

The City of
Woodcreek
IN THE MIDST OF THE TEXAS HILL COUNTRY
REGULAR CITY COUNCIL MEETING
January 14th, 2026 ; 6:00 PM
Woodcreek City Hall - 41 Champions Circle

MEETING NOTICE

The public is invited and welcome to attend all meetings of the City Council and the city's boards and committees. If you would like to stream this Council meeting live, please request the link by 12:00pm on the Tuesday before the meeting by [emailing woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov). A video recording of the meeting will be made available to the public on [the city's website: https://www.woodcreektx.gov](http://www.woodcreektx.gov), usually within 48 hours.

MEETING AGENDA

CALL TO ORDER

Tribute To Nancye Britner

MOMENT OF SILENCE

PLEDGES

ROLL CALL & ESTABLISH QUORUM

PROCLAMATIONS & PRESENTATIONS

1. Spirit Of Woodcreek Award Presentation To Becky Denton For Her Work On Augusta Park And Serving On The Parks Board.
2. Spirit Of Woodcreek Award Presentation To Russell Scott For Contributions In Serving On Both The Planning And Zoning Commission And Woodcreek City Council.
3. Presentation On Local Rabies Incidents From John Trinidad, Animal Control Supervisor, Hays County Sheriff's Office

PUBLIC COMMENTS

This provides an opportunity for the citizens to comment on agenda and non-agenda items in advance of the regular business of the City Council. Those wishing to speak must sign-in before the meeting begins and observe a three-minute time limit when addressing the City Council.

Speakers will have one opportunity to speak during the time period. Comments from speakers should not be directed towards any specific member of the Council or City staff. Comments should not be accusatory, derogatory or threatening in nature. Submit written comments by [email to The City of Woodcreek](#) by 12:00 noon, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number.

CONSENT AGENDA

1. Approve Regular City Council Meeting Minutes From December 10, 2025.

Documents:

[251210 Regular City Council Meeting Minutes!.pdf](#)

2. Direct All Advisory Bodies To Set The Regular Meeting Date For The Body And Appoint A Chair And Vice-Chair And Secretary For The Year
3. Approval Of The One Water Resolution For The City Of Woodcreek

Documents:

[Resolution 2026-01-14-02 Woodcreek One Water .pdf](#)

4. Approve A Resolution Declaring And Implementing Mandatory Water Restrictions In The City Of Woodcreek In The Public Interest

Documents:

[Resolution 2026-01-14-03 Temporary Water Restrictions - Copy.pdf](#)

5. Approve Participation Of The City In The Emergency Preparedness Fair On March 28th 2026 With \$500 Allocated From The 10-10-5313 Other Operating Expenses Budget Line Item

REPORTS FROM OFFICERS

1. City Administrator's Report

- a. Sheriff Report
- b. Code Enforcement
- c. Engineering Report
- d. City Hall Updates

Documents:

[December HCSO Report.pdf](#)

REGULAR AGENDA

1. Discussion And Possible Action To Nominate The Sole Applicant, Jeff Rasco, To Be A City Of Woodcreek City Council Member And To Serve

For The Remainder Of An Unexpired Term Vacated By Resignation
Ending In November Of 2026, Pursuant To Tex. Loc. Gov't Code § 22.010

Perform Official Oath Swearing and Signing into Office

Documents:

[Rasco Application for Appt to City Council REDACTED.pdf](#)

2. Discussion And Possible Action On Nominations For Appointment To The Planning And Zoning Commission To Fill Two Years Terms Made By Council Members Richardson And Swedberg

Current Member with Expired Term Asking for Reappointment:

Carson Bledsoe

New Applicants:

Documents:

[Russell Scott REDACTED.pdf](#)
[Aurora LeBrun REDACTED.pdf](#)
[Gloria Whitehead REDACTED.pdf](#)
[Judy Brizendine REDACTED.pdf](#)
[Keely Richey REDACTED.pdf](#)

3. Discussion And Possible Action To Approve Appointment By Recommendation Made From Mayor Pro Tem Grummet To Fill The Remainder Of An Unexpired Term On The Planning And Zoning Commission To Terminate In November Of 2026
4. Approval Of Mayoral Nominations For The Trees And Parks Board Advisory Body Of The City Of Woodcreek To Fill A One Year Term Ending In December Of 2026

Re-appointing:

1. Judy Newton

Appointing:

1. Jill Zipperer

Documents:

[Jill Zipperer REDACTED.pdf](#)
[Gloria Whitehead REDACTED.pdf](#)
[Keely Richey REDACTED.pdf](#)

5. Approval Of Mayoral Nominations For The Community Relations Committee Advisory Body Of The City Of Woodcreek To Fill A One Year Term Ending In December Of 2026

Re-appointing:

1. Cheryl Mills
2. Leslie Scott
3. Carol Lusk

Documents:

[Aurora LeBrun REDACTED.pdf](#)
[Gloria Whitehead REDACTED.pdf](#)
[Keely Richey REDACTED.pdf](#)

6. Discussion And Approval Of The Date And Venue For The City Of Woodcreek Volunteer Appreciation Event For February 26th At The Wimberley Valley Winery

Documents:

[CoW CRC Annual Budget - 2026-2027 Annual CRC Budget.pdf](#)

7. Discussion And Possible Action To Reallocate Unspent Funds In The Community Relations Budget To A Music In The Park Event To Be Hosted In March Not To Exceed \$400

Documents:

[Agenda Item Coversheet_2026 Music in the Park Series.docx](#)

8. Discussion And Possible Action To Accept Resolution No. 2026-01-14-01, The City Of Woodcreek Participating In The Hays County Master Drainage Plan Under The Texas Water Development Board Flood Infrastructure (FIF), Flood Management Evaluation (FME) Program.

Documents:

[Resolution No. 2026-01-14-01.pdf](#)
[2025.09.24 FIF FME Invitation_Hays County 16284 \(004\).pdf](#)
[Hays County Community Flood Planning 111000118 Abridged Application.pdf](#)
[Hays County Email.pdf](#)

9. Discussion And Possible Action To Adopt A Resolution To Accept The City Of Woodcreek Training Manual For Council And Advisory Bodies

Documents:

[City of Woodcreek Governing training manual 2025 draft \(1\).pdf](#)
[RESOLUTION 26-01-14-04 City of Woodcreek Training Manual.pdf](#)

10. Discussion And Possible Action To Accept A Resolution To Amend

Council Meeting Procedures

Documents:

[RESOLUTION 26-01-14-05 Council Procedures Resolution January 2026 Update.pdf](#)

[BLANK Agenda Item Coversheet.pdf](#)

[BLANK Agenda Item Checklist.pdf](#)

11. Executive Session Pursuant To Texas Government Code Section 551.072 - Real Property

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS FOR NEXT REGULAR COUNCIL MEETING

ANNOUNCEMENTS

1. Volunteer Needed For The Trees And Parks Advisory Board - One Vacant Position To Fill - One Year Commitment

ADJOURN

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](tel:512-847-9390) for information and to make requests. Please contact the City at least 48 hours before the meeting to request assistance. 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](tel:1-800-735-2988).

EXECUTIVE SESSION NOTE: The City Council may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The City Council may also publicly discuss any item listed on the agenda for Executive Session.

POSTING CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the 8th day of January, 2025 at 4:00 PM.

By: _____
Kari Lebkuecher, City Secretary

REGULAR CITY COUNCIL MEETING

December 10, 2025; 6:00 PM

Woodcreek, Texas

MINUTES

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

Present:

Mayor Debra Hines

Mayor Pro Tem Chrys Grummert

Council Member Krista Richardson

Council Member Linnea Bailey

Council Member Russell Scott - left meeting at 6:10 PM

City Administrator Jim Burton

City Secretary Kari Lebkuecher

City Attorney Stan Springerley

City Engineers Freeland Turk

Absent:

Council Member Linda Swedberg

PROCLAMATIONS AND PRESENTATIONS

1. **Presentation in honor and recognition of outstanding leadership and dedication of Mayor Jeff Rasco for his volunteer service for the City of Woodcreek.**

PUBLIC COMMENTS

A public comment was made.

CONSENT AGENDA

Mayor Pro Tem Chrys Grummert made a motion to approve the consent agenda in total.

Seconded by Council Member Linnea Bailey.

Motion passed by show of hands 4-0-0

- 1. Approve Regular City Council Meeting minutes from November 12, 2025.**
- 2. Approve Special-Called City Council Public Hearing minutes from November 17, 2025.**
- 3. Accept the resignation of Council Member Russell Scott and direct staff to put a call out for City of Woodcreek City Council Member applications with a deadline for submission of December 31, 2025.**
- 4. Approve the 2026 holiday calendar.**
- 5. Approve Resolution No. 2025-12-10-02 Approving a Budget Amendment for fiscal year 2026 to transfer \$5,000 from Fundview Account (10-10-5061) into the Green Building Initiative line item (10-10-5206) for the Rainwater Incentive Program.**
- 6. Authorize Bruner Land Improvements to conduct the city-wide culvert clean-out project not to exceed \$10,000 from the Capital Improvements line item designated for this purpose in the 2025-2026 City of Woodcreek Annual Budget.**
- 7. Proclamation recognizing Dell and Gerin Hood Day in January 2026.**
- 8. Approval of October 2025 Financials.**
- 9. Approval of November 2025 Financials.**
- 10. Approve content for Emergency Preparedness Email for winter storms to be sent by Staff December 11th per prior Council vote in the November 12th Regular City Council Meeting.**
- 11. Approve a change of tree order for the Brookmeadow street tree replacement between Shady Grove and Augusta Drive from a Sycamore to a Cedar Elm and direct staff to coordinate with the City Arborist, We Love Trees, to have the planting complete before the end of March 2026.**
- 12. Adopt a Resolution of the City Council of the City of Woodcreek establishing an order setting Rules of Procedure, Conduct, and Decorum for City Council meeting for the City of Woodcreek.**

- 13. Approve a contract for public relations and communication assistance for the City of Woodcreek not to exceed \$12,000 annually from the budget line item Public Relations 10-10-5312.**

Council Member Russell Scott left the meeting at 6:10 PM.

REPORTS FROM OFFICERS

- 1. City Administrator's Report**

REGULAR AGENDA

- 1. Discuss and take possible action on accepting the Freeland Turk presentation of the Woodcreek Preliminary Drainage Plan.**

A motion was made by Mayor Pro Tem Chrys Grummert to accept the Freeland Turk presentation of the Woodcreek Preliminary Drainage Plan. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 3-0-0

- 2. Workshop on Freeland Turk Drainage Master Plan.**

Workshop entered at: 6:28 PM

Workshop ended at: 7:05 PM

- 3. Discussion and possible action on a target goal of identifying five(5) initial areas of focus for immediate action and planning from the Freeland Turk Drainage Report authorizing Freeland Turk to begin surveying, schematic design, probable cost, and drafting other relevant reports with costs to come from Reserves allocated in the 2024-2025 Capital Improvements Plan as part of this on-going project and address any matter related to the same.**

A motion was made by Mayor Pro Tem Chrys Grummer that Council identifies for immediate action and planning from City Engineers Freeland Turk Drainage Report authorizing Freeland Turks schematic design, probable cost, and drafting other relevant reports with costs to come from Reserves allocated in the 2025 Capital Improvements Plan. Seconded by Council Member Krista Richardson.

An amendment was made by Mayor Pro Tem Chrys Grummert to choose drainage spots 4, 5, 9, 10, 1, and direct staff to set up a Town Hall. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 2-1-0

Council Member Linnea Bailey is a Nay

Main motion as amended states to take immediate action and planning from City Engineers Freeland Turk Drainage Report authorizing Freeland Turk schematic design, probable cost, and drafting other relevant reports on drainage spots 4, 5, 9, 10, 1 and direct staff to set up a town hall with engineering costs to come from Reserves allocated in the 2025 Capital Improvements Plan.

Main motion as amended passed by show of hands 3-0-0

4. Discussion and possible action to award the bid for the project titled “Champions Court Turnaround” and address and matters related to same.

A motion was made by Mayor Pro Tem Chrys Grummert to award the project titled “Champions Court Turnaround” to Allbrite Construction contract not to exceed 37,000 from capital improvements of the City of Woodcreek 2025-26 annual budget. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 3-0-0

Recess entered at 7:26 PM.

Recess ended at 7:39 PM

Moving to agenda item #10

5. Nomination and appointment of the current Mayor Pro Tem, Chrys Grummert, for an additional term of one(1) year.

A motion was made by Council Member Krista Richardson to appoint the current Mayor Pro Tem, Chrys Grummert, for an additional term of one(1) year.

Seconded by Council Member Linnea Bailey.

