

PUBLIC NOTICE OF MEETING



WOODWAY CITY COUNCIL

OCTOBER 5, 2020 – 5:30 P.M.

TAKE NOTICE THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS, WILL BE HELD VIA ZOOM MEETING, COMMENCING AT 5:30 P.M. ON MONDAY, OCTOBER 5, 2020, TO CONSIDER AND ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE IT INCLUDING, AMONG OTHERS, THE ITEMS LISTED BELOW.

TO MITIGATE THE SPREAD OF COVID-19, THIS MEETING WILL BE CLOSED TO IN-PERSON ATTENDANCE BY THE PUBLIC. CITY COUNCILMEMBERS WILL ATTEND VIRTUALLY VIA ZOOM MEETING. CITIZENS MAY JOIN THE ZOOM MEETING BY CALLING 1-888-475-4499, ENTERING THE MEETING ID # 9926081325 AND THE PASSWORD 905053.

THE PUBLIC WILL BE PERMITTED TO SUBMIT WRITTEN COMMENTS ON ITEMS LISTED ON THE AGENDA OR UNDER THE HEAR VISITORS SECTION. PLEASE EMAIL YOUR COMMENT TO PUBLICCOMMENTS@WOODWAYMAIL.ORG NO LATER THAN 3:00 P.M. ON THE DAY OF THE CITY COUNCIL MEETING.

AGENDA

CALL MEETING TO ORDER

INVOCATION

1. Invocation

PRESENTATIONS AND VISITORS

2. Quarterly presentation - Community Services and Development
3. Hear visitors

WOODWAY CITY COUNCIL AGENDA

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October 5, 2020 - 5:30 P.M.

This is the portion of the meeting where members of the public may be heard by the Council on any matter which is NOT listed as a separate item on the agenda. If you wish to address an item which is listed on the agenda for this meeting, you will be given an opportunity to speak during consideration of that agenda item

If speaking during "Hear Visitors", please read: *When called to speak, please state your name and address before beginning your comments. Please limit your comments to three (3) minutes per Resolution R-87-11. Under Texas law, the Council and staff are not allowed to enter into a discussion with you or among themselves during this meeting, or take any action other than to provide specific factual information or a recitation of existing applicable policy and, or, discuss whether to place the matter on a future Council agenda. Thank you for your cooperation and understanding.*

ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION

4. Discussion and briefing concerning the Coronavirus (COVID-19) and any actions necessary thereto

CONSENT AGENDA

The Consent Agenda consists of non-controversial, routine and budgeted items which require no public hearing. The Consent Agenda is subject to being approved with one single motion; however, the Mayor or any City Councilmember may remove any item from the Consent Agenda for separate discussion and consideration.

5.
 - A. Discussion and consider action on minutes of the regular City Council meeting held September 28, 2020, at 5:30 p.m.
 - B. Discussion and consider action on the purchase of City vehicles for the Public Safety Department and the Community Services and Development department
 - C. Discussion and consider action on Resolution R-20-16 for the extension and addendums to the City Manager's employment agreement
6. Discussion and consider action on Consent Agenda

CITY MANAGER AND CITY COUNCIL REPORTS

7. City Manager's Report (Briefings or updates may be provided regarding City services, administrative/personnel matters, real estate/development, infrastructure, events, regulations,

WOODWAY CITY COUNCIL AGENDA

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October 5, 2020 - 5:30 P.M.

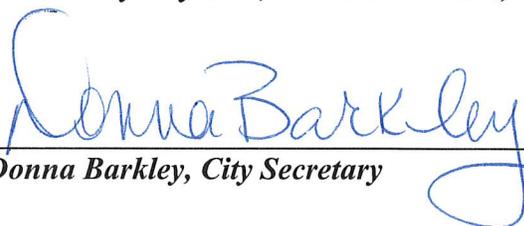
community and intergovernmental relations issues)

8. City Council Reports (Briefings or updates may be provided regarding City Council committee and liaison assignments)

CLOSING ITEM

9. Consider action on adjournment

I certify that the above notice of meeting was posted at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on the 2nd day of October 2020 at 5:00 p.m.



Donna Barkley, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (254) 772-4480 or FAX (254) 772-0695 for further information.

