City of Woodcreek City Council Meeting
December 13, 2017; 6:30 p.m.
Woodcreek, Texas

NOTICE/AGENDA
This notice is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551). The Woodcreek City Council will hold a Council Meeting on December 13, 2017, at 6:30 p.m. at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas at which time the following items will be considered:

1. Call to Order
2. Invocation
3. Pledge of Allegiance:
   A. To the Flag of the United States of America
   B. To the Great State of Texas

4. Roll Call

5. Public Comments: Members of the Public may sign up at the City Council meeting to address the City Council. Comments will be limited to three (3) minutes per speaker.

6. Citizen Communications:
   A. Hays County Precinct 3 Commissioner Lon Shell
   B. Presentation on Brookmeadow Villas

7. Report Items:
   A. DPW Monthly Report (Director of Public Works Frank Wood)
   B. Treasurer's Report for November (City Treasurer Gene Golembiewski)
   C. City Manager's Monthly Public Report (City Manager Brenton Lewis)

8. Consent Agenda: All the following items are considered self-explanatory by the Council and may be acted upon with one motion. There will be no separate discussion of these items unless a Councilmember or Citizen so requests. For a Citizen to request removal of an item from the Consent Agenda, a written request must be completed and submitted to the City Manager.
   A. Approval of the Minutes of the City Council meeting of November 19, 2017
   B. Approval of Treasurer's Report for November 2017

9. Regular Agenda
   A. Election of Mayor Pro-Tem (Mayor Scheel)
   B. Appointments (Mayor Scheel)
      1.) City Attorney
      2.) Director of Public Works
      3.) City Engineer
      4.) Municipal Court Judge
5.) Municipal Court Clerk
6.) Planning and Zoning Commission

C. Discussion and Take Appropriate Action on the Concept Plan and the Site Development Plan for Camp Young Judaea. (City Manager Lewis)

D. Consider Change Order Number 1 for the City of Woodcreek Brookhollow Road Improvements Project Number JC NO.14950-0003-00. (City Manager Lewis)

E. Discussion and Take Appropriate Action to Assign Council Committees for 2018. (Mayor Schuel)

F. Discussion and Take Appropriate Action to Appoint General Assembly Representative to the Capital Area Council of Governments. (Mayor Schuel)

G. Consider and Take Appropriate Action on an Ordinance Establishing a New Regulation for the City of Woodcreek Code of Ordinances Regulating the Use of Motorized Carts. (City Manager Lewis)

H. Discussion and Possible Action to Amend the Current Regulations as they relate to Fire Pits and Open Burning Regulations. (City Manager Lewis)

I. Discussion and Possible Action on the Current Overnight Parking Regulations. (City Manager Lewis)

J. Discussion and Possible Action to Enter into a Memorandum of Agreement Between City of Woodcreek and Texas State University Regarding Implementation of the Cypress Creek Watershed Protection Project. (City Manager Lewis)

K. Discussion and Possible Action to Approve City Hall Calendar for 2018. (Mayor Schuel)

L. Discussion and Possible Action to Authorize Staff to Request Bids for Landscaping and Maintenance. (City Manager Lewis)

M. Discussion and Possible Action to Change the January 2018 Council Meeting from January 10, 2018 to January 17, 2018. (City Manager Lewis)

10. Adjourn

Executive sessions held during this meeting will generally take place in the City Manager's office, at the discretion of the City Council.

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.073 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

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

Attendance by Other Elected or Appointed Officials

It is anticipated that members of other city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.
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 512-847-9290 for information. Hearing-impaired or speech-disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-733-2988.

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

I certify that the above notice was posted on the 8th day of December, 2017 at 1:15 p.m.

By: Brenton B. Lewis, City Manager
# The City of Woodcreek

## STATEMENT OF FINANCIAL POSITION

As of November 30, 2017

<table>
<thead>
<tr>
<th>ASSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

### Current Assets

<table>
<thead>
<tr>
<th>Bank Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Operating - Broadway 9628</td>
</tr>
<tr>
<td>1003 Municipal - Reg Acct #7223</td>
</tr>
<tr>
<td>1003.1 Municipal Court Petty Cash</td>
</tr>
<tr>
<td>1006 PEG - #5467</td>
</tr>
<tr>
<td>1010 Petty Cash</td>
</tr>
<tr>
<td>1020 Investment Account - Class 0001</td>
</tr>
<tr>
<td>1021 Reserved Funds - Broadway 4573</td>
</tr>
<tr>
<td>1022 Crockett National Bank</td>
</tr>
<tr>
<td>1023 Pioneer Bank #6151</td>
</tr>
<tr>
<td>1024 MM Construction Project 6332</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Bank Accounts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,427,730.41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1120 Delinquent Taxes Receivable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Accounts Receivable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,574.84</td>
</tr>
</tbody>
</table>

### Other Current Assets

| 1121 Allowance for Uncollectible |
| 1122 Due to/from HOT Account |
| 1123 Employee Cash Advance |
| 1124 Sales Tax Receivable |
| 1125 Franchise Fees Receivable |
| 1126 Other Current Receivables |
| 1150 Due From Capital Project Funds |

<table>
<thead>
<tr>
<th><strong>To Operating</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Total Other Current Assets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$146,501.78</td>
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</table>

### Total Current Assets

<table>
<thead>
<tr>
<th><strong>Total Current Assets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,584,807.03</td>
</tr>
</tbody>
</table>

### Fixed Assets

<table>
<thead>
<tr>
<th>Office Furniture / Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
</tr>
<tr>
<td>Building &amp; Improvements</td>
</tr>
<tr>
<td>Street Pavement</td>
</tr>
<tr>
<td>Street Improvements 2017</td>
</tr>
<tr>
<td>Accumulated Depreciation - All</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Fixed Assets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$298,477.25</td>
</tr>
</tbody>
</table>

### Other Assets

<table>
<thead>
<tr>
<th>Deferred Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committed for Streets Repair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Other Assets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -8,308.49</td>
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</tbody>
</table>

### TOTAL ASSETS

<table>
<thead>
<tr>
<th><strong>TOTAL ASSETS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,874,975.79</td>
</tr>
</tbody>
</table>

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Cash Basis  Monday, December 11, 2017 06:35 AM GMT-8
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>1900 Accounts Payable</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Accounts Payable</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2000 Payroll Tax Payable</td>
<td>3,228.31</td>
</tr>
<tr>
<td>2001 Federal Withholding Payable</td>
<td>0.00</td>
</tr>
<tr>
<td>2020 State Unemployment Liability</td>
<td>9.97</td>
</tr>
<tr>
<td>2021 Accrued Wages Payable</td>
<td>0.00</td>
</tr>
<tr>
<td>2030 TMRS Payable</td>
<td>0.00</td>
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<tr>
<td>2100 WVWA / LCRA Grant</td>
<td>424.21</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td>2105 Capital Development Grant</td>
<td>3,066.00</td>
</tr>
<tr>
<td>2105.1 Augusta Park Proj Expenditures</td>
<td>0.00</td>
</tr>
<tr>
<td>2110 Direct Deposit Liabilities</td>
<td>0.00</td>
</tr>
<tr>
<td>2200 Security Deposits</td>
<td>0.00</td>
</tr>
<tr>
<td>2300 Sales Tax Revenue Overpayment</td>
<td>533.38</td>
</tr>
<tr>
<td>2350 Bond Principal Maturity February</td>
<td>143,000.00</td>
</tr>
<tr>
<td>2400 Due To Operating From Capital Project Funds</td>
<td>145,566.79</td>
</tr>
<tr>
<td><strong>Total Other Current Liabilities</strong></td>
<td>$295,828.66</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$295,828.66</td>
</tr>
<tr>
<td>Long-Term Liabilities</td>
<td></td>
</tr>
<tr>
<td>Bonds Payable Construction Project Funds</td>
<td></td>
</tr>
<tr>
<td>Bond Principal Maturity 2/15/2019</td>
<td>172,000.00</td>
</tr>
<tr>
<td>Bond Principal Maturity 2/15/2020</td>
<td>183,000.00</td>
</tr>
<tr>
<td>Bond Principal Maturity 2/15/2021</td>
<td>195,000.00</td>
</tr>
<tr>
<td>Bond Principal Maturity 2/15/2022</td>
<td>207,000.00</td>
</tr>
<tr>
<td>Bond Principal Maturity 2/15/2023</td>
<td>219,000.00</td>
</tr>
<tr>
<td>Bond Principal Maturity 2/15/2024</td>
<td>233,000.00</td>
</tr>
<tr>
<td><strong>Total Bonds Payable Construction Project Funds</strong></td>
<td>1,209,000.00</td>
</tr>
<tr>
<td><strong>Total Long-Term Liabilities</strong></td>
<td>$1,209,000.00</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$1,504,828.66</td>
</tr>
<tr>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>9997 Net Investment In Capital Assets</td>
<td>144,132.96</td>
</tr>
<tr>
<td>9998 Opening Balance Equity</td>
<td>329,816.47</td>
</tr>
<tr>
<td>9999 Retained Earnings</td>
<td>853,863.13</td>
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<tr>
<td>Net Revenue</td>
<td>42,334.57</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>$1,370,147.13</td>
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<tr>
<td><strong>TOTAL LIABILITIES AND EQUITY</strong></td>
<td>$2,874,975.79</td>
</tr>
</tbody>
</table>
### Treasurer's Report

