

City of Woodcreek City Council Meeting
July 11, 2018; 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 July 11, 2018, 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 Flag of 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:**
- 7. Report Items:**
 - A. Director of Public Work's Monthly Report (Director of Public Works Frank Wood)**
 - B. Financial Report for June 2018 (City Manager Brenton Lewis)**
 - 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 Council meeting of June 13th, 2018**
 - B. Approval of Financial Statements for June 2018**
- 9. Regular Agenda**
 - A. Consider Ratifying the Decision of the City Manager on a Revision of a Site Development Permit Application from Camp Young Judaea, 5410 Bellaire Blvd., Suite 207, Bellaire, Texas 77401 to Change the Location of the Sports Pavilion at Camp Young Judaea in Woodcreek, Texas. Recommendation from Planning and Zoning Commission. Tabled from the June 13th, 2018 Meeting (City Manager Lewis)**
 - B. Consider Change Order Request for the City of Woodcreek Brookhollow Road Improvements Project. (City Manager Lewis)**

- C. Consider Authorizing Staff to Enter into an Agreement with ABIP, PC for Preparing the Audit of Financials Services for the City of Woodcreek (City Manager Lewis)
- D. Discuss and Take Appropriate Action on Ordinance NO. 06-98 as it Relates to LaRocca Lane (City Manager Lewis)
- E. Discussion and Appropriate Action on 2018-2019 Budget Calendar (City Manager Lewis)
- F. Discussion and Possible Action on Storage Facilities and Fence (City Manager Lewis)
- G. Discussion on 2017-2018 Brookhollow Drive Improvement Project. (City Manager Lewis)
- H. Executive Session – Pursuant to the Texas Gov't Code Section 551.074 – Evaluation, Compensation, and Employment Agreement of the City Manager Brenton Lewis (Mayor Scheel)

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 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 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 board, 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 512-847-9390 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 1-800-735-2988.

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 6th day of July, 2018 at 11:31 a.m.

By: 
Brenton B. Lewis, City Manager

Treasurer's Report

For the Period: October 2017 - June 2018

Percent Complete: 75%

	2017-2018			2016-2017			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	May '18	May '17	Difference
3000 Ad Valorem Tax Revenue	279,312	258,000	108%	225,991	233,500	97%	3,379	3,656	(277)
3005 State Sales Tax Revenue	38,034	45,000	85%	33,987	45,790	74%	4,236	4,350	(114)
3010 Mixed Beverage Tax & Fees Rev	458	1,500	31%	848	1,500	57%	-	350	(350)
3020 Electric Franchise Fee Revenue	26,433	34,000	78%	14,717	31,000	47%	-	-	-
3030 Cable Services Franchise Rev	28,646	35,000	82%	24,094	34,570	70%	-	-	-
3040 Water Service Franchise Revenue	85,606	92,100	93%	17,277	92,100	19%	-	-	-
3050 Disposal Service Franchise Rev	13,732	14,000	98%	7,341	14,000	52%	-	-	-
3060 Telephone Franchise Revenue	1,339	1,500	89%	534	1,500	36%	-	-	-
3070 Golf Course Franchise Revenue	500	500	100%	-	500	0%	-	-	-
3080 Reimbursements	-	9,400	0%	2,405	13,000	19%	-	-	-
3090 Development Revenue	-	-	n/a	-	-	n/a	-	-	-
3090.01 Residential	17,145	-	n/a	9,395	14,000	67%	3,871	1,540	2,331
3090.02 Commercial	9,631	-	n/a	-	200	0%	-	-	-
3090.03 Other	3,500	18,000	19%	2,288	2,300	99%	-	-	-
Total 3090 Development Revenue	30,276	18,000	168%	11,683	16,500	71%	3,871	1,540	2,331
3095 Sign Fees	700	500	140%	765	1,100	70%	70	210	(140)
4000 Interest Income	4,185	4,000	105%	3,067	4,000	77%	980	347	633
4010 Other Revenue	2,320	3,000	77%	861	6,250	14%	50	1	49
4015 Oak Wtr Containment	-	-	n/a	-	-	n/a	-	-	-
4020 Municipal Court Revenue	1,439	3,000	48%	-	2,000	0%	-	-	-
4040 Donations Received	-	5,000	0%	5,000	5,000	100%	-	-	-
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Uncategorized Revenue	-	227,720	0%	-	-	n/a	-	-	-
Total Revenue	512,248	522,220	65%	445,649	502,310	69%	13,556	10,624	2,932

5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	101,468	143,900	71%	89,791	131,760	68%	11,479	11,312	167
5000.02 Ins Expense Reimbursement	900	-	n/a	900	1,200	75%	100	100	-
5000.03 City Manager Vehicle Reimburse	6,263	8,350	75%	6,263	8,350	75%	696	696	-
5000.05 Elected Official Pay	670	760	88%	630	840	75%	70	70	-
5000.20 Payroll Tax Expense	8,789	11,500	76%	8,265	11,500	72%	947	933	14
5000.40 Retirement	6,962	9,370	74%	3,115	5,100	61%	998	351	648
5000.50 Direct Deposit Expense	-	-	n/a	-	130	0%	-	-	-
5000.51 Health Insurance Stipend	-	1,200	0%	-	-	n/a	-	-	-
Total 5000 Personnel Services	125,052	175,480	71%	108,963	158,880	69%	14,291	13,462	829
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	42	-	n/a	-	-	n/a	-	-	-
5500.10 City Hall Maintenance / Repairs	1,077	4,500	24%	2,516	2,700	93%	25	74	(49)
5500.20 Cleaning Costs	1,000	1,500	67%	-	770	0%	125	-	125
5500.30 IT & Radio Expenses	155	650	24%	(1,143)	630	-181%	-	-	-
5500.40 Newsletter	-	1,500	0%	-	-	n/a	-	-	-
5500.50 Office Supplies	1,656	5,000	33%	1,597	2,800	57%	60	148	(88)
5500.60 Postage & Shipping	755	1,800	42%	791	1,620	49%	-	-	-
5500.64 Printing & Reproduction	4,282	3,500	122%	3,693	4,750	78%	305	599	(294)
5500.70 Storage Rental	947	1,250	76%	694	1,050	66%	216	103	113
5500.80 Software & Subscriptions	5,206	8,300	63%	3,818	4,500	85%	219	515	(296)
Total 5500 Office Expenses	15,120	28,000	54%	11,967	18,820	64%	950	1,439	(489)
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-
6000.01 Audit Expense	9,100	9,000	101%	10,905	10,910	100%	-	-	-
6000.10 Codification	1,414	1,000	141%	369	1,000	37%	100	222	(122)
6000.11 Contract Labor	-	1,000	0%	417	500	83%	-	-	-
6000.15 Engineering	6,676	10,000	67%	6,690	14,150	47%	-	60	(60)
6000.20 Legal Expenses	15,482	25,000	62%	14,440	18,000	80%	372	2,625	(2,252)
6000.30 IT Services	6,380	7,000	91%	7,411	9,000	82%	712	-	712
6000.40 Accounting	7,896	7,800	101%	7,201	9,000	80%	645	615	30
Total 6000 Professional Services	46,948	60,800	77%	47,432	62,560	76%	1,829	3,522	(1,693)
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-
6500.01 Deer Removal	600	2,500	24%	225	1,000	23%	150	-	150
6500.15 Mowing	960	4,000	24%	1,945	4,000	49%	-	1,085	(1,085)

	2017-2018			2016-2017			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	May '18	May '17	Difference
6500.20 Oak With Containment	-	-	n/a	-	-	n/a	-	-	-
6500.21 Outdoor Beautification	6,080	30,000	20%	3,314	25,000	13%	34	-	34
6500.25 ROW Tree Trimming	1,500	10,000	15%	-	-	n/a	-	-	-
6500.30 Street Maintenance	46	75,000	0%	43,057	43,100	100%	-	-	-
6500.31 Street Signs	468	1,500	31%	1,253	2,000	63%	-	158	(158)
6500.35 Storm Damage Reserve	-	7,000	0%	-	-	n/a	-	-	-
6500.40 Tree Limb Pick-Up	-	6,000	0%	5,200	5,200	100%	-	-	-
6500.50 Equipment Maintenance	285	-	n/a	-	-	n/a	273	-	273
Total 6500 Area Care/Maintenance	9,939	136,000	7%	54,994	80,300	68%	456	1,243	(786)
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-
7000.01 Ad Valorem Tax Expense	2,317	2,000	116%	1,409	2,000	70%	678	-	678
7000.02 Building Inspections	4,490	6,500	69%	6,755	10,000	68%	1,305	330	975
7000.03 Code Compliance	1,898	2,000	95%	-	-	n/a	-	-	-
7000.04 Dues & Membership	2,548	2,700	94%	2,460	2,550	96%	100	100	-
7000.05 Election Expense	-	3,200	0%	3,113	3,200	97%	-	-	-
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-
7000.15 Meeting Expense	1,034	1,600	65%	1,015	1,600	63%	8	160	(152)
7000.20 Public Notices	891	1,500	59%	792	1,500	53%	99	99	-
7000.30 Travel & Vehicle Exp Reimb.	3,401	4,000	85%	2,391	3,000	80%	473	1,168	(695)
7000.40 Training & Prof Development	2,557	5,000	51%	2,629	3,350	78%	-	-	-
Total 7000 Other Operating Expenses	19,136	28,500	67%	20,565	27,200	76%	2,662	1,857	805
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-
7500.10 City Hall Utilities	2,105	3,200	66%	2,046	3,000	68%	243	236	7
7500.20 Outdoor Utilities	2,573	4,000	64%	2,677	4,000	67%	247	274	(28)
7500.30 Telephone & Internet	3,102	3,300	94%	1,284	3,200	40%	278	240	38
Total 7500 UTILITIES	7,780	10,500	74%	6,007	10,200	59%	768	750	17
7800 Insurance	3,288	3,500	94%	2,908	2,910	100%	22	-	22
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-
8020.20 MC Judge	2,250	3,500	64%	2,750	3,500	79%	250	250	-
8020.25 Misc. Court Costs	4,395	5,000	88%	965	1,500	64%	-	200	(200)
8020.30 Prosecutor	4,425	3,000	147%	-	1,500	0%	972	-	972
8020.40 State Comptroller Costs	302	500	60%	-	500	0%	54	-	54
8020.41 Supplies	47	200	24%	77	300	26%	-	-	-
8020.80 Traffic Enforcements	28,340	30,000	94%	14,170	28,000	51%	7,085	-	7,085
Total 8020 Municipal Court Costs	39,759	42,200	94%	17,962	35,300	51%	8,361	450	7,911
9077 General Fund Accrual	-	-	n/a	-	-	n/a	-	-	-
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	-	-	-
Net Operating Revenue	245,911	267,240	92%	77,772	106,140	73%	(16,753)	(12,269)	(1,959)
Other Revenue	-	-	-	-	-	-	-	-	-
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-
8500 Capital Improvement Income	3,677	-	n/a	-	-	n/a	102	-	102
Other Expenditures	-	-	-	-	-	-	-	-	-
8565.25 Capital Improvement Expense	-	-	n/a	-	-	n/a	-	-	-
9001 Capital Lease Principal	-	-	n/a	-	-	n/a	-	-	-
9002 Interest on Capital Lease	-	-	n/a	-	-	n/a	-	-	-
9074 Other Capital Outlay	-	-	n/a	-	-	n/a	-	-	-
9009.01 Capital Expenditure - CY	7,811	217,000	4%	7,640	90,000	8%	-	-	-
9009.1 Capital Project Expenditures - FY	-	-	n/a	-	-	n/a	-	-	-
9009.11 2017 Street Improvements	1,007,760	-	n/a	58,800	-	n/a	9,306	14,400	(5,094)
9009.12 2017 Street Improvements Legal	20,969	-	n/a	-	-	n/a	-	-	-
9019.01 Sinking Fund Revenue	(147,109)	-	n/a	-	-	n/a	(2,166)	-	(2,166)
9019.02 Sinking Fund Interest	7,529	-	n/a	-	-	n/a	-	-	-
9019.03 Sinking Fund Principal	143,000	-	n/a	-	-	n/a	-	-	-
9009.02 Other Miscellaneous Expenditure	(1,179,540)	-	n/a	(66,440)	-	n/a	(9,306)	(14,400)	-
9009.02 Recconciliation Discrepancies	-	-	n/a	(0)	-	n/a	-	-	-
Net Other Revenue	143,257	(217,000)	-66%	0	(90,000)	0%	2,268	-	7,363
Net Revenue	389,168	450,240	87%	77,772	16,140	482%	(14,485)	(12,269)	(2,405)

The City of Woodcreek
STATEMENT OF FINANCIAL POSITION
As of June 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating - Broadway 9628	351,080.70
1003 Municipal - Reg Acct#7223	34,480.07
1003.1 Municipal Court Petty Cash	100.00
1006 PEG - #5467	17,803.24
1010 Petty Cash	-41.00
1020 Investment Account - Class 0001	457,090.26
1021 Reserved Funds - Broadway 4573	479,739.40
1022 Crockett National Bank	0.00
1023 Pioneer Bank #6151	-108.00
1024 MM Construction Project 6332	292,238.20
Total Bank Accounts	\$1,632,382.87
Accounts Receivable	
1120 Delinquent Taxes Receivable	10,574.84
Total Accounts Receivable	\$10,574.84
Other Current Assets	
1121 Allowance for Uncollectible	-2,266.76
1122 Due to/from HOT Account	0.00
1123 Employee Cash Advance	0.00
1124 Sales Tax Receivable	3,201.75
1125 Franchise Fees Receivable	0.00
1126 Other Current Receivables	0.00
1150 Due From Capital Project Funds To Operating	117,051.89
Total Other Current Assets	\$117,986.88
Total Current Assets	\$1,760,944.59
Fixed Assets	
1200 Office Furniture / Equipment	35,704.46
1225 Land	37,850.00
1226 Building & Improvements	130,602.00
1227 Street Pavement	144,126.00
1228 Street Improvements 2017	1,136,487.55
1235.1 Kawasaki Mule 2016	7,840.64
1240 Accumulated Depreciation - All	-195,372.00
Total Fixed Assets	\$1,297,238.65
Other Assets	
1250 Deferred Revenue	-8,308.49
1300.10 Committed for Streets Repair	0.00
Total Other Assets	\$ -8,308.49
TOTAL ASSETS	\$3,049,874.75
LIABILITIES AND EQUITY	

