policy. (3:53:46) Motion was seconded by Member Grummert.

Member Hines does not believe that Council Members should be allowed no or limited access to vendors. Counsel Gordon clarified that this policy covers the City if, in the event that something happens to the email originator, the City would be aware of current events.

A roll call vote was taken.

Voting Yea: Member Bailey, Member Grummert, Member Hambrick, Member Hines, Member Pulley

Motion Passed: 5-0-0

34. Discuss and Take Appropriate Action on Proposed 2023 Calendar for Acceptance and Review of Applications for City Permits, Plats, Re-plats and Zoning Requests.

Counsel Gordon explained that this item also applies to Item #35. As a result of state laws, small cities who rely heavily on their engineer(s)2211 are setting policies (i.e. once per quarter) in a calendar that designates specific weeks to accept city permits that operate on a "shot clock". He is requesting authorization to collaborate with Staff to create a calendar for review of these permits.

Motion was made by Member Grummert to instruct Staff and the City Attorney to create a calendar for acceptance and review of applications and City permits, plats, replats and zoning requests and creating an amending the Code of Ordinance provisions for timelines, procedures, rules of completeness and fees required for acceptance of City permits, plats, replats and zoning requests. (4:01:55) Motion was seconded by Member Pulley.

Member Hambrick was concerned about limited residents on their home projects. Counsel Gordon explained that it would not apply to them.

Member Hines requested documents be attached in the future for items such as Item numbers 33-35.

Manager Rule explained that the work on policies and procedures cannot wait until the finalization of Chapters 154-157. We are writing a very small portion of the code as a "stop gap" measure.

A roll call vote was taken.

Voting Yea: Member Grummert, Member Hambrick, Member Hines, Member Pulley, Member Bailey

Motion Passed: 5-0-0

35. Discuss and Take Appropriate Action on Amending the Code of Ordinance Provisions for Timelines, Procedures, Rules of Completeness, and Fees Required for Acceptance of City Permits, Plats, Re-Plats and Zoning Requests.

This item was discussed and a motion was made under Item number 34.

REGULAR AGENDA

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

Mayor Rasco restated the text listed under this agenda item.

ADJOURN

Mayor Rasco adjourned the meeting at 10:43 PM.

Mayor Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Discuss and Take Appropriate Action on Proposed Agreement With the Law Offices of Roger Gordon for Interim City Attorney Services.

Agenda Item Summary:

Mr. Gordon was appointed interim City Attorney through January by the City Council at our December meeting. This agreement will allow us to keep working with Mr. Gordon as our municipal attorney until such time as a regular City Attorney is appointed.

Financial Impact:

Fees are higher than previous City Attorney, and the city will need to work closely with Mr. Gordon to keep costs within budget.

Recommendations:

Accept the agreement from LORG until such time as a regular City Attorney is appointed.

Supporting Documents Included:

LOGR proposed agreement

Submitted by: Mayor Jeff Rasco

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Building One, Suite 300
Austin, Texas 78746

THE LAW OFFICE OF
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December 28, 2022

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City Manager Kevin Rule
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41 Champions Circle
Woodcreek, TX 78676

via email: jeff.rasco@woodcreektx.gov
via email: manager@woodcreektx.gov

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

Dear Mayor Rasco, Mr. Rule:

Thank you for considering the Law Office of Roger Gordon, PLLC to represent the City of Woodcreek, Texas as interim city attorney pending the City's retention of a permanent representative. I appreciate your confidence and will do my best to provide you with quality legal assistance and superior customer service.

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

Identity of Client

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

Nature & Scope of Representation

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

Task No. One (#1): The Law Office of Roger Gordon, PLLC will assist the Client by serving in a temporary role as interim city attorney; assisting the City Council and administrative staff with all matters related to the position and as may be amended by the parties. This will include attendance at City Council meetings and preparation of documents associated therewith. This agreement *does not include* any lawsuit(s) available to the Client but may be amended by agreement of the parties.

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

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

Financial Arrangements

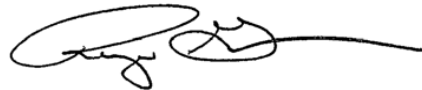
The hourly rate for Roger E. Gordon pursuant to this agreement is \$250.00/hour. The Law Office of Roger Gordon normally requires an initial retainer in the amount of \$5,000.00; however this agreement may reduce or increase the amount depending upon the specific legal needs. Please note that The Law Office of Roger Gordon, PLLC is headquartered in Austin, Texas, and normal billing rates will apply to time spent traveling on business in addition to actual expenses, such as mileage. The Law Office of Roger Gordon bills in increments of a tenth of an hour (i.e., every six (6) minutes). You will receive a detailed monthly accounting of services rendered by the firm. Other rates will apply for specialized legal work, in accordance with the Standard Terms of Engagement. See the attached for more information on rates.

NO RETAINER IS REQUIRED PURSUANT TO THIS AGREEMENT

Acceptance of Terms

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

Sincerely,



Roger E. Gordon
State Bar No. 24043697

AGREED TO & ACCEPTED:

By: _____
City Manager Kevin Rule

Date: _____

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

The Law Office of Roger Gordon, PLLC

Attorney at Law

STANDARD TERMS OF ENGAGEMENT

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

1. Scope of Work

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

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

2. Fees for Legal Services

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

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

3. Other Charges

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

4. Billing Procedures & Terms of Payment

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

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

5. Client Responsibilities

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

6. Termination of Services

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

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

7. Retainers

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

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

8. Retention of Documents

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

9. Fee Estimates

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

10. Governing Law

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

11. Questions

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



Spirit of Woodcreek AWARD

The City of Woodcreek thanks

Cynthia Jones

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

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

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

Item 4.

Application for Appointment to the Woodcreek Tree Advisory Board

This Advisory Board acts in an advisory capacity to Council and shall: (1) Coordinate and promote Arbor Day activities; (2) Review and update a five-year plan to plant and maintain trees on city property; (3) Support public awareness and education programs relating to trees; (4) Review city concerns relating to tree care; (5) Submit at least an annual report of its activities to the Council; (6) Assist with the annual application to renew the Tree City USA designation; (7) Develop lists of recommended and prohibite trees/species for planting on city property, and (8) Other duties that may be assigned by City Council. The Tree Advisory Board consists of five members and two alternates appointed by the City Councilmembers, and is subject to the Texas Open Meetings Act.

Name: NANCI CODDINGTON

Residence Address: 102 BROOK HOLLOW DRIVE

Mailing Address: JANE

Telephone Number(s): Hom: _____ Cell: _____

E-Mail Address: _____

Number of Years Living in Texas: 1967 Number of Years Living in Woodcreek: 2002

Do you want your phone number(s)/email released in a Public Information Request? Yes No

Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

Describe any qualifications, credentials or special interests that relate to your possible appointment. Attach additional sheet(s) if needed.

I have been a Hay County Master Gardener since 2008. I was just bestowed the honor of Hay County Master Gardener Emeritus. I intend to remain as active as I can as a participating member. There is a BIG problem in Woodcreek with Oak Wilt which has led me to this moment. Education about Oak Wilt is an absolute MUST or all oak trees will be gone!