**For the Period: October 2017 - November 2017**

**Percent Complete: 16.67%**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2017-2018</th>
<th>2016-2017</th>
<th>Y/Y Monthly Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD</td>
<td>Budget</td>
<td>%</td>
</tr>
<tr>
<td>3000 Ad Valorem Tax Revenue</td>
<td>13,522</td>
<td>258,000</td>
<td>5%</td>
</tr>
<tr>
<td>3040 State Sales Tax Revenue</td>
<td>8,665</td>
<td>45,000</td>
<td>19%</td>
</tr>
<tr>
<td>3010 Mixed Beverage Tax &amp; Fees Rev</td>
<td>171</td>
<td>1,500</td>
<td>11%</td>
</tr>
<tr>
<td>3020 Electric Franchise Fee Revenue</td>
<td>9,484</td>
<td>9,700</td>
<td>28%</td>
</tr>
<tr>
<td>3030 Cable Services Franchise Rev</td>
<td>9,113</td>
<td>35,000</td>
<td>26%</td>
</tr>
<tr>
<td>3040 Water Service Franchise Revenue</td>
<td>67,290</td>
<td>92,100</td>
<td>73%</td>
</tr>
<tr>
<td>3050 Disposal Service Franchise Rev</td>
<td>-</td>
<td>14,000</td>
<td>0%</td>
</tr>
<tr>
<td>3060 Telephone Franchise Revenue</td>
<td>456</td>
<td>1,500</td>
<td>30%</td>
</tr>
<tr>
<td>3070 Golf Course Franchise Revenue</td>
<td>-</td>
<td>500</td>
<td>0%</td>
</tr>
<tr>
<td>3080 Reimbursements</td>
<td>-</td>
<td>9,400</td>
<td>0%</td>
</tr>
<tr>
<td>3090 Development Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3090.91 Residential</td>
<td>1,460</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>3090.92 Commercial</td>
<td>6,769</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>3090.93 Other</td>
<td>1,500</td>
<td>10,000</td>
<td>15%</td>
</tr>
<tr>
<td>Total 3000 Development Revenue</td>
<td>9,729</td>
<td>10,000</td>
<td>97%</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD</td>
<td>Budget</td>
<td>%</td>
</tr>
<tr>
<td>5000 Personnel Services</td>
<td>22,738</td>
<td>143,900</td>
<td>16%</td>
</tr>
<tr>
<td>5000.01 Salaries and Wages</td>
<td>200</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>5000.03 City Manager Vehicle Reimbursement</td>
<td>1,392</td>
<td>8,350</td>
<td>17%</td>
</tr>
<tr>
<td>5000.05 Employees' 401(k)/Pay</td>
<td>170</td>
<td>840</td>
<td>20%</td>
</tr>
<tr>
<td>5000.20 Payroll Tax Expense</td>
<td>-</td>
<td>11,500</td>
<td>0%</td>
</tr>
<tr>
<td>5000.40 Retirement</td>
<td>705</td>
<td>9,370</td>
<td>8%</td>
</tr>
<tr>
<td>5000.60 Direct Deposit Expenses</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>5000.61 Health Insurance Stipend</td>
<td>1,200</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>Total 5000 Personnel Services</td>
<td>27,065</td>
<td>175,560</td>
<td>15%</td>
</tr>
</tbody>
</table>

### Total Revenue

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Total Revenue</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000 Ad Valorem Tax Revenue</td>
<td>13,522</td>
<td>5%</td>
</tr>
<tr>
<td>3040 State Sales Tax Revenue</td>
<td>8,665</td>
<td>19%</td>
</tr>
<tr>
<td>3010 Mixed Beverage Tax &amp; Fees Rev</td>
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<td>11%</td>
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<td>9,484</td>
<td>28%</td>
</tr>
<tr>
<td>3030 Cable Services Franchise Rev</td>
<td>9,113</td>
<td>26%</td>
</tr>
<tr>
<td>3040 Water Service Franchise Revenue</td>
<td>67,290</td>
<td>73%</td>
</tr>
<tr>
<td>3050 Disposal Service Franchise Rev</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>3060 Telephone Franchise Revenue</td>
<td>456</td>
<td>30%</td>
</tr>
<tr>
<td>3070 Golf Course Franchise Revenue</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>3080 Reimbursements</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>3090 Development Revenue</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>3090.91 Residential</td>
<td>1,460</td>
<td>0%</td>
</tr>
<tr>
<td>3090.92 Commercial</td>
<td>6,769</td>
<td>0%</td>
</tr>
<tr>
<td>3090.93 Other</td>
<td>1,500</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>120,063</td>
<td>746,800</td>
</tr>
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</table>

### Total Expenditures

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Total Expenditures</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 Personnel Services</td>
<td>27,065</td>
<td>15%</td>
</tr>
<tr>
<td>5000.01 Salaries and Wages</td>
<td>22,738</td>
<td>13%</td>
</tr>
<tr>
<td>5000.03 City Manager Vehicle Reimbursement</td>
<td>1,392</td>
<td>1%</td>
</tr>
<tr>
<td>5000.05 Employees' 401(k)/Pay</td>
<td>170</td>
<td>0%</td>
</tr>
<tr>
<td>5000.20 Payroll Tax Expense</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>5000.40 Retirement</td>
<td>705</td>
<td>0%</td>
</tr>
<tr>
<td>5000.60 Direct Deposit Expenses</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>5000.61 Health Insurance Stipend</td>
<td>1,200</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>27,065</td>
<td>15%</td>
</tr>
</tbody>
</table>

### Budget Variances

- **Total Revenue**: $120,063,000 ($746,800,000)
- **Total Expenditures**: $27,065,000 ($175,560,000)

**Difference**: $93,033,000 ($571,240,000)
<table>
<thead>
<tr>
<th></th>
<th>2017-2018</th>
<th></th>
<th></th>
<th>2016-2017</th>
<th></th>
<th></th>
<th>Y/Y Monthly Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD</td>
<td>Budget</td>
<td>%</td>
<td>Nov 2017</td>
<td>Nov 2016</td>
<td>Difference</td>
<td></td>
</tr>
<tr>
<td>6500.20 Oak Will Containment</td>
<td>-</td>
<td>1,000</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6500.21 Outdoor Beautification</td>
<td>800</td>
<td>30,000</td>
<td>3%</td>
<td>931</td>
<td>25,000</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>6500.25 ROW Tree Trimming</td>
<td>1,500</td>
<td>10,000</td>
<td>15%</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6500.30 Sewer Maintenance</td>
<td>-</td>
<td>75,000</td>
<td>0%</td>
<td>-</td>
<td>43,100</td>
<td>0%</td>
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</tr>
<tr>
<td>6500.31 Street Signs</td>
<td>468</td>
<td>1,500</td>
<td>31%</td>
<td>907</td>
<td>2,000</td>
<td>45%</td>
<td></td>
</tr>
<tr>
<td>6500.35 Storm Damage Reserve</td>
<td>-</td>
<td>7,000</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6500.40 Tree Limb Pick-up</td>
<td>-</td>
<td>6,000</td>
<td>0%</td>
<td>-</td>
<td>5,200</td>
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<tr>
<td><strong>Total 6500 Area Care/Maintenance</strong></td>
<td>3,953</td>
<td>137,000</td>
<td>3%</td>
<td>2,338</td>
<td>80,300</td>
<td>3%</td>
<td></td>
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<tr>
<td>7500 Other Operating Expenses</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>7500.61 Ad Valorem Tax Expense</td>
<td>-</td>
<td>2,000</td>
<td>0%</td>
<td>429</td>
<td>2,000</td>
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<td>7500.82 Building Inspections</td>
<td>1,055</td>
<td>6,500</td>
<td>16%</td>
<td>800</td>
<td>10,000</td>
<td>8%</td>
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<tr>
<td>7500.83 Code Compliance</td>
<td>1,898</td>
<td>1,500</td>
<td>127%</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>7500.84 Dues &amp; Membership</td>
<td>757</td>
<td>2,700</td>
<td>28%</td>
<td>1,173</td>
<td>2,550</td>
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<td>7500.85 Election Expense</td>
<td>-</td>
<td>3,200</td>
<td>0%</td>
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<td>3,200</td>
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<tr>
<td>7500.10 Depreciation Expenses</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
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<tr>
<td>7500.15 Meeting Expense</td>
<td>454</td>
<td>1,600</td>
<td>28%</td>
<td>500</td>
<td>1,600</td>
<td>31%</td>
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<tr>
<td>7500.20 Public Notices</td>
<td>198</td>
<td>1,500</td>
<td>13%</td>
<td>99</td>
<td>1,500</td>
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<tr>
<td>7500.25 Travel &amp; Vehicle Exp Reimb.</td>
<td>1,920</td>
<td>4,000</td>
<td>48%</td>
<td>269</td>
<td>3,000</td>
<td>9%</td>
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<tr>
<td>7500.40 Training &amp; Prof Development</td>
<td>380</td>
<td>5,000</td>
<td>8%</td>
<td>1,034</td>
<td>3,350</td>
<td>31%</td>
<td></td>
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<tr>
<td><strong>Total 7500 Other Operating Expenses</strong></td>
<td>6,663</td>
<td>28,000</td>
<td>24%</td>
<td>4,304</td>
<td>27,200</td>
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<tr>
<td>7500 Utilities</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
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<tr>
<td>7500.16 City Hall Utilities</td>
<td>483</td>
<td>3,200</td>
<td>15%</td>
<td>505</td>
<td>3,000</td>
<td>17%</td>
<td></td>
</tr>
<tr>
<td>7500.26 Outdoor Utilities</td>
<td>661</td>
<td>4,000</td>
<td>17%</td>
<td>583</td>
<td>4,000</td>
<td>15%</td>
<td></td>
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<tr>
<td>7500.30 Telephone &amp; Internet</td>
<td>524</td>
<td>3,300</td>
<td>16%</td>
<td>(604)</td>
<td>3,200</td>
<td>-19%</td>
<td></td>
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<tr>
<td><strong>Total 7500 Utilities</strong></td>
<td>1,668</td>
<td>10,500</td>
<td>16%</td>
<td>484</td>
<td>10,200</td>
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<tr>
<td>7600 Insurance</td>
<td>2,920</td>
<td>3,500</td>
<td>83%</td>
<td>2,908</td>
<td>2,910</td>
<td>100%</td>
<td></td>
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<tr>
<td>8020 Municipal Court Costs</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>8030.26 WC Judge</td>
<td>500</td>
<td>3,500</td>
<td>14%</td>
<td>500</td>
<td>3,500</td>
<td>14%</td>
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<tr>
<td>8020.35 Misc. Court Costs</td>
<td>3,753</td>
<td>1,000</td>
<td>37%</td>
<td>765</td>
<td>1,500</td>
<td>51%</td>
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<td>8020.36 Prosecutors</td>
<td>952</td>
<td>3,000</td>
<td>32%</td>
<td>-</td>
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<td>8020.40 State Comptroller Costs</td>
<td>248</td>
<td>500</td>
<td>50%</td>
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<td>8020.41 Supplies</td>
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<td>200</td>
<td>0%</td>
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<td>8020.60 Traffic Enforcements</td>
<td>14,170</td>
<td>30,000</td>
<td>47%</td>
<td>-</td>
<td>28,000</td>
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<td><strong>Total 8020 Municipal Court Costs</strong></td>
<td>19,624</td>
<td>38,200</td>
<td>51%</td>
<td>1,265</td>
<td>35,300</td>
<td>4%</td>
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<td>9077 General Fund Accrual</td>
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<td><strong>Total Expenditures</strong></td>
<td>78,928</td>
<td>479,500</td>
<td>16%</td>
<td>58,729</td>
<td>396,170</td>
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<td><strong>Total Revenues</strong></td>
<td>41,635</td>
<td>267,240</td>
<td>16%</td>
<td>(10,265)</td>
<td>106,140</td>
<td>-10%</td>
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<tr>
<td><strong>Net Operating Revenue</strong></td>
<td>41,635</td>
<td>267,240</td>
<td>16%</td>
<td>(10,265)</td>
<td>106,140</td>
<td>-10%</td>
<td></td>
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<tr>
<td>Other Revenues</td>
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<td>-</td>
<td>n/a</td>
<td>-</td>
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<tr>
<td>4619 Proceeds from Capital Leases</td>
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<td>n/a</td>
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<tr>
<td>8508 Capital Improvement Income</td>
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<td>-</td>
<td>n/a</td>
<td>-</td>
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<td><strong>Other Revenues</strong></td>
<td>700</td>
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<td>442</td>
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<td><strong>Total Expenditures</strong></td>
<td>-</td>
<td>n/a</td>
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<tr>
<td>9008.25 Capital Improvement Expenses</td>
<td>-</td>
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<td>9011 Capital Lease Principal</td>
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<td>n/a</td>
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<td>9022 Interest on Capital Lease</td>
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<td>-</td>
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<tr>
<td>9014 Other Capital Outlay</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>9008.01 Capital Expenditures - CY</strong></td>
<td>-</td>
<td>217,000</td>
<td>-</td>
<td>5,352</td>
<td>90,000</td>
<td>-6%</td>
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<tr>
<td><strong>9008 1 Capital Project Expenditures - EV</strong></td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>9008.11 2017 Street Improvements</strong></td>
<td>37,808</td>
<td>n/a</td>
<td>-</td>
<td>34,043</td>
<td>-</td>
<td>34,043</td>
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<tr>
<td><strong>9088.02 Other Miscellaneous Expenditure</strong></td>
<td>(37,808)</td>
<td>n/a</td>
<td>-</td>
<td>(5,352)</td>
<td>n/a</td>
<td>(5,352)</td>
<td></td>
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<tr>
<td>Reconciliation Discrepancies</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Net Other Revenue</strong></td>
<td>-</td>
<td>-</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Net Revenue</strong></td>
<td>42,335</td>
<td>50,340</td>
<td>84%</td>
<td>(10,265)</td>
<td>16,140</td>
<td>-64%</td>
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Page 2 of 2
Woodcreek Patrol
November 2017