	TOTAL
Liabilities	
Current Liabilities	
Accounts Payable	
1900 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2000 Payroll Tax Payable	2,730.85
2001 Federal Withholding Payable	0.00
2020 State Unemployment Liability	87.22
2021 Accrued Wages Payable	0.00
2030 TMRS Payable	0.00
2100 WVWA / LCRA Grant	424.21
Expenditures	
2105 Capital Development Grant	3,066.00
2105.1 Augusta Park Proj Expenditures	0.00
2110 Direct Deposit Liabilities	0.00
2200 Security Deposits	0.00
2300 Sales Tax Revenue Overpayment	533.38
2350 Bond Principal Maturity February	0.00
2400 Due To Operating From Capital	117,051.89
Project Funds	
2701 Bond Principal Maturity 2/15/2019	172,000.00
Total Other Current Liabilities	\$295,893.55
Total Current Liabilities	\$295,893.55
Long-Term Liabilities	
Bonds Payable Construction Project	
Funds	
2702 Bond Principal Maturity 2/15/2020	183,000.00
2703 Bond Principal Maturity 2/15/2021	195,000.00
2704 Bond Principal Maturity 2/15/2022	207,000.00
2705 Bond Principal Maturity 2/15/2023	219,000.00
2706 Bond Principal Maturity 2/15/2024	233,000.00
Total Bonds Payable Construction	1,037,000.00
Project Funds	
Total Long-Term Liabilities	\$1,037,000.00
Total Liabilities	\$1,332,893.55
Equity	
9997 Net Investment In Capital Assets	144,132.96
9998 Opening Balance Equity	329,816.47
9999 Retained Earnings	853,863.13
Net Revenue	389,168.64
Total Equity	\$1,716,981.20
TOTAL LIABILITIES AND EQUITY	\$3,049,874.75

CITY OF WOODCREEK, TEXAS
Quarterly Inventory Report

As of 06/30/18

Purchase Date	Security	Coupon or Avg Rate	Maturity Date	Yield	Par	Days to Maturity	Beginning Book	Beginning Market	Ending Book	Ending Market	Period Earnings
Bank Checking Accounts											
04/01/18	Broadway Checking *	0.00%	07/01/18	0.00%	n/a	1	372,043.33	372,043.33	360,702.49	360,702.49	0.00
04/01/18	Broadway Savings	0.15%	07/01/18	0.15%	n/a	1	17,796.59	17,796.59	17,803.24	17,803.24	6.65
04/01/18	Broadway Funds DDA	0.00%	07/01/18	0.00%	n/a	1	33,574.07	33,574.07	34,480.07	34,480.07	0.00
Subtotal Bank Accounts							423,413.99	423,413.99	412,985.80	412,985.80	6.65
Bank CD											
Subtotal CDs							0	0.00	0.00	0.00	0.00
Investments											
04/01/18	Texas Class	2.06%	07/01/18	4.41%	n/a	1	26,398.29	26,398.29	457,090.26	457,090.26	1,049.86
03/17/18	Broadway Money Market	0.38%	08/17/18	0.38%	n/a	1	479,282.29	479,282.29	479,739.40	479,739.40	457.11
03/17/18	Broadway Construction Account	0.58%	06/17/18	0.42%	n/a	1	1,167,510.60	1,167,510.60	292,238.20	292,238.20	1,148.39
TOTALS							2,095,605.17	2,095,605.17	1,642,053.66	1,642,053.66	2,652.01

Average Weighted Maturity	1 days
Average Weighted Yield	1.11 %

This quarterly report has been prepared in compliance with the Public Funds Investment Act and the City's Investment Policy.

Brenton Lewis, City Manager

*Note: Funds are being left in the bank to pay for banking fees. The Earning Credit Rate at which the City earns to pay for banking services is .25 % but no interest is paid directly to the City but the City is earning at that rate to pay our banking services.

City Manager Monthly Public Report from June 8, 2018 to July 5, 2018 for the July 11, 2018 City Council Meeting

Construction meetings were held for the Brookhollow Project. The project is almost complete and final inspections are being conducted. Project updates were delivered via the City website, email blasts, text messages and to Brookhollow addresses.

Meetings were held for the Planning & Zoning Commission, and Ordinance Review Committee.

Two permit application meetings were held for new construction projects.

Met with TAMU Forest Service for an oak wilt progress assessment.

A City-Wide Bulk Collection was held on June 23, 2018.

Forty-seven 50 lb. bags of patch were installed in potholes throughout the City.

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

Permits Issued or In Progress:	Tree Trimming – 34
	Right of Way Signs – 3
	Fence – 1
	Pool – 1
	Deck Cover – 2
	Pergola - 1

Project inspections by staff: 1

Amending Plat: 4 in progress

Site Development: 4

Ordinance Violations:	Light – 2
	Health & Safety – 1
	Parking - 8

Stop Work Orders – 4 – In Progress

**City of Woodcreek City Council Meeting
June 13, 2018; 6:30 p.m.
Woodcreek, Texas**

Minutes

1. **Call to Order:** Mayor Scheel 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 Flag of the Great State of Texas
4. **Roll Call. Present:** Mayor William P. Scheel, Councilmember Jerry Moore, Councilmember Aurora LeBrun, Councilmember Ray Don Tilley, City Manager Brenton B. Lewis, Director of Public Works Frank Wood, Assistant Administrator Linda Land, City Clerk Barbara Grant. **Absent:** Mayor Pro Tem Nancye Britner, Councilmember Judy Brizendine, City Attorney Roger Gordon.
5. **Public Comments:** Mike Abkowitz of Camp Young Judaea chose to withhold comment.
6. **Citizen Communications:** Nan Simpson addressed the City Council regarding the landscaping at the Woodcreek entrance.
7. **Report Items:**
 - A. Public Works Monthly Report (Director of Public Works Frank Wood)
 - B. Financial Report for April 2018 (City Manager Brenton Lewis) City Manager Lewis reported year-to-date revenues of \$500,393 and \$237,729 in expenditures.
 - 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 Council meeting of April 11, 2018
 - B. Approval of Financial Statements for April 2018

Councilmember Tilley moved to accept the Consent Agenda as presented. The motion was seconded by Councilmember Moore, which passed with a vote of 3-0-0.

9. **Regular Agenda**
 - A. **Consider Ratifying the Decision of the City Manager on a Revision of a Site Development Permit Application from Camp Young Judaea, 5410 Bellaire Blvd., Suite 207, Bellaire, Texas 77401 to Change the Location of the Sports Pavilion at Camp Young Judaea in Woodcreek, Texas. Recommendation from Planning and**

Zoning Commission. Mike Abkowitz said the request is for moving the location of the sports pavilion 200 feet. He expresses the desire of the Camp to comply with the City's requirements. He extended for use of the pavilion to the City. After discussion Councilmember Tilley moved to table this item to the next meeting. The motion was seconded by Councilmember LeBrun, which passed with a vote of 3-0-0.

- B. Discussion and Appropriate Action on the Request for Proposals for Banking Services for the City of Woodcreek.** After discussion, Councilmember Tilley moved to approve staff recommendation to change the City Bank Services to Texas Regional Bank. The motion was seconded by Councilmember LeBrun, which passed with a vote of 3-0-0.
- C. Discussion and Appropriate Action on 2018-2019 Budget Calendar.** After discussion, Councilmember Moore moved to adopt the 2018-2019 Budget Calendar, except for changes to a 6:00 p.m. meeting time on August 24, 2018 and September 5, 2018. The motion was seconded by Councilmember LeBrun which passed with a vote of 3-0-0.
- D. Discussion and Appropriate Action on the Closing of Bank Accounts and Reinvesting of Funds.** After discussion, Councilmember Tilley moved to approve staff action to move investment accounts. The motion was seconded by Councilmember Moore, which passed with a vote of 3-0-0.
- E. Discussion and Appropriate Action Regarding Dark Sky Compliant Lighting Bids for City Hall.** After discussion, Councilmember LeBrun moved to authorize the staff and subcommittee to contract out the work to be done, not to exceed \$5,500. The motion seconded by Councilmember Tilley, which passed with a vote of 3-0-0.
- F. Discussion and Possible Action on Storage Facilities and Fence.** After discussion, Councilmember Tilley moved to table action on storage facilities and fence until further discussion of other options with contractor and subcommittee. The motion was seconded by Councilmember Moore, which passed with a vote of 3-0-0.
- G. Discussion on 2017-2018 Brookhollow Drive Improvement Project.**

10. **Adjourn** There being no further business, Mayor Scheel adjourned the meeting at 7:35 p.m.

William P. Scheel, Mayor

Brenton B. Lewis, City Manager

Council Meeting Date: 07/11/2018

AGENDA ITEM COVER SHEET

Subject/Title:

9. A. Consider Ratifying the Decision of the City Manager on a Revision of a Site Development Permit Application from Camp Young Judaea, 5410 Bellaire Blvd., Suite 207, Bellaire, Texas 77401 to Change the Location of the Sports Pavilion at Camp Young Judaea in Woodcreek, Texas. Recommendation from Planning and Zoning Commission. Tabled from the June 13th, 2018 Meeting

Item Summary:

At the time of drafting this memo, staff has not received the requested documentation. Consider ratifying the decision of the City Manager on a revision of a Site Development Permit Application from Camp Young Judaea, 5410 Bellaire Blvd., Suite 207, Bellaire, Texas 77401. Planning and Zoning voted to recommend ratifying and approving of the revision.

Financial Impact/Financial Information :

N/A

Comments/Recommendation

City Engineer Comments 5/28/2018:

Because the purpose of this submittal is unclear, I respectfully request the applicant submit an engineering summary report that succinctly addresses all of the Site Development Plan features and how they achieve compliance with the applicable Ordinance requirements. Following is a list of major requirements that are also to be addressed in the construction plan set:

- Report – What are the changes from the previous submittal and how do these changes affect impervious cover calculations, drainage and water quality.
- Plans – Please address erosion control, cut and fill, clearing and rough-cutting, tree protection, pre- and post-construction erosion and sedimentation control and post-construction restoration and water quality ordinance compliance.

Staff recommends Council accept the recommendation of the Planning and Zoning.

Attachments:

CS100 – Revised Plan
Architect Letter

Submitted By:

Brenton B. Lewis, City Manager

SANDERS ARCHITECTURE

enduring designs / elevated experiences

RECEIVED

JUN 9 1 2018

CITY OF WOODCREEK

June 1, 2018

Mr. Brenton Lewis
City Manager
City of Woodcreek
41 Champions Circle
Woodcreek, TX 78676-3327

Dear Mr. Lewis,

The Camper Sports Pavilion on the CYJ campus is designed to be an open-sided, outdoor sports shade pavilion for basketball and other ball sports. When the building was originally conceived, it was located on the campus between the dining hall/kitchen and the tennis courts. This location was reviewed and approved by the City of Woodcreek.

Recently, during the architectural design process for the Camper Sports Pavilion, and upon review of the campus master plan and in consideration of city residents, it was decided to move the building further to the north and west. This new location moves the building further from the residences along Doolittle Drive and also allows the existing tennis courts to partially obscure the building from those residences.

Based upon this reasoning, we respectfully request to move the location of the Camper Sports Pavilion to its new proposed site. We are working diligently to respond to the City Engineer's remaining questions before the City Council's June 13th meeting.

Thank you very much for your consideration.

Sincerely,



Christopher L. Sanders, AIA



Council Meeting Date: 07/11/2018

AGENDA ITEM COVER SHEET

Subject/Title:

9. B. Consider Change Order Request for the City of Woodcreek Brookhollow Road Improvements Project.

Item Summary:

This agenda item is to consider a request of Curran Contracting Company for an original change order in the amount of \$38,726.02. After discussions, the contractor has agreed to reduce the original request by \$12,403.13. The reasoning behind the Change Order request is the extra time and money that was spent on locating the utilities. However, within the specifications and the contract documents it specifically states

GENERAL CONSTRUCTION NOTES

1. CONTRACTOR SHALL PLACE AND MAINTAIN THROUGH THE PROJECT'S DURATION, SUCH SIGNS, BARRICADES, LIGHTING, AND TRAFFIC CONTROL DEVICES, IN COMPLIANCE WITH THE LATEST EDITION OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, AS REQUIRED TO PROTECT THE PUBLIC AND THE CONSTRUCTION WORKERS DURING THE CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL BE SOLEY RESPONSIBLE FOR THE SELECTION OF THE APPROPRIATE WARNING DEVICES NECESSARY TO COMPLY WITH APPLICABLE REGULATIONS AND TO PROVIDE A SAFE CONSTRUCTION SITE.
2. CONTRACTOR SHALL NOTIFY THE ENGINEER AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF WORK AT (979) 731-8000.
3. CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES WITH FACILITIES IN THE PROJECT AREA OF THE PROPOSED CONSTRUCTION NOT LESS THAN 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES IN ACCORDANCE WITH STATE LAW. ADEQUATE PROVISIONS FOR PROTECTIN EXISTING PROVISIONS SHOULD BE EMPLOYED.
4. ALL EXISTING UNDERGROUND UTILITY LINES, SIZE, AND MATERIAL SHOWN, ON THE PLANS ARE SHOWN FOR THE PURPOSE OF MAKING THE CONTRACTOR AWARE THAT THEY EXIST. NEITHER THE ENGINEER, NOR THE OWNER MAKES ANY GUARANTEES OF THE ACCURACY OF THE LOCATIONS SHOWN. ALSO, THE LOCATIONS, SIZE, AND MATERIAL OF SOME EXISTING UTILITY LINES ARE NOT KNOWN. THE CONTRACTOR SHALL VERIFY THE LOCATION, SIZE, AND MATERIAL TYPES OF ALL UNDERGROUND UTILITIES DURING CONSTRUCTION. THIS INFORMATION SHALL BE NOTED ON THE RECORD DRAWINGS. THE FINAL ALIGNMENT OF THE PROPOSED LINES IS SUBJECT TO MODIFICATION BASED ON THE ESTABLISHMENT OF ACCURATE EXISTING UTILITY LOCATION INFORMATION.

Financial Impact/Financial Information :

\$26,324.89

Comments/Recommendation

Since this amount exceeds the amount the City Manager is authorized to expend and is a Change Order, staff placed it on the agenda. Staff does not recommend the approval of the change order.

