

**City of Woodcreek City Council Meeting
March 11, 2015; 6:30 p.m.
41 Champions Circle
Woodcreek, Texas 78676**

Minutes

- 1.) **Call to Order:** Mayor Steinert called the meeting to order at 6:30 p.m.
- 2.) **Invocation**
- 3.) **Pledge**
- 4.) **Roll Call.** Present: Mayor Michael T. Steinert, Mayor Pro Tem Nancy Britner, Councilmember Kathy Maldonado, Councilmember William Scheel, Councilmember Gordon Marsh, Councilmember Jerry Moore, Director of Public Works Frank Wood, City Treasurer Gene Golembiewski, City Manager John Sone, Deputy Planner Nate Raiford. **Absent:** City Financial Coordinator Liane Parks.
- 5.) **Public Comments:** Jack Kinkel asked to reserve comment for the Board of Adjustment portion of the meeting.
- 6.) **Citizen Communications:** There were no citizen communications.
- 7.) **Report Items:**
 - A. Public Works Director Wood said presently there are nine type of road repairs required and that damages have greatly accelerated due to the large amount of recent rains. He said he continues to paint areas needing work as weather permits.
 - B. City Treasurer Golembiewski noted the interruption of financial services reporting and regretted a full report was not available.
 - C. City Manager Sone presented a report of significant events since the last meeting.
 - D. P & Z Vice Chair Anne Green was absent, however at her request City Manager Sone provided a synopsis of the commission's deliberation on fencing along the golf course.
 - E. Roads and Streets Committee Chair John Epley was absent, however Mayor Steinert provided a synopsis of the committee's progress, noting that there will be one more meeting to plan the final presentation for the council.
 - F. Deputy City Planner Raiford presented an overview of the Vision 2020 Master Plan, and opportunities and best practices for its update.
- 8.) **Consent Agenda**
 - A. Approval of the Minutes of the Regular Woodcreek City Council Meeting of February 11, 2015
 - B. Approval of the Treasurer's Report for February 2015

Mayor Pro Tem Britner moved to accept the Consent Agenda. The motion was seconded by Councilmember Maldonado, which passed with a vote of 5-0-0.

9.) Regular Agenda

- A. After discussion, Councilmember Maldonado moved to accept the resignation of Commissioner James Arnston from the Planning and Zoning Commission, and appoint Judy Brizendine as a member. The motion was seconded by Councilmember Moore, which passed with a vote of 5-0-0.
- B. After discussion, Mayor Pro Tem Britner moved to correct Item 2 of the draft resolution clarifying City support of the Cypress Creek Watershed Protection Plan, changing the word "it" to "City". The motion was seconded by Councilmember Maldonado, which passed with a vote of 5-0-0. Mayor Pro Tem Britner moved to approve Resolution No. 15-031101. The motion was seconded by Councilmember Maldonado, which passed with a vote of 5-0-0.
- C. After discussion, Councilmember Maldonado moved to accept the updated (January 2015) Hays County Emergency Plan. The motion was seconded by Mayor Pro Tem Britner, which passed with a vote of 5-0-0.
- D. After discussion, Councilmember Marsh moved to update the City Procurement Policy to authorizing the City procurement officer to approve street repair estimates from Hays County under Interlocal Agreement, with the stipulation that the estimate be budgeted, approved by the Director of Public Works, and no single estimate to exceed \$8,000.00. The motion was seconded by Councilmember Scheel, which passed with a vote of 5-0-0.
- E. After discussion, no action was taken to amend the Traffic Code to prohibit parking in public parking spaces for longer than two hours.

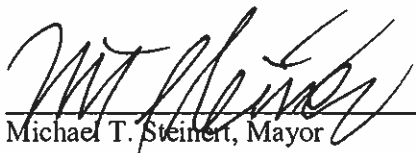
Council Recessed at: 7:29 p.m.

Board of Adjustment Convened at 7:30 p.m.

Board of Adjustment Adjourned at 7:45 p.m.

City Council Reconvened at 7:45 p.m.

10.) Adjourn: There being no further business, Mayor Steinert adjourned the meeting at 7:45 p.m.



Michael T. Steinert, Mayor



John W. Sone, City Manager



RESOLUTION NO. 15-031101

**A RESOLUTION OF THE CITY OF WOODCREEK, TEXAS,
AFFIRMING ITS SUPPORT OF 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

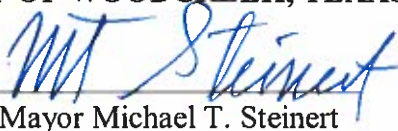
WHEREAS, the Watershed Protection Plan developed by the Stakeholder Committee has been approved by the Texas Commission on Environmental Quality and the United States Environmental Protection Agency.

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

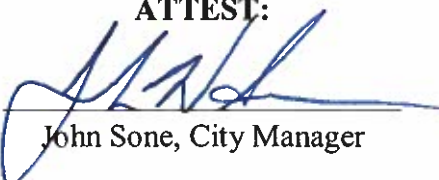
1. The City extends its appreciation to and congratulates the stakeholder committee and the Meadows Center for their persistence in preparing, submitting, and gaining approval of the Cypress Creek Watershed Protection Plan.
2. Although the City has yet to commit to any level of project funding, the City of Woodcreek stands ready to initiate action for those projects that it and its strategic partners elect.

PASSED AND APPROVED this the 11th day of March, 2015, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Woodcreek, Texas.