Motion passed by show of hands 3-0-0

6. Approve Resolution No. 2025-12-10-01 Designating the City of Woodcreek’s Bank Account signatures.

A motion was made by Mayor Pro Tem Chrys Grummert to approve Resolution No. 2025-12-10-01 Designating the City of Woodcreek’s Bank Account signatures. Seconded by Council Member Linnea Bailey.

Mayor Pro Tem Chrys Grummert votes aye

Council Member Linnea Bailey votes aye

Council Member Krista Richardson votes aye

Motion passed by roll call vote 3-0-0

7. Discussion and possible action to create an AD-HOC Committee to review and improve the management of the Spirit of Woodcreek Program and

make recommendations to Council for honoring exemplary Woodcreek residents.

A motion was made by Mayor Pro Tem Chrys Grummert to create an AD-Hoc Committee to review and improve the management of the Spirit of Woodcreek Program which will make recommendations to Council for honoring exemplary Woodcreek residents with members being Jeff Rasco and Brent Pulley.

Seconded by Council Member Krista Richardson.

Motion passed by show of hands 3-0-0

8. Executive Session: To consider the evaluation of the performance of the City Administrator, pursuant to Texas Govt Code 551.074.

Executive Session started: 8:12 PM

Executive Session ended: 8:16 PM

9. Discussion and possible action regarding personnel matters discussed in Executive Session.

No action was taken.

10. Discussion and possible action on the receipt and acceptance of the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024.

A motion was made by Council Member Linnea Bailey that we accept the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024. Seconded by Council Member Krista Richardson.

An amendment was made by Council Member Krista Richardson's makes an amendment to approve the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024. Seconded by Mayor Pro Tem Chrys Grummert.

Amendment passed by show of hands 3-0-0

Main motion as amended states to accept and approve the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024.

Main motion as amended passed by show of hands 3-0-0

Return to agenda item #5

COUNCIL CONSIDERATIONS FOR FUTURE BUSINESS

ANNOUNCEMENTS

- 1. Road closure in Brookhollow Drive at the Triangle Park December 13th from 2:30pm - 6:30pm for the City of Woodcreek Holiday Event.**
- 2. Creation of an Ad-Hoc workgroup of the Mayor for the purpose of developing programs, identifying infrastructure improvements, and creating community enrichment activities for elder residents called the Woodcree Elders (WE).**
- 3. Planning and Zoning Chair James Miller has resigned with one year remaining in the unexpired term as appointed by Mayor Pro Tem Grummert and approved via Council vote. A replacement appointment will proceed at a future Regular Council meeting. The Planning and Zoning currently lacks a quorum to meet and has pending business.**
- 4. CALLING ALL VOLUNTEERS!! We have openings on all Governing Bodies and several subcommittees. Please fill out a form online or stop by City Hall to learn more.**

ADJOURN

A motion was made to adjourn by Mayor Pro Tem Chrys Grummert. Seconded by Council Member Krista Richardson.

Meeting adjourned at 8:24 PM.

BY: _____
Kari Lebkuecher, City Secretary

**CITY OF WOODCREEK
RESOLUTION 26-01-14-02**

**SUPPORTING INNOVATIVE *ONE WATER* STRATEGIES AND DIRECTING STAFF TO
EXPLORE SUCH STRATEGIES IN PUBLIC AND PRIVATE DEVELOPMENT
PROJECTS**

WHEREAS, the City of Woodcreek has one primary source for its water supply, including surface water from the Cypress Creek as well as groundwater from Hays Trinity Aquifer; and

WHEREAS, the City's water sources are vulnerable to conditions that could limit their availability including drought, reduced recharge, heightened demand on regional supplies, and water quality impairments including but not limited to those caused by flooding; and

WHEREAS, The City of Woodcreek remains in Stage 4 drought restrictions and has been in such for over two years; and,

WHEREAS, without a renewed approach to development and water supply management, the City/County could face water shortages in the future, as well as exacerbated floods; and

WHEREAS, the City has already demonstrated its commitment to water conservation and resilience through its capital investments in automatic meters, water main replacement, and aggressive leak detection and repair to curb water loss; and

WHEREAS, a commitment to water conservation is only one of the necessary steps to water security and resiliency in the future; and

WHEREAS, the City has a responsibility to ensure water supplies in the future can meet demand, and to employ innovative strategies to these ends; and

WHEREAS, even when water supplies are abundant, flooding poses a serious risk to the quality of our water supplies, as well as serious risk to life and property; and

WHEREAS, the City has a responsibility to ensure that stormwater is managed in a way that mitigates flood damage, and to employ innovative strategies to that end; and

WHEREAS, there is a growing suite of water infrastructure and management strategies known as "One Water" that is proving its effectiveness in several Texas communities and across the country; and

WHEREAS, "One Water" is defined as an integrated approach to water management that views all water in our community—drinking water, wastewater, stormwater, greywater—as a single

resource to be managed holistically and sustainably, for the benefit of strong economies, vibrant communities, and healthy environments; and

WHEREAS, One Water strategies can include recycling wastewater to offset potable water demand, investing in green infrastructure to ensure stormwaters soak into the ground, capturing water at the building-scale through onsite rainwater harvesting systems or AC-condensate collection, and optimizing potable water supplies through efficiency and conservation; and

WHEREAS, there are a number of organizations and institutions in our region who are available to provide expertise on One Water strategies, including but not limited to the Hill Country Alliance, The Meadows Center for Water and the Environment at Texas State University, the National Wildlife Federation, the Greater Edwards Aquifer Alliance, and Texas Water Trade, as well as a growing professional community of engineers and planners versed in One Water design and implementation.

NOW, THEREFORE, by action of the City of Woodcreek at a duly noticed and held public meeting and as reflected in the minutes of the Council, be it resolved that the city staff shall study opportunities to deploy One Water strategies in the city, with an assessment of the costs and benefits associated with doing so. These shall include considerations for public infrastructure and facilities, as well as private developments and buildings.

Adopted this ____ day of _____, 2026

ATTEST:

Debra Hines, Mayor

Kari Lebkeucher, City Secretary

**CITY OF WOODCREEK, TEXAS
DECLARATION OF TEMPORARY WATER RESTRICTIONS
RESOLUTION 2026-01-14-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, IMPLEMENTING TEMPORARY MANDATORY RESTRICTIONS ON THE PERMITTING OF CERTAIN ACTIVITIES CONSISTENT WITH THE HAYS TRINITY GROUNDWATER STAGE FOUR DROUGHT RESTRICTIONS; IMPLEMENTING TEMPORARY DEMAND REDUCTION MEASURES; PROVIDING FOR A VARIANCE PROCEDURE; PROVIDING FOR SEVERABILITY AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Woodcreek, upon the advice of the Hays Trinity Groundwater District and water provider Aqua Texas, has determined that certain restrictive measures are required to delay potentially serious water shortage problems from impacting the health, safety, and welfare of the Woodcreek community; and

WHEREAS, the Texas Local Government Code authorizes the Mayor of the City of Woodcreek to order by means of a Proclamation the implementation of temporary water demand reduction measures; and

WHEREAS, the Hays Trinity Groundwater District is a regional authority managing water pumped out of local aquifers by providers serving the City of Woodcreek, and has established drought mitigation standards in response to the current conditions; and

WHEREAS, pursuant to Chapter 54 of the Local Government Code, the City is authorized to adopt such resolutions necessary to preserve and conserve its water resources; and

WHEREAS, the City Council of the City of Woodcreek finds that the proposed temporary restrictions on permitting activities consistent with the current mandatory Stage Four drought restrictions to promote the health, safety, and welfare of the City and its inhabitants;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WOODCREEK HEREBY TEMPORARILY SUSPENDS THE ISSUANCE OF ANY PERMITS IN A MANNER INCONSISTENT WITH THE STAGE FOUR RESTRICTIONS CURRENTLY IN PLACE; SUBJECT TO VARIANCE PROCEDURES WHERE NEEDED; WITH SUCH RESTRICTIONS TO REMAIN IN EFFECT UNTIL THERE IS AN ANNOUNCEMENT BY THE CITY OF WOODCREEK THAT STAGE FOUR HAS BEEN CANCELLED OR THAT STAGE TWO IS IN EFFECT:

Section 1: The City Council authorizes City staff, administration and management to take all necessary measures to restrict the permitting of prohibited activities consistent with Aqua Texas and Hays Trinity Groundwater District mandatory restrictions. Such prohibited activities includes:

- The installation or repair of automatic irrigation system;
- The permitting of new or re-filled pools, hot tubs, or similar aesthetic water features;
- The use of fountains, waterfalls, or other aesthetic features; and
- Car washing or power washing.

Section 2: This Resolution shall be made available on the City's website, and available for review at City Hall, as soon as possible upon its passage. **This Resolution will be revisited annually or upon the deescalation of drought restriction levels, but the City Council.**

Section 3: This Resolution shall be effective immediately upon its passage.

PASSED AND APPROVED this, the 14th day of January, 2026, on a roll call vote of the City Council of Woodcreek, Texas.

City of Woodcreek, Texas:

By: _____
Debra Hines, Mayor

Attest:

By: _____
Kari Lebkeucher, City Secretary

December HCSO Report

Stop Type	# of Stops	# of Citations	Resident
Driving with high beams	1		
Expired Registration	6		3
Speeding	6	2	4
Defective Brake Light	1		1
Driving without lights	2		1
No Registration Displayed	1		1
No Front License Plate	1		
Ran Stop Sign	2	2	
Texting while Driving	1	1	
Totals	21	5	10



Application for Appointment to Woodcreek City Council

Name: Jeff Rasco

Residence Address: [REDACTED]

Mailing Address: Same as above

Telephone Number(s): Home: N/A Cell: [REDACTED]

E-Mail Address: [REDACTED]

Number of Years Living in Texas: 70 Number of Years Living in Woodcreek: 28

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.

Previous service on City Council as member 2006-2011 and 2020-2021

Mayor 2021-2025

Previous service on Planning & Zoning Commission

Small business owner (retired) based in Wimberley with international clientele

Service on numerous boards locally and internationally, including associations, corporate, and churches

Signature: Jeffrey W Rasco

Date: December 8, 2025

City Secretary

From: noreply@civicplus.com
Sent: Thursday, December 4, 2025 4:20 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)

This message came from outside your organization.

Volunteer Application

First Name	Russell
Last Name	Scott
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Wimberley
State	TX
Zip Code	78676
Length of Time as a Texas Resident	55
Length of Time as a Woodcreek Resident	5
Committee(s) of Interest	Planning and Zoning Commission
City Hall Areas of Interest	City Clean-up Projects
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list capacity and Term P&Z, Parks and City Council. 6mo-1yr

Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? No

If "YES", please explain. *Field not completed.*

Describe any qualifications, credentials or special interests that relate to your possible appointment. Previous experience on P&Z and Parks board. Previous experience as council member. Past experience on Lakeway Parks and council.

Electronic Signature Agreement I agree.

Electronic Signature Russell Scott

Date: 12/4/2025

Email not displaying correctly? [View it in your browser.](#)



Ci!! Clerk

From: noreply@civicplus.com
Sent: Sunday, December 28, 2025 1:15 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)
This **message** came from outside your organization.

Volunteer Application

First Name	Aurora
Last Name	Fernandez LeBrun
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Woodcreek
State	TX
Zip Code	78676
Length of Time as a Texas Resident	42
Length of Time as a Woodcreek Resident	40+
Committee(s) of Interest	Planning and Zoning Commission, Community Relations Committee
City Hall Areas of Interest	Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list
capacity and Term

City Council Member (3 terms); Vision 2020

Do you, or your
employer, have any
business or other
dealings with the City of
Woodcreek which may
create a conflict of
interest upon your
appointment?

No

If "YES", please explain.

Field not completed.

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

I served the City of Woodcreek as a Council Member for 6 years, including 2 years as Mayor Pro Tern. I chaired the Comprehensive Plan Committee (under Mayor Whitehead) and cochaired it (under Mayor Rasco). I encouraged open communication with citizens and feel more work needs to be done in this area. I also would like to enhance the City's work with the older population, including fitness and wellness programs for our senior citizens. I have been a volunteer for various organizations in the Wimberley Valley, to include the food bank, library, chamber of commerce and served as President to the Civic Club for two terms and President of a very successful 501(c)(3) organization. I retired as Associate Commissioner for Health and Human Services overseeing the delivery of assistance programs to 3 million Texans, including oversight of disaster assistance programs.

Electronic Signature
Agreement

I agree.

Electronic Signature

Aurora F. LeBrun

Date:

12/28/2025

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City Secretary

From: noreply@civicplus.com
Sent: Thursday, December 18, 2025 2:46 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)
This message came from outside your organization.

