

City of Woodcreek City Council Meeting
February 8, 2017; 6:30 p.m.
Woodcreek, Texas

NOTICE/ AGENDA

This notice is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551). The Woodcreek City Council will hold a Council Meeting on February 8, 2017, at 6:30 p.m. at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas at which time the following items will be considered:

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance:**
 - A.) To the Flag of the United States of America**
 - B.) To the Great State of Texas**
- 4. Roll Call**
- 5. Public Comments:** Members of the Public may sign up at the City Council meeting to address the City Council. Comments will be limited to three (3) minutes per speaker.
- 6. Citizen Communications:** General: Miriam Garza, Community Manager for Woodcreek Apartments.
- 7. Report Items:**
 - A. DPW Monthly Report (Director of Public Works Frank Wood)**
 - B. Treasurer's Report for January, 2016 (City Treasurer Gene Golembiewski)**
 - C. City Manager's Monthly Public Report (City Manager Brenton Lewis)**
- 8. Consent Agenda: All the following items are considered self-explanatory by the Council and may be acted upon with one motion. There will be no separate discussion of these items unless a Councilmember or Citizen so requests. For a Citizen to request removal of an item from the Consent Agenda, a written request must be completed and submitted to the City Manager.**
 - A. Approval of the Minutes of the City Council meeting of January 11, 2017.**
 - B. Approval of Treasurer's Report for January, 2017**
- 9. Regular Agenda**
 - A. Discuss and Consider Appropriate Action on the City of Woodcreek Annexation Plan. (City Manager Lewis)**
 - B. Discuss and Take Appropriate Action on Considering Authorizing Staff to Finalize Negotiations to Enter into an Agreement with Jones/Carter to Develop a Scope of Services Agreement for Road Improvements. (City Manager Lewis)**
 - C. Discuss and take Appropriate Action on Considering Authorizing Staff to Finalize Negotiations to Enter into an Agreement with Jones/Carter to Develop a Scope of Services Agreement for the 2030 Plan Revision and Update. (City Manager Lewis)**

Director of Public Works Report to city council

8 February 2017 2017

- 1. FEMA Funding Response: There has been no change. To date the FEMA funding to restore pavement damage, shoulder and storm channel erosion from previous storms has not been forthcoming**
- 2. SPECIFICATIONS AND DRAWINGS: I have received from the engineer the street repair and maintenance specifications and detailed drawings necessary for the City's needed street repairs and will be reviewing them during the next few days. When my review is completed, I will respond back as to their acceptability. These are needed to include in the bid documents for the needed street repairs, a list of which I provided to the City Manager, Mayor and City Council last month.**
- 3. It is my intent once the documents are found to be acceptable that they shall become the City's standard for all such typical needed repairs and maintenance.**
- 4. I am waiting for the next submittal from the engineer regarding flood control and street configurations to control flooding to review them prior to my future trip to California later this month.**
- 5. End of report.**

Respectfully submitted,

Frank M. Wood

Director of public Works

City of Woodcreek, TX

Treasurer's Report

For the Period: October 2016 - January 2017

Percent Complete: 33.33%

	2016-2017			2015-2016			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Jan 2017	Jan 2016	Difference
Revenue									
3000 Ad Valorem Tax Revenue	138,228	220,840	63%	110,694	214,500	52%	107,598	90,192	17,406
3005 State Sales Tax Revenue	13,982	40,000	35%	13,791	43,000	32%	3,591	3,664	(72)
3010 Mixed Beverage Tax & Fees Rev	365	1,500	24%	296	1,330	22%	170	148	22
3020 Electric Franchise Fee Revenue	15,914	30,000	53%	13,779	30,000	46%	6,596	5,935	661
3030 Cable Services Franchise Rev	8,247	30,400	27%	7,933	31,220	25%	-	-	-
3040 Water Service Franchise Revenue	74,196	87,700	85%	70,895	87,750	81%	8,785	8,787	(2)
3050 Disposal Service Franchise Rev	3,308	14,000	24%	3,396	13,830	25%	-	-	-
3060 Telephone Franchise Revenue	443	1,500	30%	512	1,550	33%	-	3	(3)
3070 Golf Course Franchise Revenue	-	500	0%	-	500	0%	-	-	-
3080 Reimbursements	-	100	0%	-	-	n/a	-	-	-
3080 Reimbursements	105	100	105%	-	-	n/a	-	-	-
3090 Development Revenue	-	-	n/a	2,324	14,000	17%	-	254	(254)
3090.01 Residential	3,520	7,800	45%	-	-	n/a	400	-	400
3090.02 Commercial	-	6,150	0%	-	-	n/a	-	-	-
3090.03 Other	263	1,050	25%	-	-	n/a	-	-	-
Total 3090 Development Revenue	3,783	15,000	25%	2,324	14,000	17%	400	254	146
3095 Sign Fees	250	100	250%	-	300	0%	80	-	80
4000 Interest Income	1,395	4,000	35%	1,436	4,000	36%	334	366	(32)
4010 Other Revenue	275	50	550%	140	1,050	13%	10	-	10
4015 Oak Wilt Containment	-	-	n/a	-	-	n/a	-	-	-
4020 Municipal Court Revenue	-	1,000	0%	-	150	0%	-	-	-
4040 Donations Received	-	5,000	0%	-	5,000	0%	-	-	-
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Total Revenue	260,492	451,690	58%	225,195	448,180	50%	127,564	109,348	18,216