Attachments:

Emails between Curran and Jones/Carter reducing the Change order

Original Change Order request

Submitted By:

Brenton B. Lewis, City Manager

Manager

From: Grant Lischka <GLischka@jonescarter.com>
Sent: Monday, July 9, 2018 1:28 PM
To: Manager
Subject: FW: Phone Call Follow Up
Attachments: Change Order Request SS01-2 - Pot-Hole Utilities.pdf

Respectfully,

Grant L. Lischka, PE
Department Manager
Municipal and District Services
glischka@jonescarter.com

JONES | CARTER
150 Venture Drive, Suite 100
College Station, Texas 77845
Telephone 979.731.8000 Ext. 3015
Direct 979.307.6175
Cell 979.451.2650

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From: Grant Lischka
Sent: Monday, July 2, 2018 3:27 PM
To: Manager <manager@woodcreektx.gov>
Cc: Kirstin Dreiss <kdreiss@jonescarter.com>; Megan Hollis <mhollis@jonescarter.com>
Subject: FW: Phone Call Follow Up

Brenton,

The change order that Curran is requesting for the potholing is attached. The total is \$38,728.02. There is an email correspondence below where Curran said they would take their markup out (\$12,403.13).

This leaves a total of \$26,324.71 that Curran is requesting.

Respectfully,

Grant L. Lischka, PE
Department Manager
Municipal and District Services
glischka@jonescarter.com

JONES | CARTER
150 Venture Drive, Suite 100
College Station, Texas 77845
Telephone 979.731.8000 Ext. 3015
Direct 979.307.6175
Cell 979.451.2650

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From: Reggie Fountain [<mailto:rfountain@currancontracting.com>]
Sent: Thursday, March 22, 2018 4:14 PM
To: Grant Lischka <Glischka@jonescarter.com>; Megan Hollis <mhollis@jonescarter.com>
Cc: Steve Shuemate <sshuemate@currancontracting.com>
Subject: Phone Call Follow Up

Here is the follow up to the discussion we had earlier regarding the pay app and change order. We are willing to waive the mark up on the potholing change order which would save the city \$12,403.13.



Letter of Transmittal

Date: January 19, 2018

To: Grant L. Lischka
Jones|Carter
150 Venture Drive, Suite 100
College Station, TX 77845

From: Steve Shuemate
Curran Contracting Company
11230 IH 10 East
Converse, TX 78109
210-819-6128

RE: City of Woodcreek Improvements to Brookhollow Drive

Grant,

Enclosed please find the following:

- One copy of Proposal in Response to Request to Pot-Hole and locate existing Utilities. All Utilities identified through TX811 and Utility providers have been Pot-Holed, exposed, Station Location identified, and Elevation provided. Copy of documentation providing Point #, Station, Elevation provided with this document, as well as under separate cover (progressively) to Jones|Carter and City of Woodcreek as Utilities were located.

Please let me know if I can be of any further assistance regarding attached proposal.

Thank you.

A handwritten signature in black ink, appearing to read "Steve Shuemate", is written over a light blue horizontal line.

Steve Shuemate
Curran Contracting Company
11230 IH 10 East
Converse, TX 78109
sshuemate@currancontract.com
210-819-6128

Brookhollow Drive Existing Utilities

Point #	Station	Offset	Surface Elev	Ex. Elev.	Below Surface	Util. Description
25	1+72.94	12.78 RT	1003.18	1001.95	1.23	SS service
26	1+73.44	11.28 LT	1003.61	1002.46	1.15	SS service
24	2+48.18	13.90 LT	1005.76	1004.61	1.15	Time Warner Cable
23	2+53.44	12.34 LT	1005.97	1004.97	1.00	Time Warner Cable
27	2+72.45	8.49 RT	1006.56	1005.18	1.40	SS service
14	3+23.21	18.81 LT	1007.85	1006.18	1.67	Irrigation
15	3+23.90	35.99 LT	1007.85	1006.81	1.04	Irrigation
22	4+15.76	10.36 RT	1009.70	1008.37	1.33	Water line
21	4+57.88	10.51 LT	1011.15	1010.01	1.14	Water line
20	4+65.21	12.59 LT	1011.35	1009.91	1.44	Time Warner Cable
28	5+72.88	9.44 LT	1012.58	1011.40	1.18	Water line
19	5+90.54	10.60 LT	1012.80	1011.72	1.08	Time Warner Cable
16	7+37.55	10.15 LT	1014.06	1011.74	2.32	Water line
17	7+63.69	22.11 RT	1012.13	1010.38	1.75	Underground Elec
18	7+61.75	9.92 LT	1013.77	1012.89	0.88	Time Warner Cable
10	7+68.65	18.26 RT	1012.25	1010.98	1.27	Time Warner Cable
9	8+94.37	8.89 RT	1012.68	1011.46	1.22	Time Warner Cable
8	9+82.38	9.48 RT	1013.69	1012.56	1.13	Time Warner Cable
7	9+82.43	10.78 RT	1013.69	1012.95	0.74	Time Warner Cable
6	12+00.74	9.99 RT	1013.77	1013.18	0.59	Time Warner Cable
5	13+65.53	13.56 RT	1008.98	1008.35	0.63	Time Warner Cable
4	13+76.29	10.52 RT	1008.71	1007.78	0.93	Time Warner Cable
3	15+06.52	12.82 RT	1003.87	1002.72	1.15	Time Warner Cable
2	15+08.14	13.60 RT	1003.77	1002.86	0.91	Time Warner Cable
1	15+14.65	13.76 RT	1003.59	1001.93	1.66	Water line
1023	18+16.41	13.72 LT	994.00	993.02	0.98	Underground Elec
11	18+31.81	10.36 RT	993.11	992.01	1.10	Time Warner Cable
1022	19+93.86	9.15 RT	987.33	986.07	1.26	Time Warner Cable
1021	20+25.87	12.37 RT	985.90	983.81	2.09	Time Warner Cable
12	20+68.21	24.21 RT	984.00	982.49	1.51	Time Warner Cable
13	20+75.31	17.26 RT	984.00	982.72	1.28	Time Warner Cable
1020	20+78.38	14.64 RT	984.00	982.66	1.34	Time Warner Cable
1018	22+12.17	9.83 RT	981.74	980.39	1.35	Time Warner Cable

Brookhollow Drive Existing Utilities

1019	22+12.36	10.11 RT	981.74	980.40	1.34	Time Warner Cable
1017	22+23.38	10.39 RT	981.55	980.54	1.01	Time Warner Cable
1016	23+22.58	9.89 RT	979.85	978.62	1.23	Communication
1006	26+90.68	10.46 RT	964.08	963.44	0.64	Water line
1007	30+08.88	12.53 RT	953.00	951.72	1.28	Time Warner Cable
1008	30+92.24	15.09 RT	952.01	951.12	0.89	Time Warner Cable
1009	31+70.25	15.37 RT	952.98	951.68	1.30	Communication
1010	32+17.99	14.13 RT	952.99	951.53	1.46	Time Warner Cable
1011	32+92.60	14.85 RT	954.97	952.86	2.11	Water Line
1012	33+96.03	14.88 RT	959.87	958.56	1.31	Time Warner Cable
1013	35+01.65	12.23 RT	961.87	960.41	1.46	SS service
1014	35+30.56	12.21 RT	961.96	960.21	1.75	Water Line
1000	36+55.34	11.82 RT	965.02	962.15	2.87	Underground Elec
1001	37+43.53	10.45 RT	969.21	967.57	1.64	Time Warner Cable
1002	38+38.67	9.37 RT	973.63	971.61	2.02	Water Line
1003	38+57.35	9.07 RT	974.48	973.36	1.12	Time Warner Cable
1004	40+48.49	11.64 RT	986.31	985.48	0.83	Time Warner Cable
1005	40+69.29	14.44 RT	987.65	985.15	2.50	Underground Elec
28	0+37.86	14.70 RT	998.15	997.12	1.03	Time Warner Cable
27	0+37.87	14.50 RT	998.16	995.64	2.52	Water
26	4+11.46	10.42 LT	1010.13	1008.54	1.59	Water Service
25	4+64.00	11.60 RT	1010.55	1008.66	0.89	Time Warner Cable
24	4+62.00	11.04 LT	1011.22	1009.53	1.69	Time Warner Cable
23	7+15.17	12.20 RT	1013.36	1012.16	1.20	Time Warner Cable
22	7+29.07	19.70 RT	1012.71	1010.32	2.39	Water
21	8+94.31	13.53 LT	1012.97	1010.42	2.55	Underground Electric
19	10+51.57	11.44 LT	1014.56	1012.47	2.09	Time Warner Cable
18	10+54.06	11.62 LT	1014.56	1013.51	1.05	Time Warner Cable
17	10+54.65	11.62 LT	1014.17	1012.16	2.01	Time Warner Cable
16	10+54.28	11.35 RT	1014.18	1013.31	0.87	Time Warner Cable
15	11+31.91	9.38 RT	1014.22	1013.29	0.93	Time Warner Cable
14	12+02.03	10.69 LT	1014.08	1012.98	1.10	Time Warner Cable
13	13+22.77	9.78 LT	1009.44	1008.74	0.70	Time Warner Cable

Brookhollow Drive Existing Utilities

12	13+94.46	10.52 LT	1008.40	1006.33	2.31	Time Warner Cable
11	15+15.00	13.08 LT	1004.70	1003.45	1.25	Time Warner Cable
10	16+15.63	15.01 LT	1000.33	999.08	1.25	Time Warner Cable
9	16+48.66	13.79 RT	999.15	998.01	1.14	Time Warner Cable
8	16+60.93	14.80 RT	998.53	999.70	0.83	Water Service
7	16+75.99	15.14 LT	999.24	997.04	2.20	Water Service
6	18+11.15	8.46 RT	993.73	991.35	2.38	Water
5	20+06.52	10.56 LT	985.68	984.73	0.95	SS Line
1	21+98.62	15.19 LT	982.62	980.9	1.72	Water
3	22+51.83	17.66 LT	981.36	979.91	1.45	Water
4	22+56.27	16.77 LT	981.79	979.67	1.52	Water
30	25+83.48	13.28 LT	973.12	971.22	1.90	Time Warner Cable
31	26+90.94	10.11 RT	964.07	962.85	1.22	Time Warner Cable
32	27+53.16	22.59 RT	960.22	958.66	1.56	Time Warner Cable
33	28+33.94	11.53 RT	956.75	955.34	1.41	Time Warner Cable
34	28+44.34	11.61 RT	956.41	955.17	1.24	Time Warner Cable
35	29+51.21	10.31 LT	953.65	952.77	0.88	Time Warner Cable
36	30+09.03	12.64 RT	953.00	951.74	1.26	Time Warner Cable
37	30+90.76	8.36 LT	952.94	951.35	1.59	Time Warner Cable
4017	31+58.27	7.99 LT	953.12	952.33	0.79	Water Service
4018	31+60.29	10.51 LT	953.19	952.43	0.74	FTR
4016	31+61.31	12.55 RT	952.75	952.03	0.72	Water Service
4015	31+66.22	12.82 RT	952.79	952.00	0.79	FTR
4014	31+95.26	9.99 LT	953.25	952.81	0.44	Time Warner Cable
4013	32+16.46	13.87 RT	952.98	951.58	1.40	Time Warner Cable
4012	32+17.49	9.69 LT	953.18	952.18	1.00	Time Warner Cable
4011	32+92.51	10.13 LT	954.36	953.31	1.07	Water
4010	33+78.28	9.67 LT	958.57	957.04	1.53	FTR
4009	34+37.44	10.62 LT	961.80	961.49	0.31	Time Warner Cable
4008	34+38.97	11.93 RT	961.13	960.42	0.71	Time Warner Cable
4007	35+19.30	8.78 LT	962.44	961.43	1.01	Time Warner Cable
4006	35+28.48	10.41 LT	962.47	960.51	1.96	PEC
4005	35+39.15	11.65 RT	961.99	960.88	1.11	Time Warner Cable

Brookhollow Drive Existing Utilities

4004	35+73.47	12.91 RT		962.76	960.41		2.35	Effluent
4003	36+50.05	19.69 LT		965.00	963.44		1.56	Water
4002	36+50.16	20.07 LT		965.00	962.88		2.12	Time Warner Cable
4001	40+53.52	11.88 LT		986.52	985.84		0.68	Time Warner Cable
4000	40+71.33	14.80 RT		987.77	986.80		0.97	Time Warner Cable
20	4+23.91	17.90 RT		1010.41	1008.35		2.06	Electric Service
19	7+31.98	24.97 RT		1012.33	1009.79		2.54	Electric Service
18	7+61.67	24.97 RT		1012.05	1009.25		2.80	Electric Service
17	7+37.59	1-.13 LT		1014.06	1011.72		2.34	Electric Service
16	8+94.52	13.02 LT		1012.95	1010.44		2.51	Electric Service
15	8+93.59	9.33 RT		1012.68	1010.17		2.51	Electric Service
14	10+54.57	11.46 RT		1014.18	1012.32		1.86	Electric Service
13	10+51.47	11.29 LT		1014.55	1012.37		2.18	Electric Service
12	11+99.73	13.33 LT		1014.13	1011.85		2.28	Electric Service
11	11+99.99	10.39 RT		1013.80	1011.46		2.34	Electric Service
10	13+76.67	10.95 RT		1008.69	1005.74		2.95	Electric Service
9	13+94.21	10.62 LT		1008.70	1006.44		2.26	Electric Service
8	15+15.02	13.55 RT		1003.60	1000.99		2.61	Electric Service
7	15+35.65	15.67 LT		1004.00	1001.28		2.72	Electric Service
6	16+76.09	14.42 LT		999.23	996.85		2.38	Electric Service
5	16+61.18	14.82 RT		998.53	995.88		2.65	Electric Service
4	18+16.85	13.52 LT		994.00	991.79		2.21	Electric Service
3	18+10.89	8.37 RT		993.73	991.44		2.29	Electric Service
2	20+68.21	23.46 RT		984.00	982.39		1.61	Electric Service
1	22+22.69	9.16 RT		981.57	980.63		0.94	Electric Service
21	25+83.07	13.47 LT		973.13	971.2		1.93	Electric Service
22	29+50.08	15.83 RT		953.23	952.97		0.26	Electric Service
4020	32+19.04	14.59 RT		953.00	950.2		2.80	Electric Service
4021	35+28.43	10.48 LT		962.47	960.49		1.98	Electric Service
4022	35+30.85	12.50 RT		961.96	960.16		1.80	Electric Service
4023	36+50.43	20.29 LT		965.00	962.88		2.12	Electric Service
4024	40+69.38	14.28 RT		987.65	985.16		2.49	Electric Service
4	30+32.50	11.77 LT		952.95	951.00		1.95	PEC Primary Electrical