Volunteer Application

First Name	Gloria
Last Name	Whitehead
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Woodcreek
State	Texas
Zip Code	78676
Length of Time as a Texas Resident	60+ yrs
Length of Time as a Woodcreek Resident	25 + yrs
Committee(s) of Interest	Planning and Zoning Commission, Parks and Trees Board, Community Relations Committee
City Hall Areas of Interest	Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list
capacity and Term

Grants Adm.2001-2003
City Council Member
Mayor Pro

Do you, or your
employer, have any
business or other
dealings with the City of
Woodcreek which may
create a conflict of
interest upon your
appointment?

No

If "YES", please explain.

Field not completed.

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

Additional service to city: Planning & Zoning Commissioner,
elected Mayor two non consecutive terms...
Retired Government Lawyer thorough knowledge of City &
State Government laws , practices and procedures.
As Mayor, oversight of Comprehensive Plan, Initiated Park
Grant, and first Spooktacular. Lead city through Covid
Pandemic and 7 day winter Snowvid emergency. Interested in
services including all citizens with attention to older adults,
continuing fiscal responsibility and enhancing community
involvement in city projects

Electronic Signature
Agreement

I agree.

Electronic Signature

Whitehead

Date:

12/18/2025

Email not displaying correctly? [View it in YQLJr browser.](#)

City Secretary

From: noreply@civicplus.com
Sent Wednesday, November 26, 2025 3:24 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)

This message came from outside your organization.

Volunteer Application

First Name	Judy
Last Name	Brizendine
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Woodcreek
State	TX
Zip Code	78676
Length of Time as a Texas Resident	75yrs
Length of Time as a Woodcreek Resident	12yrs
Committee(s) of Interest	Planning and Zoning Commission
City Hall Areas of Interest	City Clean-up Projects
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list capacity and Term

Council 3
P&Z 1
Road committee 2

Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment?

No

If "YES", please explain.

field not completed.

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

Construction background
Business & Development experience

Electronic Signature Agreement

I agree.

Electronic Signature

Judy Brizendine

Date:

11/26/2025

Email not displaying correctly? View it in  UR browser

City Secretary

From: noreply@civicplus.com
Sent: Sunday, November 16, 2025 3:23 **PM**
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: (noreply@civicplus.com)

This **message** came from outside your organization.

Volunteer Application

First Name	Keely
Last Name	Richey
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Wimberley
State	TX
Zip Code	78676
Length of Time as a Texas Resident	19 years
Length of Time as a Woodcreek Resident	11 months
Committee(s) of Interest	Planning and Zoning Commission, Parks and Trees Board, Community Relations Committee
City Hall Areas of Interest	City Staff Mailouts, City Clean-up Projects, Distribution of Flyers (Door to Door), Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?	No

If "YES", please list capacity and Term

Field not completed.

Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment?

No

If "YES", please explain.

Field not completed.

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

I moved here from Houston where I was a active volunteer with Habitat for Humanity, the Houston Arts alliance, a women's empowerment group, an international art festival that I served as development director, and I worked at St. Luke's Christian school. I love to fill my free time with things that make me feel purposeful.. I would love to serve my new community now that I'm settled

Electronic Signature Agreement

I agree.

Electronic Signature

Keely Jane Richey

Date:

11/16/2025

Email not displaying correctly? [View it in your browser.](#)

Cii2 Clerk

From: noreply@civicplus.com
Sent: Tuesday, December 9, 2025 12:14 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)
This message came from outside your organization.

Volunteer Application

First Name	Jill
Last Name	Zipperer
Email Address	
Phone Number	
Address	
City	Woodcreek
State	TX
Zip Code	78676
Length of Time as a Texas Resident	31 years
Length of Time as a Woodcreek Resident	7.5 years
Committee(s) of Interest	Parks and Trees Board
City Hall Areas of Interest	City Clean-up Projects, City Sponsored Events
Have you previously served on any City of Woodcreek Boards,	No

Commissions,
Committees or Panels?

If "YES", please list capacity and Term *Field not completed.*

Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? No

If "YES", please explain. *Field not completed.*

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

I am currently working on a PhD in Biology with a research focus on community perceptions of science and scientists. I have an MA in Science Education and a BS in Elementary Education. I was a STEM teacher for 6 years. I serve as a Board Member for the Hays County Master Naturalists and work as their Training Class Co-Director. I serve as the Community Science Outreach Coordinator for the Daniel Biology Lab at TXST and serve as one of the lead authors on our Research Rangers science outreach activities for families. I am also a Board Member for the Informal Science Education Association of Texas, have served as an educator for the Aquatic Science Adventure Camp at TXST, and served as a STEM Crew Intern at Girlstart (a STEM-based nonprofit focused on education for young girls).

Electronic Signature Agreement I agree.

Electronic Signature Jillian E. Zipperer

Date: 12/9/2025

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City Secretary

From: noreply@civicplus.com
Sent: Thursday, December 18, 2025 2:46 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)
This message came from outside your organization.

Volunteer Application

First Name	Gloria
Last Name	Whitehead
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Woodcreek
State	Texas
Zip Code	78676
Length of Time as a Texas Resident	60+ yrs
Length of Time as a Woodcreek Resident	25 + yrs
Committee(s) of Interest	Planning and Zoning Commission, Parks and Trees Board, Community Relations Committee
City Hall Areas of Interest	Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list
capacity and Term

Grants Adm.2001-2003
City Council Member
Mayor Pro

Do you, or your
employer, have any
business or other
dealings with the City of
Woodcreek which may
create a conflict of
interest upon your
appointment?

No

If "YES", please explain.

Field not completed.

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

Additional service to city: Planning & Zoning Commissioner,
elected Mayor two non consecutive terms...
Retired Government Lawyer thorough knowledge of City &
State Government laws , practices and procedures.
As Mayor, oversight of Comprehensive Plan, Initiated Park
Grant, and first Spooktacular. Lead city through Covid
Pandemic and 7 day winter Snowvid emergency. Interested in
services including all citizens with attention to older adults,
continuing fiscal responsibility and enhancing community
involvement in city projects

Electronic Signature
Agreement

I agree.

Electronic Signature

Whitehead

Date:

12/18/2025

Email not displaying correctly? [View it in YQL Jr. browser.](#)



City Secretary

From: noreply@civicplus.com
Sent: Sunday, November 16, 2025 3:23 **PM**
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: (noreply@civicplus.com)

This **message** came from outside your organization.

Volunteer Application

First Name	Keely
Last Name	Richey
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Wimberley
State	TX
Zip Code	78676
Length of Time as a Texas Resident	19 years
Length of Time as a Woodcreek Resident	11 months
Committee(s) of Interest	Planning and Zoning Commission, Parks and Trees Board, Community Relations Committee
City Hall Areas of Interest	City Staff Mailouts, City Clean-up Projects, Distribution of Flyers (Door to Door), Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?	No

If "YES", please list
capacity and Term

Field not completed.

Do you, or your
employer, have any
business or other
dealings with the City of
Woodcreek which may
create a conflict of
interest upon your
appointment?

No

If "YES", please explain.

Field not completed.

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

I moved here from Houston where I was a active volunteer with Habitat for Humanity, the Houston Arts alliance, a women's empowerment group, an international art festival that I served as development director, and I worked at St. Luke's Christian school. I love to fill my free time with things that make me feel purposeful.. I would love to serve my new community now that I'm settled

Electronic Signature
Agreement

I agree.

Electronic Signature

Keely Jane Richey

Date:

11/16/2025

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Ci!! Clerk

From: noreply@civicplus.com
Sent: Sunday, December 28, 2025 1:15 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)
This **message** came from outside your organization.

Volunteer Application

First Name	Aurora
Last Name	Fernandez LeBrun
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Woodcreek
State	TX
Zip Code	78676
Length of Time as a Texas Resident	42
Length of Time as a Woodcreek Resident	40+
Committee(s) of Interest	Planning and Zoning Commission, Community Relations Committee
City Hall Areas of Interest	Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list
capacity and Term

City Council Member (3 terms); Vision 2020

Do you, or your
employer, have any
business or other
dealings with the City of
Woodcreek which may
create a conflict of
interest upon your
appointment?

No

If "YES", please explain.

Field not completed.

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

I served the City of Woodcreek as a Council Member for 6 years, including 2 years as Mayor Pro Tern. I chaired the Comprehensive Plan Committee (under Mayor Whitehead) and cochaired it (under Mayor Rasco). I encouraged open communication with citizens and feel more work needs to be done in this area. I also would like to enhance the City's work with the older population, including fitness and wellness programs for our senior citizens. I have been a volunteer for various organizations in the Wimberley Valley, to include the food bank, library, chamber of commerce and served as President to the Civic Club for two terms and President of a very successful 501(c)(3) organization. I retired as Associate Commissioner for Health and Human Services overseeing the delivery of assistance programs to 3 million Texans, including oversight of disaster assistance programs.

Electronic Signature
Agreement

I agree.

Electronic Signature

Aurora F. LeBrun

Date:

12/28/2025

Email not displaying correctly? [View it in your browser.](#)

City Secretary

From: noreply@civicplus.com
Sent: Thursday, December 18, 2025 2:46 PM
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: ("noreply@civicplus.com"
<noreply@civicplus.com>)
This message came from outside your organization.

Volunteer Application

First Name	Gloria
Last Name	Whitehead
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Woodcreek
State	Texas
Zip Code	78676
Length of Time as a Texas Resident	60+ yrs
Length of Time as a Woodcreek Resident	25 + yrs
Committee(s) of Interest	Planning and Zoning Commission, Parks and Trees Board, Community Relations Committee
City Hall Areas of Interest	Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards,	Yes

Commissions,
Committees or Panels?

If "YES", please list
capacity and Term

Grants Adm.2001-2003
City Council Member
Mayor Pro

Do you, or your
employer, have any
business or other
dealings with the City of
Woodcreek which may
create a conflict of
interest upon your
appointment?

No

If "YES", please explain.

Field not completed.

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

Additional service to city: Planning & Zoning Commissioner,
elected Mayor two non consecutive terms...
Retired Government Lawyer thorough knowledge of City &
State Government laws , practices and procedures.
As Mayor, oversight of Comprehensive Plan, Initiated Park
Grant, and first Spooktacular. Lead city through Covid
Pandemic and 7 day winter Snowvid emergency. Interested in
services including all citizens with attention to older adults,
continuing fiscal responsibility and enhancing community
involvement in city projects

Electronic Signature
Agreement

I agree.

Electronic Signature

Whitehead

Date:

12/18/2025

Email not displaying correctly? [View it in YQLJr browser.](#)



City Secretary

From: noreply@civicplus.com
Sent: Sunday, November 16, 2025 3:23 **PM**
To: Woodcreek Group
Subject: Online Form Submittal: Volunteer Application

External Sender - From: (noreply@civicplus.com)

This **message** came from outside your organization.

Volunteer Application

First Name	Keely
Last Name	Richey
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	[REDACTED]
City	Wimberley
State	TX
Zip Code	78676
Length of Time as a Texas Resident	19 years
Length of Time as a Woodcreek Resident	11 months
Committee(s) of Interest	Planning and Zoning Commission, Parks and Trees Board, Community Relations Committee
City Hall Areas of Interest	City Staff Mailouts, City Clean-up Projects, Distribution of Flyers (Door to Door), Neighbor to Neighbor Events, City Sponsored Events
Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?	No

If "YES", please list capacity and Term

Field not completed.

Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment?

No

If "YES", please explain.

Field not completed.

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

I moved here from Houston where I was a active volunteer with Habitat for Humanity, the Houston Arts alliance, a women's empowerment group, an international art festival that I served as development director, and I worked at St. Luke's Christian school. I love to fill my free time with things that make me feel purposeful.. I would love to serve my new community now that I'm settled

Electronic Signature Agreement

I agree.

Electronic Signature

Keely Jane Richey

Date:

11/16/2025

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2026 - 2027 CRC Expenses

[illegible]



City Council Agenda Item Coversheet

Proposed Motion:

Discuss and possible action to approve the Community Relations Committee's request to host the 2026 Music in the Park Series to be hosted on the first Friday of March (6th), April (3rd), and May (1st) at the Triangle and authorize an amount not to exceed \$1,200 to be spent from the Community Relations budget to support event production.

Item Description:

Event: 2026 Music in the Park Series

Date & Time: Friday, March 6th, April 3rd, May 1st; 5pm - 7pm

Location: Triangle Park

The City of Woodcreek's Community Relations Committee is excited to present the 2026 Music in the Park series, taking place on Fridays March 6, April 3, and May 1 from 5–7 PM at the Triangle. This free, family-friendly community event invites residents to enjoy live music from local artists, a rotating food truck, and a relaxed BYOB atmosphere. Neighbors are encouraged to bring chairs or blankets and gather for an easy, enjoyable Friday evening in the park. Music in the Park aims to foster community connection, support local musicians, and create a recurring seasonal tradition for Woodcreek families. The event is open to the public and designed to offer a welcoming, accessible way for residents of all ages to come together and kick off the weekend.

