

CITY OF WOODCREEK

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“PLANNING AND ZONING COMMISSION”); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION.

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

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

WHEREAS, the City Council finds and determines it in the best interests of the City to revise the provisions and structure of said panel and to rename it; and

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

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

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

Section 2. The City Code of Ordinances Title III, Chapter 30 (the “Code”), is hereby amended as follows with underlines being additions to the Code and strikethroughs being deletions from the code:

§ 30.80 Popular Name

This subchapter shall be commonly cited as the “INFRASTRUCTURE AND MOBILITY PANEL.”

§ 30.81 Purpose

(A) The purpose of this subchapter is to create an Infrastructure and Mobility Panel which shall plan, create, review, and advise the City Council regarding the following areas:

- (1) a Road Maintenance plan to strategically outline a schedule for the funding and performance of regular road maintenance within the city limits of the City of Woodcreek.
- (2) a Fiscal Capacity Plan to anticipate and plan for future improvements to existing

- and proposed infrastructure. This may include, but is not limited to, the following:
- (a) acquisition of new land for the installation of additional parks, trails, and other public greenspaces;
 - (b) acquisition of new land for the construction of a community meeting space, expanding City Hall, or other such governmental properties; and
 - (c) physical improvements upon existing public lands such as parks, greenspace, and other government properties.
- (3) a Drainage and Flooding Mitigation Plan which will include, but is not limited to the following:
- (a) conduct a study to identify key projects,
 - (b) seek potentials for outside funding,
 - (c) create a plan of action listing a prioritization of proposed projects, and
 - (d) advise council on solutions utilizing engineering input and feasibility analysis.
- (4) a Pedestrian Mobility Plan to address ADA complaint pedestrian pathways to safely access parks and trails located within the city limits and the extraterritorial jurisdiction of the City of Woodcreek; and provide for an expansion of trails for the purpose of promoting an outdoor exercise loop. This may include but is not limited to the following:
- (a) a feasibility study with cost analysis;
 - (b) professional survey and mapping;
 - (c) review of any bid packages and contracts related to the installation of such improvements.
- (5) a Traffic Calming plan which shall include, but is not limited to, the following:
- (a) make recommendations on changes to existing or the addition of signage, passive calming devices, and other infrastructure improvements throughout the city limits of the City of Woodcreek; and
 - (b) a plan and budget for regular traffic patrols and reports including the monitoring traffic data from city owned electronic devices; and
 - (c) may seek engineering judgement and/or review as needed.
- (6) conduct a study, review, and report of additional mobility challenges and infrastructure improvement needs as they may arise.
- (B) The Infrastructure and Mobility Panel shall be viewed as an independent advisory body to the City Council and is hereby be given explicit permission to work directly with the City of Woodcreek’s contracted city engineering firm through the City Manager to develop and review plans under their purview as stated in section 30.81 (A).
- (C) The Infrastructure and Mobility Panel shall conduct a biennial review of the plans under their purview as stated in section 30.81 (A) and provide regular reports to the City Council.
- (D) To conduct this work, the Infrastructure and Mobility Panel shall seek public input through surveys and town halls. Any public survey or Town Hall presentation generated shall be reviewed and must be approved by City Council.
- (E) The Infrastructure and Mobility Panel shall promote transparency in their process.

§ 30.82 Creation & Composition

The Infrastructure and Mobility Panel is hereby created. The Infrastructure and Mobility Panel may consist of seven (7) members: five (5) regular members and two (2) alternate members. Each of Woodcreek's five (5) Councilmembers shall make one (1) regular member appointment to the Infrastructure and Mobility Panel. The Mayor will make two (2) alternate member appointments to the Infrastructure and Mobility Panel specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor refuses or is unable to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council. No member of the Infrastructure and Mobility Panel may be a present member of the City Council.