Time Card Detail Report

Foreman: ARROLUIF : Luis F Arrayos

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -or- Equipment Description	Activity:			Bid Item:			Phase			Employee Signature
	ST	OT	DT	0050	0500	0520	0050	0500	0520	
Luis F Arrayos	8	0	0	8	0	0	2	3	3	
TRUCK - PICK-UP, FORD F250	8	0	0	8	0	0	2	3	3	
Raymond Hernandez	0	8	0	0	8	0	0	0	0	
Jose M Sanchez	0	8	0	0	8	0	0	0	0	
Miguel A Torres	0	8	0	0	8	0	0	0	0	
Andrew R Rodriguez	0	8	0	0	8	0	0	0	0	

Activity	Location	Bid Item	Phase	Other	Cost Code Notes
50201		0050			Working on cutting driveways just for one hour and Nuco Mendoza and his crew take the Crew for (2) hr. Jose Sanchez , Miguel Torres
90030		0500			Working on cutting trees on brooks hollow drive.
15120		0520			Working with the utilities locator company to found any utilities cross on Brook Hollow drive (water line, sewer line, cable, telephone etc) using the mini excavator to starting work on dig, this is the place we found some utilities and , how deeply, according with the station number. Starting on Brook Hollow Dr/Augusta Dr STA, 0+48, ATT, Water line, 5" deep STA, 1+75, ATT, Water line, 8" deep STA, 2+50, ATT, 6" deep STA, 4+19, water line, 14" deep STA, 4+57, water line, 14" deep STA, 5+73, water line, 16" deep STA, 7+11, ATT, 6" deep Note, The inch deep is the inch we dig to found , the utilities Trench , dimensions, STA, 0+48, 2'x2'x5" STA, 1+75, 2'x2'x8" STA, 2+50, 2'x2'x6" STA, 4+19, 2'x2'x14" STA, 4+57, 2'x2'x14" STA, 5+73, 2'x2'x16" STA, 7+11, 2'x2'x6"

Time Card Detail Report

Foreman: AINSWORTH : Matthew Ainsworth

WOODCREEK: BROOKHOLLOW DRIVE
Approved
Reviewed

Activity	BidItem	Location	Phase	Other	Cost Code Notes	90030		15120		14140	
						0500	8	0520	0520	0030	0030
Activity: BidItem: Phase: Other: Rework: Locations: Production Qty: All Code:						8	90030-0500	20.5	15120-0520	0.5	14140-0030
Employee Name		Equipment Description		Hours		Pay Class		ST		OT DT Total	
Matthew Ainsworth		TRUCK - PICK - UP CHEVY 2500		8	0	0	8	SITESPT		8	
Raymond Hernandez				7.5	0	0	7.5	LARGEN		7.5	
Victor Limon				6.5	0	0	6.5	OP2		6.5	
Adrian C. Aguilar				6.5	0	0	6.5	LARGEN		6.5	
Luis A. Deleon				6.5	0	0	6.5	OP3		6.5	
Menjiamin R. Gonzalez				6.5	0	0	6.5	LARGEN		6.5	

Activity	Location	BidItem	Phase	Other	Cost Code Notes
90030		0500			Today we payed out wire mesh for the rock damn and started to put 3x5 rock down by hand couldn't get machine down in there cause the is standing water in the flow line. We had to leave early due to a meeting for open enrollment.
15120		0520			Started pot holing with a pothole machine so that way we did t damage or hit the utility lines the are shallow and left open so lines can be seen.
14140		0030			Started pot holing with a pothole machine so that way we did t damage or hit the utility lines the are shallow and left open so lines can be seen. This is all extra due to utilities being shallow and having to pot hole. Ray drove the van so that is why he had more hours Today we payed out wire mesh for the rock damn and started to put 3x5 rock down by hand couldn't get machine down in there cause the is standing water in the flow line. We had only done half of the rock dam. We had to leave early due to a meeting for open enrollment.

Time Card Detail Report

Foreman: ARROLUIF : Luis F Arroyos

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Activity: BidItem: Phase: Other: Rework: Locations: Production Qty: Alt Code:	50201 0050		90030 0500		14011 0030		15120 0520		Employee Signature
	ST	OT	DT	Total	ST	OT	DT	Total	
Luis F Arroyos	8	0	0	8	2	0	0	2	
TRUCK - PICK-UP, FORD F250	8	0	0	8	2	0	0	2	
Raymond Hernandez	9	0	0	9	0	0	0	6	
Jose M Sanchez	9	0	0	9	0	0	0	6	
Miguel A. Torres	10.5	0	0	10.5	0	0	0	0	
Ambro M Garcia	10.5	0	0	10.5	0	0	0	0	
Oscar G Hartfield	10.5	0	0	10.5	0	0	0	0	

Activity	Location	BidItem	Phase	Other	Cost Code	Notes
50201		0050				Working on cutting 3.5, driveways , on brook hollow street, (24) sy
90030		0500				Working on the city f wood creek city, on hays county, first day for start anew project , Crew , Jose Sanchez saw cutting operator Miguel Torres trench machine operator, Raymond Hernandez , cutting trees and , chain saw operator, Amado Garcia , and Oscar Hartfield silt fence installers
14011		0030				Working on instal silt fence on , brook hollow street, (360') LF , using a trencher to build the trench and install the silt fence.
15120		0520				Working on locating found utilities crossing road.

Time Card Detail Report

Employee Name -or- Equipment Description	Location	Biditem	Phase	Other	Cost Code Notes	Activity:		Production Qty:		
						15120	0520	9		
						Biditem:	0520			
						Phase:				
						Other:				
						Locations:				
						Production Qty:	9			
						All Code:				
						Hours	ST	OT	DT	Total
						Pay Class				
Adrian C Aguilar			LABGEN			9	0	0	9	
Benjamin R Gonzalez			LABGEN			11	0	0	11	
Raymond Hernandez			LABGEN			9	0	0	9	

Activity: 15120 Location: Biditem: 0520 Phase: Other: Cost Code Notes: locating utility's on job with vac trailer was losing pressure had to pull out the filters and clean out

Time Card Detail Report

Employee Name -or- Equipment Description	Location	Bid/Item	Phase	Other	Cost Code Notes	Activity:		Production Qty:		Employee Signature									
						15120	0520	ST	OT		DT	Total	Pay Class						
Adrian C. Aguilar						9.5	0	0	9.5	LABOEN	9.5								
Luis A. Deleon						9.5	0	0	9.5	OP3	9.5								
Raymond Hernandez						11	0	0	11	LABOEN	11								
Benjamin R. Gonzalez						9.5	0	0	9.5	LABOEN	9.5								

Activity	Location	Bid/Item	Phase	Other	Cost Code Notes
15120		0520			using vac trailer to do utility locates

Time Card Detail Report

Foreman: TREVARN : Arnulfo Trevino

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -or- Equipment Description	Activity:		Production Qty:	All Code:	Hours	Pay Class	ST	OT	DT	Total	Phase	Other	Cost Code Notes
	15120	0520											
Adrian C Aguilar	1.5	7.5	0		1.577.5	LABGEN				1.577.5			
Menjamin R Gonzalez	1.5	7.5	0		1.577.5	LABGEN				1.577.5			
Raymond Hernandez	0	11	0		0/11	LABGEN				/11			

Activity	Location	Biditem	Phase	Other	Cost Code Notes
15120		0520			locating under ground utilities with vac trailer

Time Card Detail Report

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -or- Equipment Description	Hours		Pay Class	Production Qty:	Alt Code:	Activity:	BidItem:	Phase	Other	Cost Code Notes	Employee Signature
	ST	OT									
Adrian C Aguilar	4.5	4.5	0	4.5/4.5	LABGEN	15120	0520				
Luis A Deleon	4.5	4.5	0	4.5/4.5	OP3						
Menjamin R Gonzalez	4.5	4.5	0	4.5/4.5	LABGEN						
Raymond Hernandez	0	11	0	0/11	LABGEN						
Victor Limon	0	0	0	0	OP2						

Activity	Location	BidItem	Phase	Other	Cost Code Notes
15120		0520			locating utility's with vac trailer

Time Card Detail Report

Foreman: TREVARN : Amulio Trevino

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -of-	Equipment Description	Hours			Pay Class	Phase	Other	Cost Code Notes
		ST	OT	DT Total				
Adrian C Aguilar		9	0	9	LARGEN	9		
Benjamin R Gonzalez		9	0	9	LARGEN	9		
Raymond Hernandez		11	0	11	LARGEN	11		
Activity: 15120								
BidItem: 0520								
Phase:								
Other:								
Rework:								
Locations:								
Production Qty: 0								
Alt Code:								
Employee Signature								

Activity: 15120 Location: BidItem: 0520 Phase: Other: Cost Code Notes: using locator to find secondary line on projects

Time Card Detail Report

Foreman: TREVARN : Arnulfo Trevino

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -or- Equipment Description	Activity:			Bid Item:			Phase:			Production Qty:			Employee Signature
	ST	OT	OT Total	15120	0520				0				
Adrian C Aguilar	9.5	0	0										
Luis A Deleon	9.5	0	0										
Menjamin R Gonzalez	9.5	0	0										
Raymond Hernandez	11.5	0	0										
Victor Limon	9.5	0	0										

Activity	Location	Bid Item	Phase	Other	Cost Code Notes
15120		0520			pot holing hollowbrook dr finding utility's in conflict with roadway excavation also rented a vac trailer to help the process met with f&w to see about lowering line

Time Card Detail Report

Foreman: TREVARN : Arnulfo Trevino

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -or- Equipment Description	Activity: 15120				Production Qty:	All Code:	Pay Class	Phase	Other	Cost Code Notes
	BidItem:	Phase:	Other:	Locations:						
Adrian C. Aguilar	9	0	0	9	10		LABGEN	9		
Menjamin R. Gonzalez	9	0	0	9			LABGEN	9		
Raymond Hernandez	11	0	0	11			LABGEN	11		
	Hours									
	ST	OT	DT	Total						

Activity	Location	BidItem	Phase	Other	Cost Code Notes
15120		0520			locating utilitys with vec trailer

Time Card Detail Report

Foreman: TREVARN ; Amulfo Trevino

WOODCREEK: BROOKHOLLOW DRIVE
Approved
Reviewed

Employee Name -or- Equipment Description	Activity: Biditem: Phase: Other: Rework: Locations: Production Qty: Alt Code:	Hours		Pay Class	15120 0520	0				Employee Signature
		ST	OT,DT							
Adrian C Aguilar		9	0	9	LABGEN	9				
Luis A Deleon		9	0	9	OP3	9				
Menjamin R Gonzalez		9	0	9	LABGEN	9				
Raymond Hernandez		10.5	0	10.5	LABGEN	10.5				

Activity	Location	Biditem	Phase	Other	Cost Code Notes
15120		0520			

Time Card Detail Report

Foreman: GAMEJAV : Javier Gamez

WOODCREEK: BROOKHOLLOW DRIVE

Activity: 15120 Biditem: 0520 Phase: Other: Rework: Locations: Production City: All Code: 0		15120		0520		0									
Employee Name -of- Equipment Description Mario Chavira Javier Gamez		Hours		Pay Class										Employee Signature	
		ST	OT	DT	Total	OPSTECK	GPSLEAD								
		3	0	0	3	OPSTECK	3								
		3	0	0	3	GPSLEAD	3								

Activity	Location	Biditem	Phase	Other	Cost Code Notes
15120		0520			finished elevations and marking station numbers of last 7 potholes for PEC underground u

Date: 10/27/2017

Time Card Detail Report

10-17-006*

Foreman: GAMEJAV ; Javier Gamez

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Activity: Biditem: Phase: Other: Rework: Locations: Production Qty: All Code:	15120 0520 5	Pay Class ST OT DT Total 1 2 0 1/2 2 0 0 2	Hours ST OT DT Total 1 2 0 1/2 2 0 0 2	Biditem 0520	Location 0520	Phase 1/2 2	Other	Cost Code Notes	Employee Signature

Date: 11/08/2017

Time Card Detail Report

10-17-006

Foreman: GAMEJAV : Javier Gamez

WOODCREEK: BROOKHOLLOW DRIVE
Approved

Employee Name -or- Equipment Description	Activity: BidItem: Phase: Other: Rework: Locations: Production Qty: Alt Code:	15120		Pay Class	Hours	ST	OT	DT	Total	Phase	Other	Cost Code Notes	Employee Signature
		0520	12										
Mario Chavira					6	0	0	6		SRSTECH			
Javier Gamez					6	0	0	6		OPBLEAD			

Activity	Location	BidItem	Phase	Other	Cost Code Notes
15120		0520			

Time Card Detail Report

Employee Name -or- Equipment Description	Activity: Biditem: Phase: Other: Rework: Locations: Production Qty: All Code:	15120		Pay Class	Hours ST OT DT Total	Employee Signature
		0520	6			
Mario Chavira				SPSTECH	3	
Javier Gamez				SPSLEAD	3	

Activity	Location	Biditem	Phase	Other	Cost Code Notes
15120		0520			

RENTAL INVOICE

Contract # .1042885-0001

Page: 1

Invoice date 11/07/17

Date out... 10/24/17 11:00 AM

Date in.... 11/07/17 2:09 PM

Job Loc.... WOODCREEK & WIMBERLEY, WIMBERLEY

Job No..... 1 - WOODCREEK & WIMB

Written by.. MEGAN STOTTS



16017 N. IH 35
PFLUGERVILLE, TX 78660
512-994-2257 Fx:000-000-0000

7.00AM TO 5:00PM

texasfirstrentals.com

Customer: 1000945
CURRAN CONTRACTING COMPANY
ATTN: ACCTS PAYABLE
286 MEMORIAL COURT
CRYSTAL LAKE, IL 60014

Job Site:
WOODCREEK & WIMBERLEY
WOODCREEK & WIMBERLEY
NIK GREY 210-419-6746
WIMBERLEY, TX 78676
C#: 815-455-5100 J#: 815-455-5100

RECEIVED
DEC 05 2017
2756289

Ordered By: NIK,	Purchase Order Number: WOODCREEK	Cust Job Ref No.	Terms: Due Upon Receipt
LDW Policy Expiration Date:	Texas First Rentals Sales Rep: CHRIS MYLES	Time Printed: 11/07/17 2:18	Delivery Driver Initials:

Qty	Equipment #	Cat-Class	Min	Day	Week	4 Week	Amount
1	100524	710-1100	585.00	585.00	1755.00	4300.00	3510.00
500 GAL VACUUM TRAILER							
Make: VERMEER Model: LP5SSXDT Ser #: 5HZBF1621FLAF1133							
HR OUT1 226.80 HR IN1 272.30 TOTAL: 45.50							
Billed 14 days from 10/24/17 thru 11/07/17							

SALES ITEMS:

Qty	Item number	Description	Unit	Price	
1	ENV	ENVIRONMENTAL CHARGE	EA	52.650	52.65
1	HEIT	HEAVY EQUIPMENT INVENTORY TAX	EA	5.620	5.62
				Damage waiver:	491.40
				Sales Tax:	334.46
				Total:	4394.13

Texas First Rentals notifies the buyer of the equipment described herein that Texas First Rentals has assigned its rights (but not its obligations) to sell such equipment to CATD Exchange Services LLC, a qualified intermediary, as part of an IRC Section 1031 exchange program, and if applicable, to purchase the trade-in property described herein.