Signature: Nanci Coddington

Date: January 4, 2023

City of Woodcreek Application for Appointment to Tree Board: 01/15/2022

P.S. Credentials available

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY



Application for Appointment to the Woodcreek Ordinance Review Committee

The purposes of the Woodcreek Ordinance Review Committee are to (a) advise the governing body on the amending, creating, and rescinding of city ordinances; (2) secure public input in this process; and (3) promote transparency in the process of amending, creating, and rescinding ordinances. The Ordinance Review Committee shall be viewed as an independent body, and is subject to the Texas Open Meetings Act. The Woodcreek Ordinance Review Committee consists of five members and two alternates appointed by the City Councilmembers.

Name: JOSEPH C. BRANCO

Residence Address: 142 AUGUSTA DR

Mailing Address: 142 AUGUSTA DR

Telephone Number(s): Home: _____ Cell: _____

E-Mail Address: _____

Number of Years Living in Texas: 14 Number of Years Living in Woodcreek: 6+

Do you want your phone number(s)/email released in a Public Information Request? Yes No

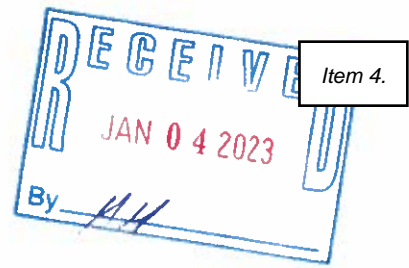
Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

Describe any qualifications, credentials or special interests that relate to your possible appointment. Attach additional sheet(s) if needed.

PAST MEMBER OF WOODCREEK PARKS BOARD

Signature: [Handwritten Signature]

Date: 1/3/23



Application for Appointment to the Woodcreek Ordinance Review Committee

The purposes of the Woodcreek Ordinance Review Committee are to (a) advise the governing body on the amending, creating, and rescinding of city ordinances; (2) secure public input in this process; and (3) promote transparency in the process of amending, creating, and rescinding ordinances. The Ordinance Review Committee shall be viewed as an independent body, and is subject to the Texas Open Meetings Act. The Woodcreek Ordinance Review Committee consists of five members and two alternates appointed by the City Councilmembers.

Name: James Michael Miller

Residence Address: 5 Brookmeadow St, Woodcreek, TX

Mailing Address: 5 Brookmeadow St, Woodcreek, TX 78676

Telephone Number(s): Home: _____ Cell: _____

E-Mail Address: _____

Number of Years Living in Texas: 55 years Number of Years Living in Woodcreek: 30 years

Do you want your phone number(s)/email released in a Public Information Request? Yes No

Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

Describe any qualifications, credentials or special interests that relate to your possible appointment. Attach additional sheet(s) if needed.

Well-read, as well as a profound advocate of the people's right to govern themselves.

Signature:

Date: January 3, 2023

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Discuss and Take Appropriate Action on Changes to Committee Liaison Assignments.

Agenda Item Summary:

Mayor Rasco would like to ask Councilmembers Grummert and Hambrick to exchange positions in order to better serve each body.

Financial Impact:

None

Recommendations:

Appoint Councilmember Hambrick to the Parks and Recreation Board and Councilmember Grummert to the Planning and Zoning Commission.

Supporting Documents Included:

None

Submitted by: Mayor Jeff Rasco

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Discuss and Take Appropriate Action on Parks and Recreation Board Resignations and Appointments.

Agenda Item Summary:

Vice Chairperson Karen Poe has elected to step down, and Council will need to accept (or not accept) her resignation. We will need to nominate a replacement for her place on the Board.

Financial Impact:

None

Recommendations:

Accept the resignation and appoint her replacement. With the POSAC grant approved, there is much work to be done with our parkland.

Supporting Documents Included:

Resignation email from Karen Poe

Submitted by: Mayor Jeff Rasco

Board resignation

Karen Poe <kpoe7@icloud.com>

Fri 12/30/2022 12:26 PM

To: Jeff Rasco <jeff.rasco@woodcreektx.gov>

Jeff, after much contemplation and discussion with Pat, I am tendering my resignation for the Parks & Recreation Board. I have a lot of obligations coming up this year. I do not feel that I can contribute the way I would want to P&R. I told Pat that I am happy to help when I can.

Thank you for your support and allowing me to be a part of a great group. I wish all the best for P&R, and Woodcreek.

Sincerely,
Karen Poe

Sent from my iPhone

Total Control Panel

[Login](#)

To: jeff.rasco@woodcreektx.gov
From: kpoe7@icloud.com

Message Score: 30
My Spam Blocking Level: Low

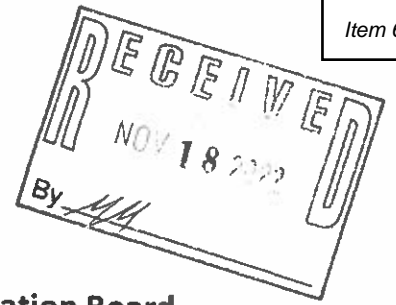
High (60): **Pass**
Medium (75): **Pass**
Low (90): **Pass**

[Block](#) this sender
[Block](#) icloud.com

This message was delivered because the content filter score did not exceed your filter level.

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY



Application for Appointment to the Parks and Recreation Board

Name: Justin Camp
Telephone Number(s): Home: _____ Cell: _____
E-Mail Address: _____
Residence Address: 37 Pebblebrook Ln
Mailing Address: same

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Have you previously served on the Woodcreek City Council, Board or Commission, or in an advisory capacity to the Mayor and/or Councilmember(s)? Do you have a family member who is serving currently or has served in the past? Yes No If "Yes", please list capacity and term:
Comprehensive Plan Advisory Group. 2020 - 2022 member (until completion of Comp. Plan Document).

3. Describe any qualifications, credentials or special interests that relate to your possible appointment.

My wife and I bought our first home in Woodcreek at the start of 2020. For three years, we've enjoyed getting to know the people and unique natural beauty of this community. In the interest of making a positive contribution, I joined the Comprehensive Planning Advisory Group and led the "Natural Systems" portion of the 2022 Comprehensive Plan for Woodcreek. I've also recently completed my certification as a Hays County Master Naturalist, bolstering my knowledge of various topics related to land management and conservation, especially of Central Texas.

I'd be honored to serve on the Parks Board and hope to both learn and lend insight to the creation and maintenance of open and recreational spaces within the Woodcreek neighborhood and our ETJ.

Signature: Justin Camp

Date: 11/17/22

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Discuss and Take Appropriate Action on the Appointment of Members to the Hotel Occupancy Tax Advisory Committee.

Agenda Item Summary:

Form the HOT Advisory Committee from submitted applications.

Financial Impact:

Dependent on recommendations to City Council and decisions made. Committee expenses expected to be minimal (~\$200)

Recommendations:

Select committee members from applications submitted.

Supporting Documents Included:

Please include redacted copies of applications submitted.

Submitted by: Mayor Jeff Rasco

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



Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee is formed to advise the City Council on aspects of collecting and spending the funds received from the HOT. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Susan Hald
Telephone Number(s): Home: _____ Cell: _____
E-Mail Address: _____
Residence Address: 48 LA TOYA TRAIL
Mailing Address: _____

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

3.