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
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<tr>
<td>Hours:</td>
<td>137</td>
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<tr>
<td>Mileage:</td>
<td>768</td>
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<tr>
<td>Traffic Citation/warning(s):</td>
<td>10</td>
</tr>
<tr>
<td>Code Enforcement:</td>
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<td>Close Patrol:</td>
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<td>Criminal:</td>
<td>0</td>
</tr>
<tr>
<td>Civil:</td>
<td>1</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td>Agency/Public Assist:</td>
<td>1</td>
</tr>
<tr>
<td>Warrants:</td>
<td>0</td>
</tr>
<tr>
<td>Jailing:</td>
<td>0</td>
</tr>
</tbody>
</table>
City Manager Monthly Public Report from November 8, 2017 to December 6, 2017 for the December 13, 2017 City Council Meeting

Construction meetings and utility conflict meetings were held for the Brookhollow Project.

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

Permits Issued or In Progress:

- Tree Trimming – 33
- Fence – 1
- Signs – 1 commercial & 1 R.O.W.
- Doghouse & Workshop - 1
- Concrete Pad – 1
- Decks – 2

Certificate of Occupancy: 1

Replats: 4 in progress

Amending Plat: 1 in progress

Site Development Plans: 3 in progress

Concept Plan: 1 in progress

Development Agreements: 2 in progress

Rezoning Request: 1 in progress

Ordinance Violations:

- Dead Trees – 1
- Light - 2
- Animals – 3
- Construction - 1
- Parking - 1
- Zoning – 1
- Fire Prevention – 1
- Health & Safety – 3
- Tree Trimming - 1

Stop Work Orders – 5 – In Progress

Public Records Requests - 2
City of Woodcreek City Council Meeting
November 8, 2017; 6:30 p.m.
41 Champions Circle
Woodcreek, Texas

Minutes

1. Call to Order: Mayor Eskelund called the meeting to order at 6:30 p.m.

2. Invocation

3. Pledge of Allegiance
   A.) To the Flag of the United States of America
   B.) To the Great State of Texas

4. Roll Call. Present: Mayor Eric C. Eskelund, Mayor Pro Tem Nancye Britner, Councilmember Bill Scheel, Councilmember Judy Brizendine, Councilmember Aurora LeBrun, City Manager Brenton B. Lewis, City Attorney Roger Gordon, Director of Public Works Frank Wood, City Treasurer Gene Golembiewski, Assistant Administrator Linda Land Absent: Councilmember Jerry Moore, City Clerk Barbara Grant

5. Public Comments: Allen Hodge spoke to council in favor of changing Chapter 93.18 of the Woodcreek Code of Ordinances to allow recreational or campfire burning with a spark arrester. Bob Mark and Holly Collie reserved comment for Item 9-C. Jerry Tasiar asked the City Council to consider changing the sign at Brookmeadow since he said it is overpowered by the commercial signs of the apartments and liquor store. He would also like improved maintenance of vegetation on both ends of Brookmeadow.

6. Citizen Communications: There were no citizen communications.

7. Report Items:
   A. Director of Public Works Wood presented his Monthly Report.
   B. City Treasurer Golembiewski reported year-to-date revenues of $85,166 and $41,585 in expenditures.
   C. City Manager Lewis presented the Monthly Public Report.

8. Consent Agenda:
   A. Approval of the minutes of the Regular Woodcreek City Council meeting of October 11, 2017.
   B. Approval of Treasurer’s Report for October, 2017.

Mayor Pro Tem Britner moved to accept the Consent Agenda in its entirety. The motion was seconded by Councilmember Brizendine, which passed with a vote of 4-0-0.

9. Regular Agenda
   A. Consider and Take Appropriate Action on an Ordinance Changing the TMRS Municipal Contribution. After discussion, Councilmember Scheel moved to adopt an ordinance to change the municipal contributions to the Texas Municipal Retirement System. The motion was seconded by Councilmember LeBrun, which passed with a vote of 4-0-0.
B. Consider and Take Appropriate Action on an Ordinance Establishing a New Regulation for the City of Woodcreek Code of Ordinances Regulating the Use of Motorized Carts. City Attorney Gordon explained the City's authority to adopt regulations for golf carts not going to/from the golf course and presented a draft ordinance. After discussion, Mayor Eskelund directed councilmembers to review the draft and give comments to staff. He also directed staff to place the item on the December City Council Agenda.

C. Consider and Take Appropriate Action on Robert T. Mark's Request to Have Road Width Remain at Current Width and Designate the Brookhollow Spur One-Way and the Street Width to Remain at the Current Width. Bob Mark explained why he would like for changes in the current plans for Brookhollow Drive in front of his house. Holly Collie explained that she supported her father, Bob Mark. After discussion, Councilmember Brizendine moved to remove one tree next to the current pavement on the Brookhollow Spur, adjust the curvature of the new pavement and keep the road two-way. The motion was seconded by Councilmember LeBrun, which passed with a vote of 3-0-1. Mayor Pro Tem Britner abstaining.

D. Consider and Take Appropriate Action on an Application for a Special Event Permit for Camp Young Judea on November 10 through November 12, 2017. After discussion, Councilmember Scheel moved to approve the application for a special event permit. The motion was seconded by Councilmember Brizendine, which passed with a vote of 4-0-0.

10. Adjourn There being no further business, Mayor Eskelund adjourned the meeting at 7:20 p.m.

Eric C. Eskelund, Mayor

Brenton B. Lewis, City Manager
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:
9. A, Election of Mayor Pro-Tem

Item Summary:
This agenda item is required at each new governing body’s first meeting or as soon as practicable. Sec.22.037 of the Texas Local Government Code states:

Sec. 22.037. MAYOR AS PRESIDING OFFICER; PRESIDENT PRO TEMPORE. (a) The mayor shall preside at all meetings of the governing body of the municipality and, except in elections, may vote only if there is a tie.

(b) At each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year.

(c) If the mayor fails, is unable, or refuses to act, the president pro tempore shall perform the mayor's duties and is entitled to receive the fees and compensation prescribed for the mayor.

(d) If the mayor and the president pro tempore are absent, any alderman may be appointed to preside at the meeting.

Financial Impact/Financial Information:
N/A

Comments/Recommendation
None

Attachments:
None

Submitted By:
Brenton B. Lewis, City Manager
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title: 9. B Appointments

1.) City Attorney
2.) Director of Public Works
3.) City Engineer
4.) Municipal Court Judge
5.) Municipal Court Clerk
6.) Planning and Zoning Commission

Item Summary:

This agenda item is required at each new governing body’s first meeting or as soon as practical. Oaths of Office will be administered to the Municipal Court Judge, Municipal Court Clerk, and the Director of Public Works.

The other listed appointments does not require administering an Oath of Office, however the City Engineer is under contract.

Financial Impact/Financial Information:

Comments/Recommendation

None

Attachments:

City Engineer current contract

Submitted By:

Brenton B. Lewis, City Manager
January 22, 2015

Mr. John Sone, MPA, City Manager
City of Woodcreek
41 Champions Circle
Woodcreek, TX 78676

REFERENCE: AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

Dear Mr. Sone:

This letter will serve as my proposal to provide Professional Engineering Services to the City of Woodcreek as an Independent Contractor on a time and reimbursable expense basis. When requested, I can also provide my services on a firm, fixed-price (i.e., lump sum) basis. I will provide the requested services on an as-needed basis. I understand my title, if any, will be determined by the Council.

As indicated in my Statement of Qualifications for this position as well as in our discussion yesterday, I have access to a variety of other professional services that I can call on when needed. Those services may be contracted directly by me or directly by the City. It is understood that any other desired outside services by firms or individuals, professional or otherwise, not already pre-qualified by the City will require approval by the City.

I agree to provide my services indefinitely until either: 1) the City provides 30 days prior notice that my services are no longer needed and pays all outstanding invoices or 2) I provide 30 days prior notice of termination, complete all assigned tasks or assist in the proper transition of unfinished tasks and all outstanding invoices are paid.

I will charge $115 per hour for time spent on assigned tasks that are not reimbursable by applicants for City permits or approval ("non-reimbursable time"). For time spent related to assigned tasks that are reimbursable to the City, I will charge $150 per hour ("reimbursable time"). I will itemize these two types of charges on my monthly invoice. I will charge for task-related reimbursable expenses at cost with no markup. Instead of charging mileage for City-related tasks, I propose that I simply absorb that cost into my hourly rate and charge only for my City business-related travel time. I will not charge for incidental expenses normally related to the cost of operating a business.
I have attached samples of an invoice and time record formats for your use. I have also attached a sample form to use to establish billing information with applicants that require my services on behalf of the City for a reimbursable task. These forms may be tailored to meet the needs of the City of Woodcreek.

This proposal may be amended by mutual agreement between both the City and me.