CUSTOMER MUST CALL FOR PICK UP AND OBTAIN A PICK UP NUMBER **EQUIPMENT USAGE ALLOWED, 8HRS DAY 40HR WEEK, 160 HRS 4-WEEK, OT WILL APPLY** **CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES, REPAIRS OR TIRE REPAIRS**

The Loss Damage Waiver ("LDW") is not available for all rental transactions. Texas First Rentals may refuse to offer the LDW in its sole discretion. The LDW charge is 14% of the Base Rental installment per month.

Loss Damage Waiver: Customer Accepts _____ initials Customer Declines _____ initials
Statement of Total Charge for Optional Loss Damage Waiver: If the customer elects to purchase the Optional Loss Damage Waiver the total estimated charge to the customer under this agreement shall be \$

Remit To:
CATD Exchange Services, LLC
FBO Texas First Rentals
P.O. BOX 650869
DALLAS, TX 75265-0869
844-893-4778
Phone/Fax

X

CUSTOMER SIGNATURE DATE NAME PRINTED

By initialing this, I have read and received a safety sheet explaining the safe operation of the equipment I am renting. Initials _____

1201

CONDITIONS OF RENTAL, READ FRONT & REVERSE SIDE

other charge will be to silt fence.

Vendor: BUTLER RENTALS AND SALES
 Location: NEW BRAUNFELS, TX

10/20/2017 Job Charges 39.39 Reason: Purchase: THE HOME DEPOT #8437 SEGUIN Repair broken pipe
 USD Vendor: home depot
 Location: Seguin, TX

10/24/2017 Job Charges 119.04 Reason: Purchase: WIMBERLEY ACE WIMBERLEY Pot hole utilities
 USD Vendor: Ace hardware
 Location: Wimberley,tx

10/25/2017 Job Charges 69.26 Reason: For rock berm Purchase: WIMBERLEY ACE WIMBERLEY
 USD Vendor: Ace hardware
 Location: Wimberley,tx

10/25/2017 Fuel - Gasoline 43.15 Reason: Victor fuel card is ordered but does not have one needed fuel in his company truck
 (Use Comdata USD # 1406 Purchase: SHELL OIL 91002461552 UNIVERSAL CTY
 Fuel Card) Vendor: SHELL OIL
 Location: 3115 pat booker rd

10/26/2017 Job Charges 39.35 Reason: Lock for fire hydrant Purchase: WIMBERLEY ACE WIMBERLEY
 USD Vendor: Ace hardware
 Location: Wimberley,tx

Details

Date	Reimb. Amt	Non Reimb.	Amt	Curr.	Reimbursable	Billable	Exp Type	Category	Department
10/9/2017			-92.56	USD	No	No	Cash Expense	Job Charges	TX Jobs
10/9/2017	648.58	USD	No	Yes	Yes	Cash Expense	Job Charges	TX Jobs	TX Jobs
10/11/2017	92.56	USD	No	No	No	Cash Expense	Job Charges	TX Jobs	TX Jobs
10/12/2017	146.01	USD	No	Yes	Yes	Cash Expense	Job Charges	TX Jobs	TX Jobs
10/12/2017	55.64	USD	No	Yes	Yes	Cash Expense	Job Charges	TX Jobs	TX Jobs
10/14/2017	505.69	USD	No	Yes	Yes	Cash Expense	Job Charges	TX Jobs	TX Jobs
10/14/2017	43.28	USD	No	No	No	Cash Expense	Job Charges	TX Jobs	TX Jobs

10/16/2017	195.74	USD	No	No	Cash Expense Job Charges	TX Jobs
10/16/2017	66.64	USD	No	Yes	Cash Expense Job Charges	TX Jobs
10/16/2017	80.05	USD	No	No	Cash Expense Job Charges	TX Jobs
10/16/2017	55.19	USD	No	Yes	Cash Expense Job Charges	TX Jobs
10/18/2017	371.55	USD	No	Yes	Cash Expense Job Charges	TX Jobs
10/20/2017	39.39	USD	No	No	Cash Expense Job Charges	TX Jobs
10/24/2017	119.04	USD	No	No	Cash Expense Job Charges	TX Jobs
10/25/2017	69.26	USD	No	Yes	Cash Expense Job Charges	TX Jobs
10/25/2017	43.15	USD	No	Yes	Cash Expense Fuel - Gasoline (Use Comdata Fuel Card)	TX Shop
10/26/2017	39.35	USD	No	Yes	Cash Expense Job Charges	TX Jobs

Receipt Report Link: <https://www.certify.com/RR.aspx?i=8C989E97686ABAD2393DAE27EAFB7C22AB&s=EE1E7A40>

THANK YOU FOR SHOPPING AT
WIMBERLEY ACE HARDWARE
(512) 847-2356

THANK YOU FOR SHOPPING AT WIMBERLEY ACE
10/24/17 9:01AM NANETTE 252 SALE

73927	1	EA	38.99	EA	
BAR PRY SAN ANGELO 1X72"					38.99
7114317	1	EA	37.99	EA	
MATCK CUTR 5# FG HANDLE					37.99
7098254	1	EA	32.99	EA	
SPADE DRAIN FIBER 16"					32.99

SUB-TOTAL: \$ 109.97 TAX: \$ 9.07
TOTAL: \$ 119.04
BC AMT: \$ 119.04

BK CARD#: XXXXXXXXXX5043
MID: 191201529867
AUTH: 049456 AMT: \$ 119.04
Host reference #: 020399 Bat#
Chip Read
CARD TYPE: VISA EXPR: XXXX

AID: A0000000031010
TVR: 0080006000
IAD: 06010A03502002
TSI: E800
ARC: 00
MODE: Issuer
CVM:

Name: VISA CREDIT
TxnID/valCode: 586954

Bank card USD\$ 119.04

WIMBERLEY ACE HARDWARE



travel & expense made easy

Employee Information

Name Arnulfo Trevino **Email** atrevino@currancontracting.com
Company Curran Contracting Company **Employee ID**

Approval History

11/22/2017 Submitted Arnulfo Trevino
Comments The rental company did not do individual receipts that is why there is one for multiple items. I talked company and they are supposed to be doing individual receipts from now on.
Pending Scott Hanson

Statement Information

Expense Report Name October Visa 2017 **Start Date** 10/9/2017
Client Billable Status Billable Items: 10 **End Date** 10/26/2017
Department TX Jobs **Status** Pending Approval

Description

50201-0050, 14011-0030, 86337-0260, 1519-0030, 15019-030, 50201-050, 14011-030, 50201-030, 50915-0470, 15120-0520, 14140-030, 91000-0500

Equipment #

10-17-0061, 10-17-0016, 10-15-0040

Cost Type

9

Week 1

Expense Category	Sunday 10/8/2017	Monday 10/9/2017	Tuesday 10/10/2017	Wednesday 10/11/2017	Thursday 10/12/2017	Friday 10/13/2017	Saturday 10/14/2017	Total
Fuel - Gasoline (Use Comdata Fuel Card)				92.56	201.65		548.97	0.00
Job Charges		556.02						1,399.20
Total	0.00	556.02	0.00	92.56	201.65	0.00	548.97	1,399.20

Week 2

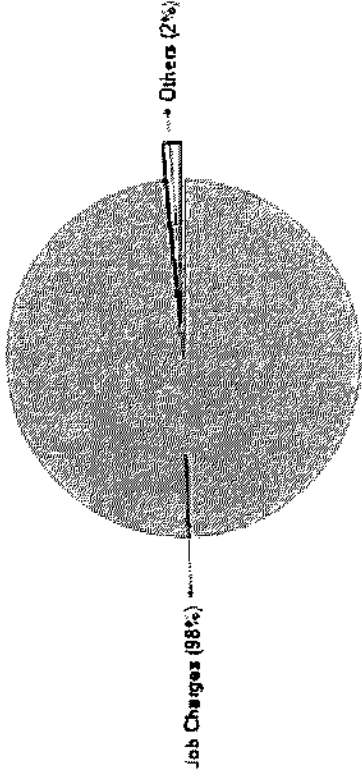
Expense Category	Sunday 10/15/2017	Monday 10/16/2017	Tuesday 10/17/2017	Wednesday 10/18/2017	Thursday 10/19/2017	Friday 10/20/2017	Saturday 10/21/2017	Total
Fuel - Gasoline (Use Comdata Fuel Card)				371.55				0.00
Job Charges		397.62				39.39		808.56
Total	0.00	397.62	0.00	371.55	0.00	39.39	0.00	808.56

Week 3

Expense Category	Sunday 10/22/2017	Monday 10/23/2017	Tuesday 10/24/2017	Wednesday 10/25/2017	Thursday 10/26/2017	Friday 10/27/2017	Saturday 10/28/2017	Total
Fuel - Gasoline (Use Comdata Fuel Card)				43.15				43.15
Job Charges			119.04	69.26	39.35			227.65
Total	0.00	0.00	119.04	112.41	39.35	0.00	0.00	270.80

Per Diem Expenses \$0.00
 Expenses Non-Reimbursable \$2,478.56
 Disapproved Expenses \$0.00
 Expenses Reimbursable to Employee \$0.00
 Total Company Expenses \$2,478.56

Expense Category Totals



Expense Comments	Date	Category	Amount	Reason
	10/9/2017	Job Charges	-92.56	Reason: Credit Voucher: BUTLER RENTALS AND SALES NEW BRAUNFELS Rented piece of USD equipment and it did not work returned for credit. Vendor: BUTLER RENTALS AND SALES Location: NEW BRAUNFELS, TX
	10/9/2017	Job Charges	648.58	Reason: Trencher to install silt fence and saw because company one was broken rented one USD to start saw cutting driveway Purchase: BUTLER RENTALS AND SALES NEW BRAUNFELS Vendor: Butler rentals Location: Wimberley,tx
	10/11/2017	Job Charges	92.56	Reason: Purchase: BUTLER RENTALS AND SALES NEW BRAUNFELS Rented piece of equipment USD and it did not work returned for credit. Vendor: BUTLER RENTALS AND SALES Location: NEW BRAUNFELS, TX
	10/12/2017	Job Charges	146.01	Reason: Plywood for flow fill under footing and concrete for collars on 123 b Purchase:

10/12/2017	Job Charges	55.64	USD	Reason: Purchase: BUTLER RENTALS AND SALES NEW BRAUNFELS Rental of chain saw for tree removal. Ours kept breaking. Vendor: BUTLER RENTALS AND SALES Location: NEW BRAUNFELS, TX
10/14/2017	Job Charges	505.69	USD	Reason: Purchase: BUTLER RENTALS AND SALES NEW BRAUNFELS rent on saw and trencher. Unable to break out cost between items so charging one to silt fence and other charge will be to driveways. Vendor: BUTLER RENTALS AND SALES Location: NEW BRAUNFELS, TX
10/14/2017	Job Charges	43.28	USD	Reason: Purchase: WIMBERLEY ACE WIMBERLEY Needed oil for chain saw Vendor: Ace hardware Location: Wimberley,tx
10/16/2017	Job Charges	195.74	USD	Reason: Purchase: LOWES #00159 SAN MARCOS Needed blades for walk behind saw Vendor: Lowes Location: SAN MARCOS, TX
10/16/2017	Job Charges	66.64	USD	Reason: Purchase: BUTLER RENTALS AND SALES NEW BRAUNFELS Vendor: BUTLER RENTALS AND SALES Location: NEW BRAUNFELS, TX
10/16/2017	Job Charges	80.05	USD	Reason: Purchase: WIMBERLEY ACE WIMBERLEY Needed tools for guys on site Vendor: Ace hardware Location: Wimberley,tx
10/16/2017	Job Charges	55.19	USD	Reason: No tools to change blade on walk behind saw Purchase: WIMBERLEY ACE Vendor: WIMBERLEY Location: Wimberley,tx
10/18/2017	Job Charges	371.55	USD	Reason: Purchase: BUTLER RENTALS AND SALES NEW BRAUNFELS Extra week of rent on saw and trencher. Unable to break out cost between items so charging one to driveways and

Underground Services, Inc.

24 Hagerty Blvd., Suite #11
West Chester, PA 19382

Invoice

Date	Invoice #
1/9/2018	673320

Bill To
Curran Contracting Company 11230 H1-10 Frontage Rd Converse, TX 78109 Attn: Accounts Payable

Location
Brookhollow & Woodcreek Dr Wimberley, TX

P.O. No.	Terms	Due Date	Project
Steve Shuemate	Net 30; then 1.5% pc	2/9/2018	

Description	Unit Price	Quantity	Amount
December 6, 2017 - Subsurface utility locates (6.5 hours @ \$225/hr)	225.00	6.5	1,462.50
Mob/demob (3 hours @ \$100/hr)	100.00	1	100.00
Daily Report of Work enclosed.			