Expenses									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	42,390	135,060	31%	32,146	103,300	31%	10,479	7,833	2,646
5000.02 Expense Reimbursement Allowance	400	-	n/a	-	-	n/a	100	-	100
5000.03 City Manager Vehicle Reimburse	2,783	8,350	33%	1,220	5,500	22%	696	417	279
5000.05 Elected Official Pay	280	840	33%	140	700	20%	70	80	(10)
5000.20 Payroll Tax Expense	-	-	n/a	2,624	9,300	28%	-	671	(671)
5000.20 Payroll Tax Expense	3,799	11,590	33%	2,624	9,300	28%	1,141	671	470
5000.40 Retirement	1,414	5,100	28%	1,050	4,000	26%	326	264	62
5000.50 Direct Deposit Expense	-	130	0%	39	130	30%	-	11	(11)
5000.51 Health Insurance Stipend	-	1,200	0%	-	400	0%	-	-	-
Total 5000 Personnel Services	51,067	162,270	31%	37,219	123,330	30%	12,813	9,275	3,538
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	25	-	n/a	-	9	(9)
5500.10 City Hall Maintenance / Repairs	425	2,500	17%	218	20,000	1%	180	-	180
5500.30 FT & Radio Expenses	393	5,500	7%	1,417	7,000	20%	(1,115)	-	(1,115)
5500.40 Newsletter	-	580	0%	-	750	0%	-	-	-
5500.50 Office Supplies	544	3,500	16%	543	3,800	14%	183	192	(9)
5500.60 Postage & Shipping	288	1,620	18%	406	2,000	20%	-	63	(63)
5500.61 Printing & Reproduction	1,915	2,000	96%	964	4,000	24%	763	151	612
5500.70 Storage Rental	188	1,200	16%	510	1,100	46%	94	510	(416)
5500.80 Software & Subscriptions	560	-	n/a	-	-	n/a	260	-	260
Total 5500 Office Expenses	4,314	16,900	26%	4,083	38,650	11%	366	925	(559)
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-
6000.01 Audit Expense	-	9,000	0%	-	6,600	0%	-	-	-
6000.10 Codification	139	1,500	9%	-	1,200	0%	67	-	67
6000.11 Contract Labor	417	6,750	6%	2,170	7,500	29%	417	463	(46)
6000.15 Engineering	26,700	1,500	1780%	-	1,850	0%	11,700	-	11,700
6000.20 Legal Expenses	-	25,000	0%	-	25,000	0%	-	-	-
6000.20 Legal Expenses	6,432	25,000	26%	7,699	25,000	31%	833	560	273
6000.30 IT Services	3,335	-	n/a	-	-	n/a	1,461	-	1,461
6000.40 Accounting	3,667	-	n/a	-	-	n/a	1,764	-	1,764

City Manager Monthly Public Report from January 5th 2017 to February 3rd 2017 for the February 8th, 2017 Council Meeting

Auditor has been scheduled for March 3rd.

Specifications are being prepared for the upcoming street maintenance. Requests for bids will be issued as soon as we define materials and process of repair are finalized.

Infrastructure Council Committee met with representatives of Jones/Carter and staff to discuss next step in the road maintenance program.

Public Safety Council Committee and staff attended the 2nd of 3 meetings on the Hazard Mitigation Plan for Hays County. The 3rd meeting has been scheduled for February 13th.

Staff attended the Capital Area Metropolitan Planning Organization (CAMPO) meeting in Wimberley. The meeting was to develop a long-range plan for pedestrian/bicycle paths in Woodcreek and the surrounding area.

The City Issued the following permits, stop work orders, and code violations to date –

Tree Trimming – 20

Fence – 1

Sign – 1

ROW Sign - 1

Ordinance Violations -

Resolved –

Sign (Brookhollow)

In Progress –

High Grass (Brookmeadow)

Trash/Debris (Deerfield)

Stop Work Orders in Effect – 3

Cypress Point Drive

Pebblebrook Lane

Westwood Drive

City of Woodcreek City Council Meeting

January 11, 2017; 6:30 p.m.