Community Service Department

Quarterly Report

October 5, 2020



Community Service Department

Mitch Davison - Director

John Norman - Assistant Director

Cory Turnmire - Building Inspector

Nathan Donnell - Water Superintendent

Rodney Dieterich - Streets Superintendent



201 CYPRESS



**15130 & 15140
BADGER RANCH**



15008 ESTANCIA



WOODWOY

17006 ESCONDIDA



WOODWOY

16007 SORRENTO



16011 SORRENTO



16015 SORRENTO



16027 SORRENTO



WOODWAY

13744 RIVERVIEW



13909 HARBOR



8915 RAVEN



WOODWAY

9434 RED RIVER



1240 & 1300
SLEEPY HOLLOW



1424 WHITE RIVER



WOODWOY

71 CEDAR CREEK



72 CEDAR CREEK



84 CEDAR CREEK



1400 WANDERING TRAIL



WOODWOY

1402 WANDERING TRAIL



2016 ESTATES



1708 THORNTRIDGE



WOODWAY 

OAK BRANCH SUBDIVISION



WOODWAY 

COMMUNITY SERVICES & DEVELOPMENT
BUILDING REMODEL



WOODWAY

**5901 WOODWAY
AMERICAN BANK**



**205 COLONNADE
STAYBRIDGE HOTEL**



WOODWAY

QUARTERLY FIGURES ATTACHED

WOODW^Y

QUARTERLY INSPECTION TALLY

Date Range: JULY through SEPTEMBER

BUILDING

Piers:	0
Foundation:	54
Framing:	54
Insulation:	41
Sheathing/Tyvek:	4
Above Ceiling:	0
Final:	46

PLUMBING

Water Heater:	8
Rough:	52
Shower Pan:	6
Top Out:	31
Yard Lines:	19
Gas Test:	9
Custom. Svc Insp:	1
Final:	91

IRRIGATION

Backflow:	10
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POOL

Reinforcing:	20
Plumbing:	20
Final:	20

ELECTRICAL

Temp. Pole:	17
Rough:	64
Permanent Svc:	22
Final:	46
Commercial Rls:	1

MECHANICAL

Rough:	26
Final:	48

DRIVE APPROACH

Pre-pour:	5
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WINDOWS

Energy Efficiency:	3
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SUBDIVISION

Infrastructure:	0
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STORMWATER:	8
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INSPECTION TOTAL:	726
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CITY COUNCIL AGENDA ITEM FORM

Meeting Date: October 5, 2020

Prepared By: Donna Barkley

Approved By: _____ *(Signature)*

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and briefing concerning the Coronavirus (COVID-19) and any actions necessary thereto

Background Information:

This item is provided so that the City Manager can provide updates regarding the Coronavirus and how it is affecting the City, staff and citizens. This will also provide an item for any discussion and possible action needed related to the Coronavirus.

Financial Impact:

Total of Proposed Expenditure: \$
 Amount Budgeted: \$
 Account No.:
 If not budgeted, other funding options:

Staff Recommendation:

Approve items related to the Coronavirus if needed

September 28, 2020

The Woodway City Council met in a regular meeting via a virtual Zoom meeting, on Monday, September 28, 2020, at 5:30 p.m. The following individuals were in attendance:

Mayor:	Jane Kittner
Mayor Pro Tem:	Vic Sober
Councilmembers:	Scott A. Giddings, Amine Qourzal, David Mercer, David Russell and Storey Cook
City Manager:	Shawn Oubre
City Secretary:	Donna Barkley
City Staff:	Lenny Caballero, John Norman, Bret Crook, Keith Lowrey and Jamie Kent
Contract Staff:	None
Registered Guests:	Scott Wetzel, CP&Y, 200 W. Hwy 6, Waco, Texas

CALL MEETING TO ORDER

Mayor Kittner called the meeting to order at 5:30 p.m.

INVOCATION

1. INVOCATION

Mayor Pro Tem Sober provided the invocation.

PRESENTATIONS AND VISITORS

2. PRESENTATION AND UPDATE ON THE WOODWAY FAMILY CENTER PROJECT

Dr. Caballero provided a presentation and overview of the Woodway Family Center Project. He listed the completed repairs and renovations of the current facility inside and outside. Currently, the plans are to reopen in January.

As an update on ideas for a new Family Center, Dr. Caballero provided designs by RBDR architects.

There was a brief discussion and the Council suggested sharing this information with the Parks and Recreation Committee as well.

3. HEAR VISITORS

No visitors came forward at this time.

ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION

4. DISCUSS AND CONSIDER ACTION ON NEW CITY SEAL LOGO

Dr. Caballero presented the logo the Council liked at the previous meeting in three different shades of green. At the Council's request he provided examples of the logo on shirts, mugs and letterhead for their review. After a brief discussion the consensus of the Council was that they liked the colors of the logo shown in #1 and #3. Dr. Oubre stated that the logo can be used with both colors.

WOODWAY CITY COUNCIL MINUTES

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September 28, 2020

Councilmember Cook moved to approve the presented city seal logo. Mayor Pro Tem Sober seconded, and the motion passed unanimously.

5. DISCUSSION AND BRIEFING CONCERNING THE CORONAVIRUS (COVID-19) AND ANY ACTIONS NECESSARY THERETO

Dr. Oubre provided that since the last meeting on September 14th, the Governor issued Executive Order GA-30 which basically had three elements to it. They are listed as follows:

- Bars continue to remain closed
- Increased restaurant capacity from fifty percent to seventy-five percent
- Still limiting outdoor gatherings in general to ten people

There was one stipulation being if hospitalization exceeded fifteen percent of ICU bed capacity, that county automatically fell back to fifty percent. Last week, the city received notification that McLennan County fell into that fifteen percent capacity overage, so we are technically at a fifty percent restaurant capacity. The County is aware of this and are having discussions and they will advise us if that changes.

From the City's standpoint moving forward, we will remain in compliance with the Governor's orders, but we will begin October 1st looking forward to future bookings of the Pavilion properties. Those bookings are subject to whatever is going on at that time. When we book an event, the customer will be made aware that we will be in compliance with whatever orders are in place.

CONSENT AGENDA

6. A. DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD SEPTEMBER 14, 2020, AT 5:30 P.M.
- B. DISCUSSION AND CONSIDER ACTION ON AWARD OF BID 20-06, HIGHWAY 84 PUMP STATION IMPROVEMENTS

Dr. Oubre provided comments on Item B and there were no items removed for separate discussion.

7. DISCUSSION AND CONSIDER ACTION ON CONSENT AGENDA

Mayor Pro Tem Sober moved that the Consent Agenda be approved as follows:

- A. Approve the minutes of the regular City Council meeting held on September 14, 2020, at 5:30 p.m.
- B. Award Bid 20-06, City of Woodway Highway 84 Pump Station Improvements, to B-5 Construction Co., Inc., in the amount of \$370,716.00.

Councilmember Qourzal seconded the motion, and the motion passed unanimously.

WOODWAY CITY COUNCIL MINUTES

Page 3

September 28, 2020

EXECUTIVE SESSION

8. NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL WILL GO INTO EXECUTIVE SESSION IN ACCORDANCE WITH THE FOLLOWING PROVISIONS OF THE GOVERNMENT CODE: SEC. 551.074(A)(1), THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A CITY OFFICER OR EMPLOYEE (ANNUAL EVALUATION OF THE CITY MANAGER)

Mayor Kittner called the City Council into Executive Session at 6:05 p.m.

Mayor Kittner called the City Council meeting back into regular session at 6:48 p.m.

CITY MANAGER AND CITY COUNCIL REPORTS

9. CITY MANAGER'S REPORT

Dr. Oubre provided the following:

- The next council meeting is on Monday, October 5th due to the City being closed on October 12th for Columbus Day.
- Working with staff on other parts of Phase 2 of the Fairway Gravity Sewer project.

10. CITY COUNCIL REPORTS

No reports at this time.

CLOSING ITEMS

11. CONSIDER ACTION ON THE OPEN MEETINGS ACT RESOLUTION

Councilmember Russell moved to approve the Open Meetings Act Resolution. Mayor Pro Tem Sober seconded the motion, and the motion passed unanimously.

12. CONSIDER ACTION ON ADJOURNMENT

Councilmember Giddings moved to adjourn the meeting. Councilmember Russell seconded the motion, and the motion passed unanimously. The meeting adjourned at 6:53 p.m.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: October 5, 2020

Prepared By: Khalil El-Halabi/Mitch Davison

Approved By: _____ 

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and consider action on the purchase of City vehicles for the Public Safety Department and the Community Services Department.

Background Information:

Monies were budgeted for vehicle replacement cost in the 2020-2021 budget years. Vehicles will be purchased at contract pricing from Caldwell Country Chevrolet.

Monies were budgeted for dumptruck replacement cost in the 2020-2021 budget years. Two dumptrucks will be purchased at contract pricing from HGACBuy.