If you agree with my proposal, please indicate by indicating your acceptance below.

Sincerely,

C. Rick Coneway, P.E.

ACCEPTED: __________________________

Printed Name: John W. Sonc

Title: City Manager

Date: January 22, 2015

Attachments
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. C. Discussion and Take Appropriate Action on the Concept Plan and the Site Development Plan for Camp Young Judaea

Item Summary:

This agenda item is to consider approving of the Site Development and Concept Plan that was previously submitted for Camp Judaea. At the October 11, 2017 Council Meeting, Councilmember Moore moved to approve the Concept Plan and Site Development Plan for Camp Young Judaea with the provision that the survey will be in the City’s hand no later that December 8, 2017. The motion passed on a vote of 3-2.

The City did receive the survey before the December 8th deadline, and it was reviewed by staff and the Council Committee, and has been declared complete.

Financial Impact/Financial Information:

N/A

Comments/Recommendation

Ratify receipt of survey and approval of the Concept Plan and Site Development Plan.

Attachments:

Survey(s)

Submitted By:

Brenton B. Lewis, City Manager
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:
9. D. Consider Change Order Number 1 for the City of Woodcreek Brookhollow Road Improvements Project Number JC NO.14950-0003-00.

Item Summary:
This agenda item is to consider approving of Change Order # 1 for the Brookhollow Project. The change order eliminates the lime stabilization from the roadway and modifies the rebar spacing from 18” to 9”. It also has a section to remove the tree at the “Y” corner. The reason for the change order is to reduce the number of conflicts with the utilities in the area. With the change there will not be any known conflicts with the PEC primary and secondary, and approximately eight (8) possible conflict with customer service lines. Aqua Texas has addressed all conflicts by moving their infrastructure except in a couple of locations that cannot be relocated without redesigning the service infrastructure. The remaining infrastructure conflicts are with Frontier and Spectrum. With the proposed change order, the conflicts are reduced by approximately 50%, and will provide less service interruptions for our citizens. City representatives have been having weekly meetings with the contractor and utilities to discuss the remaining conflicts with the effected utilities to arrive at a time table for moving the conflicts. The next meeting is December 15th.

Financial Impact/Financial Information:
Contract price change of +5.99% or $68,410.60 and a change of +60 calendar days. The additional cost will come from the contract contingency and reserves funds.

Comments/Recommendation
Approval of Change Order #1

Attachments:
Change Order # 1

Submitted By:
Brenton B. Lewis, City Manager
CHANGE ORDER NO. 1
DATE: DECEMBER 13, 2017

Project: Brookhollow Drive Improvements
Owner: City of Woodcreek
41 Champions Circle
Woodcreek, TX 78676

J&C Job No.: 14950-0003-00
Contractor: Curran Contracting Company
11230 I-10 East
Converse, TX 78109

Description of Changes: Eliminate lime stabilization from the roadway and modify rebar spacing from 18" OCEW to 9" OCEW. Remove tree at the corner of "Y" of Brookhollow Drive. Contract days are adjusted.

Reason for Changes: There are numerous utility conflicts within the roadway section. Eliminating the 8" of lime stabilization will allow for a shallower disturbance of the roadway. This will eliminate approximately 50% of the utility conflicts. The change in rebar spacing is to compensate for the removal of lime stabilization. The tree removal is in order avoid roadway alignment issues. Contract days have been adjusted to coincide with the schedule provided by the Contractor.

Change in Contract price and time summary:

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<th>COST</th>
<th>TIME</th>
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<tr>
<td>Contract prior to this change order:</td>
<td>$1,143,007.36</td>
<td>90 Calendar Days</td>
</tr>
<tr>
<td>Net increase from this change order:</td>
<td>$68,410.60</td>
<td>60 Calendar Days</td>
</tr>
<tr>
<td>Revised Contract Amount:</td>
<td>$1,211,417.96</td>
<td>150 Calendar Days</td>
</tr>
<tr>
<td>Cumulative % Change in Contract:</td>
<td>5.99%</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

RECOMMENDED BY:  
Jones Carter

ACCEPTED BY:  
Contractor: Curran Contracting Company

Grant L. Lischka, PE, Department Manager  
Date: 12/8/2017

Scott Hanson, Vice President  
Date:

APPROVED BY:  
Owner: City of Woodcreek

William P. Scheel, Mayor  
Date:
To implement payment for this work, the following revisions are made to the Item/Quantity Sheets:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Unit</th>
<th>Revised Unit Price</th>
<th>Revised Quantity</th>
<th>Previous Amount</th>
<th>Revised Amount</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Perform all site preparation, including erection, maintenance and removal of barricades, signs and traffic control devices; perform all required clearing and demolition; paving headers; and all required miscellaneous items of work not specified in any other bid item.</td>
<td>Mo.</td>
<td>$12,018.00</td>
<td>$12,018.00</td>
<td>3.00</td>
<td>5.00</td>
<td>$36,054.00</td>
</tr>
<tr>
<td>10.</td>
<td>Furnish all labor and equipment as required to lime stabilize the existing soil to a minimum depth of 8”, adjust the moisture content, compact the stabilized material to the specified density and finish the subgrade course according to plan lines and grades.</td>
<td>S.Y.</td>
<td>$1.85</td>
<td>$1.85</td>
<td>13.08</td>
<td>0</td>
<td>$24,083.30</td>
</tr>
<tr>
<td>11.</td>
<td>Furnish lime (6% by weight) for subgrade stabilization purposes.</td>
<td>Ton</td>
<td>$170.25</td>
<td>$170.25</td>
<td>1.76</td>
<td>0</td>
<td>$29,964.00</td>
</tr>
<tr>
<td>A2.3.</td>
<td>Furnish and install labor and material for placement of 7&quot; reinforced concrete pavement section.</td>
<td>S.Y.</td>
<td>$59.45</td>
<td>$59.45</td>
<td>12.08</td>
<td>0</td>
<td>$718,393.80</td>
</tr>
<tr>
<td>CO1.1.</td>
<td>Furnish and install labor and material for placement of 7&quot; reinforced concrete pavement section with 3&quot; rebar spacing.</td>
<td>S.Y.</td>
<td>$67.50</td>
<td>0</td>
<td>12.07</td>
<td>0</td>
<td>$814,725.00</td>
</tr>
<tr>
<td>CO1.2.</td>
<td>Removal of 20&quot; diameter live oak tree at the corner of &quot;Y&quot; of Brookhollow Drive.</td>
<td>L.S.</td>
<td>$2,090.70</td>
<td>0</td>
<td>1</td>
<td>$0.00</td>
<td>$2,090.70</td>
</tr>
</tbody>
</table>

**NET INCREASE IN CONTRACT PRICE**

$68,410.60
AGENDA ITEM COVER SHEET

Subject/Title:


Item Summary:

Each year the Mayor assigns Council Responsibilities and with a change in the elected body, the responsibilities need to be reassigned reflecting the newly elected.

Financial Impact/Financial Information:

N/A

Comments/Recommendation:

Mayoral Action of Appointment to Council Committees

Attachments:

N/A

Submitted By:

Brenton B. Lewis, City Manager
Proposed Council Responsibilities as of December 13, 2017

City Hall
Procedures and Management, Municipal Court, Council Policies, Enforcement Policy and Procedures

- Mayor Pro Tem Britner
- Councilmember Tilley

Planning
Comprehensive Plan, Planning & Zoning, Ordinance Review

- Councilmember Tilley
- Councilmember Brizendine

Public Safety

- City Manager
- Mayor Pro Tem Britner
- Councilmember Moore

Development
Economic Development, Annexation, ETJ development, Development Agreements, Special Use Permits

- Councilmember Moore
- Councilmember LeBrun

Infrastructure
Capital improvements, Roads, City Water/Sewer, Franchise/License Agreements/Contracts, Outdoor Utilities

- Councilmember Brizendine
- Councilmember LeBrun

Open Spaces
Community/Environment/Recreation, Quicksand Golf Course Liaison, Parks, Development of City Property, Camp Young Judea Liaison, Beautification

- Councilmember Tilley
- Councilmember Brizendine

Executive/Administrative
Public Relations, Legal, Financial, Liaison to Local Governments, Envision Texas, CAMPO

- Mayor Scheel
- City Manager
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:
9. F. Discussion and Take Appropriate Action to Appoint General Assembly Representative to the Capital Area Council of Governments

Item Summary:
This agenda item is to consider the appointment of a representative from the elected body to the CAPCOG General Assembly. In the past the Mayor has served as the representative with the Mayor Pro-Tem serving as the alternate.

Financial Impact/Financial Information:
N/A

Comments/Recommendation
Appointment of a Representative

Attachments:
Appointment Form

Submitted By:
Brenton B. Lewis, City Manager
APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE
CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

___________________________ County Commissioners Court (e.g., Travis County Commissioners Court)
-OR-
___________________________ City Council (e.g., Austin City Council)
-OR-
___________________________ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

( ) ____________________________ ( ) ____________________________
Telephone Number Fax Number

Email address (General Assembly Reps. will be subscribed to the CAPCOG Connections, Training, & Data Points email lists)

Check One:

_____ Reappointment

_____ Filling Vacancy

_____ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly
Representative for the above entity on ________________________________.

Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Please fax this form to 512-916-6001 or email to mmooney@capco.org. Tel. 512-916-6018
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. G. Discuss and Take Appropriate Action on an Ordinance Establishing a New Regulation for the City of Woodcreek Code of Ordinances Regulating the Use of Motorized Carts

Item Summary:

This agenda item was presented at the last City Council meeting to consider an Ordinance that will establish restrictions for the operation of motorized carts on the City streets. After discussion and suggestions, the City Attorney has made changes to the proposed ordinance for Council review.

Financial Impact/Financial Information:

N/A

Comments/Recommendation

Adoption of a version of the draft as presented or changed

Attachments:

Draft ordinance for possible Action

Submitted By:

Brenton B. Lewis, City Manager
ORDINANCE NO. __________

CITY OF WOODCREEK, TEXAS

AMENDMENT TO CHAPTER 70 OF THE CODE OF ORDINANCES

GENERAL REGULATIONS – GOLF CARTS & MOTORIZED VEHICLES

AN ORDINANCE ESTABLISHING A NEW REGULATION FOR THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE VII (“TRAFFIC CODE”), AMENDING CHAPTER 70 (“TRAFFIC SCHEDULES”) TO CREATE A NEW SCHEDULE V (“MOTORIZED CARTS”); TO ESTABLISH POLICIES, USE GUIDELINES, PROCEDURES, AND PENALTIES; DEFINING TERMS, PROVIDING PENALTIES, AND PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING.

