

1 **THE CITY OF WOODCREEK**
2 **ORDINANCE NO. 24-332**
3

4 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF**
5 **WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“OFFICIALS, EMPLOYEES**
6 **AND ORGANIZATIONS”); PROVIDING FOR THE CREATION OF THE INFRASTRUCTURE AND MOBILITY PANEL.**
7

8 **WHEREAS** the City of Woodcreek (“City”) is a Texas General Law Municipality operating
9 under the laws of the State of Texas; and

10 **WHEREAS** City Council has previously created a Platinum Panel to (1) advise the City Council on
11 roads, traffic, drainage and funding sources related to all transportation, including
12 alternative forms; (2) secure public input in this process; and (3) promote transparency
13 in the process of creating a Master Transportation Plan and assist in advising on
14 decisions to secure funding for road improvements. The Platinum Panel shall be viewed
15 as an independent body; and

16 **WHEREAS** the City Council finds and determines it in the best interests of the City to revise the
17 scope of work, structure of said Panel and to rename it; and

18 **WHEREAS** the City Council of the City of Woodcreek, Texas finds that these amendments to the
19 Code of Ordinances follow state law.

20
21 **NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, THAT:**
22

23 **Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the City
24 Council and made a part hereof for all purposes and findings of fact.

25 **Section 2.** The City Code of Ordinances at Title III, Chapter 30 (“the “Code”), is hereby amended to repeal
26 sections 30.80 to read as follows:

27
28 **§ 30.80 Popular Name**

29 This subchapter shall be commonly cited as the “Infrastructure and Mobility Panel”.
30

31 **§ 30.81 Purpose**

32 (A) This subchapter creates an Infrastructure and Mobility Panel (“I&M Panel”) whose purpose
33 shall be to make recommendations on road maintenance, traffic safety, drainage and
34 funding sources related to all transportation. To accomplish these tasks, the I&M Panel shall
35 study, investigate and develop plans and recommendations to Council for approval. The I&M
36 Panel should be prepared to provide monthly reports at regular City Council meetings.

37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80

The scope of the I&M Panel shall include, but not be limited to, the following:

- i. A Road Maintenance Plan to strategically outline a schedule for the funding and performance of regular road maintenance within the City limits of the City of Woodcreek.
- ii. A Fiscal Capacity Plan to anticipate and plan for future improvements to existing and proposed infrastructure. This may include, but is not limited to, the following:
 - a) acquisition of new land for the installation of additional parks, trails and other public greenspaces;
 - b) acquisition of new land for the construction of a community meeting place, the expansion of City Hall, or other such governmental properties; and
 - c) physical improvements upon existing public lands, such as parks, greenspaces and other government properties.
- iii. A Drainage and Flooding Mitigation Plan which may include, but is not limited to, the following:
 - a) conduct a study to identify key projects;
 - b) seek potentials for outside funding;
 - c) create a plan of action, listing a prioritization of proposed projects; and
 - d) advise Council on solutions utilizing engineering input and feasibility analysis.
- iv. A Pedestrian Mobility Plan to address ADA Compliant pedestrian pathways to safely access parks and trails located within the City limits and its Extra Territorial Jurisdiction ("ETJ"); and provide for an expansion of trails for the purpose of promoting an outdoor exercise loop. This may include, but is not limited to, the following:
 - a) a feasibility study with cost analysis;
 - b) professional survey and mapping; and a
 - c) review of any bid packages and contracts related to the installation of such improvements.
- v. A Traffic Calming Plan which may include, but is not limited to, the following:
 - a) make recommendations on changes to existing, or the addition of, signage, passive calming devices and other infrastructure improvements throughout the City limits of the City of Woodcreek; and
 - b) a plan and budget for regular traffic patrols and reports including the monitoring of traffic data from City-owned electronic devices; and
 - c) may seek engineering judgement and/or review, as needed.
- vi. Conduct a study, review and report of additional mobility challenges and infrastructure improvement needs as they may arise.

- 81 (B) The I&M Panel shall be viewed as an independent Advisory Body to the City Council and is
82 hereby given explicit permission to work directly with the City of Woodcreek’s contracted
83 City Engineering Firm, through the City Manager, to develop and review plans under their
84 purview, as stated in Section 30.81(A).
85
- 86 (C) The I&M Panel shall conduct a biennial review of the plans under their purview, as stated in
87 Section 30.81(A) and provide regular reports to the City Council.
88
- 89 (D) To conduct this work, the I&M Panel shall seek public input through surveys and Town Halls.
90 Any public survey or Town Hall presentation generated shall be reviewed and must be
91 approved by City Council.
92
- 93 (E) The I&M Panel shall promote transparency in their processes.
94

95 **§ 30.82 Creation & Composition**

- 96 (A) Membership: The I&M Panel shall consist of seven(7) Panel Members; five(5) Regular
97 Panel Members and two(2) Alternate Panel Members. No member of the I&M Panel may be
98 a member of the City Council.
- 99 (B) Appointment: Each of Woodcreek’s five(5) Council Members shall make one(1) Regular
100 Panel Member nomination and the Mayor shall make two(2) Alternate Panel Member
101 nominations, specifically a First and Second Alternate Panel Member. All nominations shall
102 be confirmed by a majority vote of the City Council. In the event that any Council Members,
103 or the Mayor, refuses, or is unable, to make a nomination, the vacancy may be filled by the
104 majority vote of the remaining members of the City Council.
- 105 (C) Alternate Members: Alternate Members shall sit in the place of an absent
106 Regular Panel Member, with selection being in order of their alternate designation.
107 Alternate Panel Members are encouraged, but not required, to attend all meetings and may
108 participate in all discussions, when present. However, Alternate Panel Members may only
109 vote when sitting in the place of an absent Regular Panel Member.
110