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

Not to exceed \$1,200 from the CRC budget line item.

Resolution No. 2026-01-14-01

A RESOLUTION OF THE CITY OF WOODCREEK PARTICIPATING IN THE HAYS COUNTY MASTER DRAINAGE PLAN UNDER THE TEXAS WATER DEVELOPMENT BOARD FLOOD INFRASTRUCTURE FUND (FIF), FLOOD MANAGEMENT EVALUATION (FME) PROGRAM

WHEREAS, Hays County is preparing an application to the Texas Water Development Board (TWDB) under the Flood Infrastructure Fund (FIF), Flood Management Evaluation (FME) category, for the development of a Countywide Master Drainage Plan; and

WHEREAS, TWDB rules (31 TAC §361.10) and the State Fiscal Year 2024–2025 FIF Intended Use Plan require applicants to coordinate with all eligible political subdivisions within the watershed area and allow those entities the opportunity to participate in the planning process; and

WHEREAS, the City of Woodcreek recognizes that a coordinated, countywide drainage and flood mitigation plan is essential for protecting public safety, reducing flood risk, improving infrastructure resilience, and supporting long-term community planning; and

WHEREAS, participation in this planning effort does not obligate the City of Woodcreek to provide funding, but ensures that its drainage concerns, data, and priorities are incorporated into the County-led evaluation.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WOODCREEK THAT:

1. The City of Woodcreek hereby expresses its support for, and formal participation in, the Hays County Master Drainage Plan to be funded through the TWDB FIF–FME program.
2. The Mayor and City Manager is authorized to coordinate with Hays County and its consultants, provide relevant drainage data, and participate in meetings associated with the development of the Master Drainage Plan.
3. A copy of this resolution shall be provided to Hays County for inclusion in its official project file and TWDB-required documentation.

PASSED AND APPROVED this ____ day of _____, 2026.

Mayor, Debra Hines

City Secretary, Kari Lebkuecher



P.O. Box 13231, 1700 N. Congress Ave.
Austin, TX 78711-3231, www.twdb.texas.gov
Phone (512) 463-7847, Fax (512) 475-2053

September 24, 2025

Simone Corprew
Grant Coordinator
Hays County
simone.corprew@co.hays.tx.us

Re: **Hays County**
Abridged Application No. 16284 – Community Flood Mitigation Planning Project
Flood Infrastructure Fund – Flood Management Evaluation (FME) – Application Invitation

Dear Simone Corprew:

Congratulations! We are pleased to notify you that Hays County is hereby invited to submit an application for funding through the Texas Water Development Board's (TWDB) Flood Infrastructure Fund (FIF) Program. The FIF full application can be found on the [TWDB's website](#).

Your project is included in the list of prioritized projects according to criteria outlined in the [State Fiscal Year \(SFY\) 2024-25 FIF Intended Use Plan](#), as detailed below:

Project Name	Community Flood Mitigation Planning Project
Abridged Application Number	16284
FME ID Number	111000118
Eligible Project Cost	\$238,035
Board Approved Eligible Grant Percentage	75%
TWDB Grant Amount Offered	\$178,526
TWDB Zero Percent (0%) Interest Financing Amount Offered	\$59,509

Please note the grant percentage and eligible costs approved by the Board are subject to change after submission and review of the full financial assistance application. Applicants have the option to cover any remaining costs not funded by the grant either through a TWDB zero percent (0%) interest financing or by contributing local or in-kind funds.

Required Documentation and Deadlines

To be considered for funding under the SFY 2024-25 FIF Program, please follow the requirements stated below:

- (1) The attached Intent to Apply Form includes a Statement of Funding section that will be used to confirm the amount of FIF funds requested. **You must submit your Intent to Apply Form to FIF@twdb.texas.gov by Friday, October 24, 2025.** If you fail to fully complete and submit the

Our Mission	Board Members
Leading the state's efforts in ensuring a secure water future for Texas	L'Oreal Stepney, P.E., Chairwoman Tonya R. Miller, Board Member Bryan McMath, Executive Administrator

Intent to Apply Form by the deadline, your project will not be considered for funding. Application invitations are sent based on the program's available capacity to fund the project at the amount shown on the prioritized list. Substantial increases above these amounts will not be considered. Requests for non-substantial increases may be considered on a case-by-case basis, (e.g., additional funds for Bond Counsel or professional services required during funding or bank escrow accounts). Please also indicate any amount already awarded to the proposed project from other funding sources.

- (2) If you submit your Intent to Apply by Friday, October 24, 2025, **your complete application must be emailed to FIF@twdb.texas.gov by 5:00 P.M., Central Time, on Friday, December 5, 2025.** Applications submitted after this deadline will not be accepted. We encourage you to submit your application before the deadline, which will allow us to begin a review of your application earlier.
- (3) **A pre-application meeting is required** for all FIF projects to discuss the project and ask initial questions prior to the application being submitted. If you submit an Intent to Apply Form by the deadline, **we will work with you to schedule a pre-application meeting by Friday, November 14, 2025.** Pre-application meetings scheduled after this date will be reserved for extenuating circumstances only.

Please take note of the following tips and reminders:

- Applicants that will be requesting zero percent (0%) interest FIF financing will be selling bonds to the TWDB. As such, a financial advisor and bond counsel will be required. We highly encourage you to engage these consultants prior to submitting the application.
- Ensure that any changes made to the project amount are reflected in both the Intent to Apply Form and the application budget.
- For bond purposes, TWDB FIF financing amounts must be rounded up to the nearest \$5,000. Please round up any amounts in the application budget and confirm the dollar amounts with your TWDB project team before passing resolutions to minimize adjustments during the review period.
- If you need additional time beyond the complete application due date to submit any required Memorandum of Understanding or resolution from the governing body requesting financial assistance portions for the complete application, please contact the TWDB at FIF@twdb.texas.gov with further details about your anticipated timeline.

We look forward to working with Hays County on its FIF project and are committed to providing excellent customer service and prompt responses to any questions as you complete your application. Should you have any questions or concerns, please contact Sara Sopczynski, FIF Program Coordinator, by telephone at 512-936-0852 or by email at FIF@twdb.texas.gov.

Sincerely,



Marvin Cole-Chaney
Director, Program Administration and Reporting
Water Supply and Infrastructure

Attachment: Intent to Apply Form

cc: Malcolm Hamilton, Flood Planning Division

SFY 2024-2025 Flood Infrastructure Fund Abridged Application

Due 4/15/2024 at 11:59pm CDT
Email to FIF@twdb.texas.gov

By submitting this Abridged Application, you understand and confirm that the information provided is true and correct to the best of your knowledge and further understand that the failure to submit a complete Abridged Application by the stated deadlines, or to respond in a timely manner to additional requests for information, may result in the withdrawal of the Abridged Application without review. Please reference the [SFY 2024-2025 Flood Infrastructure Fund \(FIF\) Intended Use Plan \(IUP\)](#) for further explanation of all information and questions included herein.

GENERAL INFORMATION

Entity Name		
Hays County		
Entity Type (City, County, District, etc.)		
County		
Primary Contact - Who should TWDB contact with questions during the review of this submission?	Name	Simone Corprew
	Title	Grant Coordinator
	Phone	512 749 1161
	Email	Simone.corprew@co.hays.tx.us

PROJECT INFORMATION

Project Name (as Referred to by Applicant)	Community Flood Mitigation Planning Project
Regional Flood Planning Area (01-15)	11
Indicate Type: FME/FMP/FMS under 31 TAC § 361.10 (Only one type per abridged application)	<input checked="" type="checkbox"/> FME <input type="checkbox"/> FMP <input type="checkbox"/> FMS
Full Name of FME/FMP/FMS as presented in the Regional Flood Plan	Hays County Community Flood Mitigation Planning Project
Unique 9-digit FME/FMP/FMS ID (Example: 013000001) from the associated Regional Flood Plan	111000118
Is the geographic scope, project scope, and all the expected benefits of the project in this abridged application the same as those presented in the Regional Flood Plan? See the online link to review the associated project information and data. FME List FMP List FMS List Project scopes and claimed project benefits will be verified against the actual projects in the Regional Flood Plan during the application process. Any projects that are subsequently found to diverge from the information presented in this Abridged Application may be subject to reprioritization and/or removal from the prioritization list, regardless of their initial prioritization. Therefore, it is important that all project information be presented accurately in this abridged application.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If 'NO', please explain below why and generally explain how the project scope and/or benefits are different than what is presented in the Regional Flood Plan. If 'NO', applicant <u>must</u> also fill in Attachment No. 3 with all project information including the items that are different compared to the information presented in the Regional Flood Plan.
NOTE: Regional flood planning data included in the draft FIF IUP materials, including associated with the abridged application, is not final and remains subject to change based on the final, Board-approved Regional Flood Plans.	

NOTE: Abridged Applications submitted with partial projects from the regional flood plan will be considered ineligible for the FIF (except for phased projects).

FEDERAL AWARD MATCHING FUNDS

Requesting Federal Matching Award Funds?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Name of Federal Grant Program	
Date of Federal Application Submission	
Date of actual or anticipated selection or award	
NOTE: Federal application must have been submitted by Abridged Application submission date, and federal funds must be awarded by TWDB commitment date.	

BUDGET DETAILS

Financing Requested from Federal Sources <ul style="list-style-type: none">- Federal Agency Name: Click or tap here to enter text.- Disaster Number (if associated with disaster funding): Click or tap here to enter text.	\$0
Financing from Other Sources (Examples: All cash/loan/bond proceeds/non-federal grants, etc.)	\$59,509.00
Amount Requested from TWDB	\$178,526.00
Total Project Cost (Federal Funds + Other Sources + TWDB Request)	\$238,035.00

MINIMUM STANDARDS

Only projects that satisfy all minimum standards will be included in the prioritization. The numbered minimum standards reference the corresponding standard within the IUP.

CHECKLIST	MINIMUM STANDARDS
<input checked="" type="checkbox"/>	<p><u>Regional Flood Plan</u></p> <p>The project is specifically recommended in the corresponding Regional Flood Plan; the associated, unique, 9-digit ID and name has been provided; and any deviations in the benefits or geographic or other scope of the abridged application from the project that is presented in the Regional Flood Plan are noted, explained, and changed data provided in the associated Attachment No. 3.</p>
<input type="checkbox"/> OR <input checked="" type="checkbox"/>	<p><u>1. Benefit/Cost Ratio (BCR)</u></p> <p>For construction-oriented projects, including those with only planning, acquisition, and design (PAD) phases, the benefit-cost ratio (BCR) of the proposed project is ≥ 1.0, or the applicant must provide a detailed explanation for why the applicant considers the project to be justified, including a discussion of the primary benefits of the project, if any, that could not be quantified and were therefore not included in the BCR calculation. Please provide the following:</p> <ul style="list-style-type: none"> A description of the BCA methodology (See example templates here, including the specific analysis tool and version used). Documentation of assumptions/parameters used to generate the BCA. A detailed BCA calculation. Applicant must provide all digital input files for BCA (e.g., Excel BCA Input Tool Run or additional calculations used in Excel or other formats) Identify and explain the responsible party for operation and maintenance (O&M) of the infrastructure and from what funding source O&M will be provided. O&M costs should be included within the BCA. <p style="text-align: center;"><u>OR</u></p> <p>N/A for FME Category, FMS Category, and potentially federal award matching fund projects (See the “Federal Award Matching Funds” section of the IUP for details).</p>
<input type="checkbox"/> OR <input checked="" type="checkbox"/>	<p><u>2. Memorandum of Understanding (MOU)</u></p> <p>If the project is a flood control project (as defined in 31 TAC § 363.402(3)), and the project watershed is partially located outside the political subdivision making the application, attach the following information:</p> <ul style="list-style-type: none"> A list of all eligible political subdivisions that will be required to approve and sign an MOU (all eligible political subdivisions, as defined in the IUP, within the project watershed). A certification that the applicant has provided a copy of the proposed MOU and an adequately detailed description of the proposed project to all eligible political subdivisions on the list. PDF maps and GIS/KMZ files for all proposed project components and all boundaries for cities, districts, etc. within the proposed project watershed area. <p style="text-align: center;"><u>OR</u></p> <p>N/A for projects that are not flood control projects, including FMEs, or projects where the project watershed lies wholly within the applicant’s boundaries.</p>
<input type="checkbox"/> AND <input checked="" type="checkbox"/>	<p><u>3. Affidavit</u></p> <p>(a) The applicant has acted cooperatively with other political subdivisions to address flood control needs in the area in which the eligible political subdivisions are located; and all eligible political subdivisions substantially affected by the proposed flood project have participated in the process of developing the proposed flood project.</p> <p style="text-align: center;"><u>AND</u></p> <p>(b) Applicant is aware of the affidavit requirements for the full/complete application and has or will fulfil all applicable requirements</p>
<input checked="" type="checkbox"/>	<p><u>4. Redundant Funding</u></p> <p>The funding request does not include redundant funding for activities already performed and/or funded through another source.</p>
<input checked="" type="checkbox"/> OR <input type="checkbox"/>	<p><u>5. National Flood Insurance Program</u></p> <p>(a) The area to be benefitted by the proposed project has floodplain management ordinances in place and the appropriate entity is currently enforcing floodplain management standards at least equivalent to the National Flood Insurance Program (NFIP) minimum standards.</p> <p style="text-align: center;"><u>OR</u></p> <p>(b) Requesting funds to fulfill additional requirements for participation in the National Flood Insurance Program.</p>

DESCRIPTION OF PROPOSED PROJECT

Please be sure this description includes all major project components and clearly states what the project seeks to accomplish.