Money is budgeted for backhoe replacement cost in the 2020-2021 budget years. One backhoe will be purchased at contract pricing from Sourcewell.

The purchase of these vehicles would replace the oldest or most stressed vehicles in the patrol fleet. Typically, as the patrol cars and administrative vehicles reach their 5 year expected life cycles, their mileages begin climbing towards the 100,000-mileage marker, thus leading to more costly repair and maintenance.

- 1 Suburban being retired/replaced is 2009 with 101,000 miles**
- 3 Tahoes being retired/replaced Three 2015s.**
- 1 3/4 Ton Chevrolet Silverado (Parks)**
- 2 Dumptrucks (Water & Streets)**
- 1 Backhoe (Wastewater)**

Price for units are listed below:

Caldwell Country Chevrolet

- **3 Police Package Chevrolet Tahoes/1 Administrative Silverado/1 City Silverado**

HGACBuy

- **2 Dumptrucks/ 2021 Freightliner M2-106 SRA**

Sourcewell

- **1 Backhoe/ 2020 John Deere 310SL**

Note: All replaced vehicles and excess equipment would be sold in a manner found to be most advantageous to the City once the new vehicles are placed in full service.

Financial Impact:

Total of Proposed Expenditure:	\$108,160 (3 Police Tahoes)
Amount Budgeted:	\$117,000.00
Account No.:	103-4201-4217402 Project # 20102 (\$108,160)

Total of Proposed Expenditure: **\$46,750** (1 Administrative Silverado)
Amount Budgeted: \$60,000
Account No.: 103-4201-4217402 Project # 20102 (\$46,750)

Total of Proposed Expenditure: **\$31,172** (3/4 Ton Chevrolet Silverado)
Amount Budgeted: \$35,000
Account No.: (Parks) 103-4303-4337402 Project # 20110 (\$31,172.00)

Total of Proposed Expenditure: **\$84,000.00** (Dumptruck)
Amount Budgeted: \$95,000.00
Account No.: (Streets) 103-4301-4317402 Project # 20201

Total of Proposed Expenditure: **\$84,000.00** (Dumptruck)
Amount Budgeted: \$95,000.00
Account No.: (Water) 503-4501-4517402 Project # 20116

Total of Proposed Expenditure: **\$99,976.82** (Backhoe)
Amount Budgeted: \$100,000.00
Account No.: (Wastewater) 503-4502-4527402 Project # 20104

Staff Recommendation:

Authorize expenditure in the total amount of **\$186,082.00** to Caldwell Country Chevrolet for 3 Police Package Chevrolet Tahoes, 1 Administrative Chevrolet Silverado, and 1 3/4 Ton Chevrolet Silverado.

Authorize expenditure in the total amount of **\$168,000.00** to HGACBuy for 2 Dumptrucks.

Authorize expenditure in the total amount of **\$99,976.82** to Sourcewell for 1 Backhoe.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: October 5, 2020

Prepared By: Donna Barkley

Approved By: Shawn Oubre By DB

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption:

Discussion and consider action on Resolution R-20-16 for the extension and addendums to the City Manager's employment agreement

Background Information:

The City Council, having evaluated the service of the City Manager, has determined that his employment with the City should be extended, and that certain addendums should be made to the City Manager Agreement which are laid out in the resolution and will be attached to the City Manager Agreement.

Financial Impact:

Total of Proposed Expenditure: \$

Amount Budgeted: \$

Account No.:

If not budgeted, other funding options:

Staff Recommendation:

Adopt Resolution R-20-16 for the extension and addendums to the City Manager's employment agreement

RESOLUTION NO. R-20-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS PROVIDING FOR THE EXTENSION OF THE CITY MANAGER'S EMPLOYMENT AGREEMENT WITH THE CITY AND MAKING CERTAIN ADDENDUMS THERETO

Came on before the City Council of the City of Woodway, Texas the matter of the City Manager Agreement between the City of Woodway ("City") and Shawn Oubre ("Manager"), which is due to expire on October 15, 2020. The City Council, having evaluated the service of the Manager, has determined that his employment with the City should be extended, and that certain addendums should be made to the City Manager Agreement.