Describe any qualifications, credentials or special interests that relate to your possible appointment.
former owner Texas Hill Country Retreats
Owner Homestead Cottages

Signature: Susan Hald Date: 12-16-2022



The City of Woodcreek IN THE MIDDLE OF THE TEXAS HILL COUNTRY

Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee is formed to advise the City Council on aspects of collecting and spending the funds received from the HOT. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: LYNNESEY J. HASTIE
Telephone Number(s): Home (Cell)
E-Mail Address:
Residence Address: 575 N. Rainbow Ranch Wimberley, TX 78676
Mailing Address:

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? [] Yes [X] No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? [X] Yes [] No If "Yes", please list facility(ies) and how long you've owned or worked with them: The Lodge at Cypress Falls

3. Describe any qualifications, credentials or special interests that relate to your possible appointment.
- Lodging operator 12 yrs
- Went through HOT. 1
- MBA marketing
- representative of the closest lodging operator to Woodcreek.

Signature: Lynnesey J. Hastie Date: 11/30/22



Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee will advise the City Council on initiating and administration of the proposed HOT, including aspects of collecting and spending the funds received. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Ann-Tyler Konradi

Telephone Number(s): Home _____ Cell: same

E-Mail Address: _____

Residence Address: 5 Overbrook Court Wimberley, Tx 78676

Mailing Address: 135 Winn Ranch Rd. Wimberley 78676

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

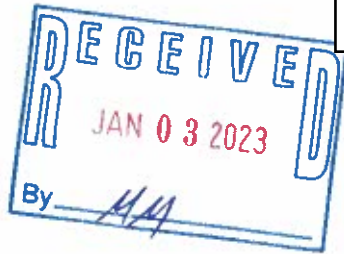
2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

3.

Describe any qualifications, credentials or special interests that relate to your possible appointment.
My husband and I own The Yurtopian, a glamping resort with 9 units in Wimberley and 10 units in Dripping Springs. We pay HOT taxes in Wimberley. I'd love to help out with the committee in Woodcreek. I'm also a member of the chamber of commerce in Wimberley & Dripping Springs.

Signature: Ann Konradi

Date: 12/26/22



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

Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee will advise the City Council on initiating and administration of the proposed HOT, including aspects of collecting and spending the funds received. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Aurora F, LeBrun

Telephone Number(s): Home: Cell:

E-Mail Address:

Residence Address: 10 Wilson Circle, Woodcreek, Texas

Mailing Address: 10 Wilson Circle, Woodcreek, Texas

1. Do you or your employer have any which may present a conflict of interest? No If "Yes", please explain: Yes x

Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes x No If "Yes", please list facility(ies) and how long you've owned or worked with them.

3. I was a member of the Woodcreek Council for three terms beginning in 2016. As a volunteer with the Chamber or Commerce when the City of Wimberley attempted to pass a HOT for the first time, I became familiar with the requirements for HOT, as well as the issues around its implementation. The City of Wimberley did not pass HOT at this time, but regrouped and presented it again with success. This experience showed me the issues that may arise and how to handle them proactively and in a positive manner. I was also Chair and Co-Chair for the 2022 Comprehensive Plan for the City of Woodcreek and responsible for the Fiscal Systems portion of the plan which includes recommendations for the City to seek additional revenues. HOT may be used by the City to increase its profile as the home of the Double J Ranch Golf Course and attract visitors for golf tournaments. The lodging facilities in the ETJ would benefit from these travelers.

Signature: Original signed/Aurora F, LeBrun Date: 1/1/23

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



Item 7.

Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee will advise the City Council on initiating and administration of the proposed HOT, including aspects of collecting and spending the funds received. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Cherri Maley
Telephone Number(s): Home: N/A Cell: [REDACTED]
E-Mail Address: [REDACTED]
Residence Address: 970 Verde Vista Dr, 78676
Mailing Address: P.O. Box 1914, 78676

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

Messina Inn-5 Years

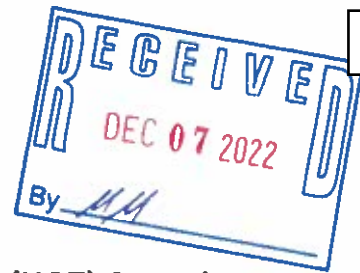
3.

Describe any qualifications, credentials or special interests that relate to your possible appointment.

I have been managing vacation rentals since 2013 in the Wimberley Area and have been the manager at Messina Inn since it opened in 2017. I also studied hospitality in college and have a certificate in Meeting and Event Planning as well as Wedding Coordination.

Signature: C. Maley

Date: 12/29/22



Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee will advise the City Council on initiating and administration of the proposed HOT, including aspects of collecting and spending the funds received. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: TOMAS PALM
Telephone Number(s): Home: _____ Cell: _____
E-Mail Address: _____
Residence Address: 116 Augusta Lane
Mailing Address: PO BOX 2767

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

3.

Describe any qualifications, credentials or special interests that relate to your possible appointment.

I own 4 STRs, all outside Woodcreek or its ETJ, so I am very familiar with the pros and cons of STRs.
And I am offering my services to advance the desires of the majority of Woodcreek residents.

Signature: [Signature] Date: 12-7-22

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee will advise the City Council on initiating and administration of the proposed HOT, including aspects of collecting and spending the funds received. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Danny Ross

Telephone Number(s): Home: _____ Cell: _____

E-Mail Address: _____

Residence Address: 121 Camp Young Judaea Rd Woodcreek 78676

Mailing Address: _____

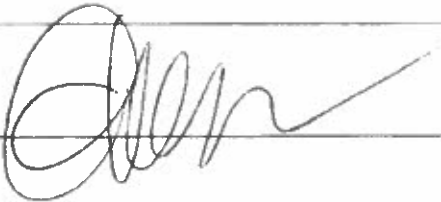
1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

Camp Young Judaea - 4 years

3. Describe any qualifications, credentials or special interests that relate to your possible appointment.

I have a vested interest in the topic

Signature: 

Date: 1/4/23

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

Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee will advise the City Council on initiating and administration of the proposed HOT, including aspects of collecting and spending the funds received. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Mike Schneider
Telephone Number(s): Home: _____ Cell: _____
E-Mail Address: _____
Residence Address: 13 Doolittle Woodcreek, TX 78676
Mailing Address: _____

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

3. Describe any qualifications, credentials or special interests that relate to your possible appointment.
Hotel and Restaurant Lodging Degree from UW Stout 1973. Worked in the industry from 1973 to 2014
Was on the Board of Directors for numerous Bureaus. They were as follows
St. Louis Convention and Visitors Bureau, Knoxville and Burlingame.
Served on the Board of Directors for Texas Hotel Motel Association and others.
Owned the Blair House Inn from 2001 to 2014 was recognized as one of the top inns in the US

Signature: M.K. D. Schneider Date: 12-1-22



Application for Appointment to the Hotel Occupancy Tax (HOT) Committee

This committee is formed to advise the City Council on aspects of collecting and spending the funds received from the HOT. The committee will meet monthly or as needed to provide timely and thorough recommendations to the council. The committee will consist of 7 people.