Hays County is seeking funds for the creation of a community flood mitigation plan that will seek to reduce flood risk and damages to lives, buildings, and critical infrastructure.

To complete this project, Hays County will hire a consultant with experience in flood mitigation planning who will facilitate the project as well as coordination with other participating stakeholders. There will be a variety of data collection tasks (leverage terrain, general data collection, collection of available H&H modeling and mapping) aimed at gathering information relevant to the flood exposure identification and planning process. The county will utilize available H&H modeling and mapping in the Guadalupe River Basin of Hays County to identify building exposed to flood risk. Identification will be performed for 27 hot spots and exposure of each hot spot for long-term mitigation planning.

This project will also have a focus on the risk to transportation systems and will include the identification of critical transportation routes in the Guadalupe River Basin of Hays County. The project will update Hays County's risk ranking of stream crossings for 100 high-risk stream crossings. Risk will be based on the annual probability of roadway overtopping multiplied by the average daily traffic.

Additionally, eight low water crossing improvements will be identified as potential flood mitigation projects (FMPs) including all documentation necessary for inclusion in regional flood planning including analysis supporting no adverse impacts, cost estimation, TWDB's benefit cost analysis, and identification of benefits. QA/QC will be performed to ensure a multi-level approach to ensure all project goals are met, critical/technical issues are addressed, and high-quality products are delivered in a timely fashion.

Finally, the project will produce a mitigation planning report that provides a thorough explanation of all procedures, assumptions, special considerations, comparisons, checkpoints, independent QA/QC, and planning results. Three public outreach meetings will be performed during this process to make sure public input is being considered.

INFORMATION FOR GRANT FUNDING - Provide information for the applicable level of grant funding.

Flood Management Evaluation¹ (FME) Category:

Grant Qualifier	Applicant Response
What is the AMHI (weighted average based on population) of the project area? If requesting grant funds that rely on a calculation of the AMHI, then <u>attach the calculation</u> of the weighted average amounts for the project area based on the applicable U.S. Census Bureau geographic areas, such as County, Place (City), Census Tract, or Block Group using the ACS data sources described in the IUP.	\$76,907.00

Flood Mitigation Project² (FMP) and Flood Management Strategy³ (FMS) Categories:

Grant Qualifier	Applicant Response
What is the AMHI (weighted average based on population) of the project area? If requesting grant funds that rely on a calculation of the AMHI, then <u>attach the calculation</u> of the weighted average amounts for the project area based on the applicable U.S. Census Bureau geographic areas, such as County, Place (City), Census Tract, or Block Group using the ACS data sources described in the IUP.	
For consideration as a Rural Applicant: Are you an eligible entity based on the definition below? If so, please identify the applicable category below or provide an explanation under (D): (A) a nonprofit water supply or sewer service corporation created and operating under Chapter 67 of the Texas Water Code or a district or authority created under Section 52, Article III, or Section 59, Article XVI, Texas Constitution, no part of the service area of which is located in an urban area with a population of more than 50,000; (B) a municipality: (i) with a population of 10,000 or less; or (ii) located wholly in a county in which no urban area has a population of more than 50,000; (C) a county in which no urban area has a population of more than 50,000; or (D) an entity that: (i) is a nonprofit water supply or sewer service corporation created and operating under Chapter 67 of the Texas Water Code, a district or authority created under Section 52, Article III, or Section 59, Article XVI, Texas Constitution, a municipality, county, or other political subdivision of the state, or an interstate compact commission to which the state is a party; and (ii) demonstrates in a manner satisfactory to the board that the entity is rural or the area to be served by the project is a wholly rural area despite not otherwise qualifying under Paragraph (A), (B), or (C).	
For consideration as a Green or Nature-Based project: What is the percentage of total project costs that are considered green or nature-based? <u>The calculation must be attached.</u>	

¹ 31 TAC § 361.10 Flood Management Evaluation (FME)--A proposed study to identify and assess and quantify flood risk or identify, evaluate, and recommend flood risk reduction solutions.

² 31 TAC § 361.10 Flood Mitigation Project (FMP)--A proposed project, both structural and non-structural, that has a non-zero capital costs or other non-recurring cost and that when implemented will reduce flood risk, mitigate flood hazards to life or property.

³ 31 TAC § 361.10 Flood Management Strategy (FMS)--Flood risk reduction solution ideas and strategies that do not belong in FME or FMP categories. Examples may include regulatory enhancements, development of entity-wide buyout programs, and public outreach and education.

SELECT QUESTIONS FOR PRIORITIZATION CRITERIA

Criteria	Applicant Response
<u>TIEBREAKER: Social Vulnerability Index (SVI)</u>	<p>Average SVI of benefitting area: .4476</p> <p>Geographic basis:</p> <p><input checked="" type="checkbox"/> Census Tracts <input type="checkbox"/> Counties</p> <p><i>Please attach a list of the selected geographies and an explanation of why they were selected.</i></p>

ADDITIONAL INFORMATION FOR THE FLOOD INFORMATION CLEARINGHOUSE COMMITTEE

This form is not required for submittal of a SFY 2024-2025 FIF Abridged Application.

Responses to the following questions, along with other information included in this Abridged Application, will be shared with the Flood Information Clearinghouse Committee (FLICC). The FLICC is a cooperative effort between the TWDB, General Land Office (GLO), Texas Division of Emergency Management (TDEM), and other state and federal agencies that administer flood mitigation financial assistance programs. After review by the FLICC, the applicant may be advised on other available funding opportunities for this project and given instructions on how to apply to relevant programs.

Please visit the FLICC website for more information: www.texasfloodclearinghouse.org

Type of Assistance Requested (Check all that apply):	<input type="checkbox"/> Low Interest Loan <input type="checkbox"/> Grant <input type="checkbox"/> Loan/Grant Combination <input type="checkbox"/> Local Match for Federal Funding
Is the application requesting funds for the local cost share of a federally funded project? If yes, what is the name of the program?	<input type="checkbox"/> Yes, Name of program: <input type="checkbox"/> No
Associated FEMA disaster name and number (if applicable).	
County(ies) in which the project is located.	
Does the applicant have an approved Hazard Mitigation Plan?	
Is the community to be served by the project in good standing with the National Flood Insurance Program (NFIP)?	
Will this project involve enlargement of a dam or levee beyond the original footprint of the structure that existed prior to a disaster event?	
Will this project mitigate a repetitive or severe repetitive loss property?	

ATTACHMENT CHECKLIST


Complete	N/A	Attachment Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Benefit-Cost Ratio</u> – BCR required information (See “Minimum Standards”).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Memorandum of Understanding</u> – MOU required information (See “Minimum Standards” and Attachment No. 1).
x	<input type="checkbox"/>	<u>Maps</u> – Maps detailing project or study area boundaries, all proposed project components, HUC12, and all boundaries for cities, districts, etc. within the proposed project watershed area (See “Minimum Standards”): <ul style="list-style-type: none"> FME Category: PDF maps and GIS files must be submitted. FMP Category: PDF maps and GIS/KMZ files must be submitted. FMS Category: PDF maps and GIS/KMZ files must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>National Flood Insurance Program</u> – A pdf copy of (or a link to) ordinances demonstrating the area to be primarily benefitted by the proposed project has floodplain ordinances in place at least equivalent to NFIP minimum standards (See “Minimum Standards”).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>National Flood Insurance Program</u> – Certification on enforcing floodplain management standards for all applicable areas (See Attachment No. 1).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Best/Most Recent Data</u> – Documentation indicating the best/most recent data was used in the development of the proposed project (See “Minimum Standards”).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Average Median Household Income</u> – If requesting grant funds that rely on a calculation of the AMHI, then attach the calculation of the weighted average amounts for the project area based on the applicable U.S. Census Bureau geographic areas such as County, Place (City), Census Tract, or Block Group and the ACS data sources described in the IUP (See “Information for Grant Funding”).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Social Vulnerability Index</u> – List and explanation of geographies used to determine average SVI (See “Select Questions for Prioritization Criteria”).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Federal Award Matching Funds Projects Only</u> - Documentation of an existing federal award pending availability of local match or submission of application for federal award (See “Project Information”).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Construction Projects Only</u> – Description of the anticipated funding source for operations and maintenance costs (See “Minimum Standards”).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Flood Management Strategy Category Only</u> – Additional required information for FMS Category (See “Minimum Standards”).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>For Green or Nature-Based Projects Only</u> – Documentation showing the calculation of the total project costs that are considered green or nature-based (See “Information for Grant Funding”).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Optional Item</u> – Additional Information for the Flood Information Clearinghouse Committee (FLICC) (See “Additional Information for the Flood Information Clearinghouse Committee”).

SUBMITTAL

I, Ruben Becerra, County Judge, as the designated authorized representative of Hays County hereby approve and authorize the submission of this abridged application to the Texas Water Development Board. I certify that all information contained herein is true and correct to the best of my knowledge, that all minimum standards applicable at this stage of submission for the proposed project have been met, and that all required attachments have been included. I understand the failure to submit a complete abridged application by the stated deadlines may result in the withdrawal of the abridged application without review.

ATTACHMENT 1: CERTIFICATIONS

<p>Certification on MOUs (See Minimum Standard No. 2)</p> <p>If no MOUs will be required, check here: <input checked="" type="checkbox"/></p>	<p>I, _____ (Name), serving as _____ (Title) hereby certify that _____ (Applicant) has provided all eligible political subdivisions, that will be required to submit a Memorandum of Understanding, a copy of their proposed Memorandum of Understanding and an adequately detailed description of the proposed project.</p> <p>_____ Signature Date</p>
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<p>Certification on Enforcing Floodplain Management Standards (See Minimum Standard No. 5)</p> <p>Exception: The <u>only</u> exception is an entity that is requesting FIF funding to fulfill additional requirements for participation in the National Flood Insurance Program. If this is the situation, check here: <input type="checkbox"/></p>	<p>I, _____ Ruben Becerra _____ (Name), serving as _____ County Judge _____ (Title) hereby certify that _____ Hays County _____ (Appropriate entity for area to be served by the project) is currently enforcing floodplain management standards at least equivalent to National Flood Insurance Program (NFIP) minimum standards, but those may exceed the NFIP minimum standard.</p> <p> _____ Signature Date <u>4-9-2024</u></p>
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External Sender - From: (Judy Langford <Judy@lcmsinc.com>)

This message came from outside your organization.

Dear Colleagues,

Hays County is moving forward with the development of a Community Flood Mitigation Planning Project under the Texas Water Development Board's (TWDB) **Flood Infrastructure Fund (FIF)** program, Flood Management Evaluation (FME) category. As part of the application and project development requirements under **31 TAC §361.10** and the **SFY 2024–2025 FIF Intended Use Plan (IUP)**, Hays County must notify and coordinate with **all eligible political subdivisions within the project watershed area.**

Purpose of the Project

The Community Flood Mitigation Planning Project Abridged Application is attached describing the Scope of work of the project including the following: There will be a variety of data collection tasks (leverage terrain, general data collection, collection of available H&H modeling and mapping) aimed at gathering information relevant to the flood exposure identification and planning process. The county will utilize available H&H modeling and mapping in the Guadalupe River Basin of Hays County to identify building exposed to flood risk. Identification will be performed for 27 hot spots and exposure of each hot spot for long-term mitigation planning. TWDB requires demonstration that all affected political subdivisions have been given the opportunity to participate in the planning process.

Request for Your Participation

We respectfully request that your governing body consider participating in the FME project by:

1. **Reviewing the attached sample resolution,**
2. **Adopting a participation resolution (or similar action) at your next upcoming meeting, and**
3. **Returning a signed copy for the County's submission to TWDB at:**

Simone.corprew@hayscountytexas.gov and Judy@LCMSinc.com

Your participation does **not** create any obligation for funding. It simply ensures your community is formally included in the planning effort, receives full benefit from the drainage study, and meets TWDB's cooperative-planning requirement.