CITY OF WOODCREEK, TEXAS


Mayor Michael T. Steinert

ATTEST:


John Sone, City Manager

APPROVED AS TO FORM:
Bojorquez Law Firm, PC



RESOLUTION NO. 15-031102

**A RESOLUTION OF THE CITY OF WOODCREEK, TEXAS,
ADOPTING A PROCUREMENT POLICY**

WHEREAS, the City Council originally approved the *Procurement Policy* found at *Exhibit A* at its meeting on March 12, 2014; and

WHEREAS, the City Council of the City of Woodcreek (“City Council”) finds the maintenance of financial policy to be in the public interest, and necessary for the efficient and effective administration of City business; and

WHEREAS, the City Council finds the amendment to the policy authorizing the Director of Public Works and City Manager to execute those portions of budgeted Street Maintenance to be performed by Hays County under the City’s Interlocal Agreement and enacted by this Resolution to be reasonable and prudent.

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

1. The document entitled, “City of Woodcreek *Procurement Policy*” is hereby approved and adopted for purposes of conducting City business.
2. The Council directs City staff to implement the *Procurement Policy* to the extent reasonably possible.
3. The City Secretary is instructed to include a copy of this Resolution and the *Procurement Policy* enacted by this Resolution in and among the records of the City.
4. The meeting at which this Resolution was passed 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 AND APPROVED this, the 11th day of March, 2015, by a vote of 5 (*ayes*) to 0 (*nays*) to 0 (*abstentions*) of the City Council of Woodcreek, Texas.

City of Woodcreek

by: 

Mayor Michael T. Steinert

ATTEST:



John Sone, City Manager

APPROVED AS TO FORM:
Borjorquez Law Firm, PC

City of Woodcreek

PROCUREMENT POLICY

I. PURPOSE

This policy establishes guidelines and procedures for procurement for the City of Woodcreek, Texas. In accordance with the public trust placed upon the City of Woodcreek, it is essential that all City officials and employees adhere to the procedures set forth by this policy.

II. PROCEDURE

All expenditures must be in accordance with an annual budget approved by the City Council. Unbudgeted purchases must be approved in advance by the City Council.

A. Contracting

- (1) The City of Woodcreek will not be legally bound by verbal agreements for materials, parts, equipment, supplies or services without a written purchase order.
- (2) The procurement process shall be competitive and the solicitation of **three** proposals is required for all contract work, the value of which is expected to exceed \$750.00. Approval shall be requested for the one received from the lowest and best responsible source-price, quoted delivery, vendor reliability and other factors considered. The intent is to purchase equipment, materials, supplies and services at the lowest total cost to the City of Woodcreek, from the best responsible sources. All quotes should be attached to the purchase order. Faxes, emails or written quotes are acceptable.
- (3) A W-9 is required from all contractors and will be furnished at the time of contracting. Payment may not be processed without one. Other items to be furnished at the time of contracting include proof of liability insurance, professional licensing, and worker's compensation as applicable.
- (4) Employees will coordinate with the City Manager, when appropriate, participation in negotiations with contractors relative to specifications and contractual responsibilities. This will facilitate the thorough understanding and preparation of contract terms and conditions.
- (5) If changes are necessary after the performance of a contract has commenced, the City Manager must approve the change order, except when City Council approval is required by law.

(6) City Council approval is required on all unbudgeted work orders over **\$750.00**.

(7) When estimates are received from Hays County Transportation Services, found to be fair and reasonable by the Director of Public Works, found to be within budgeted amounts by the City Manager, the City's procurement agent may approve the expenditure not to exceed \$8,000.00.

B. Local Purchases

(1) There shall be a preference in the City's procurement activities to buy local, to the extent reasonably possible and fiscally prudent, and within the confines of state law.

(2) With the authorization of the City Manager, authorized employees may make local purchases, not exceeding **\$100.00** without the use of a purchase order. For purposes of this Policy, "local purchases" are those made in the city limits of Woodcreek or Wimberley.

(3) An invoice or charge slip must be obtained for all purchases and returned to the City Treasurer.

(4) No payment will be made for this type of purchase without the City Manager's approval.

C. Equipment Purchases

Equipment procurement requires a minimum of **three** quotes for all purchases over **\$750.00**.

D. Other purchases

Purchases for Daily Operations such as Office and Janitorial supplies will be bought in bulk. An exception to this policy for immediate need requires authorization from the City Manager.

E. Purchase Orders

(1) No Purchase orders will be processed without appropriate approvals. The requisitioner is responsible for verifying that all quotes accurately describe the materials, equipment, supplies or services to be purchased.

(2) Purchase orders will be numbered. The records should indicate the reason for any voided purchase order.

(a) After final approval, the original top copy should be maintained until work is completed and then final invoice attached and turned into the Financial Coordinator for payment.

(b) A copy will be provided to the vendor.

F. Contract Change Orders

While every attempt is to be made to establish an exact expenditure from the initiation of the contract, a need to alter the original contract may arise. Every effort should be made during the work process to limit Change Orders, but if changes are necessary the City Manager must approve.

G. Sales Taxes

As a municipal corporation, the City is exempt from paying sales taxes. Those persons making purchases on behalf of the City are obligated to make stores and vendors aware of this exemption.

H. Means of Purchase

To the extent possible, purchases shall be made utilizing the following hierarchy, with the preferred means listed first below:

- (1) Direct bill to the City.
- (2) City-issued credit card.
- (3) Check drawn on City's bank account.

III. GUIDANCE DOCUMENT

This Policy shall be utilized as a guidance document, only. Failure to comply with the mandates of this Policy shall not be considered illegal, per se, or the violation of law. However, the City Council reserves the right to consider disregard of this Policy grounds for disciplinary action in employment situations.

IV. STATE LAW

Nothing in this Policy shall be construed as waiving or altering the mandates of state law.