41 Champions Circle

Woodcreek, Texas

Minutes

1. **Call to Order:** Mayor Eskelund called the meeting to order at 6:30 p.m.
2. **Invocation**
3. **Pledge**
4. **Roll Call. Present:** Mayor Eric C. Eskelund, Mayor Pro Tem Nancy Britner, Councilmember Bill Scheel, Councilmember Jerry Moore, Councilmember Judy Brizendine, Councilmember Aurora LeBrun, City Manager Brenton B. Lewis, City Attorney Roger Gordon, Director of Public Works Frank Wood, City Treasurer Gene Golembiewski, Assistant Administrator Linda Land, City Clerk Barbara Grant.
5. **Public Comments:** There were no public comments.
6. **Citizen Communications: General:** There were no citizen communications.
7. **Report Items:**
 - A. Director of Public Works Wood said he has completed an inspection of all city streets and has marked principal locations requiring repair with paint. He presented a written report of all repair locations to the Council and recommended sending it out for bid prior to February Council meeting.
 - B. City Treasurer Golembiewski reported year-to-date revenues of \$ 132,928.00 and \$80,839.00 in expenditures.
 - C. City Manager Lewis presented his Monthly Public Report.
8. **Consent Agenda:**
 - A. **Approval of the minutes of the Regular Woodcreek City Council meeting of December 14, 2016.**
 - B. **Approval of Treasurer's Report for December, 2016**

Mayor Pro Tem Britner moved to accept the Consent Agenda in its entirety. The motion was seconded by Councilmember Moore, which passed with a vote of 5-0-0.
9. **Regular Agenda**
 - A. **Introduction of New Deputy Constable(s).** Constable Ray Helm introduced his Deputy Constables serving the City of Woodcreek.
 - B. **Receive and Take Appropriate Action on the Final Report of the Drainage Structure Analysis and Roadway Drainage Conveyance Determination**

Council Meeting Date: 02/08/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. A. Discuss and Consider Appropriate Action on the City of Woodcreek Annexation Plan.

Item Summary:

This agenda item is required by Section 43.052(c) states: A municipality shall prepare an annexation plan that specifically identifies annexations that may occur beginning on the third anniversary of the date the annexation plan is adopted. The municipality may amend the plan to specifically identify annexations that may occur beginning on the third anniversary of the date the plan is amended. The City last adopted the Annexation Plan on July 10th, 2013.

Financial Impact/Financial Information:

None

Comments/Recommendation

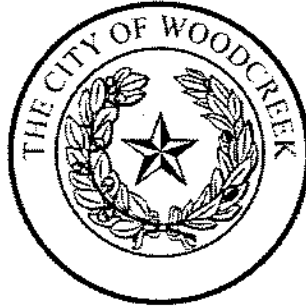
Adoption of Annexation Plan

Attachments:

Annexation Plan Document

Submitted By:

Brenton B. Lewis, City Manager



ANNEXATION PLAN

In accordance with Section 43.052(c) of the Texas Local Government Code, the City of Woodcreek, Texas, hereby declares that it has not identified areas for involuntary municipal annexation within the next three years. Approved this the 8th day of February, 2017.

Eric C. Eskelund, Mayor

Brenton B. Lewis, City Manager

Council Meeting Date: 02/08/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. B. Discuss and Take Appropriate Action on Considering Authorizing Staff to Finalize Negotiations and to Enter into an Agreement with Jones/Carter to Develop a Scope of Services Agreement for Road Improvements.

Item Summary:

This agenda item is the next step in the road improvements project. The Council Infrastructure Committee and staff met with representatives of Jones/Carter on January 25th to review the drainage study presented at the January 11th Regular City Council Meeting. At the conclusion of the meeting, Jones/Carter was to develop a scope of services for the road improvement program. The scope of services will be received on or before February 10th, with a review of the document on January 15th with the Council Infrastructure Committee. Myself and DPW Wood will have comments prepared to be discussed at the review meeting.

Financial Impact/Financial Information:

Cost of

Comments/Recommendation

Action to authorize the City Manager to enter into an agreement with Jones/Carter after negotiating and finalizing the agreement with Jones/Carter.

Attachments:

None

Submitted By:

Brenton B. Lewis, City Manager

Council Meeting Date: 02/08/2016

AGENDA ITEM COVER SHEET

Subject/Title:

9. C. Discuss and take Appropriate Action on Considering Authorizing Staff to Finalize Negotiations to Enter into an Agreement with Jones/Carter to Develop a Scope of Services Agreement for the 2030 Plan Revision and Update.