We appreciate the chance to be of service to you!	Total	\$1,562.50
	Payments/Credits	\$0.00
	Balance Due	\$1,562.50

Phone #	Fax #	E-mail
610-738-8762	610-696-7864	lfitzgerald@sofidig.com

Daily Report of Work

Sheet _____ of _____

SoftDig Project #: 673320 Date: 12-6-17

Client: Curran Construction Work Authorization: _____

Location of Work: Wimberly Tx (Brook Hollow & Woodcreek Dr.)

Description of Work: Locating Primary Elec.

LABOR

Employee	Man-Hours				Travel	Down
	Des.	Loc.	Surv.	Flag		
M. Weber		6.50			3	
R. Medina		6.50			3	

Site Contact: Steve
210-819-6128

Truck #: S-162

Mileage	Location	Od Reading	Miles
FROM	shop	28266	
TO	Site	28332	
FROM	Site	28332	
TO	shop	28389	

Flagger (Subcontractor)	# _____	Hrs. _____
TMA Truck	# _____	Hrs. _____
Arrow Panel	# _____	Hrs. _____
Other:	# _____	Hrs. _____

	Work Previous	Work Today	Total
# of TH's		3	
LF Designation			
# Borings Cleared			
Trenching LWD			
Other		4	

Approvals:

M. Weber
 SoftDig Representative (Printed)

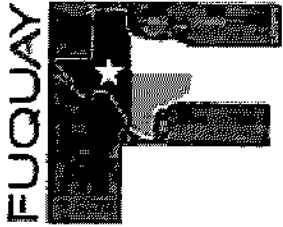
M. Weber 12-6-17
 SoftDig Representative (Signature) Date

 Client Representative (Printed)

 Client Representative (Signature) Date

Arrive Site: 9:00 Leave Site: 3:30

Notes: Arrived on site
 Dug up primary Elec.
 @ 3 location, Designated
 other two holes Dug 4
 holes looking for Primary
 But found cable (3) 2 1/2" PVC
 and one 2 1/2" white PVC
 * Rained @ 40° all day
 * holes left open & No test holes
 Reports



FUQUAY, INC.

P.O. Box 310946
New Braunfels, Texas 78131-0946
(830) 606-1882

**INVOICE
NUMBER**

43965

BILL TO CURRAN CONTRACTING COMPANY
11230 INTERSTATE 10 EAST
CONVERSE, TX 78109

PROJECT WOODCREEK SUBDIVISION
WIMBERELY, TX
CUC177501 T INC

CUSTOMER	PO NUMBER	TERMS	INVOICE DATE	PAGE
CUC		Net 30	1/9/2018	1

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED
13	HR	HOURLY POTHOLE CREW	\$300.00	\$3,900.00

TOTAL AMOUNT \$3,900.00

FUQUAY, INC.

CERTIFIED WBE/DBE

PROPOSAL

BID DATE: January 8, 2018

PROJECT: Woodcreek Subdivision Street Improvements

WE PROPOSE TO PROVIDE ALL THE MATERIALS, LABOR, EQUIPMENT AND SUPERVISION NECESSARY TO COMPLETE THE FOLLOWING ITEMS FOR THE PROJECT REFERENCED ABOVE:

ACTIVITY NO.	DESC. NO.	SYD. NO.	BID ITEM DESCRIPTION	UNIT OF MEASURE	APPROX. QUANTITIES	UNIT BID PRICE	AMOUNT
<u>POTHOLE LOCATE RATES</u>							
			Hourly Pothole Crew	HR	11.00	300.00	3,900.00
						TOTAL	3,900.00

The quantities quoted herein are based on representation of the project by others and our interpretation of their project plans and specifications. This quotation is based upon estimated and NOT guaranteed quantities. Actual quantities needed may vary and is to be determined by the BUYER or BUYER's representative who shall verify and agrees to pay for all quantities installed and invoiced.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWING AND SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER. ANY ALTERATION OR DEVIATION FROM SPECIFICATIONS AND DRAWINGS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE QUOTATION. WORKER'S COMPENSATION AND PUBLIC LIABILITY INSURANCE ON ABOVE WORK TO BE FURNISHED BY FUQUAY, INC. THERE MAY BE AN ADDITIONAL CHARGE FOR PROVIDING A WAIVER OF SUBROGATION AND/OR BEING LISTED AS AN ADDITIONAL INSURED ON FUQUAY'S INSURANCE. THE CHARGE SHALL BE EQUAL TO THE AMOUNT CHARGED TO FUQUAY FOR SAID SERVICE. (HEAVY EXCAVATION TO BE DONE BY OTHERS - SUBGRADE OR DEEPER BELOW.

EXCLUSIONS:

PERMITS, BURDENS, FEES
 ASPHALT & ASPHALT REPAIR
 CONCRETE CURBS, GUTTERS, & WALKS
 REMOVAL OF EXISTING PAVING, CURBS, & WALKS

SURVEYING
 SPOILS HAUL OFF
 COMPACTION TESTING
 TRAFFIC CONTROL

TERMS:

PAYMENT FOR SERVICES SHALL BE DUE AND PAYABLE WITHIN THIRTY DAYS OF THE DATE/MONTH THE WORK IS PERFORMED. THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN THIRTY DAYS.

ACCEPTED BY

 COMPANY

 NAME

 TITLE

 DATE

RESPECTFULLY SUBMITTED,

FUQUAY, INC.

Council Meeting Date: 07/11/2018

AGENDA ITEM COVER SHEET

Subject/Title:

9. C. Consider Authorizing Staff to Enter into an Agreement with ABIP, PC for Preparing the Audit of Financials Services for the City of Woodcreek

Item Summary:

This agenda item is to consider changing the City of Woodcreek Audit Firm from Belt Harris Pechacek, LLLP to ABIP, PC. Staff was informed by Robert Belt, representing the firm of Belt Harris Pechacek, LLLP, that the fee to perform the annual audit would be increased to \$17,000, which is an increase of \$8,000, and that they could not perform the audit at the original stated fee. After discussions with Mr. Belt, it was decided to not enter into the third year of using their firm for audit services. Therefore, staff began a search for another audit firm, using other cities for recommendations. The firm that came forth with a proposal was ABIP, PC to perform the audit with an estimated fee of \$9,850. This fee is comparable to fees charged by other firms performing audits for other cities of our size.

Financial Impact/Financial Information :

\$9,850 for audit services, budget line item has been \$9,000 with an actual cost of \$9,100 for fiscal 2016-2017.

Comments/Recommendation

Authorize the City Manager to enter into agreement with the firm of ABIP, PC for the audit services for Fiscal Year ending September 30, 2018.

Attachments:

Proposal from ABIP, PC

Submitted By:

Brenton B. Lewis, City Manager

CITY OF WOODCREEK, TEXAS

REQUEST FOR QUALIFICATIONS

FINANCIAL AUDITING SERVICES

FISCAL YEAR ENDED SEPTEMBER 30, 2018

SUBMITTED BY:
JANET A. PITMAN, CPA

ABIP, PC
7330 SAN PEDRO AVE, SUITE 901
SAN ANTONIO, TEXAS 78216
(210) 341-2581
(210) 341-2588 (Fax)
jpitman@abipcpa.com

June 5, 2018

abip

CPAs | ADVISORS

CLIENT FOCUSED. RELATIONSHIP DRIVEN.

CITY OF WOODCREEK, TEXAS

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June 5, 2018

City of Woodcreek, Texas
41 Champion Circle
Woodcreek, Texas 78676

ABIP, PC is pleased to have the opportunity to submit this request for qualifications to provide professional financial audit services to the City of Woodcreek, Texas (the City) for the fiscal year ending September 30, 2018.

Our audit will be performed in accordance with generally accepted auditing standards, and the *State of Texas Public Investment Funds Act*. In addition, it is our standard practice to issue a management letter with appropriate recommendations for improvement as part of the audit process.

Partners and team members will be assigned to your engagement based on your needs and their experience with the unique demands of Texas municipalities and government entities. With our professional team members, we can complete the audit in a timely and efficient manner. ABIP and all key professional employees who will be assigned to perform the audit, should we be awarded the contract, are properly licensed to practice in the State of Texas.

Through our audit process and evaluation of the City's internal controls, we provide public confidence that your financial statements are fairly stated and that the City has complied with relevant laws and regulations. However, we provide more than just an opinion letter bound in a set of financial statements. Although it is our responsibility to provide an opinion on your financial statements, we also believe it is our obligation to offer workable recommendations on improvements to internal controls or compliance matters. We provide a year-round resource for information and advice by staying abreast of new accounting pronouncements and auditing requirements and are pro-active in assisting our clients in implementing any changes required.

The task of selecting an auditor can be difficult. While certain attributes such as fees or firm size can be quantified, other, perhaps more relevant, factors cannot. Who can provide the most value? Who has the best communication skills? Who will be easiest to work with? Can they meet the deadlines? ABIP, PC has a long list of satisfied governmental audit clients.

Your vote of approval of ABIP can be cast for the following reasons:

- ✓ Our partners and staff focus on governmental audits and have for many years.
- ✓ Our partners and staff have a reputation of excellent client retention, a strong indicator of client satisfaction.

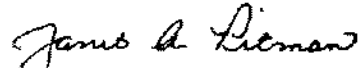
- ✓ We are committed to quality, and we strive for excellence in all elements of our practice. Our peer reviews reflect this.
- ✓ We fully staff the block of time set aside for field work for timely completion and to be less disruptive to our audit clients.

We believe our experience and a record of providing quality service to other government clients clearly makes ABIP the best qualified firm to provide the services requested by the City.

Our office is located at 7330 San Pedro Avenue, Suite 901, San Antonio, Texas 78216, telephone (210) 341-2581, fax (210) 341-2588. All of the services you have requested will be provided from this location. I will serve as your engagement partner for the City's audit should we be selected as your independent auditors. As an authorized representative of the firm, I am empowered to submit this statement of qualifications and to sign a contract with the City of Woodcreek, Texas. If we can be of any assistance or answer any questions concerning this proposal, please feel free to contact Michael Del Toro (mdeltoro@abipcpa.com) or myself (jpitman@abipcpa.com).

Sincerely,

ABIP, PC



Janet A. Pitman
Partner

Executive Summary

ABIP is a regional firm, with offices in San Antonio and Houston. ABIP provides accounting, auditing, consulting, and tax planning and preparation services to various industries such as nonprofit, governmental, employee benefit plans, real estate, oil and gas, health care, construction, manufacturing, technology, and professional service companies. ABIP's San Antonio office is primarily focused on performing audit and tax services for governmental and nonprofit entities. Our firm strives to serve our clients with personal service by an experienced team that has worked together on numerous engagements. Our focus on customer service is demonstrated through our commitment to providing an efficient service through:

- Customized Audit Programs
- Utilization of the Best Available Software and Technology
- Matching of Team Member Experience to your Industry and Service Needs
- Commitment to Continuous Training and Education of our Team Members
- Regular and Informative Communication with Members of Management

A firm's performance is largely dependent on the specific individuals assigned to an engagement. We have selected a team that will provide you with a breadth of experience combined with specific knowledge of accounting and auditing issues pertinent to the City of Woodcreek, Texas. With our professional team members, we can complete the audit in a timely and efficient manner. The audit team for the City would consist of Janet Pitman (audit partner), Michael Del Toro (audit partner), and Scot Woodland (audit senior).

As lead partner, Janet will be responsible for the administration and the overall performance of the audit. Janet has over twenty-five (25) years of experience in auditing and accounting for governmental entities. Janet has experience in financial and compliance audits and report preparation of governmental entities including City of San Marcos, Texas, City of Rollingwood, Texas, Hays County, Texas, Comal County, Texas, San Antonio River Authority, City of Alamo Heights, Texas, Karnes County, Texas, City of Universal City, Texas, City of Cibolo, Texas, Bexar Appraisal District, Guadalupe-Blanco River Authority, City of Live Oak, Texas, Cibolo Creek Municipal Authority, North East Independent School District, Judson Independent School District, and Southwest Independent School District, among many others. Janet is licensed to practice as a certified public accountant in Texas and meets the CPE requirements of the Texas State Board of Public Accountancy and Government Auditing Standards.

As concurring partner, Mike will work with Janet to plan and develop the overall audit approach and coordinate the activities of the other team members. Mike will also provide a technical review of the audit as well as provide technical assistance as needed. Mike has over twenty (20) years of experience in auditing and accounting for governmental entities. Mike has experience in financial and compliance audits and report preparation of governmental entities including City of San Marcos, Texas, Hays County, Texas, Comal County, Texas, Guadalupe-Blanco River Authority, Karnes County, Texas, Kerr County, Texas, Kendall County, Texas, San Antonio River Authority, City of Cibolo, Texas, City of Alamo Heights, Texas, City of Universal City, Texas, City of Live Oak, Texas, Bexar Appraisal District, North East Independent School District, Judson Independent School District, Cibolo Creek Municipal Authority, and Southwest Independent School District, among many others. Mike is licensed to practice as a certified public accountant in Texas and meets the CPE requirements of the Texas State Board of Public Accountancy and Government Auditing Standards.

As engagement senior, Scot will perform work under the direct supervision of the partners. Scot has over four (4) years of experience in auditing and accounting for governmental entities. Scot has experience in financial and compliance audits and report preparation of governmental entities including City of San Marcos, Texas, City of Rollingwood, Texas, Hays County, Texas, Comal County, Texas, San Antonio River Authority, City of Alamo Heights, Texas, Karnes County, Texas, City of Universal City, Texas, Guadalupe-Blanco River Authority, City of Live Oak, Texas, Cibolo Creek Municipal Authority, North East Independent School District, and Judson Independent School District, among many others. Scot is CPA eligible and is currently seeking this designation.

Upon acceptance as the City's independent auditor, we will establish the terms of the engagement in an engagement letter. Our audit approach is divided into four (4) stages: 1) planning and risk assessment, 2) audit fieldwork, 3) audit conclusion, and 4) audit communication.

Planning and risk assessment is essential to ensure a quality audit, efficient use of professional team members, timely delivery of reports and other letters, and to reach the objectives agreed to in the engagement letter. Adequate planning of the audit is also essential to minimize disruption of the ongoing daily operations of the City. Planning activities include both general planning and the design of audit programs specifically tailored for the City based on our risk assessment. Our general planning procedures include, but are not limited to, preliminary consideration of audit risk and materiality, the effects of computer processing on the audit of the City's financial statements, documentation of our understanding of the City's environment, operations, and the internal control structure, and a consideration of the risk of material misstatement due to fraud. At the conclusion of our planning, we will coordinate with the City, a list of items and external confirmations that we will need for the audit fieldwork. In addition, we will have prepared our specifically tailored audit programs for the City. We would request the City's staff to prepare minimal schedules for the financial audit. Many of these items are schedules already being prepared by the City in the normal course of doing business. In addition to preparation of these schedules we will ask the City to answer questions and perhaps to perform certain routine clerical tasks, such as locating invoices. In accomplishing this, we will consider limitations on available time of the City's personnel.