Name: Albert Valera

Telephone Number(s): Home: _____ Cell: _____

E-Mail Address: _____

Residence Address: _____

Mailing Address: _____

1. Do you or your employer have any business or other dealings with the City of Woodcreek which may present a conflict of interest? Yes No If "Yes", please explain:

2. Do you own or are you employed by a business or lodging facility in Woodcreek or the Woodcreek ETJ? Yes No If "Yes", please list facility(ies) and how long you've owned or worked with them.

I own and operate Cypress Creek Cottages. Have done so for the past 15 years. We employ 13 local area staff members. We buy our products and services locally.

3.

| |
|---|
| Describe any qualifications, credentials or special interests that relate to your possible appointment. |
| <u>15 Years of Lodging Experience - Cypress Creek Cottages & Hotel Flora & Fauna</u> |
| <u>Bachelors, Masters, and Doctorate degrees in Business</u> |
| <u>Chair of the Wimberley Valley Tourism & Lodging Association (WVTLA)</u> |
| <u>Former Chair of the Wimberley STR Advisory Board; Co-Chair Wimberley HOT Committee</u> |
| <u>Extensive experience with Woodcreek HOT 1.0</u> |

Signature: Albert Valera

Date: December 7, 2022

Note: I was told this was an exploratory committee. The description for this committee sounds like the City of Woodcreek has already decided it will re-enact a HOT. Can you please clarify?

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Consider and Take Appropriate Action on a Resolution of the City Council of the City of Woodcreek, Texas, Confirming a Review of the Investment Policy and Strategies of the City and Confirming Changes Made

Agenda Item Summary:

Resolution Approving the Investment Policy and Strategies for 2023

Financial Impact:

N/A

Recommendations:

Approve Investment Policy and Strategies for 2023

Supporting Documents Included:

Resolution

Investment Policy and Strategies for 2023

Investment Policy and Strategies for 2021

Submitted by: Kevin Rule



City of Woodcreek Investment Policy & Strategy

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I. PURPOSE

A. Introduction

This investment policy documents policies and procedures to be followed by the City of Woodcreek, Texas (City), to ensure the proper investment of public funds. This policy will be reviewed by the City Council annually. At such time, the City Council will adopt by resolution a policy that (1) states that the investment policy has been reviewed and (2) enumerates the changes to be made to the policy.

B. Statutory Authority

This policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy in accordance with the Public Funds Investment Act.

C. Scope

This investment policy applies to all financial assets of the City, held in all funds.

II. OBJECTIVES

The City's investment program will be conducted to accomplish the following objectives, listed in priority order:

A. Safety

The primary objective of the City's investment program is the preservation and safety of principal in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from security defaults or erosion of market value.

B. Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market condition. It is the intent of the City to invest its funds to maturity.

C. Diversification

The investment portfolio will be designed to limit risk by avoiding the concentration of assets with a specific maturity, with a specific issuer, or in a specific class of securities.

D. Yield

A fundamental rule of investing is that risk equals return. The City has deliberately established a low risk threshold to protect its financial resources and ensure that cash is available when needed. The City will invest idle cash at the highest possible rate of return, consistent with the objectives and provisions of this policy, and in compliance with state and federal laws governing the investment of public funds

III. STANDARDS OF CARE

A. Prudence

The standard of care used by the City shall be the "prudent person" standard which shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

"Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The City Council recognizes that in maintaining a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

B. Ethics and Conflicts of Interest

Investment officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that which could impair their ability to make impartial investment decisions. Investment Officers and subordinate employees shall disclose any material interests in financial institutions or broker/dealer firms with which they conduct business. They shall further disclose any personal investment positions that could be related to the performance of the investment portfolio. Investment Officers and subordinate employees shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

C. Delegation of Authority

Management responsibility for the investment program is delegated to the City Manager, as Investment Officer for the City, the City Manager, is responsible for the day-to-day administration of the investment program and shall supervise the activities of subordinate employees. No person may engage in investment transactions except as provided under the terms of this policy.

D. Training

Investment Officers shall attend at least one training session related to their duties as Investment Officers within 12 months of assuming office or duties; a training session not less than once in a two-year period that begins on the first day of the City of Woodcreek's fiscal year and consists of the two consecutive years after that date; each training session shall contain not less than 10 hours of training. This training must include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act. The training provider must be an independent provider approved by City Council. The City Council hereby authorizes the following entities to serve as qualified training providers for the City:

1. The Texas Municipal League, or any of its affiliate organizations;

2. The Government Treasurers Organization of Texas;
3. The Government Finance Officers Association;
4. The State of Texas, Comptroller's Office, or any other department/division of the State of Texas;
5. The University of Texas at Austin, or any other public University or College of higher education in Texas;
6. Investment pool administrators to include LOGIC, TexPool and Lone Star Investment Pool; and
7. Other training providers as approved by the City Council.

E. Indemnity

Investment Officers and subordinate employees, acting in accordance with the provisions of this investment policy, shall not be held personally liable for a specific security's credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

IV. AUTHORIZED AND SUITABLE INVESTMENTS

A. Investment Types

The following investments are permitted under this policy, in compliance with the Public Funds Investment Act:

1. Certificates of Deposit. Fully insured or collateralized certificates issued by state and national banks, a savings bank, or a state and federal credit union domiciled in the State of Texas.
2. U.S. Treasuries and Agencies. Securities issued by the United States Treasury or its Governmental Agencies. U. S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America.
3. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
4. Investment Pools. Investment pools that meet the following criteria:
 - a. An investment pool must provide an offering circular or other similar disclosure instrument and provide monthly transaction reporting.
 - b. A public funds investment pool created to function as a money market mutual fund must (1) mark its portfolio to market daily, (2) include in its investment objectives the maintenance of a stable net asset value of \$1 for each share and (3) be continuously rated no lower than "AAA" or "AAA-m" or at an equivalent rating by at least one nationally recognized rating service.

- c. An investment pool must invest solely in (1) obligations of the United States or its agencies and instrumentalities, (2) repurchase agreements involving those same obligations and (3) SEC regulated AAA no-load money market mutual funds with a weighted average of maturity of 60 days or less and an investment objective of a \$1.00 stable net asset value.
6. **Money Market Mutual Funds.** No-load money market mutual funds if the fund:
- a. Is registered with and regulated by the Securities and Exchange Commission (SEC);
 - b. Provides a prospectus and other information required by federal law.
 - c. Invests exclusively in U.S. Treasuries or Agencies and/or repurchase agreements fully collateralized by such obligations;
 - d. Has a dollar-weighted average stated maturity of 90 days or less; and
 - e. Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.
7. **Other Investments.** Other as approved by the City Council and not prohibited by law.

B. Prohibited Investments

City Investment Officers and employees have no authority to invest in any of the following instruments which are strictly prohibited by the Public Funds Investment Act:

- 1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- 2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- 3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
- 4. Collateralized mortgage obligations whereby the interest rate is determined by an index that adjusts opposite to the changes in a market index.

C. Length of Investments

The City intends to match the holding period of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed five years.

The Investment Officer will monitor rating changes in Investment acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

D. Measuring Market Value

The City's investment portfolio will be designed with the objective of using the 13-week U.S. Treasury Bill as a basis to determine whether market yields are being achieved.