Item Summary:

This agenda item is the next step in the 2030 Plan Revision. The council representatives on the 2030 Plan and staff met with representatives of Jones/Carter on January 31st to discuss a scope of services desired in the revision and update of the 2030 Plan. At the conclusion of the meeting, Jones/Carter was to develop a scope of services for the 2030 Plan. Once the scope of services is received the council representatives and staff will meet to review the document.

Financial Impact/Financial Information:

Cost of scope of services

Comments/Recommendation

Action to authorize the City Manager to enter into an agreement with Jones/Carter after negotiating and finalizing the agreement with Jones/Carter.

Attachments:

None

Submitted By:

Brenton B. Lewis, City Manager

Council Meeting Date: 02/08/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. D. Discuss and Take Appropriate Action for use of City of Woodcreek facilities.

Item Summary:

This agenda item is to consider adopting a policy for the use of City Hall and the Council Chambers.

Financial Impact/Financial Information:

None

Comments/Recommendation

Adoption of a policy related to use of City Hall and the Council Chambers

Attachments:

Draft Policy

Submitted By:

Brenton B. Lewis, City Manager

POLICY
PUBLIC USE OF CITY HALL

DRAFT

1.0 PURPOSE

The purpose of this policy is to outline the circumstances under which groups or organizations may use City Hall and its meeting facilities and to provide guidance to those members of City staff responsible for scheduling and coordinating the use of the building. Further, it is the intent of this policy to specifically limit the use of City Hall as a general public forum in order to insure that the building remains easily accessible to citizens wishing to do business with the City and to give priority for use of meeting rooms to the City Council and its committees, appointed Boards and Commissions, other groups and organizations which are directly sponsored by the City or to which the City is a member, and associations commonly known as a property owner association.

2.0 POLICY

It is the general policy that City Hall shall be made available for use by not-for-profit organizations, other government agencies and officials, civic organizations, and associations commonly known as a property owner association only when such use can be accommodated without interfering with citizens wishing to transact business at City Hall or with the needs of the City, its Boards and Commissions, and affiliated groups and organizations. In addition, such uses must meet the following general guidelines:

- 2.1 Any meetings held or information displayed by such organizations must be open and available to the general public or be intended, through the various media, to provide information to the general public.
- 2.2 Any meeting held by an association commonly known as property owner association shall be a meeting for conducting business related to the association.
- 2.3 Such meetings and information shall be non-partisan in nature.
- 2.4 Such meetings and information shall be educational in nature and shall avoid advocacy of a particular position in areas of public policy dispute or controversy.
- 2.5 Such meetings and information shall be non-commercial in nature.
- 2.6 Such meetings and information should be reasonably related to public interests of the City of Woodcreek and its residents.
- 2.7 Such meetings shall be held, in a manner, that are not in violation of any local, state, or federal laws.

In addition to these general principles, more specific guidelines can be found below

vacuuming, and cleaning of kitchen area.

4.0 CITY HALL STEPS AND PORCH AREA

The use of City Hall Steps and Porch area for non-City sponsored public gatherings is generally discouraged due to the restrictions such activities place on public access and safety and liability concerns. As a result, permission shall not be granted for using this area without the authorization of the appropriate City Council Committee.

5.0 CITY HALL

5.1 Public Events/Gatherings

The Main Entry and Parking Area shall not be used for non-City sponsored gatherings or events, again due to the restrictions which such activities place on public access.

5.2 Petition Signature Gathering

Petition signature gathering is permitted, at a location or locations to be established by the City Clerk, only on election days when City Hall is utilized as a polling place.

5.3 Informational Booths or Displays

Non-City sponsored informational booths or displays are not permitted. Static displays designed to educate the public may be permitted at the sole discretion of the appropriate Council Committee.

6.0 OTHER AREAS OF CITY HALL

Other areas of City Hall are not open for use for meetings or gatherings by outside individuals or organizations. The City of Woodcreek, in the performance of its public functions, may host or sponsor meetings at City Hall by outside individuals or organizations.

7.0 PUBLICATIONS AND POSTERS

The City has made provisions in City Hall for displaying publications or posting information. Display of such information in public areas shall be governed by the following guidelines, in addition to those outlined in Section 2 above.

7.1 Advertising by commercial, for profit groups or organizations shall not be permitted.

7.2 Posters informing the public of upcoming events, performances, or activities are authorized only for events supported or sponsored, in part or in whole, by the City or by non-profit organizations.

7.3 Approval to place such publications and posters shall be sought from the City Manager and/or the appropriate Council Committee.