Audit fieldwork is the performance of our specifically tailored audit programs. This includes testing management's assertions over the financial statements through inquiry, analytical procedures, observation, scanning, inspection, reperformance, confirmation, performing procedures for federal and state compliance, if applicable, and other audit procedures. In addition to year-end fieldwork, we have found it beneficial to schedule interim fieldwork in determining the overall timing of our audit engagements. We will coordinate the timing of the fieldwork, both interim and year-end, with the City.

At the conclusion of our fieldwork we will review, summarize, and evaluate the results of our audit tests. We will coordinate an exit conference to be held with members of management in order to summarize the results of the fieldwork, review the draft of the Annual Financial Report and management letter comments. In conclusion, we will deliver the final reports to the City Council of the City of Woodcreek, Texas.

Why Choose ABIP, PC?

The partners of your engagement team have over 45 combined years of experience servicing clients similar to the nature of the City of Woodcreek. Much of this experience was gained while working for larger regional firms. The advantage to selecting ABIP is that we are able to provide the expertise and service of a national firm at the lower cost of a regional firm. Our partners are

highly involved in the day to day fieldwork which will allow us to supervise our staff, catch any major issue early and be available for questions from you.

In addition to the experience we have in performing audits, we also like to provide added value to our clients by providing detailed management letters that point out opportunities for the City to mitigate risk and implement process improvement. Due to our many years of experience with governmental entities we can readily identify many such improvements that may help the overall operations of the City.

ABIP's membership with CPA Connect provides us access to 29,000 accounting, tax and audit professionals in over 100 countries. This affiliation provides our clients the depth of one of the largest firms in the world on an as needed basis. ABIP is also affiliated with International Referral which allows ABIP to utilize specialized consultants, brokers, and other professionals as needed, with specific niche expertise in various industries including governmental.

As a client of ABIP, you receive many benefits beyond specific professional audit services. Our professional personnel are provided with current and relevant training, which is designed to keep them up to date in the ever-changing environment in which we practice. We attend and conduct formal training programs covering current technical developments in the governmental accounting and auditing fields and can provide Continuing Professional Education credits to City staff. Throughout the year we provide our governmental clients with technical information on subjects of importance and interest including, but not limited to, interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. In addition, all personnel of ABIP, (audit and tax) are available throughout the year to provide technical assistance and advice to the City of Woodcreek, Texas, as needed. Routine questions will be answered at no charge.

Firm Profile

ABIP is a regional firm with fully staffed offices in the cities of San Antonio and Houston, Texas. ABIP has over 80 employees on staff. ABIP provides accounting, auditing, consulting, and tax planning and preparation services to various industries such as nonprofit, governmental, employee benefit plans, real estate, oil and gas, health care, construction, manufacturing, technology, and professional service companies. Our San Antonio office is located at 7330 San Pedro Ave, Suite 901, San Antonio, Texas 78216, telephone (210) 341-2581; fax (210) 341-2588. All of the services you have requested will be coordinated from and provided by the San Antonio location.

ABIP's San Antonio office is primarily focused on performing audit and tax services for governmental and nonprofit entities. Our San Antonio governmental audit team consists of a total of 11 individuals including 2 partners, 1 senior audit manager, 1 audit manager, 2 audit seniors, and 5 audit team members. The audit of the City will be conducted out of our San Antonio office.

Audit Staff Experience and Qualifications

The audit team for the City would consist of Janet Pitman, Michael Del Toro, and Scot Woodland. All of these individuals will be employed on this engagement on a full-time basis. All of our work for our government jobs is performed out of our San Antonio office.

Janet A. Pitman, CPA

As the lead partner on the engagement, Janet will coordinate the services of our firm with the City and will have overall responsibility for the audit and any matters related to the audit. Janet will develop the overall audit approach and the audit plan, review the activities of the other team members, and assist in execution of audit work. Janet has over twenty-five (25) years of experience in auditing and accounting for Texas municipalities and government entities. Janet is licensed to practice as a certified public accountant in Texas. Janet has experience in financial and compliance audits of Texas municipalities and governmental related entities including:

- *City of Alamo Heights, Texas
- *City of Live Oak, Texas
- *City of Leon Valley, Texas
- City of Rollingwood, Texas
- City of Universal City, Texas
- City of Cibolo, Texas
- City of Hill Country Village, Texas
- City of Shavano Park, Texas
- City of Somerset, Texas
- Cibolo Creek Municipal Authority
- *City of Schertz, Texas
- *City of San Marcos, Texas
- *City of Boerne, Texas
- *Hays County, Texas
- *Comal County, Texas
- Karnes County, Texas
- *Bexar County, Texas
- Southwest Independent School District
- Judson Independent School District
- Education Service Center, Region 20
- *North East Independent School District
- *Bexar Appraisal District
- *San Antonio River Authority
- *Guadalupe-Blanco River Authority
- *VIA Metropolitan Transit Authority

Michael Del Toro, CPA

As concurring partner, Mike will provide a technical review of the audit as well as provide technical assistance throughout the audit as needed. Mike has over twenty (20) years of experience in auditing and accounting for Texas municipalities and government entities. Mike is licensed to practice as a certified public accountant in Texas. Mike has experience in financial and compliance audits of Texas municipalities and governmental related entities including:

- *City of Alamo Heights, Texas
- *City of Live Oak, Texas
- *City of Leon Valley, Texas
- City of Universal City, Texas
- City of Cibolo, Texas
- City of Hill Country Village, Texas
- City of Shavano Park, Texas
- City of Somerset, Texas
- Cibolo Creek Municipal Authority

*City of Schertz, Texas
*City of San Marcos, Texas
*City of Boerne, Texas
*Hays County, Texas
Karnes County, Texas
*Comal County, Texas
*Bexar County, Texas
Kerr County, Texas
Kendall County, Texas
Jourdanton Independent School District
Southwest Independent School District
Judson Independent School District
Education Service Center, Region 20
*North East Independent School District
*Bexar Appraisal District
*San Antonio River Authority
*Guadalupe-Blanco River Authority
*VIA Metropolitan Transit Authority

Scot Woodland, Audit Senior

As audit senior, Scot will perform work under the direct supervision of the partners. His functions will be gathering data and performing detail tests, such as vouching expenses and determining eligibility of costs. Scot is CPA eligible and is currently seeking this designation. Scot has experience in financial and compliance audits of Texas municipalities and governmental related entities including:

*City of Alamo Heights, Texas
*City of Live Oak, Texas
City of Universal City, Texas
City of Hill Country Village, Texas
City of Rollingwood, Texas
*City of San Marcos, Texas
*Hays County, Texas
*Comal County, Texas
Karnes County, Texas
Cibolo Creek Municipal Authority
Judson Independent School District
*North East Independent School District
*Guadalupe-Blanco River Authority

* Denotes clients who have received GFOA's Certificate of Achievement for Excellence in Financial Reporting.

Attached to this proposal are the resumes of Janet, Michael, and Scot that provide additional information on their education, experience, and memberships in professional organizations.

Similar Engagements with Other Governmental Entities

We *currently* provide professional audit services for the following entities:

1. City of San Marcos, Texas, Financial and Single Audit; GASB 34 Implementation; Utility Operations
Comprehensive Annual Financial Report Awarded (prepared by ABIP)
Contact: Heather Hurlbert - Director of Finance; (512) 393-8176;
HHurlbert@sanmarcostx.gov
September 30, 2013 - Present
2. City of Live Oak, Texas, Financial Audit; GASB 34 Implementation; Utility Operations;
Economic Development Corporation
Comprehensive Annual Financial Report Awarded (prepared by ABIP)
Contact: Leroy Kowalik - Director of Finance; (210) 653-9140; lkowalik@liveoaktx.net
September 30, 2010 - Present
3. San Antonio River Authority, Financial and Single Audit; Utility Operations
Comprehensive Annual Financial Report Awarded (prepared by ABIP)
Contact: Susan Rios - Accounting Manager; (210) 302-3604;
srios@sara-tx.org
June 30, 2014 - Present
4. City of Alamo Heights, Texas, Financial Audit; GASB 34 Implementation; Utility Operations
Comprehensive Annual Financial Report Awarded (prepared by ABIP)
Contact: Robert Galindo - Director of Finance; (210) 822-3331;
rgalindo@alamoheightstx.gov
September 30, 2005 - Present
5. City of Universal City, Texas, Financial Audit; GASB 34 Implementation; Utility Operations
Contact: Pat Collins - Director of Finance; (210) 659-0333; finance@uctx.gov
September 30, 2005 - Present

Other governmental entities that we *currently* provide audit services to are as follows:

- Hays County, Texas - **Comprehensive Annual Financial Report Awarded** (prepared by County, reviewed by ABIP)
- Comal County, Texas - **Comprehensive Annual Financial Report Awarded** (prepared by County, reviewed by ABIP)
- North East Independent School District - **Comprehensive Annual Financial Report Awarded** (prepared by District, reviewed by ABIP)
- City of Somerset, Texas
- Hill Country Village, Texas
- Cibolo Creek Municipal Authority
- Karnes County, Texas
- City of Floresville, Texas
- Navarro Independent School District
- Marion Independent School District
- Judson Independent School District

Quality Control Review

ABIP is a member of both the American Institute of Certified Public Accountants and the Texas Society of Certified Public Accountants. As such, we are members of their Peer Review Program, which requires us to have an on-site review once every 3 years. The peer review is conducted by a team of CPA's and the review is performed under standards set by the American Institute of Certified Public Accountants. A peer review report is issued on whether our firm complied with the stringent quality control standards as required by the American Institute of Certified Public Accountants. We have been members of the Peer Review Program since its inception. In our previous two reviews for the years ended December 31, 2011, and 2014, our firm received the highest possible rating in its peer review; a peer review rating of "pass". We have included a copy of our most recent external quality control review, which included a review of specific government entities.

ABIP is also a member of the Governmental Audit Quality Center, (GAQC), a division under the AICPA. The GAQC is a voluntary membership for CPA firms that perform governmental audits which promotes the importance of quality governmental audits and the value of such audits. The GAQC defines a governmental audit as audits that include single audits and financial statement audits of both nonprofits and governmental entities. The GAQC provides valuable tools to help their members perform quality governmental audits as well as alerts that contain critical and time sensitive information about audit developments.

Independence

At ABIP, we take the utmost care in determining that our firm and staff are independent with respect to the governmental client. We determine independence prior to making a decision to submit our qualifications by complying with our quality control standards and standards prescribed by *Government Auditing Standards*.

ABIP is independent of the City of Woodcreek, Texas as defined by the AICPA generally accepted auditing standards, and *Government Auditing Standards* issued by the Comptroller General of the United States. In addition, none of the proposed audit team members have any direct or indirect financial interest in the City or any personal or financial relationships with City Council or any employee of the City.

Staff Rotation Plan

It would be our intention to commit the above noted audit team over the term of the contract to the fullest extent possible. However, at the City's request, we can rotate personnel over the term of the contract. We understand that the City retains the right to approve or reject any replacement of staff. Our firm can provide equally competent personnel to replace the key personnel named on the audit team. We have experienced minimal staff turnover in the past 24 months. ABIP's audit partners are actively involved in the daily detail procedures of the audit engagement which provides for continuity on the engagement from year to year in the event of staff turnover. In addition, this allows us to supervise our staff, catch any major issue early and be available for questions from you.

Continuing Professional Education of Audit Team

ABIP requires all accountants that will be involved in governmental audits to complete a minimum of 80 hours of continuing education in a two year period in accounting and auditing with a minimum of 20 hours each year and with at least 24 hours of the 80 hours in governmental

courses. This is done in order to comply with Governmental Auditing Standards. All employees have met or exceeded this requirement. Additional State Board requirements for all licensed professionals to have 120 hours every three years were also met.

Detailed CPE information for staff to be assigned to the engagement is as follows:

JANET PITMAN, CPA

Course Title:	Dates
Studies on Single Audit and Yellow Book Deficiencies	June 20, 2017
Government and Not-For-Profit Audit Update	June 19, 2017
Texas School District Accounting and Auditing Conference	June 5-6, 2017
Texas School District Accounting and Auditing Conference	June 6-7, 2016
2016 State and Local Government Audit Planning	May 18, 2016
Single Audit Fundamentals	October 2015
Texas School District Accounting and Auditing Conference	June 1-2, 2015
GFOAT Spring Conference	April 12-14, 2015
Required 2015 GAQC Annual Web Event	April 28, 2015
GASB Pensions: Are you ready	March 4, 2015
Required 2014 GAQC Annual Web Event	January 19, 2015
Advance OMB A-133 Issues	June 23, 2014
Government and Nonprofit Annual Update	June 12, 2014
Texas School District Accounting and Auditing Conference	June 9-10, 2014

MICHAEL DEL TORO, CPA

Course Title:	Dates
Studies on Single Audit and Yellow Book Deficiencies	June 20, 2017
Government and Not-For-Profit Audit Update	June 19, 2017
Texas School District Accounting and Auditing Conference	June 5-6, 2017
Texas School District Accounting and Auditing Conference	June 6-7, 2016
2016 State and Local Government Audit Planning	May 18, 2016
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Advance OMB A-133 Issues	June 23, 2014
Government and Nonprofit Annual Update	June 12, 2014
Texas School District Accounting and Auditing Conference	June 9-10, 2014

SCOT WOODLAND

Course Title:	Dates
Studies on Single Audit and Yellow Book Deficiencies	June 20, 2017
Government and Not-For-Profit Audit Update	June 19, 2017
Texas School District Accounting and Auditing Conference	June 5-6, 2017
Texas School District Accounting and Auditing Conference	June 6-7, 2016
2016 State and Local Government Audit Planning	May 18, 2016
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GFOAT Spring Conference	April 12-14, 2015
Required 2015 GAQC Annual Web Event	April 28, 2015
GASB Pensions: Are you ready	March 4, 2015
Required 2014 GAQC Annual Web Event	January 19, 2015

Audit Methodology

Upon acceptance as the City's independent auditor, we will establish the terms of the engagement in an engagement letter addressed to the City Council. Once the engagement letter has been signed by the City, we can begin our audit.