WHEREAS, the City Council of the City of Woodcreek (“City Council”) desires to declare the City a golf-cart friendly community; and

WHEREAS, pursuant to Texas Transportation Code Chapter 551 and Texas Local Government Code Chapter 51, the City Council has general authority to adopt the regulations herein relating to the use of golf carts and utility vehicles within the city’s limits and on its public streets to ensure the public safety of the community; and

WHEREAS, the City Council has determined that necessary regulations, enforcement provisions and guidelines related to the use and operation of golf carts within the city’s limits will protect the safety and welfare of the community; and

WHEREAS, being a general-law municipality, the City has exclusive control over the highways, streets, and alleys of the municipality, pursuant to Texas Transportation Code Section 311.002; and

WHEREAS, the City Council has the authority to designate the streets within the city limits on which the operation and use of golf carts and similar vehicles will be permitted.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodcreek:
1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

Chapter 70 ("Traffic Schedules") of the Code of Ordinances of the City of Woodcreek is amended to create the new Schedule V so as to read in accordance with Attachment A, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

3. REPEALER

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby authorized and directed to record and publish the language of Chapter 91, as amended by this Ordinance, in the City's Code of Ordinances.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED & APPROVED this, the _____ day of December, 2017, by a vote of ___ (ayes) to ___ (nays) and ___ (abstentions) of the City Council of Woodcreek, Texas.

Ordinance No. ____________
Amending Chapter 70 of the Code of Ordinances
("Traffic Schedules – Motorized Carts") 2nd Draft
CITY OF WOODCREEK:

________________________
Mayor William Scheel

ATTEST:

________________________
Brenton Lewis, City Manager

APPROVED AS TO FORM:
The Law Office of Roger Gordon
Attachment “A”

City of Woodcreek

CODE OF ORDINANCES

TITLE VII: TRAFFIC CODE

CHAPTER 70: TRAFFIC SCHEDULES

SCHEDULE V - MOTORIZED CARTS

A. DEFINITIONS

City: The City of Woodcreek, Texas, a general-law municipality in Hays County, Texas.

City Limits: The incorporated, municipal boundaries of the City.

Driver: Means the person driving and having physical control over the golf/motorized cart.

Driver's License: Means an authorization issued by a State for the operation of a motor vehicle. The term includes a temporary license or instruction permit; and an occupational license.

Golf Cart: A motor vehicle designed by the manufacturer primarily for transporting persons on a golf course, as defined by the Texas Transportation Code.

Motorized Cart: Means those electric, gasoline, or battery-powered carts that are not golf carts, commonly referred to as Gators or side-by-sides, equipped with side-by-side seating for the use of the driver and passenger(s), designed to propel itself with at least four tires in contact with the ground, and designed by the manufacturer for off-highway use only.

Owner: Means the person holding title to the motorized cart.

Slow-Moving Vehicle Emblem: Means a triangular emblem that conforms to standards and specifications adopted by the director under Section 547.104 and displayed in accordance with Section 547.703 of the Texas Transportation Code.

Street: Means the public roadways of the City of Woodcreek by whatever name, e.g. road, alley, avenue, highway, route, boulevard, etc. that (a) has a posted speed limit of 35 miles per hour or less; or (b) provides for no more than two lanes of vehicular traffic per direction; or (c) is not designed as part of either the State or Federal highway system.
B. OPERATION OF GOLF CARTS AND MOTORIZED CARTS

(1) **Operation on Public Streets**: The City hereby authorizes the operation of Golf Carts and Motorized Carts on public streets in accordance with state law.

(2) **Prohibition**: It shall be a violation of the law for any person to operate a Golf Cart or Motorized Cart on public streets in a manner contrary to state law or this Ordinance.

C. GOLF CART AND MOTORIZED CART REQUIREMENTS

(1) **Equipment Requirements**: Every Golf Cart or Motorized Cart must be equipped as mandated by the Texas Transportation Code §51.404(b).

(1) **Driver Requirements**: Every Driver of a Golf Cart or Motorized Cart must hold a valid Drivers License as required by this Ordinance.

(2) **Owner Requirements**: Every Owner of a Golf Cart or Motorized Cart is prohibited from permitting the use or operation of a Golf Cart or Motorized Cart in violation of this Ordinance.

D. ENFORCEMENT

(1) **Civil and Criminal Penalties**: The City shall have the power to administer and enforce the provisions of this Ordinance as may be required by governing law. Any person violating any provision of this Ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations.

(2) **Criminal Prosecution**: Any person violating any provision of this Ordinance shall, upon conviction, be fined a sum not exceeding five hundred dollars ($500.00). An offense under this Ordinance is a Class “C” misdemeanor.

(3) **Civil Remedies**: Nothing in this Ordinance shall be construed as a waiver of the City’s right to bring a civil action to enforce the provisions of this Ordinance and to seek remedies as allowed by law.
ORDINANCE NO. __________
CITY OF WOODCREEK, TEXAS

AMENDMENT TO CHAPTER 70 OF THE CODE OF ORDINANCES

GENERAL REGULATIONS – GOLF CARTS & MOTORIZED VEHICLES

AN ORDINANCE ESTABLISHING A NEW REGULATION FOR THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE VII ("TRAFFIC CODE"), AMENDING CHAPTER 70 ("TRAFFIC SCHEDULES") TO CREATE A NEW SCHEDULE V ("MOTORIZED CARTS"); TO ESTABLISH POLICIES, USE GUIDELINES, PROCEDURES, AND PENALTIES; DEFINING TERMS, PROVIDING PENALTIES, AND PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING.

WHEREAS, the City Council of the City of Woodcreek ("City Council") desires to declare the City a golf-cart friendly community; and

WHEREAS, pursuant to Texas Transportation Code Chapter 551 and Texas Local Government Code Chapter 51, the City Council has general authority to adopt the regulations herein relating to the use of golf carts and utility vehicles within the city's limits and on its public streets to ensure the public safety of the community; and

WHEREAS, the City Council has determined that necessary regulations, enforcement provisions and guidelines related to the use and operation of golf carts within the city's limits will protect the safety and welfare of the community; and

WHEREAS, being a general-law municipality, the City has exclusive control over the highways, streets, and alleys of the municipality, pursuant to Texas Transportation Code Section 311.002; and

WHEREAS, the City Council has the authority to designate the streets within the city limits on which the operation and use of golf carts and similar vehicles will be permitted.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodcreek:

Ordinance No. __________
Amending Chapter 70 of the Code of Ordinances ("Traffic Schedules – Motorized Carts")
1. **FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. **ENACTMENT**

Chapter 70 ("Traffic Schedules") of the Code of Ordinances of the City of Woodcreek is amended to create the new Schedule V so as to read in accordance with *Attachment A*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

3. **REPEALER**

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. **SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. **CODIFICATION**

The City Secretary is hereby authorized and directed to record and publish the language of Chapter 91, as amended by this Ordinance, in the City’s Code of Ordinances.

6. **EFFECTIVE DATE**

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance.

7. **PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**PASSED & APPROVED** this, the ____ day of December, 2017, by a vote of ____ (ayes) to ____ (nays) and ____ (abstentions) of the City Council of Woodcreek, Texas.

Ordinance No. ___________                 Page 2 of 5
Amending Chapter 70 of the Code of Ordinances
("Traffic Schedules – Motorized Carts")
CITY OF WOODCREEK:

______________________________
Mayor William Scheel

ATTEST:

______________________________
Brenton Lewis, City Manager

APPROVED AS TO FORM:
The Law Office of Roger Gordon
Attachment “A”

City of Woodcreek

CODE OF ORDINANCES

TITLE VII: TRAFFIC CODE

CHAPTER 70: TRAFFIC SCHEDULES

SCHEDULE V – MOTORIZED CARTS

A. DEFINITIONS

City: The City of Woodcreek, Texas, a general-law municipality in Hays County, Texas.

City Limits: The incorporated, municipal boundaries of the City.

Driver: Means the person driving and having physical control over the golf/motorized cart.

Driver’s License: Means an authorization issued by a State for the operation of a motor vehicle. The term includes a temporary license or instruction permit; and an occupational license.

Golf Cart: A motor vehicle designed by the manufacturer primarily for transporting persons on a golf course, as defined by the Texas Transportation Code.

Motorized Cart: Means those electric, gasoline, or battery-powered carts that are not golf carts, commonly referred to as Gators or side-by-sides, equipped with side-by-side seating for the use of the driver and passenger(s), designed to propel itself with at least four tires in contact with the ground, and designed by the manufacturer for off-highway use only.

Owner: Means the person holding title to the motorized cart.

Street: Means the public roadways of the City of Woodcreek by whatever name, e.g. road, alley, avenue, highway, route boulevard, etc. that (a) has a posted speed limit of 35 miles per hour or less; or (b) provides for no more than two lanes of vehicular traffic per direction; or (c) is not designed as part of either the State or Federal highway system.
B. OPERATION OF GOLF CARTS AND MOTORIZED CARTS

(1) Operation on Public Streets: The City hereby authorizes the operation of Golf Carts and Motorized Carts on public streets in accordance with state law.

(2) Prohibition: It shall be a violation of the law for any person to operate a Golf Cart or Motorized Cart on public streets in a manner contrary to state law or this Ordinance.

C. GOLF CART AND MOTORIZED CART REQUIREMENTS

(1) Driver Requirements: Every Driver of a Golf Cart or Motorized Cart must hold a valid Drivers License as required by this Ordinance.

(2) Owner Requirements: Every Owner of a Golf Cart or Motorized Cart is prohibited from permitting the use or operation of a Golf Cart or Motorized Cart in violation of this Ordinance.

D. ENFORCEMENT

(1) Civil and Criminal Penalties: The City shall have the power to administer and enforce the provisions of this Ordinance as may be required by governing law. Any person violating any provision of this Ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations.

(2) Criminal Prosecution: Any person violating any provision of this Ordinance shall, upon conviction, be fined a sum not exceeding five hundred dollars ($500.00). An offense under this Ordinance is a Class “C” misdemeanor.

(3) Civil Remedies: Nothing in this Ordinance shall be construed as a waiver of the City’s right to bring a civil action to enforce the provisions of this Ordinance and to seek remedies as allowed by law.
AGENDA ITEM COVER SHEET

Subject/Title:
9. H. Discussion and Possible Action to Amend the Current Regulations as they relate to Fire Pits and Open Burning Regulations

Item Summary:
This agenda item was placed on the agenda for Council input on the regulation of firepits/portable outdoor fireplaces. At the last meeting, a citizens voiced concerns about the inability to have a fire pit. The current code states:

93.18 OPEN BURNING PROHIBITED; RESTRICTIONS.

(A) It shall be unlawful for any person to burn any garbage, trash, brush or other waste, wood, plastic or organic material outdoors within the city, unless such burning is performed in an incinerator designed and constructed for such purpose and approved by the Fire Marshal of the city. Such approval by the Fire Marshal must be obtained in writing and shall be given only for incinerators providing proper protection against fire to surrounding property and premises and only if such incinerator is constructed and maintained in accordance with the requirements of the Air Pollution Control District having jurisdiction.