111 **§ 30.83 Terms, Resignation, Vacancy & Removal**

- 112 (A) The terms of Regular and Alternate Panel Members shall coincide with the term of the
113 Council Member and Mayor who nominated the Panel Member and will expire upon the
114 Nominating Officer’s term of office ending. In even numbered years, three(3) newly elected
115 members of Council shall make a nomination for a Regular Panel Member. In odd numbered
116 years, two(2) newly elected members of Council shall make a nomination for a Regular Panel
117 Member and the newly elected Mayor shall make a nomination for two(2) Alternate Panel
118 Members.
- 119 (B) Any Panel Member may resign by submitting written notice to the City Secretary, as the
120 Records Management Officer for the City. Resignations will be effective when received.
121 Upon receipt of resignation, the City Secretary shall as soon as administratively possible,
122 send such resignation to the Chairperson, The Mayor and the Panel Liaison.

- 123 (C) All vacancies shall be filled on a nomination from the Council Member who nominated the
124 Resigning Panel Member. Upon confirmation by a majority vote of Council, the newly
125 appointed Panel Member shall fill the unexpired term of the vacated seat.
- 126 (D) Members may be removed from the I&M Panel by a majority vote of the Council Members.
127 By a majority vote, the I&M Panel may make a recommendation to the Council regarding the
128 removal of a member of their Panel.
- 129 (E) Members of the I&M Panel shall continue to serve on the Panel until their replacement has
130 been appointed by Council, unless the Panel Member submits a letter of resignation, in
131 which case, the Panel Member shall have no further authority, duties or obligations in regard
132 to the Panel.
- 133 (F) To be considered for appointment or re-appointment to the I&M Panel, a Volunteer
134 Application must be completed and submitted to the City Secretary, as the Records
135 Management Officer for the City. City Staff shall present all completed Volunteer
136 Applications to the Council for their consideration of I&M Panel appointments.

137

138 **§ 30.84 Duties & Meetings**

- 139 (A) The I&M Panel shall meet at such regular and special times as necessary to efficiently carry
140 out the Panel's purpose. Regular meetings are to be set by order of the Panel and Special
141 Meetings are to be called by the Chairperson. At a minimum, there shall be two(2) meetings
142 per year.
- 143 (B) Any recommendation of the I&M Panel shall result from a majority vote of the Regular Panel
144 Members. However, any recommendation is merely a recommendation and is not binding
145 on the City Council. Any final decision on topics for which the I&M Panel has made a
146 recommendation rest with the City Council.

147

148 **§ 30.85 Officers**

- 149 (A) The I&M Panel shall choose its own Officers from among its Regular Panel Members. Officers
150 shall be elected for terms of one(1) year by majority vote of all its membership present and
151 voting, including Alternates Panel Members. Officers shall include Chairperson, Vice-
152 Chairperson and a Secretary.
- 153 (B) The Chairperson's sole duty shall be to preside over all meetings in accordance with any
154 rules the I&M Panel may establish. The Chairperson may vote. If the Chairperson fails or
155 refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the
156 Chairperson and Vice-Chairperson are absent, any Panel Member may be appointed by the
157 Panel to preside over the meeting. The Panel shall keep minutes of its proceedings. A
158 majority of the Regular Panel Members shall be a quorum for the transaction of business.
- 159 (C) The Secretary's sole duty shall be to record the minutes of the meetings. Minutes are to be
160 held by the City.

161 **§ 30.86 Open Meetings Act**

162 The Infrastructure and Mobility Panel shall comply with the Texas Open Meetings Act. The
163 agenda will include a Public Comments Section, allowing the Public the right to speak.

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

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

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

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

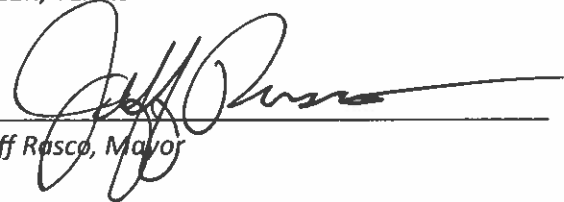
179 **PROPER NOTICE AND MEETING:** It is hereby officially found and determined that the meeting at which this
180 Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of
181 said meeting was given as required by the Open Meetings Act, Chapter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

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

185
186 **PASSED, ADOPTED AND APPROVED** this 27th day of March, 2024, by a 5 Yeas to
187 0 Nays to 0 Abstentions vote of the City Council of Woodcreek, Texas.



WOODCREEK, TEXAS

By: 
Jeff Rasco, Mayor

196
197
198
199
200
201
202
203
204
205
206

207 **ATTEST:**

208

209

210

211 
Suzanne J. Mac Kenzie, City Secretary

212

213

214 **APPROVED AS TO FORM:**

215

216

217

218 
City Attorney's Office