What TWDB Requires

To meet the FME criteria, Hays County must document that:

- All eligible political subdivisions have been notified.
- Each has been given an opportunity to participate; and
- Participating entities have formally acknowledged involvement in the planning effort.

Your adoption of the accompanying resolution will satisfy this requirement and ensure your jurisdiction is included in data collection, model development, project identification, and stakeholder coordination.

Next Steps

Please return your signed resolution by January 15th or contact us if your governing body needs additional time.

It would be extremely helpful, if you would let us know what date the resolution will be considered for approval by your governing entity.

We appreciate your partnership in developing a comprehensive, countywide drainage strategy that benefits all residents and jurisdictions within Hays County.

We look forward to collaborating with you.

If you have any questions or wish to discuss participation, please contact:

Simone Corprew

Grants Coordinator

County Administration | Hays County

101 Thermon Drive

San Marcos, TX 78666
P: 512 749-1161 | C: 903 746-4922
E: simone.corprew@hayscountytexas.gov

Or myself at:

Judy Langford
President/Owner



9017 W. Hwy. 29 Suite 206, Liberty Hill, Texas 78642
Cell: 512.422.2532 Office: 512.452.0432
LCMSinc.com / [Facebook](https://www.facebook.com/LCMSinc) / [LinkedIn](https://www.linkedin.com/company/lcmsinc)

City of Woodcreek

Procedural Training Manual

2025

A Guide for Elected and Volunteer Service in the City of Woodcreek

IMPORTANT: the City has other governing policy documents. This document is not fully comprehensive, nor is it meant to be a substitute for required training, on-going education, or other policy documents of the City of Woodcreek.

The following pages are a series of procedural guidelines for the City of Woodcreek.

These are considered “best practice” guidelines for conducting business for the city.

While the processes outlined herein are considered ideal, it is understood that nuanced situations will arise resulting in the exercise of good judgement in the interpretation of the application of the procedure of the City of Woodcreek.

All rules, unless specified otherwise apply to all individuals in employment or of service to the City, including staff, the Elected Body, and all advisory body members. This is not meant for third party contracted individuals, but the procedures outlined within the documents may be applicable to how such parties navigate the City’s structures.

The intended goals of this training manual are as follows:

- 1) Give guidance to newly elected, and appointed, governing and advisory body members on the basics of their role in the city.
- 2) To support staff’s needs and create clear procedures for the conduct of city business.
- 3) Promote an understanding of and respect for the roles of key city officials as identified and delineated herein.
- 4) Create positive opportunities for communication and collaboration with and between all bodies of the city government and staff.
- 5) Facilitate the ease and efficiency of city business.
- 6) Provide good governance and a positive work environment for all.

OUTLINE

- I. Key Terms
- II. Ordinances
- III. Resolutions
- IV. Agenda Submission
- V. TOMA basics
- VI. Robert’s Rules “Crash Course”
- VII. Required Trainings
- VIII. Advisory Bodies – role and function overview
- IX. HR Complaints and Guidance
- X. Conflict Management

XI. Social Media Usage Guidelines

Key Terms:

This is an overview of the key parts of city business, what purpose they serve, and how these items are processed from start to finish.

Resolution	<p>Reviewed every 2-4 years and updated frequently – some annually.</p> <p>Serves as a declaration of intention and is an official expression of the opinion or will of a legislative body.</p> <p>These are not legally binding in the same way as an ordinance, but they do govern city policies, procedures, rate fee schedules, and more.</p>
Ordinance	<p>An ordinance is a local law that regulates persons or property.</p> <p>Typically regarded as long-standing or less frequently changed.</p>
Minute Order	<p>Motions made in meetings – hold the same weight as a resolution.</p> <p>These are used to direct staff on regular city business, small purchases, additional research and more.</p> <p>These can serve in place of a formal motion where it is clear the elected body is unanimous in a decision that does not require a formal vote. Cannot be used to pass ordinances or resolutions.</p> <p>Doesn't always include a vote process from the elected body but should be noted in minutes.</p>
Policy	<p>A course or principle of action adopted by the city.</p> <p>These are developed by staff and the elected body jointly.</p> <p>They are passed by resolution.</p> <p>They govern the process and procedures for the city.</p> <p>Examples: we have policies regarding investment, procurement, anti-fraud, the creation and management of elected body agendas and meetings, use of City Hall and more.</p>
Procedure	<p>A series of actions conducted in a certain order or manner.</p> <p>This is how city business is carried out. These are often defined in policy (passed by resolution) or by ordinance.</p> <p>Some procedures are created by city staff in regard to how City Hall operates.</p> <p>Some procedures are set by the elected body in regard to how the advisory bodies operate and communicate.</p>
Sub-Committee	<p>Contains no more than two members of any single body, has a specific purpose, provides reports on progress, can acquire members of other boards, citizens, staff, and the Mayor to form a larger group task force.</p> <p>The two members of the body are designated by vote of the body.</p> <p>These can be permanent and topics can be very broad in nature.</p> <p>Result is a formal report and recommendation for action to the body that formed the sub-committee. Meetings are informal and not publicly noticed.</p>
Ad-hoc work group	<p>These informally review a topic and provide less structured feedback.</p> <p>The Mayor can create without Council action. Council can form one by</p>

	vote. No more than two members of any governing body can serve in this group. These are more temporary and focused. They report to the individual or body that formed them, but may not produce a formal report or recommended action. Meetings are informal and not publicly noticed.
Comprehensive Plan	A governing document based on citizen input that provides the City Council with directives on a variety of issues and can help direct future development that may occur. This document helps set long-term infrastructure and financial planning and it includes a general summary of city conditions, land features, and demographics
Request for Proposal	Used for projects or contracted labor.
Request for Qualification	Used for professional services such as legal or engineering.
Proclamations	Done by the Mayor. Do not require a vote. Used to support movements and events. Example: Pride Month or Black History Month
Board of Adjustment	In the City of Woodcreek, this is the full governing body, including the Mayor, who also has a vote. The BoA reviews and rules on variance requests from ordinances or disputed previous decisions made by the City Manager or Council. It is regulated by State Law and has different quorum and majority vote rules than the regular City Council.
Workshop	An informal portion of a meeting where Robert's Rules are suspended, and discussion can flow freely. No action can be taken during the workshop.
Executive Session	A closed portion of a public meeting for which only specific individuals can stay. No notes can be taken. No action can be taken. This is primarily for legal consultation and is heavily regulated by State Law. What is discussed in these meetings is to remain private and not to be shared with anyone not present in that Executive Session.
Mayor	They are the liaison to all advisory bodies for Council and the liaison between staff and Council. They help ensure that staff is effectively and efficiently operating the day-to-day business of the City. They oversee the budget and expenditures and are responsible for emergency response coordination along with the City Administrator.
Council Member	An elected or appointed official member of the City of Woodcreek governing body. They do not act alone, and work as a single unit by vote to direct city business and set policy for city governance.
Advisory Body	Bodies created by the City Council to help inform them on topics, make recommendations for action, and handle specific city business as designated to them by Council. These follow TOMA.
City Administrator	The day-to-day operations manager. They oversee budget expenditures and ensure Council action is carried out.
City Secretary	The legal record keeper of the City.

Ordinances:

Ordinance adoption is the formal process of changing the laws of the City. Routine review for state compliance and effectiveness should be performed; although ordinances should typically remain consistent over longer spans of time. Proposals for new ordinances and edits to existing ordinances may arise from a variety of areas, such as an advisory board, public input, staff requests, and Council Member proposals. While the adoption or passing of a final ordinance draft is the responsibility of the Council, this process is relevant for the Planning and Zoning Committee as well. Here is a brief outline of what proposing an ordinance change should look like in process:

- 1) Utilize the “Future Business” section of a Council Meeting to announce the proposed item – no discussion, give a short description.
- 2) A draft ordinance must be prepared. This is a copy of the relevant portion of the existing City code with edits or additions clearly identified.
- 3) Utilize the agenda submission guidelines to prepare an agenda item for Council consideration. These guidelines are available later in this document under “agenda submissions”
- 4) Council may edit the proposed draft ordinance update via discussion in an open meeting through proposed amendments. If the changes are supported then Council, via majority vote, shall send the ordinance for legal review to form and of substance. The City’s legal counsel will add the “whereas” portion of the formal document, and the item will come back to Council in a timely manner for consideration of passage. Note: It is best practice to have two readings of an ordinance, but if upon the first reading there are no changes, or only minor typographical changes, then it is possible that an ordinance can pass, with legal review, upon the first reading.
- 5) Some ordinances, specifically those on zoning, require a public hearing of both the Planning and Zoning and City Council.
- 6) Changes to drafts should be designated with a draft version number and utilize redlining and other typical editing tools so that Council and the public can clearly track edits.
 - a. Edits of substance after the initial draft submission shall be managed by legal counsel and the sponsoring Council Member can assist
 - b. Edits of typographical and formatting nature shall be managed by staff, or the sponsoring Council Member can assist

- c. Edits are confirmed by Council vote and cannot be considered final or complete without vote in a properly noticed open public meeting
- 7) Once an ordinance is adopted by Council majority vote, it shall be assigned a number by staff and is considered “passed” after 4 days or with Mayoral signature.
- 8) The Mayor may ask that a council adopted ordinance be reconsidered within 4 days – see state law for more information

Resolutions:

Resolutions are how the governing body sets out policy and procedures not explicitly governed by city ordinances.

These documents are numbered much like ordinances and have a formal structure.

The process for creating a resolution to pass new policies and procedures or update existing ones is the exact same as ordinances.

These documents, or more specifically, the policies and procedures they are tied to are updated more frequently than ordinances, and some (like financial ones) can be required to have annual review and passage.

All policies, processes, and procedures must have a resolution passed by Council majority vote to take effect.

Examples of resolutions:

- 1) How and when public meetings of the City Council are held
- 2) Utilizing Robert’s Rules to guide meeting format
- 3) Investment strategy
- 4) A City training manual such as this one

Resolutions are used to explain in detail how the city operates and outline those processes in writing.

Resolutions can support existing ordinances by giving more explicit instructions on how to carry out the directives of the ordinance.

They are much easier and less costly to update than ordinances and are recommended for topics that may change often. It is not always best to write everything into law (as in an ordinance) and Resolutions hold a similar weight regarding governing the City.

Agenda Submission:

The rules are the same for Council and Advisory Bodies. Members of any governing body should use the agenda item coversheet template and check list to create their agenda item submission.

TYPES OF ITEMS:

- 1) Action item – this is something you want the body to vote on to take action.
“Discussion and possible action...” are the required start of this type of agenda item.
- 2) Workshop – this is for creating a discussion on a topic and it suspends the formal rules of the meeting. NOTE: if you want to take action on this item/topic, then you must submit TWO agenda items; one for workshop and then one for “action item” using that wording. This alerts the public that possible action after the workshop may occur.
- 3) Consent agenda – these are not discussed but are voted on to approve – meeting minutes are the most typical part of the consent agenda. If a member of the body wishes to discuss something found in the consent agenda, they must request that it is moved to the regular part of the agenda, where it can be taken up there.
- 4) Announcements – good for event notice
- 5) Future Business – this is not a formal submission, but instead please come prepared to announce your future item in this portion of a meeting BEFORE placing an item on the agenda. Future agenda items need a second to be submitted.
- 6) Executive Sessions – used for legal counsel primarily, this agenda wording MUST go to legal counsel for review and approval as to form and substance

ITEMS THAT COST MONEY:

- 1) When submitting an item, it is important to note if the proposed item has an associated cost, then you MUST list the budget line item and amount proposed for expenditure in the motion.
- 2) You MUST meet with staff to confirm there are enough funds available - this can be done via email, but may require an in-person meeting.
- 3) If funds are NOT available, then a budget amendment MUST be prepared for agenda submission with the item.
- 4) Items that result in spending cannot be taken up unless these specifications have been met.
- 5) Advisory boards submit ALL expenditure requests to Council for approval in the form of a “recommendation to Council”. No spending can occur without Council approval.

SUPPORTING MATERIALS:

- 1) Occasionally items do not need attachments for members to discuss or take action. However, more often than not supporting materials are needed.
- 2) What are supporting materials? Budget outlines, maps, existing ordinances, resolutions, images, coversheets (required), and more.
- 3) Upload supporting materials (limit 10 items). If you have more please send an email with a request – the submission forms have limits as to what they can process.
- 4) Items not included in agenda submission **MUST** be submitted for City records prior to meeting. And, if presented as a handout during the meeting, a minimum of 6 copies is necessary.
- 5) **IMPORTANT:** if your motion references a packet or document, it **MUST** be attached in the published version, or the motion cannot be taken up.