(B) The Fire Marshal, City Marshal and all city officials are granted the authority and responsibility of enforcing the following provisions of this subchapter.

1. Open burning within the city is declared to be a public nuisance and hazard to adjoining property.
2. Open burning is prohibited at all times.
3. The Wimberley Fire Department, with permission from the city, may conduct open burning in the city limits to correct an obvious hazardous condition or to conduct fire training.
4. It shall be unlawful for any person or persons to violate any verbal or written directive of the Fire Marshal, City Marshal or any city official when the directive prohibits, restricts, limits or sets guidelines for open burning.
5. The Fire Marshal, City Marshal and all other officers of the city are granted the authority to enforce the provisions of this subchapter.

(Ord. 85-18C, passed 5-26-1998) Penalty, see § 93.99

Financial Impact/Financial Information:
N/A

Comments/Recommendation
Direction on drafting an amending ordinance.

Attachments:
2009 International Fire Code

Submitted By:
Brenton B. Lewis, City Manager
308.1.6 Open-flame devices. Torches and other devices, machines or processes liable to start or cause fire shall not be operated or used in or upon wildfire risk areas, except by a permit in accordance with Section 105.6 secured from the fire code official.

Exception: Use within inhabited premises or designated campsites which are a minimum of 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.

308.1.6.1 Signals and markers. Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or upon wildfire risk areas.

Exception: The proper use of fuses at the scenes of emergencies or as required by standard railroad operating procedures.

308.1.6.2 Portable fueled open-flame devices. Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.

Exceptions:
1. LP-gas-fueled devices used for sweating pipe joints or removing paint in accordance with Chapter 38.
2. Cutting and welding operations in accordance with Chapter 26.
3. Torches or flame-producing devices in accordance with Section 308.4.
4. Candles and open-flame decorative devices in accordance with Section 308.3.

308.1.7 Religious ceremonies. When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

308.1.7.1 Aisles and exits. Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

308.1.8 Flaming food and beverage preparation. The preparation of flaming foods or beverages in places of assembly and drinking or dining establishments shall be in accordance with Sections 308.1.8.1 through 308.1.8.5.

308.1.8.1 Dispensing. Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following:
1. A 1-ounce (29.6 ml) container; or
2. A container not exceeding 1-quart (946.5 ml) capacity with a controlled pouring device that will limit the flow to a 1-ounce (29.6 ml) serving.

308.1.8.2 Containers not in use. Containers shall be secured to prevent spillage when not in use.

308.1.8.3 Serving of flaming food. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spooning of liquids is restricted to a maximum height of 8 inches (203 mm) above the receiving receptacle.

308.1.8.4 Location. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning.

308.1.8.5 Fire protection. The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.

308.2 Permits required. Permits shall be obtained from the fire code official in accordance with Section 105.6 prior to engaging in the following activities involving open flame, fire and burning:
1. Use of a torch or flame-producing device to remove paint from a structure.
2. Use of open flame, fire or burning in connection with Group A or E occupancies.
3. Use or operation of torches and other devices, machines or processes liable to start or cause fire in or upon wildfire risk areas.

308.3 Group A occupancies. Open-flame devices shall not be used in a Group A occupancy.

Exceptions:
1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
   1.1. Where necessary for ceremonial or religious purposes in accordance with Section 308.1.7.
   1.2. On stages and platforms as a necessary part of a performance in accordance with Section 308.3.2.
   1.3. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
2. Heat-producing equipment complying with Chapter 6 and the International Mechanical Code.
3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.

308.3.1 Open-flame decorative devices. Open-flame decorative devices shall comply with all of the following restrictions:
1. Class I and Class II liquids and LP-gas shall not be used.
2. Liquid- or solid-fueled lighting devices containing more than 8 ounces (237 ml) of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.
3. The device or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more
than 0.25 teaspoon per minute (1.26 ml per minute) when the device or holder is not in an upright position.

4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.

   Exception: Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.

5. The flame shall be enclosed except where openings on the side are not more than 0.375 inch (9.5 mm) diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.

6. Chimneys shall be made of noncombustible materials and securely attached to the open-flame device.

   Exception: A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.

7. Fuel canisters shall be safely sealed for storage.

8. Storage and handling of combustible liquids shall be in accordance with Chapter 34.

9. Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.

10. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

308.3.2 Theatrical performances. Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160.

308.4 Group R occupancies. Open flame, fire and burning in Group R occupancies shall comply with the requirements of Sections 308.1 through 308.1.6.2 and 308.4.1.

308.4.1 Group R-2 dormitories. Candles, incense and similar open-flame-producing items shall not be allowed in sleeping units in Group R-2 dormitory occupancies.

SECTION 309
POWERED INDUSTRIAL TRUCKS AND EQUIPMENT

309.1 General. Powered industrial trucks and similar equipment including, but not limited to, floor scrubbers and floor buffers, shall be operated and maintained in accordance with this section.

309.2 Battery chargers. Battery chargers shall be of an approved type. Combustible storage shall be kept a minimum of 3 feet (915 mm) from battery chargers. Battery charging shall not be conducted in areas accessible to the public.

309.3 Ventilation. Ventilation shall be provided in an approved manner in battery-charging areas to prevent a dangerous accumulation of flammable gases.

309.4 Fire extinguishers. Battery-charging areas shall be provided with a fire extinguisher complying with Section 906 having a minimum 4-A:20-B:C rating within 20 feet (6096 mm) of the battery charger.

309.5 Refueling. Powered industrial trucks using liquid fuel, LP-gas or hydrogen shall be refueled outside of buildings or in areas specifically approved for that purpose. Fixed fuel-dispensing equipment and associated fueling operations shall be in accordance with Chapter 22. Other fuel-dispensing equipment and operations, including cylinder exchange for LP-gas-fueled vehicles, shall be in accordance with Chapter 34 for flammable and combustible liquids or Chapter 38 for LP-gas.

309.6 Repairs. Repairs to fuel systems, electrical systems and repairs utilizing open flame or welding shall be done in approved locations outside of buildings or in areas specifically approved for that purpose.

SECTION 310
SMOKING

310.1 General. The smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in the areas indicated in Sections 310.2 through 310.8.

310.2 Prohibited areas. Smoking shall be prohibited where conditions are such as to make smoking a hazard, and in spaces where flammable or combustible materials are stored or handled.

310.3 “No Smoking” signs. The fire code official is authorized to order the posting of “No Smoking” signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, size, color and location of required “No Smoking” signs shall be approved.

310.4 Removal of signs prohibited. A posted “No Smoking” sign shall not be obscured, removed, defaced, mutilated or destroyed.

310.5 Compliance with “No Smoking” signs. Smoking shall not be permitted nor shall a person smoke, throw or deposit any lighted or smoldering substance in any place where “No Smoking” signs are posted.

310.6 Ash trays. Where smoking is permitted, suitable noncombustible ash trays or match receivers shall be provided on each table and at other appropriate locations.

310.7 Burning objects. Lighted matches, cigarettes, cigars or other burning object shall not be discarded in such a manner that could cause ignition of other combustible material.

310.8 Hazardous environmental conditions. When the fire code official determines that hazardous environmental conditions necessitate controlled use of smoking materials, the ignition or use of such materials in mountainous, brush-covered or forest-covered areas or other designated areas is prohibited except in approved designated smoking areas.
projection room complying with Section 409 of the International Building Code.

306.2 Cellulose nitrate film storage. Storage of cellulose nitrate film shall be in accordance with NFPA 40.

SECTION 307
OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES

307.1 General. A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this section.

307.1.1 Prohibited open burning. Open burning that is offensive or objectionable because of smoke emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.

307.2 Permit required. A permit shall be obtained from the fire code official in accordance with Section 105.6 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

307.2.1 Authorization. Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local or air and water quality management authority, provided that all conditions specified in the authorization are followed.

307.3 Extinguishment authority. The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.

307.4 Location. The location for open burning shall not be less than 50 feet (15 240 mm) from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet (15 240 mm) of any structure.

Exceptions:
1. Fires in approved containers that are not less than 15 feet (4572 mm) from a structure.
2. The minimum required distance from a structure shall be 25 feet (7620 mm) where the pile size is 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height.

307.4.1 Bonfires. A bonfire shall not be conducted within 50 feet (15 240 mm) of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet (15 240 mm) of a structure shall be eliminated prior to ignition.

307.4.2 Recreational fires. Recreational fires shall not be conducted within 25 feet (7620 mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated prior to ignition.

307.4.3 Portable outdoor fireplaces. Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.

Exception: Portable outdoor fireplaces used at one- and two-family dwellings.

307.5 Attendance. Open burning, bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

SECTION 308
OPEN FLAMES

308.1 General. Open flame, fire and burning on all premises shall be in accordance with Sections 308.1.1 through 308.4.1 and with other applicable sections of this code.

308.1.1 Where prohibited. A person shall not take or utilize an open flame or light in a structure, vessel, boat or other place where highly flammable, combustible or explosive material is utilized or stored. Lighting appliances shall be well-secured in a glass globe and wire mesh cage or a similar approved device.

308.1.2 Throwing or placing sources of ignition. No person shall throw or place or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

308.1.3 Torches for removing paint. Persons utilizing a torch or other flame-producing device for removing paint from a structure shall provide a minimum of one portable fire extinguisher complying with Section 906 and with a minimum 4-A rating, two portable fire extinguishers, each with a minimum 2-A rating, or a water hose connected to the water supply on the premises where such burning is done. The person doing the burning shall remain on the premises 1 hour after the torch or flame-producing device is utilized.

308.1.4 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Exceptions:
1. One- and two-family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2 1/2 pounds [nominal 1 pound (0.454 kg) LP-gas capacity].

308.1.5 Location near combustibles. Open flames such as from candles, lanterns, kerosene heaters and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. I. Discussion and Possible Action on the Current Overnight Parking Regulations.

Item Summary:

This agenda item is the discussion and possible action on the current overnight parking regulations. Section 156.09 Parking currently reads:

Parking of automobiles, trucks, buses, trailers, mobile homes, recreational or commercial vehicles on publicly-owned rights-of-way, park or greenbelt is prohibited except under the following conditions:

(A) Parallel parking of personal automobiles and trucks will be allowed along the street right-of-way in front of a residential property if the vehicles are pulled off the street pavement (all tires must be off the pavement), no part of the vehicle projects out over the pavement, and the grass has been mowed to a height of less than 4 inches.