V. SELECTION OF BANKS AND DEALERS

The City will only purchase investments from financial institutions and broker/dealer firms as approved by the City Council. All institutions and brokers/dealers are required to supply a Certification Form signed by a qualified representative of the firm stating that the City's investment policy has been reviewed and that reasonable procedures and controls are in place to preclude unauthorized investment transactions (Appendix A). Transactions are unauthorized unless this certification is on file with the City.

A. Depository

1. **Bidding Process.** Depositories shall be selected through the City's banking service procurement process, which shall include a formal request for proposals at least every five years. In selecting depositories, the City shall evaluate the credit worthiness of the institution and shall thoroughly review the institution's financial history and financial statements.
2. **Insurability.** Depositories shall provide evidence that deposits are insured by the Federal Deposit Insurance Corporation (FDIC).

B. Investment Dealers

A broker/dealer may be used by the City only if the broker/dealer is:

1. Included on the Federal Reserve Bank of New York's list of primary government securities dealers, or is licensed by the State of Texas and is recommended in writing by at least three Texas cities.
2. Regulated by the Securities and Exchange Commission (SEC).
3. A member in good standing of the National Association of Securities Dealers, Inc. (NASD).
4. Able to provide independent certification by an outside auditor or similar agency that the broker/dealer complied with the capital adequacy standard on its most recent year-end balance sheet date.

VI. SAFEKEEPING AND CUSTODY

A. Insurance or Collateral

All deposits and investments of City funds other than direct purchases of U.S. Treasuries or U.S. Agencies shall be (1) guaranteed or insured by the FDIC or (2) collateralized 102% of the market value of all uninsured collected balances, including accrued interest, less an amount insured by the

FDIC. Repurchase agreements shall be documented by a specific agreement noting the collateral pledged in each agreement.

Securities pledged as collateral must be held by an independent third party in the State of Texas. Evidence of pledged collateral shall be provided to the City and reviewed monthly to ensure the market value of the securities pledged equals or exceeds the value of total deposits and investments.

B. Types of Collateral

The City of Woodcreek shall accept only the following as collateral:

- 1. FDIC insurance coverage.
- 2. United States Treasuries and Agencies.
- 3. Other obligations of the U.S. or its agencies and instrumentalities; and
- 4. Texas State, City, County, School or Road District bonds with an investment grade bond rating of not less than "A" or its equivalent from a nationally recognized investment rating firm.

C. Audit

All collateral shall be subject to inspection and audit by the City.

D. Delivery vs. Payment

With the exception of investment pools and mutual funds, all investment transactions will be executed using the delivery versus payment method. That is, City funds shall not be released until verification has been made that the purchased security or collateral has been received by a third party/safekeeping agent (Trustee). The security or collateral shall be held in the name of or held on behalf of the City. The Trustee's records shall evidence the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

VII. REPORTING REQUIREMENTS

A. Quarterly Reports

Not less than quarterly, the Investment Officers shall prepare and submit to the City Council, an investment report that describes in detail the investment position of the City as of the date of the report. These reports will be prepared to allow the City Council to ascertain whether investment activities have conformed to the City's investment policy.

Quarterly investment reports will summarize recent market conditions, economic developments and anticipated investment conditions. Reports must be signed and dated by the City Manager and must contain the following statement: "This report is in full compliance with the investment strategies as established by the City of Woodcreek Investment Policy and the Public Funds Investment Act."

At a minimum, quarterly reports submitted to the City Council will include the following:

1. A summary statement of investment activity for each pooled fund group prepared in compliance with Generally Accepted Accounting Principles to include fully accrued interest for the reporting period. The summary shall also state the:
 - a. Beginning market value for the reporting period.
 - b. Additions and changes to the market value during the period.
 - c. Ending market value for the period.
2. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by fund type.
3. State the maturity date of each separately invested asset that has a maturity date.

B. Annual Report

The Investment Officers shall prepare an annual report on the investment program and investment activity. This annual report will be presented to the City Council and will include investment activities for the entire fiscal year and shall suggest policy revisions and improvements that might enhance the investment program. At such time, the City Council shall pass a resolution to document its review of the City's investment policies and strategies. This resolution shall also document whether changes or revisions to investment policies and/or strategies are required.

VIII. INTERNAL CONTROLS AND ANNUAL REVIEW

A. Internal Controls

The City strives to effectively prevent the loss of public funds caused by fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by City employees. Internal controls have been designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management. The following guidelines establish a system of internal controls over investment procedures for the City of Woodcreek.

1. **Separation of Duties.** A separation of custodial, accounting and record keeping systems shall be maintained to the extent possible.
2. **Clear Delegation of Authority.** The City Manager is charged with management responsibility for the investment program.
3. **Adequate Training and Development of Investment Officials.** All Investment Officials are to be educated in the area of investment management in order to make informed decisions.
4. **Control of Collusion.** All investment transactions must be approved by two duly authorized Investment Officers or subordinate employees. Subordinate employees are designated by the City Manager.
5. **Documentation of Investments.** Purchase and sales transactions, including telephone transactions, must be documented in writing and evidenced by the signatures of two duly

authorized Investment Officers or subordinate employees. A copy of such documentation shall be placed in an investment transaction file to be maintained in the City's Finance department.

6. **Verification of all Interest Income and Security Purchase and Sell Computations.** All investment interest income, fees, gains and/or losses shall be recalculated monthly by the Finance department.
7. **Reconciliation of Security Receipts with Subsidiary Records.** All security safekeeping receipts shall be reconciled to the general ledger monthly by the Finance department.
8. **Custodial Safekeeping.** Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping.
9. **Avoidance of Bearer-Form Securities.** Negotiable securities are more susceptible to misappropriation than book entry only securities and must be properly safeguarded against loss, destruction or fraud.

B. Annual Review

The City shall engage an external independent auditor to conduct an annual review of the City's investment policies, investment procedures, and quarterly and annual investment reports to ensure compliance with the Public Funds Investment Act. This audit is to be performed by a Certified Public Accountant in conjunction with the City's annual financial audit and shall be reported to the City Council during the same meeting at which the City's Comprehensive Annual Financial Report is presented.

The Public Funds Investment Act states that if the City's investment portfolio is limited to money market mutual funds, investment pools, or depository bank investments such as certificates of deposit or money market accounts, the City is not subject to this formal annual review.

APPENDIX A

CERTIFICATION

I hereby certify that I have personally read and understand the investment policy of the City of Woodcreek and have implemented reasonable procedures and controls designed to fulfill these objectives and conditions. Transactions between this firm and the City Woodcreek will be directed toward precluding imprudent investment activities and protecting the City from credit and market risk.

This firm pledges due diligence in informing the City of Woodcreek of foreseeable risks associated with financial transactions connected to this firm.

I attest that I am a qualified representative of this firm, authorized to sign on its behalf.

Firm: _____

Signature: _____

Name: _____

Title: _____

Date: _____

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Woodcreek.

COUPON: (a) The annual rate of interest that bond issuers promises to pay the bondholder on the bond's face value. (B) A certificate attached to a bond evidencing due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling from his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest-bearing money market instruments that are issued a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of agencies.