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

1. Section 1.1 of the City Manager Agreement is partially revised by Addendum to extend the City Manager Agreement for a five-year (5) term beginning on October 15, 2020 and ending on October 15, 2025. The remainder of the language of Section 1.1 shall remain unchanged and effective;
2. In accordance with Section 3.2 of the City Manager Agreement, Section 3.1 of the City Manager Agreement is partially revised by Addendum to provide that Manager shall be paid by the City a One (1%) percent COLA with an effective date of October 1, 2020, and in addition to said COLA, the Manager's salary is hereby increased for merit by four (4%) percent to begin on November 1, 2020. The remainder of the language of Section 3.1 shall remain unchanged and effective;
3. Section 6.3 under the heading "Severance Amount" is revised by Addendum to read as follows:

The Severance Amount for a Unilateral Severance is six (6) months of base pay. However, the Manager shall be entitled to an additional month of base pay for each year of service that the Manager has had with the City at the date of severance, not to exceed a total of 12 months of base pay for Unilateral Severance. The maximum additional months of base pay that will be paid to the Manager due to years of service cannot exceed six (6) months.
4. Provisions of the City Manager Agreement not expressly modified herein shall remain unchanged and effective as written.
5. THIS RESOLUTION **SERVES AS THE ADDENDUM TO THE CITY MANAGER AGREEMENT, AND A COPY OF THIS RESOLUTION SHALL BE ATTACHED TO THE CITY MANAGER AGREEMENT.**

PASSED AND APPROVED THIS 5TH DAY OF OCTOBER 2020.

CITY OF WOODWAY

Jane Kittner, Mayor

ATTEST:

Donna Barkley, City Secretary



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: October 5, 2020

Prepared By: Donna Barkley

Approved By: Shawn Aubrey By DB

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

Caption: Discussion and consider action on consent agenda

Background Information:

The following items are included on the consent agenda:

- A. Discussion and consider action on minutes of the regular City Council meeting held September 28, 2020, at 5:30 p.m.
- B. Discussion and consider action on the purchase of City vehicles for the Public Safety Department and the Community Services and Development department
- C. Discussion and consider action on Resolution R-20-16 for the extension and addendums to the City Manager's employment agreement

Financial Impact: Please see individual items on consent agenda.

Staff Recommendation: Approve all items on the consent agenda, as presented.



MISCELLANEOUS ITEMS FOR COUNCIL

Distributed with October 5, 2020 City Council Meeting Packet

- Tentative list of agenda items for future meetings

Upcoming Calendar Items of Interest

- | | |
|------------------------|--|
| - Monday, October 5 | Regular City Council meeting – 5:30 p.m. – Donald J. Baker Council Chambers |
| - Monday, October 12 | Columbus Day holiday for City employees |
| - Saturday, October 24 | Public Safety Association Fundraiser - 11:00 a.m. – 3:00 p.m.
Drive-thru at Woodway Elementary School (Dubl-R Old Fashioned hamburgers and hotdogs) |
| - Monday, October 26 | Regular City Council meeting – 5:30 p.m. – Donald J. Baker Council Chambers |
| - Saturday, October 31 | Cops & Kids Trunk or Treat – 5:00 p.m. -7:00 p.m. – Woodway Family Center (drive-thru treats) |

PENDING AGENDA ITEMS

WOODWAY CITY COUNCIL AND PLANNING/ZONING COMMISSION

(Updated 09/30/20)

This is a tentative planning calendar utilized to assist the City Secretary to compile draft meeting agendas.

DATE	CITY COUNCIL ITEMS	DATE	PLANNING & ZONING ITEMS
		10/13/20	
10/26/20	- Quarterly Report – Public Safety - Quarterly Report – Finance	10/27/20	- PH, D & CA on SUP Renewal for KWKT-TV - Minutes of August Work Session - Minutes of September 22 nd meeting
11/09/20 (5:30 & 5:35 P.M.)	- PH, D & CA on SUP Renewal for KWKT – TV	11/10/20	

RECURRING COUNCIL ITEMS:

- January/April/July/October (first meeting of the month) - Quarterly presentations - Public Safety and Community Services
- January/April/July/October (second meeting of the month) - Quarterly presentation - Finance
- January/July (second Council meeting of the month) - Semi-annual presentations - Carleen Bright Arboretum and Woodway Family Center
- PH, D&CA on continuation of youth curfew - Mandatory every three years - Requires ordinance (Next - 09/2022)
- Woodway Public Safety Association Day proclamation - Annually at the meeting prior to the annual barbecue
- Appointment of Judges to Municipal Court of Record every two years (Next – 09/2022)

RECURRING P&Z ITEMS:- Every six months - Update to P&Z from Building Official regarding current PUD projects (Next 2/2021)