(B) Residential property owners may elect to surface the parallel parking space in the right-of-way with a pervious cover, such as gravel or crushed granite.

(C) Parking on rights-of-way allowed by this section is prohibited between the hours of 2:00 a.m. and 6:00 a.m. unless the resident obtains an overnight permit from the city.

(D) Parking on rights-of-way allowed by this section is restricted to the owners and occupants of the property abutting the parking space, their guests, and any neighbor as such owners and occupants may specifically grant permission to.

(E) An overnight parking permit will be issued by the city upon completion of an application and payment of an annual $10.00 fee. All permits will expire on December 31 of the year in which they were issued. The permit hangers will be a different color each year. This permit must be hung from the rear view mirror or the parked vehicle will be issued a violation.

(F) Parking of personal vehicles shall be allowed on publicly-owned rights-of-way, parks and greenbelts with paved or pervious parking spaces provided by the city, subject to the restrictions of any posted signs.

(G) Penalty. Any person violating any provision of this section shall be subject to the penalties and provisions in § 10.99 of this code of ordinances.

(Ord. 00-65N, passed 6-1-2005; Ord. 15-217, passed 10-14-2015; Ord. 16-219, passed 2-10-2016)

The City issued five (5) permits in Calendar Year 2017 and (9) permits in Calendar Year. The last permits purchased cost $197.75 for 50 units (minimum number ordered).

The enforcement of the required permit is essentially non-existent since at most times law enforcement might not be in the area between 2 am and 6 am. In addition, even though there is a fee, the cost of enforcement far outweighs the benefit received.

Financial Impact/Financial Information:

Budget impact will be cost of parking permit mirror hangers $200 ±.

Comments/Recommendation
Staff recommends the amending Section 156.09 of the Code by removing (C) and (E).

**Attachments:**

Copy of Permit

**Submitted By:**

Brenton B. Lewis, City Manager
Council Meeting Date: 12/13/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. J. Discussion and Possible Action to Enter into a Memorandum of Agreement Between City of Woodcreek and Texas State University Regarding Implementation of the Cypress Creek Watershed Protection Project

Item Summary:

This agenda item is to consider entering into a Memorandum of Agreement with Texas State University for the Cypress Creek Watershed Protection Project.

CITY RESPONSIBILITIES Include:

1. The City will coordinate with Texas State to select sites that will be retrofitted with rainwater harvesting and rain garden systems to improve water quality and conserve water.

2. The City will permit Texas State to access selected sites to oversee and construct the water quality measures.

3. The City will maintain and operate the water quality measures for a minimum of twenty (20) years after implementation as required by TCEQ and defined in the construction plans and operation guidance provided by Texas State.

4. The City will ensure that educational features installed at the water quality measures will remain functional for a period of three years after construction is complete.

5. The City will participate in a review of the City's existing water quality protection ordinance and will consider potential modifications and amendments to improve water quality protection, minimize regulatory overlap with the Texas Commission on Environmental Quality Edwards Aquifer Program regulatory requirements, promote regulatory consistency in the Cypress Creek watershed.

6. The City will notify Texas State of development permit applications during the term of this agreement so that Texas State can provide plan review assistance and water quality guidance to the applicant. This is intended to expedite the permitting process and enhance water quality management.

Financial Impact/Financial Information:

N/A

Comments/Recommendation
The City has been participating in the project since its inception, and has a representative on the Executive Board. The costs associated entering the MOA include maintenance of the water quality measures for 20 years and in-kind costs.

**Attachments:**

MOA and information regarding the project

**Submitted By:**

Brenton B. Lewis, City Manager
MEMORANDUM OF AGREEMENT
BETWEEN
CITY OF WOODCREEK
AND
TEXAS STATE UNIVERSITY
REGARDING IMPLEMENTATION OF THE CYPRUS CREEK WATERSHED PROTECTION PROJECT

PREAMBLE

The Cypress Creek Project is derived from priority actions identified in the Cypress Creek Watershed Protection Plan (hereinafter the "Plan"), accepted by the US Environmental Protection Agency (hereinafter the "US EPA") and Texas Commission on Environmental Quality (hereinafter the "TCEQ") as of December 4, 2015. Said Plan has a publication date of June 2015. The Plan was developed following the guidelines established by the US EPA. The Plan was formulated by the Stakeholder Committee in response to threats and risks identified in the Cypress Creek Project Watershed Characterization Report dated August 2010.

During July 2014, the City of Wimberley (City), City of Woodcreek, Hays County, and Texas State acting in their capacity as members of the Cypress Creek Watershed Protection Plan Stakeholder Committee, agreed to propose to the TCEQ and the US EPA a program of work for consideration for cost-share funding under the §319 (h) Clean Water Act grant program. This Implementation Program was subsequently accepted for funding by the Texas Commission on Environmental Quality, who, on November 7, 2014, notified Texas State University of the grant award via Contract 582-16-60282.

This Memorandum of Agreement (hereafter termed "Agreement") is entered into by and between the CITY OF WOODCREEK (hereafter referred to as "City"), a home-rule/general law municipality, and TEXAS STATE UNIVERSITY (hereafter referred to as "Texas State"), a member of The Texas State University System, an entity of the State of Texas.

The governing bodies of each party find that the subject of this agreement is necessary for the benefit of the public and that the performance of this agreement is in the common interest of both parties.

THIS AGREEMENT, entered into on the date of last signature shall terminate on August 31, 2019 when the Implementation Program is complete or with an amendment to this document shall be extended to the final date of the Program if the project completion date is extended by the EPA and TCEQ.

WHEREAS, TCEQ has granted Texas State funding to facilitate the Implementation Plan (Contract #582-16-60282); and

WHEREAS, Texas State and the City informally developed an effective organizing framework to enhance cooperation and coordination among various programs and activities within the Cypress Creek watershed.

NOW THEREFORE, Texas State and the City, hereby mutually agree to:

MEMORANDUM OF AGREEMENT CCWPP
WOODCREEK

- 1 -
I. TEXAS STATE RESPONSIBILITIES

1. Texas State through its The Meadows Center for Water and the Environment will administer the Implementation Program and coordinate directly with the participating partners to implement water quality treatment measures, review water quality ordinances, initiate education activities, monitoring water quality, and conduct other activities to initiate the Cypress Creek Watershed Protection Plan.

2. Texas State will provide technical assistance as specified in the Plan and TCEQ contract to facilitate the installation of water quality treatment facilities on their property.

3. Texas State will prepare the construction plans for the water quality measures, administer the bid process and contractor selection, and oversee the construction process.

4. Texas State will develop educational features for installation on the site when the project is complete.

5. Texas State will lead the water quality ordinance evaluation process and coordinate with the City on potential enhancements to facilitate water quality management and minimize regulatory redundancy. Texas State will provide recommended ordinance revisions and support the potential ordinance revision process.


7. Texas State will provide development review assistance for up to six development projects during the term of this agreement to help guide the project to comply with water quality requirements and attempt to maximize the use of low impact development and green infrastructure practices. This support can include the review of development agreements between the City and private development.

II. CITY RESPONSIBILITIES

1. The City will coordinate with Texas State to select sites that will be retrofitted with rainwater harvesting and rain garden systems to improve water quality and conserve water.

2. The City will permit Texas State to access selected sites to oversee and construct the water quality measures.

3. The City will maintain and operate the water quality measures for a minimum of twenty (20) years after implementation as required by TCEQ and defined in the construction plans and operation guidance provided by Texas State.

4. The City will ensure that educational features installed at the water quality measures will remain functional for a period of three years after construction is complete.
5. The City will participate in a review of the City’s existing water quality protection ordinance and will consider potential modifications and amendments to improve water quality protection, minimize regulatory overlap with the Texas Commission on Environmental Quality Edwards Aquifer Program regulatory requirements, promote regulatory consistency in the Cypress Creek watershed.

6. The City will notify Texas State of development permit applications during the term of this agreement so that Texas State can provide plan review assistance and water quality guidance to the applicant. This is intended to expedite the permitting process and enhance water quality management.

III. MISCELLANEOUS

1. This Agreement may be amended by mutual written agreement signed by the parties hereto.

2. This Agreement represents the entire and integrated agreement between the City and Texas State and supersedes all prior negotiations, representations, or agreements, either written or oral.

3. Notice under this Agreement shall be in writing and may be delivered by hand, by certified mail, by common carrier, or electronically. Notice by hand-delivery is deemed effective immediately, by certified mail is deemed effective three days after deposit in U.S. Post Office or in a U.S. Mail Box, and by common carrier, is deemed effective upon receipt. Electronic notice is deemed effective upon confirmed receipt of the receiving party, documents shall be converted to pdf. Notice to a party shall be addressed as follows:

   Texas State University:  Emily Warren
                            Meadows Center for Water and the Environment
                            Texas State University
                            601 University Drive
                            San Marcos, Texas 78666

   With a Copy To:  Dr. Reddy Venumbaka
                    Technology Transfer & Contracts
                    Texas State University
                    601 University Drive
                    San Marcos, TX 78666-4684

                    Phone: 512-245-4524
                    Email: Reddy@txstate.edu

   City of Woodcreek:  William P. Scheel
                        City of Woodcreek
                        41 Champions Circle
                        Woodcreek, Texas 78676-3327
4. This Agreement constitutes the entire Agreement between the parties. This agreement may not be modified except as agreed by the parties in writing, nor may this agreement be assigned.

5. Each party may change the address for notice to it be giving notice of such change in accordance with the provisions in this paragraph.

6. Venue for a dispute arising from this agreement shall be in Hays County, Texas.

7. Nondiscrimination: In their execution of this agreement, all contractors, subcontractors, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.

8. The signatories hereby acknowledge that this agreement is duly authorized by the governing bodies of Texas State and the City.

IN WITNESS WHEREOF, the parties have executed this agreement this ___ day of ________________.