RESOLUTION NO. 2021-09-08-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, HAYS COUNTY, TEXAS, CONFIRMING A REVIEW OF THE INVESTMENT POLICY AND STRATEGIES OF THE CITY AND CONFIRMING CHANGES MADE

WHEREAS, the City Council is required, pursuant to the Texas Government Code Section 2256.005, to review its investment policy and strategies annually and to adopt a resolution indicating such review and any changes made in the course of such review.

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

That at its meeting held on September 8, 2021, the City Council reviewed the investment policy and investment strategies of the City and made no changes thereto.

Motion was made by Councilmember Hambrick and seconded by Councilmember Rasco.

PASSED & APPROVED by the City Council of the City of Woodcreek on this, the 8th day of September, 2021.

CITY OF WOODCREEK

Gloria Whitehead, Mayor

ATTEST:

Linda Land, City Secretary



CITY OF WOODCREEK INVESTMENT POLICY AND STRATEGY

Sec. 1.05.031 Written Policy

The Public Funds Investment Act (PFIA) prescribes that the city is to adopt written rules governing its investment practices and to define the authority of the investment officer. The following sections address the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal management of the city's funds.

Sec. 1.05.032 Authority to Invest Funds

- (a) The city council may purchase, sell, and invest its funds and funds under its control in investments hereinafter authorized and in compliance with investment policies approved by the city council and according to the standard of care set out in Section 1.05.034.
- (b) The city will ensure all prudent measures are taken to liquidate an investment once downgraded below the required minimum rating. The city will monitor credit rating changes in accordance with the Public Funds Investment Act. All security transactions entered into by the city shall be conducted on a delivery-versus-payment basis. Securities will be held by a third-party custodian designated by the investment officer and evidenced by safekeeping receipts.

Sec. 1.05.033 Contract with Approved Firm

In the exercise of its powers, the city council may contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the state securities board to provide for the investment and management of its public funds or other funds under its control. A contract with an approved investment management firm may not be for a term longer than two (2) years, and a renewal or extension of the contract must be approved by the city council by ordinance or resolution. The investment officer may use the city's employees or the services of a contractor of the city to aid the investment officer in the execution of his duties.

Sec. 1.05.034 Standard of Care

- (a) Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority:
- (1) Preservation and safety of principal;
 - (2) Liquidity;
 - (3) Diversification of the portfolio; and
 - (4) Yield.
- (b) In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following
- (1) The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
 - (2) Whether the investment decision was consistent with the written investment policy of the entity.

Sec. 1.05.035 Investment Strategies

The PFIA requires the city council to adopt a separate written investment strategy for each of the funds or group of funds under its control. The city directs that each of its accounts be governed by the following investment objectives and strategies, in order of priority:

- (1) Understanding of the suitability of the investment to the financial requirements of the city;
- (2) Preservation and safety of principal;
- (3) Liquidity of the funds to meet anticipated disbursements;
- (4) Marketability of the investment if the need arises to liquidate the investment before maturity;
- (5) Diversification of the investment portfolio; and

Investment Policy

- (6) Yield.

Sec. 1.05.036 Authorized Investments

- (a) Subject to any limitations otherwise imposed by applicable law, regulations, bond indentures or other agreements (including but not limited to V.T.C.A., Government Code, Chapter 2256) the city may invest funds in any of the following:
- (1) U. S. Treasury Bills, notes or bonds which are guaranteed as to principal and interest by the full faith and credit of the United States of America;
 - (2) A certificate of deposit or share certificate that meets the requirements of Texas Government Code section 2256.010.
 - (3) Direct obligations of the state or its agencies;
 - (4) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities; and
 - (5) State investment pools organized under the Interlocal Cooperation Act (V.T.C.A., Government Code chapter 791) that meets the requirements of V.T.C.A., Government Code 2256, and have been specifically approved by city council. The maximum average dollar-weighted maturity allowed for pooled investments, based on the stated maturity date for the portfolio, shall not exceed sixty (60) days.
- (b) No individual investment will be made for longer than a twelve-month period, except with prior approval of the city council.
- (c) The following are not authorized investments under this section:
- (1) Obligations whose payment represent the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal;
 - (2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
 - (3) Collateralized mortgage obligations that have a final stated maturity date of greater than 10 years; and
 - (4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Sec. 1.05.037 Collateralization

Investment Policy

- (a) The city will accept as collateral for its certificates of deposit and other evidence of deposit the following securities:
- (1) FDIC;
 - (2) U.S. Treasury Bills;
 - (3) Other obligations of the U.S. or its agencies and instrumentalities; and
 - (4) Bonds issued by other state government entities (city, county, school, and special districts) with a remaining maturity of twenty (20) years or less.
- (b) Securities pledged as collateral must be retained in a third party bank in the state and city shall be provided the original safekeeping receipt on each pledged security. The investment officer must approve release of collateral in writing prior to its removal from the safekeeping account. The financial institution(s) with which the city invests and/or maintains other deposits shall provide quarterly, and as requested by the city, a listing of the collateral pledged to the city marked to current market prices. The listing shall include at a minimum, total pledged securities itemized by
- (1) Name, type and description of the securities pledged;
 - (2) Safekeeping receipt;
 - (3) Par value;
 - (4) Current market value; and
 - (5) Maturity date.
- (c) In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of all uninsured collected balances, plus accrued interest, if any.

Sec. 1.05.038 Investment Officer

- (a) The city shall appoint an investment officer from time to time, by separate ordinance or resolution, who shall be responsible for the investment of the city's funds consistent with this investment policy. The authority granted to the investment officer is effective until rescinded by the city, until the expiration of the officer's term of office, or the termination of the person's employment by the city, or if an investment management firm, until expiration of the contract with the city. The investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs; however, the city council retains ultimate responsibility as fiduciaries of the assets of the city. Unless authorized by law, a

Investment Policy

person may not deposit, withdraw, transfer, or manage in any other manner the funds of the city.

- (b) An investment officer of the city who has a personal business relationship with a business organization offering to engage in an investment transaction with the city shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree of affinity or consanguinity, as determined under chapter 573 [V.T.C.A. Government Code], to an individual seeking to sell an investment to the city shall file a statement disclosing that relationship. In addition, a statement required under this section must be filed with the state ethics commission and the governing body of the city. For purposes of this section, an investment officer has a personal business relationship with a business organization if:
- (1) The investment officer owns 10% or more of the voting stock or shares of the business organization or owns \$5,000.00 or more of the fair market value of the business organization;
 - (2) Funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year; or
 - (3) The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500.00 or more for the personal account of the investment officer.

Sec. 1.05.039 Investment Officer Training

- (a) The investment officer shall receive at least the minimum amount of training required under the PFIA.
- (b) The investment officer shall attend an investment training session not less than once in a two-year period that begins on the first day of the city's fiscal year and consists of two consecutive fiscal years after that date, and receive not less than 10 hours of instruction relating to investment responsibilities under the Public Funds Investment Act.

Sec. 1.05.040 Annual Review of Policy

The city council shall review its investment policy and investment strategies not less than annually. The city council shall adopt an ordinance stating that it has reviewed the investment policy and investment strategies and that the ordinance so adopted shall record any changes made to either the investment policy or investment strategies.

Sec. 1.05.041 Compliance Audit

The city in conjunction with its annual audit shall perform a compliance audit of management controls on investments and adherence to the entity's established investment policies.