Items submitted will appear on an agenda within 3-6 months of submission.

Incomplete submissions will not be taken up until all necessary items are included (see the checklist).

A meeting with the Mayor and City Administrator will be required for most items in order to ensure agenda packets are properly formed. The goal of these meetings is to promote efficient city business that is considerate of volunteer and staff time, available resources, and other scheduled items.

For advisory bodies, the Chairperson meets with the Mayor and/or staff to finalize their agenda submissions and serves as the liaison for their board members with staff and Council.

The rights of Council Members and advisory board members to submit items for consideration on agendas is protected. All efforts will be made to honor submissions as intended by the individual sponsoring the item in a timely manner.

Some items may occasionally be rejected for submission. This decision shall be made by the Mayor and City Administrator, and they must be in agreement. This shall be reserved for very specific conditions and used sparingly. The sponsoring Council Member will receive a written statement explaining this decision and citing code, state law, Robert's Rules, or some other legitimate constraint for not allowing the submission. This can be overridden should the sponsoring Council Member secure support from another Council Member to have the item considered.

TOMA Basics

The best practice is to only discuss city business in an open meeting which has been properly noticed to the public.

Changes to document drafts such as resolutions and ordinances of substantive value (not correcting typos and format) MUST occur during an open and properly noticed meeting.

To work on city business outside of a meeting (example: event planning or project development), a sub-committee of no more than TWO members of the body can be formed to prepare items to be presented in a public meeting.

Remember, no action can be taken outside of a meeting – so expense approvals, plan executions, etc. ALL occur in the open meeting.

A “walking quorum,” or essentially an unnoticed meeting, can occur when 3 or more members of a body are together AND city business is discussed. This can happen online and in email. So, it is best practice NOT to discuss future business outside of an open meeting publicly noticed. And if a quorum is expected at a city event or activity, it is important to give notice to the public and ALWAYS avoid discussing future city business.

A “daisy chain” is when a third person is used, with or without intent, to connect more than two members of a body discussing future city business.

Discussion of future city business with two or more voting body members is strictly prohibited by law. You CANNOT share your opinions or intentions with two or more body members about an item outside of a public open meeting.

If you are the sponsor of an item, and two other members of the body call you to discuss it, it is best not to discuss it with them. It is up to YOU to know and remember who you have worked with on what. Similarly, reaching out to another member to discuss an agenda item prior to the meeting can create the same issue. Discussion should occur in open meetings.

Existing policy and process are not necessarily a violation of TOMA when discussed.

Example: asking for help on agenda submission process or coordinating when to call a future meeting and aligning schedules.

Carrying out day-to-day business and enacting Council motions/actions is the purview of the City’s staff and under the review and management of the Mayor.

Individual Council Members or Advisory Body Members, and even the Mayor in most circumstances, do NOT hold the authority to direct staff, contracted vendors, or make expenditures on their own.

Robert's Rules "Crash Course"

The Chairperson or Mayor "run the meeting" and are responsible for the agenda compilation along with City Staff. This person follows the agenda outline to lead the meeting and will manage discussion time lengths and member recognition to speak.

A cheat sheet for Robert's Rules will be made available upon request.

All individuals who work or volunteer for the City are encouraged to attend the annual TML training at the City's expense to learn more about the rules that govern meetings.

Basic Terms and Actions of Robert's Rules:

- a. A motion is required for a body to take up an item for discussion, and they must have a second to proceed. No second means the item is not up for discussion or action.
- b. Motions become 'Actions' by required votes – this is true for advisory bodies as well. After discussion on an item, a clear direction for action by motion should be voted upon. It sounds like this "I move to....." This can be the original (main) motion made to open the discussion or one with amendments. A new (main) motion can be made if the previous main motion has been voted upon (closed/completed), if additional action is needed for that item.
- c. The Chairperson or Mayor is responsible for making sure the action is clear and that the vote occurs.
- d. Amendments can be made to motions, but they cannot create a completely new motion.

Example:

Motion: The City buys 4 green cop cars not to exceed \$15,000 each out of the traffic control budget line item 10-10-1010.

Amendment: I move that the City buys 5 purple buses not to exceed \$25,000 each... (NO – this is not allowed)

Amendment: I move that the City buys 3 black cop cars not to exceed \$10,000 each... (YES)

- e. Time limits for the whole discussion of an item can be imposed by the Chairperson or Mayor, as long as it does not take away an individual body member's right to speak to the item.
- f. During the public comments section of the agenda, discussion between the body and citizens cannot occur; only a statement of fact is allowed. Public Comments are a one-way communication. The public to their government.
- g. If a member of a body wishes to speak, they should be recognized by the Chairperson or Mayor first.
- h. All members should be given the opportunity to speak once before others speak a second time.
- i. The sponsor of an item speaks first and may answer questions out of turn if requested to do so or allowed by the Chairperson or Mayor. The sponsor of an item also has the right to speak last on their item.
- j. To close a meeting, it is a motion to adjourn with a second and recognized by the Chairperson or Mayor.
- k. Common phrases:
 - a. "Question of Privilege" - I need a bathroom break, I don't have that handout, it's too cold, it's too loud
 - b. "Recess" - the chairperson or Mayor will allow a formal break in the meeting and set a time to reconvene
 - c. "Point of Order" - this brings focus back to the rules of the meeting
 - d. "Call to vote" encourages the Mayor or Chairperson to close discussion and hold the vote. This cannot be used right at the start of discussion, and all body members have a right to speak on the item first. This motion requires a vote to close the discussion, separate from the vote on the item.
 - e. "Second" - this is how you open discussion on an item once the main motion is made
 - f. "Move to Amend" - this is how you alter a Main motion for small things like color, number, amount of money, etc. Like the Main Motion, it requires a 'Second' to proceed and be considered.

IMPORTANT: During an Open Meeting, money allocated by amendment in the meeting CANNOT exceed that as posted in the motion on the agenda publicly noticed.

Example: "Motion to approve the Community Relations Committee budget for Spooktacular not to exceed \$3,000" - this cannot be amended to state \$3,500.

Required Trainings

All advisory body and Council Members MUST complete the following trainings:

Texas Open Meetings Act (TOMA)

Public Information Act (PIA)

This training can be done online or in person. If there is a cost associated, then the City can pay for the training. These should be renewed every two years; and must be updated every five years.

Council Members and City Staff must take the Cybersecurity Training.

Other job specific trainings are required for certain staff such as the City Administrator, City Secretary, and Code enforcement or administration positions.

The Mayor is required to attend specialized emergency response training.

These should be updated annually.

Advisory Bodies – role and function overview

Advisory bodies are formed by the City Council to serve as long-term, formal city entities that follow the Texas Open Meetings Act (TOMA).

Currently the City of Woodcreek has the following advisory bodies:

- a. Planning and Zoning Commission: reviews development plans, zoning changes, code of ordinances, and the Comprehensive Plan. This body is directly regulated by the State of Texas.
- b. The Trees and Parks Board: reviews existing trees and parks, creates management plans, and drafts improvement proposals for these features
- c. The Community Relations Committee: plans and executes city events

Advisory bodies can hold joint meetings to take up an item or topic together.

Recommendations for action or expenditure are made directly to Council; not staff or another advisory body. Advisory bodies are created by Council to advise on decisions. Advisory bodies are not empowered to act on their own.

Advisory Boards do not have the authority to spend allocated budget funds on their own. They submit an annual budget request which Council approves by vote and this becomes an allocated fund or expected possible expenditures total. This is NOT permission to spend. Before action is taken on a proposal or plan or an expense made, an itemized expense report is presented to Council for approval – this should include detailed plans and proposal specifics. Any changes after Council approval must come back to Council; this is specific to fund use increases and/or substantive plan changes or additions.

Depending on the intensity of the proposed change, it may be in the form of a report or may require additional Council votes to approve and move forward. It should be noted that Council may change or deny any recommendation an advisory body may make. There may be reasons that council may choose to do so, such as other plans in the works or other expenses they foresee. This does not mean that council does not fully appreciate the advisory bodies efforts in submitting their recommendations.

PLANNING AND ZONING COMMISSION: This is a state regulated board and so there are very specific rules for this commission that are outlined below:

- 1) The Chairperson of this group will need to pay special attention to the packets for these agendas as important attachments regarding subdivision review, building development and zoning changes are required to conduct business during a meeting.
- 2) Knowledge of the City of Woodcreek Code of Ordinances is essential to serve on this commission.
- 3) Public Hearings are required for MANY of the functions of this board, and one must regularly check state and city code. This includes notices in the paper of record, letters sent to residents, and signs at times.
- 4) This commission MUST issue formal reports with clear recommendations to Council by State law.

HR Complaints and Guidance

The City of Woodcreek does not have an official designated Human Relations Department at this time. It is recommended that HR type concerns are taken up with the City Administrator if they concern other staff, or the Mayor if they concern the governing body. If the concern is with the Mayor or City Administrator, then it should be taken up with the other.

Woodcreek is committed to a safe and healthy work environment. Sexual harassment and discrimination will not be tolerated.

Ethics violations can and should be reported to the Texas Ethics Board.

The City of Woodcreek's legal counsel is available for consultation to all staff, advisory body members, and Council, including the Mayor, to advise on any city business related issue or topic in relation to HR, discrimination, harassment, or TOMA. This list is not exhaustive, nor limiting, in nature. If you have a concern, seek guidance.

If you feel you are experiencing burn out, mental health crises, medical issues, depression, anxiety, stress or any similar issue, it is important that you attempt to alleviate the problem, get help, and take care of yourself.

The City of Woodcreek takes mental health and physical well-being seriously.

Your well-being is a priority.

Conflict Management

It is recommended that a third-party is present for any discussions that may result in heightened emotions or cover difficult topics.

Every effort should be made to resolve conflict outside of the public domain (i.e. not in a public meeting or on social media) so long as doing so is not in violation of TOMA. So, this is not about discussing how to vote on an item but is more about personal issues that may arise between two people.

The City of Woodcreek is committed to providing conflict management training as needed.

Social Media Usage Guidelines

All members of the Council, staff, advisory bodies, and other volunteers for the City maintain their constitutional rights, and free speech is protected by law. The following statements are meant to be best practices and do not prevent individuals from exercising their rights to online free speech, nor do they absolve individuals of the consequences of such actions.

It is very important to distinguish when your comments reflect your own views versus when you are representing the City of Woodcreek.

When you represent the City, please attempt to stick to fact alone and cite your sources. This promotes public trust and transparency and avoids inadvertent TOMA violations.

Discussion of future business online can violate TOMA, no more than two Council Members should interact online on a topic. This includes more than one comment thread.

All staff and volunteers are encouraged to create a social media account designated specifically for their role in the City should they intend to engage in social media posting regarding city business and to keep this separate from their personal pages.

City communications such as emails between two Council Members should NOT be posted online as this can form a “walking quorum” and violate TOMA.

Executive Session details should NEVER be discussed with individuals not in the session, and online discussion about an Executive Session should be avoided completely.

Council Members should be aware that sharing their opinions or intentions on a future item can put them at risk of violating TOMA. Council Members are individually responsible for maintaining their TOMA compliance at all times.

The City of Woodcreek social media accounts have a specific policy governing their use.

**CITY OF
WOODCREEK, TEXAS**

RESOLUTION #26-01-14-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS
ADOPTING RULES OF PROCEDURE FOR THE CONDUCT OF ITS MEETINGS; AND
REPEALING ALL OTHER RESOLUTIONS OR PARTS OF RESOLUTIONS
INCONSISTENT OR IN CONFLICT HEREWITH.**

WHEREAS the City of Woodcreek City Council (City Council) wishes to formally
adopt training manual for elected and appointed members of the
governing body and its advisory bodies; and

WHEREAS provide clear, transparent, and comprehensive rules of procedure,
which are vital to the efficient administration of City matters

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

SECTION 1: Shall adopt The City of Woodcreek Procedural Training Manual to serve as a guide for
best practice for conducting city business for all governing body members, elected and appointed, and
all advisory body appointees.

SECTION 2. It is hereby officially found and determined that the meeting at which this
Resolution was considered was open to the public as required by the Open Meetings Act,
Chapter 551 of the Texas Government Code.

SECTION 3. City of Woodcreek resolutions or parts of resolutions inconsistent or in conflict
herein, are to the extent of such inconsistency or conflict, hereby repealed.

SECTION 4. This Resolution shall be effective immediately upon its passage.

Passed and approved, this, ____th day of January 2026 on a roll call vote of the City Council of
Woodcreek, Texas.

Attest:

Kari Lebkeucher, City Secretary.