§ 30.83 Terms, Resignation, Vacancy, & Removal

- (A) The terms of each member (regular and alternate) of the Infrastructure and Mobility Panel shall coincide with the term of the Councilmember (including Mayor) who appointed the member and will expire upon the appointing Councilmember's term of office ending. This shall result in staggered two-year terms for Infrastructure and Mobility Panel members. One year, three newly elected members of Council shall make a recommendation for a regular member of the Infrastructure and Mobility Panel. The next year, the two newly elected members of Council shall make a recommendation for a regular member of the Infrastructure and Mobility Panel, and the newly elected Mayor shall make recommendation for two alternates.
- (B) Any member of the Infrastructure and Mobility Panel may resign by submitting written notice to the Chairperson of the Infrastructure and Mobility Panel. Resignation will be effective when received. Upon receipt of written notice of resignation, the Chairperson of the Infrastructure and Mobility Panel shall promptly send such resignation to the Mayor, the City Secretary and the panel liaison.
- (C) If a vacancy occurs on the Infrastructure and Mobility Panel, that vacancy shall be filled on a recommendation from the Councilmember who appointed the resigning member. Upon confirmation by a majority vote of Council, the newly appointed member shall fulfill the unexpired term of the Infrastructure and Mobility Panel seat.
- (D) Members of the Infrastructure and Mobility Panel may be removed from the Infrastructure and Mobility Panel by a simple majority vote of the Councilmembers at a meeting of the Woodcreek City Council for which such a vote has been properly noticed. By a majority vote, the Infrastructure and Mobility Panel may make a recommendation to Council regarding removing a member of their panel.
- (E) Members of the Infrastructure and Mobility Panel may remain on the panel, past their expired term, until their reappointment or replacement has been approved by Council, unless the panel member submits a letter of resignation.
- (F) To be considered for appointment or reappointment to the Infrastructure and Mobility Panel, a Volunteer Application shall be filled out and submitted to the City Records Management Officer. City staff shall present all volunteer applications to Council for their consideration of panel appointments.
- (G) There are no limits to the amount of terms members can serve on this panel.

§ 30.84 Duties & Meetings

- (A) The Infrastructure and Mobility Panel shall meet to consider making recommendations on road maintenance, traffic, drainage, and funding sources related to all transportation, including alternative forms with the goal of creating a Master Transportation Plan for the Comprehensive Plan to establish a timeline and funding for regular road maintenance. To accomplish these tasks, the Infrastructure and Mobility Panel shall study, investigate, and develop a recommendation or plan to present to Council for approval. This may occur in stages and shall be completed in accordance with any deadlines established by the City Council. The Infrastructure and Mobility Panel should be prepared to provide monthly reports at regular City Council meetings.
- (B) The Infrastructure and Mobility Panel may meet at least once a month and may call additional monthly meetings at the discretion of the Chairperson of the panel. At minimum, there shall be two Infrastructure and Mobility Panel meetings a year.
- (C) Any recommendation of the Infrastructure and Mobility Panel shall result from a majority vote of the regular members of the Infrastructure and Mobility Panel. However, any recommendation of the Infrastructure and Mobility Panel is merely a recommendation and is not binding on the City Council. Any final decision on topics for which the panel has made a recommendation rest with the City Council.

§ 30.85 Chairpersons

- (A) The Infrastructure and Mobility Panel shall choose its own Chairpersons from among its regular voting members. Chairpersons shall be elected for terms of one (1) year by majority vote of its membership present, including alternates. Chairpersons shall include the Chairperson and Vice-Chairperson. Chairpersons retain all rights given to regular voting members.
- (B) The Chairperson's sole duty shall be to preside over all meetings in accordance with any rules the Infrastructure and Mobility Panel may establish. The Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice-Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The committee shall keep minutes of its proceedings. A majority of the regular members shall be a quorum for the transaction of business.

§ 30.86 Open Meetings Act

The Infrastructure and Mobility Panel will comply with the provisions of Chapter 551, Texas Government Code, commonly called the Open Meetings Act, including posting notices and agendas. The Infrastructure and Mobility Panel agenda will have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Infrastructure and Mobility Panel so that all members of the governing body may attend all meetings of the Infrastructure and Mobility Panel.

Section 3. If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

Section 4. This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 5. This Ordinance shall be construed and enforced in accordance with the laws of the state of Texas and the United States of America.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 7. This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

PASSED AND APPROVED this _____ day of _____, 2024, by a vote of ____ ayes to ____ nays to ____ abstentions of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS

By: _____
Jeff Rasco, Mayor

ATTEST:

Suzanne Mac Kenzie, City Secretary