Sec. 1.05.042 Requirements Prior to Any Transactions Investment Policy

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with the city or to an investment management firm under contract with the city to invest or manage the entity's investment portfolio. For this section, a business organization includes investment pools and an investment management firm under contract with the city to invest or manage the entity's investment portfolio. Nothing in this subsection relieves the city of the responsibility for monitoring the investments made by the city to determine that they are in compliance with this policy. The qualified representative of the business organization offering to engage in an investment transaction with the city shall execute a written instrument that is approved by the City of Woodcreek.

The investment officer of the city may not acquire or otherwise obtain any authorized investment described in the investment policy of the city from a person who has not delivered to the city an executed form approved by the City of Woodcreek authorized representative. The City Secretary shall keep a list of approved depositories, which list shall be updated from time to time.

Approved this the 16th day of November, 2016.

Signed:

A handwritten signature in blue ink, appearing to read "Brenton B. Lewis".

Brenton B. Lewis, City Manager

Eric Eskelund, Mayor

RESOLUTION NO. 2023-01-11-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, HAYS COUNTY, TEXAS, CONFIRMING A REVIEW OF THE INVESTMENT POLICY AND STRATEGIES OF THE CITY AND CONFIRMING CHANGES MADE

WHEREAS, the City Council is required, pursuant to the Texas Government Code Section 2256.005, to review its investment policy and strategies annually and to adopt a resolution indicating such review and any changes made in the course of such review.

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

That at its meeting held on January 11, 2023, the City Council reviewed the investment policy and investment strategies of the City and changes thereto.

PASSED & APPROVED by the City Council of the City of Woodcreek on this, the 11th day of January 11, 2023.

CITY OF WOODCREEK

Jeff Rasco, Mayor

ATTEST:

Suzanne Mac Kenzie, City Secretary

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Discuss and Take Appropriate Action on Renewing the Motion to Approve the Recommendations from the City Engineer, the Ordinance Review Committee and the Planning and Zoning Committee to Include Minimum Lot Sizes in our Zoning Chapter, Which is Currently in Process of Being Updated.

Agenda Item Summary:

The process for this item began months ago by our city engineer who saw that we lacked listing minimum lot sizes in our zoning code. Next, a question was asked of citizens at the Land Use Workshop what they preferred as the minimum lot sizes for Woodcreek. Then that information went to the Ordinance Review Committee, who recommended it be reviewed by the Planning and Zoning Committee and council, P&Z then made this a recommendation to council. In the packet are the results of that process. Currently what is being considered by council is to approve moving the chart created into the updates of the zoning code currently in process. A draft ordinance and a public hearing on the updated zoning code will come at a later date.

Financial Impact:

n/a

Recommendations:

Approve having minimum lot sizes listed in the future draft ordinance of the chapter regarding the city's zoning code.

Supporting Documents Included:

minimum lot size.pdf

Submitted by: Councilmember Chrys Grummert

Establishing minimum lot sizes in our zoning code

Item 9.

A **Base Zoning District** establishes regulations governing land use and site development in a specific geographic area. Regulations may include:

- A minimum lot size
- A minimum lot width
- Maximum impervious coverage
- Maximum height allowances
- Required setbacks

In my opinion, regulating lot size through your zoning code vs your subdivision code really isn't a matter a benefits, so much as it is simply a matter of following state law.

Chapter 211 of the Local Government Code (LGC) authorizes Cities to apply zoning regulations. This is the statute that gives the City of Woodcreek the legal authority to have its own Chapter 156 (Zoning Code). Section 211.003 of the LGC specifically states that cities may regulate population density through zoning. What does population density have to do with lot size? Well, a lot is part of the population density equation. If the goal is to have a single-family zoning district (one dwelling per lot) that allows no more than 4 dwellings per acre; this means that minimum lot size should be no less than 10,980 sf.

Chapter 212 of the LGC authorizes municipalities to regulate subdivisions of land. This is the statute that gives the City of Woodcreek the legal authority to have its Chapter 155 (Subdivision Code). Unlike Chapter 211, Chapter 212 does not specifically authorize cities to regulate lot size through subdivision platting. In fact, it specifically prohibits cities from regulating the number of dwelling units within its ETJ. Section 212.003(a)(4) states: ...in its extraterritorial jurisdiction a municipality shall not regulate..... the number of residential units that can be built per acre of land.

So in summary, the Local Government code provides the following rules: 1) regulation of lot size through zoning (City limits only) is legal; 2) regulation of lot size through a subdivision code only, is not specified; and 3) regulation of lot size in the ETJ is illegal.

Currently, Woodcreek does not regulate lot size through its zoning code. It regulates lot size through its subdivision code only. Additionally, the lot size regulations in the subdivision code do not specify that they only apply to land within the city limits. So in my opinion, the City is not following these 3 rules and is risking being challenged when it applies the current lot size requirements.

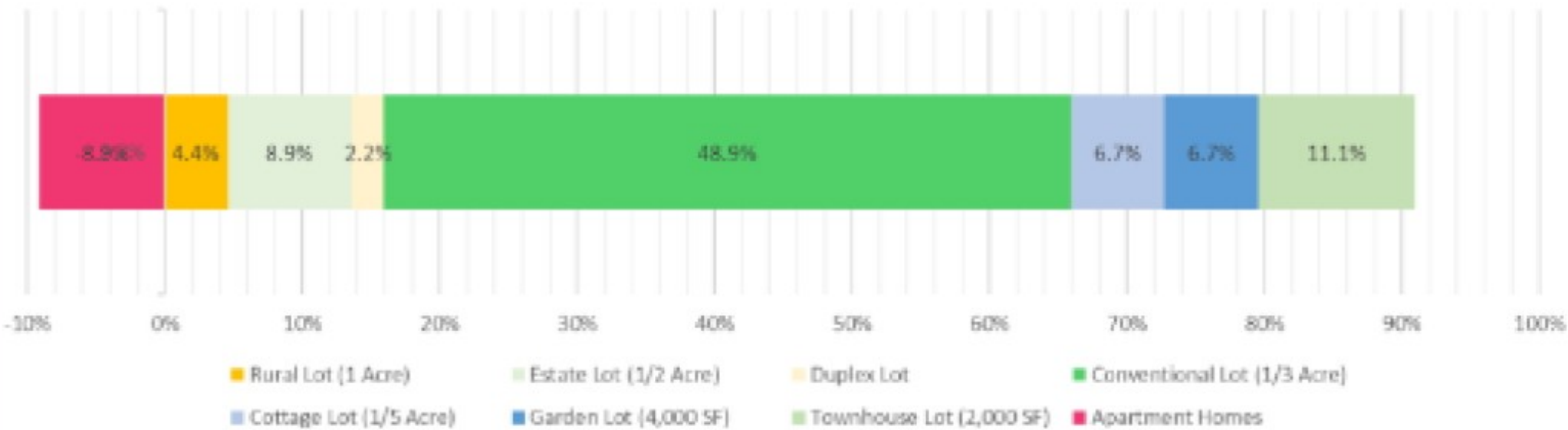
From the Comprehensive Plan

Land Use

The City of Woodcreek is a collection of residential neighborhoods forming one large subdivision. There is no town center or central district. There is one small retail area within the City Limits at the north entrance to Brookmeadow.