Jim Burton, City Administrator

Debra Hines, Mayor

CITY OF WOODCREEK, TEXAS

RESOLUTION #26-01-14-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS ADOPTING RULES OF PROCEDURE FOR THE CONDUCT OF ITS MEETINGS; AND REPEALING ALL OTHER RESOLUTIONS OR PARTS OF RESOLUTIONS INCONSISTENT OR IN CONFLICT HEREWITH.

WHEREAS the City of Woodcreek City Council (City Council) wishes to formally adopt rules of procedure for City Council meetings; and

WHEREAS provide clear, transparent, and comprehensive rules of procedure, which are vital to the efficient administration of City matters.

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

SECTION 1. The following rules of procedure shall govern all meetings and proceedings of the City Council and the conduct of all members and other persons in attendance at such meetings.

DEFINITIONS

MAJORITY VOTE: Except when governed by specific rules to the contrary, a *majority vote* is the fundamental requirement to pass a motion. A *majority vote* simply stated, is *more than half*. And a majority vote refers to more than half of the votes actually cast, not more than half of the votes that could be cast if everybody voted.

TWO-THIRDS VOTE: As a means of balancing the rights of the entire group with the rights of individuals, some decisions require the affirmative consent of at least twice the number of members as are not in favor. This vote is called a *two-thirds* vote and refers to two-thirds of the votes cast.

ABSTENTION: A voting member present and choosing not to vote. Abstentions are not counted and are neither an AYE or a NAY but will be listed in the minutes as 'abstain'.

Rule 1. Meetings, Regular and Special

(A) The City Council shall meet at Camp Young Judaea, Woodcreek City Hall or VFW Post 6441, depending on the availability of each venue and anticipated citizen attendance. All such meetings shall be held on the second Wednesday of each month, commencing at 6:00 pm, ~~with a second regular meeting held on the fourth Wednesday of each month at 6:00 pm~~, unless set for another time or date by resolution of the City Council. ~~In the event a second Wednesday falls on a holiday, the meeting for that day shall be rescheduled as determined by Council by and through a resolution.~~ Any meeting of Council may be recessed from hour to hour for a period not to exceed 24 hours, by an affirmative vote of four (4) or more voting members of the City Council present at such meeting, and such recessed meeting may be held without further posted notice in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

(B) Special meetings may be held on the call of the Mayor or on the application of three (3) Council Members to the Mayor. The agenda items for such meetings shall be determined at the discretion of the person or persons calling the meeting.

(C) The Mayor and City Administrator, **with the assistance of the City Secretary**, shall be responsible for compiling the agenda for all regular and special meetings. **The Mayor shall set the process for submission for Council and will coordinate the process with Advisory Bodies and**

other parties not directly under the City Administrator's purview. For regular meetings, members of the Governing Body of the City of Woodcreek or City Administrator may request agenda items. ~~and all~~ Such requested agenda items shall be reviewed by the Mayor and City Administrator. ~~and, If agenda requests are~~ determined to be complete and appropriate for Council consideration, ~~they will be placed within three (3) to six (6) months of submission unless there is a clear time constraint to take into consideration. on the first available agenda.~~ If it becomes necessary to postpone placement of the requested item or the item is determined to be ineligible, the Mayor or designee shall confer with the requesting Council Member on a proper way to proceed. In advance of item submissions, it is preferred, ~~and may be required~~, that Council Members hold a meeting with the Mayor and City Administrator to discuss and plan. Factors that determine appropriate ~~or~~ eligibility for submission:

- No action has been taken by Council already, with expenditure of funds, on this item or any action reasonably similar.
- ~~Council has not assigned the item to another Member, advisory body, or other party for submission.~~ Pending timely business is not expected to return to Council on this same topic from an advisory body, ad hoc organization, contractor, Council Member, or other such group.
- The submission is not redundant to another item.
- The agenda item submission check list has been verified complete by the Mayor or designee
- If a meeting is required, such as when any monetary expenses are requested, the Member of the governing body, advisory body, or other party for submission must occur prior to the item being placed on an agenda
- There are no other reasonable factors that would prevent the item from proceeding.

(D) Meetings will follow Robert's Rules of Order, as revised.

Rule 2. Chairman and Call to Order

The Mayor, or in the Mayor's absence, the Mayor Pro Tern, shall preside at all meetings of the Council. If the Mayor and the Mayor Pro Tern are absent, the Mayor, or a majority of the Council, may appoint a Council Member to preside. At the hour of the meeting, the Mayor shall call the Council to order, and the City Secretary or designee shall record the roll.

Rule 3. Conduct of Mayor and Council Members

Any member of the Council, including the Mayor, who fails to observe decorous and orderly behavior during a meeting, or who disturbs a meeting of Council with such disorderly conduct, is subject to being expelled from such meeting upon motion passed by a two-thirds vote of the Council present at the meeting. Any member reprimanded by motion or expelled from a meeting by motion who commits another breach of decorous or disorderly behavior during a subsequent meeting shall be subject to a reprimand upon a motion approved by two-thirds of the Council present at the meeting. A Council Member, upon a vote from two-thirds of the Council present at the meeting, may be subject to a reprimand, complaint, or investigation.

Rule 4. Handling of Question of Order

All questions of order shall be decided by the presiding officer with the right of appeal such decision by the City Council. The majority of the Council Members present, through a motion, may overrule the decision of the presiding officer. When the presiding officer, rules on a point of order and one of the Council Member states, "I appeal the ruling" or words to such effect, no other business shall be transacted until a vote on the appeal is completed. The presiding officer shall immediately put such question to vote without debate, and, if not, any member of the Council may put the question to a vote.

Rule 5. Procedure for Submitting Agenda Items

For a regular council meeting, any and all ordinances, resolutions or other matters, including all written data and supporting documents, ~~except emergency items, to be brought by any party the Mayor or by a member of the City Council for consideration~~ **shall be submitted by a process as designated by the Mayor.** ~~shall be submitted to the City Administrator not later than 5:00pm, twelve (12) days preceding the meeting at which the same is to be considered. Items shall identify the subject matter to be discussed with such notification in compliance with the Texas Open Meetings Act and provide the possible action the sponsor intends the City Council take during the meeting, e.g., discussion, update, and/or take appropriate action. All items shall be accompanied by supporting documents intended to be considered by the City Council.~~ **A checklist of Council approved items must be included for an item to be considered complete and ready for inclusion on an agenda. Items involving the expenditure of funds require a meeting with the City Administrator and/or Mayor.**

Items shall be presented at a Council Meeting under “Future Business” and require a second for support and placement on a future agenda. This second sponsorship can occur via item submission outside of a meeting so long as the item has been announced previously.

~~For special meetings, the member or members calling the meeting shall submit any and all ordinances, resolutions or other matters, including all written data and supporting documents to the City Administrator not later than 1:00 pm ten days. (10 days) before the scheduled special council meeting at which the same is to be considered. Items shall identify the subject matter to be discussed with such notification in compliance with the Texas Open Meetings Act and provide the possible action the sponsor intends the City Council take during the meeting] e.g., discussion, update, and/or take appropriate action. All items shall be accompanied by supporting documents intended to be considered by the City Council.~~

The name of the sponsor of the agenda item shall be listed with that item on the agenda. The sponsor of an item is given the opportunity to speak first about their item during discussion and speak last to that item.

To manage efficiency, economies of scale, other ongoing business, holidays, and other similar considerations for agenda placement, the Mayor and City Administrator will lay out city business on agendas in a timely manner, with items deemed complete and submissible to be taken up within 3-6 months of completed submission. Impending time constraints will result in special consideration and possible exceptions; but submission of items should not regularly be made with urgent requests.

Rule 6. Motion to Table

Since the Council has regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an ordinance, resolution, motion, or other measure. Motions laid on the table are merely temporarily laid aside ~~and may be taken from the table at any time.~~ **during the meeting and will be brought back up before the closing of the meeting. This is primarily to take up other more urgent items or allow a guest speaker to be taken up.** ~~This motion is for the sole purpose of taking up more urgent business that requires the council or governing body’s immediate attention. The motion to “Lay on the Table” is carried by majority vote and is not debatable or amendable and does not have interrupting privileges. Once tabled, the motion shall be on the next agenda, now listed under “Unfinished business.” Council may not debate nor take any action that would affect the tabled question until a subsequent in order motion to~~ **The item needs to be addressed before the very same meeting is adjourned; to bring the item back up for consideration one may move to “Take from the Table.” At this time Council may take no action and the item dies, move to postpone to a future meeting, or have discussion and subsequent action.** ~~is moved, seconded, and carried. At the following Council meeting the chair will automatically bring up for consideration the Unfinished business before moving to the regular agenda. If the tabled motion continues to be ‘tabled’, after three months the motion dies.~~

~~The motion to “Lay on the Table” should not be confused with the motion to~~ **The “Motion to Postpone” to a Certain Time or with the motion to Postpone Indefinitely can be made to for a certain date,**

the next possible meeting, or indefinitely which will take the item from discussion completely. The purpose of these motions is to postpone or suspend debate on a question ~~for reasons other than to consider more urgent business.~~ to proceed to a meeting in the future or in the case of “indefinitely” to kill the item. No further debate or discussion can occur after a “Postpone” motion has been made; this ends the discussion during the meeting. The Mayor and City Staff are responsible for ensuring postponed motions are taken up at the designated time by Council.

Rule 7. Closing of Debate

If, during debate upon any ordinance, resolution, motion or other matter before the Council, any member wishing to end debate, the member, after seeking and receiving recognition from the chair, may move to end debate, commonly called “question” or “calling the question.” This motion requires a second. This motion is non-debatable. Immediately after the second, the chair takes the vote regarding the motion to end debate. It takes a two-thirds vote of the voting members present in favor of ending debate to close discussion on the original motion being considered. If a two-thirds vote of the voting members end the discussion, then the chair immediately takes a vote on the pending motion and any possible amendments to that motion without any further debate or discussion. Provided however, debate may not be closed until such time as each council member has been given opportunity to speak on the agenda item in an amount of time not to exceed three (3) minutes.

Rule 8. Citizens’ Right to be Heard

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the City Council 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 Councils 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 on 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’s discretion. In addition, citizens may pool their allotted speaking time. *To pool time, a speaker must present the names of three (3) individuals present in the audience who wish to yield their three 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 Codes 551.007(e).

Citizens may submit written public comments not exceeding 300 words in length to the City Secretary not later than 1:00p.m. of the Monday preceding the meeting at which the citizen would like the public comment received. If the written public comment is submitted by this time, it shall be read into the public record for the upcoming meeting. For special meetings not falling on a Wednesday, the deadline for receipt of citizens’ public comments is 1:00 p.m. two (2) days prior to the meeting.

Rule 9. Suspension of Rules of Procedure

Any of the rules of procedure may be suspended (by a two-thirds vote of the voting Council Members present) to allow consideration of a matter unless doing so would violate the U.S. Constitution, Texas Constitution, and/or Federal or State Law.

Rule 10. Rules of Procedure

Except where in conflict with applicable law, the most recent version of Robert's Rules of Order shall govern the proceedings of the City Council.

SECTION 2. It is hereby officially found and determined that the meeting at which this Resolution was considered was open to the public as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 3. City of Woodcreek resolutions or parts of resolutions inconsistent or in conflict herein, are to the extent of such inconsistency or conflict, hereby repealed.

SECTION 4. This Resolution shall be effective immediately upon its passage.

Passed and approved, this, ____th day of January 2026 on a roll call vote of the City Council of Woodcreek, Texas.

Attest:

Kari Lebkeucher, City Secretary

Debra Hines, Mayor

Jim Burton, City Administrator



Agenda Item Coversheet

Sponsoring Council Member(s):

Item Description and Intent:

Item Motion(s):

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

Does this item align with a strategic plan, and if so, which one?

Examples of a strategic plan: Comprehensive Plan, Parks Master Plan, etc.



Agenda Item Checklist

- ☐ Coversheet [BLANK Agenda Item Coversheet.docx](#) (make a copy, do NOT type directly into this document)
- ☐ Agenda Form Submission [Agenda Submission Form - City Council – Fill out form](#)
- ☐ Clear and specific motion(s)
- ☐ Budget line item and expected cost identified in motion and in submission materials
- ☐ Necessary supporting materials and attachments submitted online – handouts during the meeting are discouraged. If handouts must occur, then they should be submitted to the City Secretary prior to the meeting for the city records and no less than 6 copies should be on hand during the meeting.
- ☐ Meeting with Mayor and City Administrator – required for most item submissions and specifically for those requesting expenditures or for incomplete packet submissions
- ☐ Meeting date for agenda placement requested and any pressing time constraints identified (items shall be placed within 3-6 months of submission)
- ☐ Announcement at a prior Council meeting during the “Upcoming Business” portion of the meeting and received a second
 - Sponsor: _____
 - Second: _____