CITY OF WOODCREEK

____________________________________
Mayor

Date: _________________________________

TEXAS STATE UNIVERSITY

____________________________________
Walter E. Horton, Jr., Ph.D., Chief Research Officer, Office of Research & Sponsored Programs

Date: _________________________________

Read and Agreed:

____________________________________
Emily Warren, Assistant Director, Meadows Center for Water and the Environment, Texas State University

Date: _________________________________
Cypress Creek Project – City of Woodcreek
Memorandum of Agreement – December 13, 2017 City Council Meeting

Cypress Creek Project Summary
- Watershed Protection Plan (WPP) approved by TCEQ and EPA which guides the implementation plan
- TCEQ awarded grant of $804,000 in 2016, total project $1,334,000 to be complete in August 2019
- Goals: Reduce stormwater runoff pollution, protect groundwater flow, expand water conservation
- Primary partners: Wimberley, Woodcreek, Hays County, Wimberley Valley Watershed Association
- Primary tasks: Construct low impact development (LID) water quality (WQ) measures, WQ ordinance updates, education and outreach, water quality monitoring, and long-term planning guidance

Memorandum of Agreement Summary
Texas State will:
- Administer the program at no cost to the City
- Perform water quality measure design, bidding, contractor selection, and construction review
- Develop educational features at the constructed measures
- Water quality ordinance evaluation in concert with Woodcreek, Hays County, and TCEQ
- Provide plan review support to the City as requested for up to six development projects

Woodcreek will:
- Assist in the selection of the water quality measure sites and allow construction
- Maintain the water quality measures for twenty years as required by TCEQ
- Ensure that educational features remain functional for at least three years
- Participate in the WQ ordinance evaluation and notify Texas State of plan review support needs

Previous Woodcreek Action
- April 4, 2014, Council Resolution endorsing the Cypress Creek Watershed Protection Plan

Potential Woodcreek Water Quality Measures and Locations
- Rainwater harvesting cistern at Augusta Park, City Hall or place to be determined
- Rain garden at City Hall or suitable location
- Rain garden, permeable pavers, or other measure to be determined

Watershed Ordinance Review Process
- In concert with the City of Wimberley, Hays County, and TCEQ

Development review
- Support the City in plan review/encourage low impact development measures in up to six projects

Schedule/Next Steps
- Finalize site location of water quality measures in January 2018, begin design
- Construct water quality measures within project period with goal of 2018 based on grant amendment approval by TCEQ
- Begin water quality ordinance evaluation process – January 2018
- Plan review support – Ongoing, available as requested by the City
Rainwater Cisterns Completed at the Community Center

Rainwater Cistern at the Blanco County Courthouse
Permeable Pavers in Parking Spaces

Pavers Throughout a Parking Lot
RESOLUTION NO. 14-040901

A RESOLUTION OF THE CITY OF WOODCREEK, TEXAS, ENDORSING THE CYPRESS CREEK WATERSHED PROTECTION PLAN

WHEREAS, beginning in 2008, the Meadows Center for Water and the Environment provided technical assistance and facilitation to a group of dedicated Cypress Creek stakeholders, including Hays County and the City of Woodcreek, to create a Watershed Protection Plan; and

WHEREAS, water quality in Cypress Creek is meeting standards set by the Texas Commission on Environmental Quality, but the creek shows signs of degradation; and

WHEREAS, the Cypress Creek watershed is a significant tributary to the Blanco River; and

WHEREAS, Hays County is projected to grow by approximately 300% in the coming years, highlighting the need to plan for same; and

WHEREAS, the Watershed Protection Plan developed by the Stakeholder Committee has been approved by the Texas Commission on Environmental Quality and has been submitted to the Environmental Protection Agency.

NOW, THEREFORE, BE IT RESOLVED by the City of Woodcreek City Council that the City endorses the Cypress Creek Watershed Protection Plan as developed by the Stakeholder Committee.

PASSED AND APPROVED this the 4th April, 2014, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS

[Signature]
Mayor Michael T. Steinert

ATTEST:

[Signature]
John W. Sone, City Manager
Cypress Creek and Jacob’s Well are the lifeblood for the Wimberley Valley and the people who live there. For generations, residents have had a long history of being responsible natural resource stewards. These natural treasures are the inspiration for art and culture, and are inextricably linked to economic health. People come from far and wide to jump into Jacob’s Well, swim in Blue Hole, and experience the charms of Wimberley and Woodcreek.

It is no wonder that the region is experiencing a new set of demands as the urban-development envelope expands into previously minimally developed areas. Hays County is one of the fastest growing counties in the country and is listed as the 5th fastest growing county in the United States. Much of this growth will occur within the Cypress Creek watershed and adjacent aquifer recharge and contributing zones. Such rapid growth in areas reliant upon the Trinity Aquifer will put untold strain upon groundwater resources.

In July 2000, prolonged drought caused Jacob’s Well to cease flowing for the first time in recorded history, hereby degrading fish and wildlife habitat, water quality, and the economy. Flows ceased again in 2008 and low flow conditions currently persist. More groundwater is being used than is being replenished through natural means. If this practice continues, water costs will rise, water quality could decline and people could run out of water. In addition to frequent drought, this region has also experienced dramatic flooding, resulting in millions of dollars in damages, lost revenues and other costs. Although water quality in Cypress Creek is currently meeting water quality standards, future projections reveal significant water quality impairments if nothing is done now.

The community supports future efforts to ensure the continued flow, water quantity and quality of Cypress Creek, and its spring-fed source, Jacob's Well. Research shows residents are willing to pay $79 to $94 per person per year to ensure the continued flow, water quantity and quality of Cypress Creek, its spring-fed source, Jacob's Well, and nearby recreational areas, such as Blue Hole. There is also a strong interest in mitigating the effects of expected future flooding.
THE FUTURE OF THE CYPRUS CREEK WATERSHED

Unless regional decision-makers have science-based tools and strategies to inform urban planning for future development and population growth, Cypress Creek’s water availability will be less certain, water quality will be increasingly impaired for pathogens, nutrients, sedimentation, siltation, organic enrichment, and depressed oxygen levels and the effects of flooding will continue to worsen.

The community-approved Cypress Creek Watershed Protection Plan (WPP) is an important tool that can be used by the region’s leaders to help manage the Cypress Creek Watershed. The plan has broad-range support among key governmental entities and local non-governmental organizations, has its basis in science, community involvement, and is adaptive in nature. The WPP includes a suite of best management practices (BMPs) to mitigate current and future potential flow and aquifer levels, (quantity), water quality impairments and flooding. Some BMPs were prioritized for immediate implementation, while others will be implemented over a number of years, as needed.

What does implementing the Plan look like?

- Monitoring and data collection will track water quality and increase understanding about nonpoint source contributions to Cypress Creek
- Building upon existing models will increase understanding to better estimate peak flows for individual drainage areas
- Creating a comprehensive storm-water management plan to mitigate stormwater and flooding impacts
- Installing site specific BMPs as demonstration projects including preventative, storm-water and low impact development (LID) measures (storm-water controls, rainwater capture, rain gardens, and bio-filtration systems)
- Completing educational materials and resources for government officials, citizens and developers
- Expanding local education and outreach activities
- Improving the reliability and enhancing the capability of the Cypress Creek Decision Support System to calculate potential impacts of site scale development
- Reviewing existing ordinances to assist the cities and county in quantifying their effectiveness of maintaining water quality
- Implementing a process to fast track development proposals incorporating LID and green infrastructure

GOALS OF CYPRUS WPP IMPLEMENTATION

- To implement activities to reduce and prevent nonpoint source pollution (NPS) and protect flow
- To increase capacity to preserve water quality, flow and groundwater supplies through local permitting, ordinances, and Best Management Practices (BMPs)
- To increase accuracy of tools for decision makers
- To monitor water quality and model projected water quality changes
- To conduct outreach and education efforts across the watershed
- To coordinate site-specific retrofits for Low-Impact Development (LID) and provide these as community education projects and demonstration sites for watershed management
- To improve understanding of relationship between groundwater, surface water, recharge, and vulnerability to impacts on water quality from NPS
- To mitigate effects of flooding
Council Meeting Date: 12/13/17

AGENDA ITEM COVER SHEET

Subject/Title:

9.K. Discussion and Possible Action to Approve the City Hall Calendar for 2018

Item Summary:

Annually, the Holiday Schedule for the next calendar year is established in December. As indicated the Mayor and City Manager has traditionally executed the Holiday Schedule for the next year. In preparation for the establishing of the Holiday Schedule, staff surveyed the surrounding communities and Hays County to compare the Holiday Schedule.

Financial Impact/Financial Information:

N/A

Comments/Recommendation

Adoption of Holiday Schedule

Attachments:

Proposed Holiday Schedule and Hays County Holiday Schedule for 2018

Submitted By:

Brenton B. Lewis, City Manager
# City of Woodcreek

## Holiday Schedule 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Name</th>
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<tbody>
<tr>
<td>Monday, January 1, 2018</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Monday, January 15, 2018</td>
<td>MLK Birthday</td>
</tr>
<tr>
<td>Monday, February 19, 2018</td>
<td>Presidents Day</td>
</tr>
<tr>
<td>Friday, March 30, 2018</td>
<td>Good Friday</td>
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<tr>
<td>Monday, May 28, 2018</td>
<td>Memorial Day</td>
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<td>Wednesday, July 4, 2018</td>
<td>Independence Day</td>
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<td>Monday, September 3, 2018</td>
<td>Labor Day</td>
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<td>Monday, October 8, 2018</td>
<td>Columbus Day/Indigenous People’s Day</td>
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<td>Monday, November 12, 2018</td>
<td>Veterans Day Observed</td>
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<td>Thursday, November 22, 2018</td>
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<td>Monday, December 24, 2018</td>
<td>Christmas Eve</td>
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<tr>
<td>Tuesday, December 25, 2018</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Monday, December 31, 2018</td>
<td>New Year’s Day Eve</td>
</tr>
</tbody>
</table>

William P. Scheel, Mayor

Date

Brenton B. Lewis, City Manager

Date
HAYS COUNTY HOLIDAYS FOR 2018

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Years</td>
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<tr>
<td>Martin Luther King's Birthday</td>
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<tr>
<td>President's Day</td>
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<td>Good Friday</td>
<td>MAR 30 FRI</td>
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<td>MAY 28 MON</td>
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<td>Labor Day</td>
<td>SEP 03 MON</td>
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<tr>
<td>Columbus Day</td>
<td>OCT 08 MON</td>
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<td>Veteran's Day</td>
<td>NOV 12 MON</td>
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<td>Thanksgiving</td>
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PASSED AND ADOPTED THIS THE 5th DAY OF SEPTEMBER 2017

HAYS COUNTY COMMISSIONERS COURT

Absent

County Judge

Commissioner Pct. 1

Commissioner Pct. 3

Commissioner Pct. 2

Commissioner Pct. 4

ATTEST:

COUNTY CLERK
Council Meeting Date: 12/13/17

AGENDA ITEM COVER SHEET

Subject/Title:

9. L Discussion and Possible Action to Authorize Staff to Request Bids for Landscaping and Maintenance

Item Summary:

The City of Woodcreek has had the same contractor for the maintenance of the Memorial Plaza and the area south of Plaza since September of 2014, at a rate of $400 per month. The City also uses a local person as a maintenance person for mowing other greenspaces and general maintenance at a cost of $4250 for fiscal year 2016-2017. With the costs combined the City could contract with one person to work on average one 6 hour day per week.

Financial Impact/Financial Information:

N/A

Comments/Recommendation

Authorize staff to advertise for contract maintenance.

Attachments:

None

Submitted By:

Brenton B. Lewis, City Manager