Woodcreek boasts a diversity in housing choices with high-density options like apartments, duplexes, town homes, condominiums, and a pending fourplex planned development district to a wide variety of low-density single-family options with a significant range in lot sizes from 6,500 square feet to multiple acres. Most of these housing options being that of single-family residential lots with an average size of around or just above a quarter of an acre.

DWELLING PREFERENCES




Shows Preference for Conventional 1/3 Acre Lots

HOW MUCH AD VALOREM REVENUE DOES EACH DEVELOPMENT TYPE GENERATE PER ACRE?

Amounts represent revenue for the City of Woodcreek only.
Amounts in *italics* represent estimates.

CONV. LOT (1/3-ACRE)



Ad Valorem/Acre: *\$2,643*

14,520 sq ft per lot \$881.

COTTAGE (1/5-ACRE)



Ad Valorem/Acre: *\$2,703*

8,712 sq ft per lot \$ 540.

The five aspects of Woodcreek that participants valued most were (in order):

- natural beauty
- peace and quiet
- location
- safety
- rural setting.

- Maintaining Woodcreek's character was in the top four pressing issues and was mentioned in open comments as something residents supported.
 - When considering why residents chose Woodcreek to live, it becomes apparent that the quiet, peaceful, and rural setting are large factors in their decision.
 - This general concept was a common thread running through most responses.
 - Aside from road improvements, if there was one thing that united respondents it would be the desire to protect Woodcreek's charm as a residential community with significant natural features.
 - Respondents were against growth and commercial development.

Excluding those lots in the Brookmeadow Overlay (outlined in pale blue) the red dots show the SF1 properties that are large enough to be divided into smaller lots under our current standards. Our current zoning code allows for lots as small as 8,334 sq ft.



After the Land Use Workshop the Ordinance Review Committee took up this issue

Item 9.

ORDINANCE REVIEW COMMITTEE
September 06, 2022; 2:30 PM
Woodcreek, Texas

MINUTES

5. **Discuss and Take Appropriate Action on Minimum Lot Sizes under Zoning.**

Council Member Liaison Debra Hines explained the Minimum Lot Sizes document as an existing guideline, but expressed the need to define the minimum lot sizes within the City as that does not currently exist within Woodcreek City Code, as recommended by K.Friese.

Discussion on increasing the minimum lot size for all zoning districts within the City of Woodcreek to 14,520s.f. (1/3 acre) which also encompasses the minimum lot size of 12,000s.f. for water and sewer connection.

Motion was made by Vice-Chair Hector to recommend sending this item to the Planning and Zoning Committee then to City Council. The motion was seconded by Chairperson Davenport.

A roll call vote was held.

Voting Yea: Chairperson Davenport, Vice-Chair Hector, Member Passalacqua, Member Duncan

The motion carried with a 4-0-0 vote.

After the Ordinance Review Committee, P&Z considered this issue

PLANNING AND ZONING MEETING
October 05, 2022; 5:00 PM
Woodcreek, Texas

MINUTES

3. **Discuss and Take Possible Action on Making Recommendation to City Council to Establish Minimum Lot Size Requirements in the City of Woodcreek Code of Ordinances.**

Discussion was held on the available options for addressing this agenda item. Council Liaison Hines stated: (1) the item can be tabled; (2) the item can be sent to City Council to have K.Friese review; OR (3) the items can be sent to City Council with a declination to address.

Motion was made by Commissioner Robertson to support the recommendation of the Ordinance Review Committee of increasing minimum lot size for all zoning districts to 14,520s.f., which encompasses the minimum lot size of 12,000s.f. for water and sewer connection and send this agenda item to City Council for review and approval. Motion was seconded by Chairperson Davenport.

A roll call vote was held.

Voting Yea: Commissioner Robertson, Chairperson Davenport, Vice-Chair Johns

Motion carried with a 3-0-0 vote.

The following documents are from the P&Z packet

Item 9.

PLANNING AND ZONING MEETING October 05, 2022; 5:00 PM Woodcreek, Texas

Item 3.

Establishing Minimum Lot Sizes in Zoning

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

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

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

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



RECOMMENDATIONS FROM ORDINANCE REVIEW

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

¼ of an acre is 10,890 square feet

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

**Council Meeting Date:
Regular City Council Meeting January 11, 2023**

Agenda Item Cover Sheet

Agenda Item Subject/Title:

Discuss and Consider Approving a 2023 Citizen Survey

Agenda Item Summary:

A draft survey is attached. Surveys are excellent tools to get direct citizen feedback on important topics.

Financial Impact:

Distribution costs of paper copies (dependent on Council decisions)

Recommendations:

Recommend that Council approve the draft survey and digital distribution to citizens.

Supporting Documents Included:

Citizen Survey 2023 (draft 12.22.22)

Submitted by: Councilmember Debra Hines

CITIZEN SURVEY 2023 **DRAFT 12.22.22**

Several questions have been on the minds of Woodcreek citizens for a number of years, discussed with neighbors and on social media, but have not been surveyed. Your City Council would like to know your thoughts through this informal Citizen Survey. Your answers will help guide our work for the future of Woodcreek. Please complete your survey by [date]. If preferred, paper copies may be downloaded from the city website (www.woodcreektx.gov) or picked up at City Hall.

- 1) Should the City raise the Hotel Occupancy Tax to promote tourism and support local businesses in the area? Funds collected under this tax are restricted for certain purposes.

Yes

No

Additional Comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

- 2) Should homeowners be able to rent their homes out as short-term rentals (defined as less than 30 days at a time)?

Yes

Yes, but only in certain areas and with strong regulations.

No

No, and the City should take steps to ban them entirely.

Additional Comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

3) Should the City consider investing in more land for additional Parks and/or greenspaces?

Yes

Yes, but only if it doesn't raise my property taxes.

No

Additional Comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

4) Should residents, occupying homes in single-family residential zoning, be able to own up to six hens (no roosters) in fully enclosed runs/cages in the backyard, with guidelines on setbacks from neighbors, minimum lot sizes, minimum enclosure sizes, etc.?

Yes

Yes, but only if the backyard does not border the golf course.

No

Additional Comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

5) Should Woodcreek incorporate traffic calming measures throughout the city, especially as part of road projects in the near future? These measures could include street plantings, speed cushions/tables acceptable to first responders, raised golf cart paths where they cross streets, additional stop signs, etc.

Yes

No

Additional comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

6) Should the City consider taking measures to close public access to the private drive known as “La Rocca Lane,” which is currently being used as a public road providing ingress and egress to the city?

___ Yes

___ No

Additional comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

7) Should the City consider some remodeling of City Hall? (Examples: replacement of carpet, repaint interior, extension of meeting room)

___ Yes

___ No

Additional Comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

8) Should the City hold more Community Events?

___ Yes

___ No

If Yes, what kinds of events?

Additional comments: _____

How important is it to you that the City take action on this item? (Circle one)

| | | | | |
|---------------|---|---------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Not Important | | Neutral | | Very Important |

Please list other items you’d like to see in future Citizen Surveys: _____

Thank you for completing the survey! The results will be shared [in February?].