Our audit approach is divided into four (4) stages: 1) planning and risk assessment, 2) audit fieldwork, 3) audit conclusion, and 4) audit communication.

The American Institute of Certified Public Accountants Auditing Standards Board issued Statements on Auditing Standards relating to the assessment of risk in an audit of financial statements.

The primary objective of these statements is to enhance the application of the audit risk model by specifying, among other things:

- Increased understanding of the City and its environment, including its internal control; to identify the risks of material misstatement in the financial statements and what the City is doing to mitigate them.
- Rigorous assessment of the risks of material misstatement of the financial statements based on that understanding.
- Improved linkage between the assessed risks and the nature, timing, and extent of audit procedures performed in response to those risks.

Planning and risk assessment is essential to ensure a quality audit, efficient use of professional team members, timely delivery of reports and other letters, and to reach the objectives agreed to in the engagement letter. Adequate planning of the audit is also essential to minimize disruption of the ongoing daily operations of the City. Planning and risk assessment activities include both general planning and the designing of government audit programs specifically tailored for the City based on our risk assessment. Our general planning procedures include, but are not limited to, preliminary consideration of audit risk and materiality, the effects of computer processing on the audit of the City's financial statements, documentation of our understanding of the City's environment, operations, and the internal control structure, performance of preliminary analytical review procedures to assist in planning the nature, timing and extent of other procedures and a consideration of the risk of material misstatement due to fraud. In order to determine which laws, rules, and regulations will be subject to audit testing, we will review the City's revenue sources and operations. At the conclusion of our planning, we will coordinate with the City, a list of items and external confirmations that we will need for the audit fieldwork. In addition, based on our risk assessment, we will have prepared our specifically tailored government audit programs for the City.

Audit fieldwork is the performance of our specifically tailored audit programs. This includes testing management's assertions over the financial statements through inquiry, analytical procedures, observation, scanning, inspection, reperformance, confirmation, and other audit procedures.

In order to form an opinion on the City's financial statements, we will obtain and evaluate evidence to support management's assertions over the financial statements. Assertions can be classified in the following broad categories:

- *Existence or Occurrence.* Reported assets and liabilities actually exist at the balance sheet date, and transactions reported in the operating statement actually occurred during the period covered.
- *Completeness.* All transactions and accounts that should be included in the financial statements are included, and there are no undisclosed assets, liabilities, or transactions.
- *Accuracy.* Amounts and other data relating to recorded transactions and events have been recorded accurately.
- *Rights and Obligations.* The City owns and has clear title to the assets, the liabilities are obligations of the City, and the City was actually a party to reported transactions.
- *Cutoff.* Transactions and events have been recorded in the correct accounting period.
- *Valuation or Allocation.* The assets and liabilities are valued properly, and the revenues and expenses are measured properly.
- *Presentation and Disclosure.* The assets, liabilities, revenues, and expenses are properly described and disclosed in the financial statements.

At the conclusion of our fieldwork we will review, summarize, and evaluate the results of our audit tests. Specific conclusion procedures include, but are not limited to, analytical procedures as an overall review of the financial information, a search for commitments and contingencies, determination of subsequent events, an evaluation of overall materiality, and an internal detailed review of all work prepared by audit team members. We will also obtain certain written management representations from the City.

It is our standard practice to issue a management letter with appropriate recommendations for improvement as part of the audit process. The letter is a result of our internal control documentation over the processes at the City (cash receipts, cash disbursements, payroll disbursements, etc.) and our testing of the existence of those internal controls and other observations. A draft of the letter is always reviewed with management to ensure we have an accurate understanding of the City's systems and procedures.

We will coordinate the exit conference to be held with members of management in order to summarize the results of the fieldwork, review the draft of the financial statements and management letter comments, and report on other required communications. In conclusion, we will present the results of the audit to the City Council of the City of Woodcreek.

Sampling

Our firm uses both statistical sampling, when the data sets allow, and nonstatistical sampling plan from Practitioners Publishing Company's (PPC's) adopted from the AICPA, which is a comprehensive and systematic plan that focuses directly on the assessment of audit risk and integrates statistical theory with the use of audit judgment. The plan provides for the translation of subjective audit judgments into quantitative terms for the following key features:

- Tolerable Misstatement
- Reliance on Internal Control
- Evidence from Analytical Review or Other Related Substantive Procedures
- Inherent Risk Associated with the Engagement and the Specific Items to be Sampled

This plan is used in performing the audit whenever sampling is considered appropriate, including samples for purposes of testing compliance. Our approach taken in drawing audit samples for purposes of test of compliance is to assess the appropriate level of tolerable misstatement, assess the risk of material misstatement, assess the substantive procedures risk, determine a risk factor, identify individually significant items in the population, consider the amount of expected misstatement, and determine the sample size based on these factors. The areas where sampling is often used include receivables, revenue, cash disbursements, payroll disbursements, and accounts payable. When the size of the population allows, we use a random number generator as our sampling method. Other valid sampling methods are systematic selection and haphazard selections.

Computer Audit Tools

At ABIP we perform our audits in a paperless, cloud-based environment. The advantage of a paperless environment is that we do not maintain any physical documents that the City may give us. All documents are scanned into your personal client binder file and stored in a secure cloud environment - no client information is ever maintained locally on our laptops. We utilize ProSystem fx Engagement Software to secure all electronic workpapers. Access to this program is restricted by the use of passwords. Each auditors' individual laptop is also secured by a password. Passwords are changed periodically. The Tier 1 cloud-based environment provider complies with the highest data security standards. We perform most of our procedures on-site for improved job efficiency however if necessary we can work remotely by providing management with access to a "sharefile" to securely share electronic information between the City and our audit team.

Analytical Procedures

Analytical procedures can be applied to almost every financial statement amount. Included in our audit program are various analytical procedures that we will perform on the City's audit as part of planning the engagement, performing substantive procedures, and reviewing the first results of the audit process. Some of these procedures include:

- Develop expectations of current year performance based on preliminary understanding of the City operations
- Reviewing changes from the prior year for reasonableness
- Analyzing and comparing nonfinancial information
- Scanning accounts for items larger or smaller than expected when compared to budgets or expected amounts
- Reviewing and comparing logical relationships between years

Approach to Documenting and Understanding the Internal Control Structure

The internal control structure consists of the control environment, risk assessment, control activities, information and communication, and monitoring, and how they relate to the City's

ability to record, process, summarize and report financial data consistent with the assertions embodied in the financial statements.

As part of our audit process, we will develop an understanding of and determine how internal control structure policies, procedures, and records are designed, and whether they have been placed in operation by the City. Our understanding of the internal control structure will enable us to plan the audit, identify types of potential misstatements, identify factors that affect the risk of material misstatements, and design effective substantive tests.

Procedures we will use to develop and document our understanding of the internal control structure will include:

- Organizational charts
- Inquiries of appropriate management, supervisory, and staff personnel
- Inspection of the City's documents and records
- Observations of the City's activities and operations

The extent of inquiry, inspection, and observation procedures will vary depending upon the size and complexity of the City's internal control structure, the nature of the particular policies or procedures involved, and the nature of the City's documentation of specific policies and procedures.

Compliance with Laws and Regulations

In order to determine which laws and regulations will be subject to audit test work each year, we will review the City's operations and revenue sources. Based on this review, we will identify the programs and activities subject to audit. The following reference materials will be reviewed annually for their applicability:

- Public Funds Investment Act
- AICPA Audit Guide, Audits of State and Local Governmental Units
- Government Auditing Standards (Yellow Book), as amended

Level of Assistance

We will ask the City's personnel to prepare schedules, statements, and worksheets to help minimize the cost of the audit. In addition to preparation of these schedules we will ask the City's staff to answer questions and perhaps to perform certain routine clerical tasks, such as locating invoices. Many of these items are schedules already being prepared by the City's staff in the normal course of doing business. We will provide a list of these items to the City during our planning procedures and will coordinate our request through the City's Finance Officer. In accomplishing this, we will consider limitations on available time of the City's personnel. This will include a list of the items that we need for interim fieldwork and a separate list for year-end fieldwork with due dates for the items as we progress through the audit. We do not expect all items to be completed before we begin our audit procedures.

Assurances

ABIP, PC will work with the City during the duration of the audit in order to assure an effective, efficient audit. We have found that frequent, open communication results in a better understanding of our client's financial affairs. Accordingly, we like to hold periodic progress meetings with the appropriate members of management. At a minimum we will have an entrance

and exit conference with the key finance department personnel, and weekly progress meetings starting at the beginning of the audit and concluding at the end of the audit.

Estimated Fee

	Estimated Hours	Level Of Staff	
		Partners	Senior
Risk Assessment	5	2	3
Internal Control Documentation	4	-	4
Minutes, Contracts, Ordinances and Laws	2	-	2
Working Trial Balances	1	-	1
Confirmations	1	-	1
Statements on Auditing Standards 99	1	-	1
Cash	2	-	2
Investments, Investment Policy and Public Funds	1	-	1
Investment Act	1	-	1
Revenues, Receivables, and Receipts including Utility Revenue	6	-	6
Capital Assets	4	-	4
Expenditures for Goods and Services and Accounts Payable	5	-	5
Payroll and Related Liabilities	2	-	2
GASB 68 Review	2	2	-
Debt	1	1	-
Fund Equity	1	1	-
Analytical Review- Preliminary and Final	2	-	2
Partner Review	2	2	-
Annual Financial Report	30	10	20
Disclosure Checklists	1	1	-
Representation Letter	1	-	1
Management Letter	1	1	-
Meetings with Management, Board, etc.	2	2	-
Total Financial Audit Hours	78	22	56
Rates		\$ 195	\$ 95
Financial Audit Fee	\$ 9,610		
Estimated Travel and Out-of-Pocket Charges	250		
TOTAL ALL-INCLUSIVE MAX FEE	\$ 9,860		

RESUME

MICHAEL DEL TORO, CPA

Partner

EDUCATIONAL BACKGROUND

Certified Public Accountant - Texas
BBA in Accounting - University of the Incarnate Word, 1997

CAREER EXPERIENCE

ABIP, PC

Partner - January 2013 to Present

Thompson, Williams, Biediger, Kastor & Young, L.C.

Partner - January 2009 to December 2012

Audit Manager - January 2007 to December 2008

Audit Supervisor - February 2005 to December 2006

Burnside & Rishebarger, PLLC

Audit Supervisor - March 2004 to January 2005

Harte-Hanks, Inc.

Internal Audit - June 2001 to February 2004

Padgett, Stratemann & Co., LLP

Audit In-Charge - January 1999 to May 2001

Garza Gonzales & Associates

Staff Auditor - September 1997 to December 1998

ENGAGEMENT EXPERIENCE

Michael has over twenty (20) years of experience in auditing and accounting for government entities. He has been associated with the financial and compliance audits for Hays County, Texas, Comal County, Texas, Karnes County, Texas, Guadalupe-Blanco River Authority, City of Alamo Heights, Texas, City of Live Oak, Texas, City of Shavano Park, Texas, City of Somerset, Texas, City of Universal City, Texas, City of Cibolo, Texas, City of Hill Country Village, Texas, Workforce Solutions - Alamo, Workforce Solutions - Capital Area, Southwest Independent School District, Jourdanton Independent School District, Education Service Center, Region 20, North East Independent School District, City of San Marcos, Texas, Bexar County, Texas, VIA Metropolitan Transit, San Antonio River Authority, City of Schertz, Texas, City of Devine, Texas, and various other government entities. Michael is a member of the Special Review Committee for the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants

Texas Society of Certified Public Accountants

San Antonio CPA Society, a Chapter of Texas Society of Certified Public Accountants

Alamo Area Association of School Business Officials

Government Finance Officers Association of Texas

Government Finance Officers Association

RESUME

JANET A. PITMAN, CPA
Partner

EDUCATIONAL BACKGROUND

Certified Public Accountant - Texas
BBA in Accounting - University of Texas at San Antonio, 1991

CAREER EXPERIENCE

ABIP, PC
Partner - January 2013 to Present

Thompson, Williams, Biediger, Kastor & Young, L.C.
Partner - January 2009 to December 2012
Manager - October 2003 to December 2008

Bexar County Auditor's Office
Accounting Manager - May 2001 to September 2003

Padgett, Stratemann & Co., L.L.P.
Manager - June 1996 to April 2001
Audit Team Member - September 1991 to May 1996

ENGAGEMENT EXPERIENCE

Janet has over twenty-five (25) years of experience in auditing and accounting of government entities. She is currently associated with the financial and compliance audits of Hays County, Texas, Comal County, Texas, City of San Marcos, Texas, Karnes County, Texas, City of Alamo Heights, Texas, City of Live Oak, Texas, City of Cibolo, Texas, City of Shavano Park, Texas, City of Universal City, Texas, City of Hill Country Village, Texas, City of Somerset, Texas, Workforce Solutions - Alamo, Workforce Solutions - Costal Bend, Guadalupe-Blanco River Authority, and various other government entities. She has been in charge of the financial and compliance audits for City of Schertz, Texas, City of Devine, Texas, City of Boerne, Texas, City of Bandera, Texas, Town of Hollywood Park, Texas, Southside Independent School District, North East Independent School District, Randolph Field Independent School District, Fort Sam Houston Independent School District, Lackland Independent School District, LaVernia Independent School District, Bandera Independent School District, Schertz-Cibolo-Universal City Independent School District, Laredo Independent School District, and various other government entities. While at Bexar County, she was the project manager for the implementation of GASB 34. In addition, Janet is a member of the Special Review Committee for the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
San Antonio CPA Society, a Chapter of the Texas Society of Certified Public Accountants
Alamo Area Association of School Business Officials
Government Finance Officers Association of Texas
Government Finance Officers Association

RESUME

SCOT WOODLAND
Audit Senior

EDUCATIONAL BACKGROUND

BBA in Accounting - Texas Tech University, 2010
Masters of Accountancy - University of Texas at San Antonio, 2014

CAREER EXPERIENCE

ABIP, PC
Auditor - July 2013 to Present

ENGAGEMENT EXPERIENCE

Scot is currently assigned to the financial and compliance audits for North East Independent School District, Judson Independent School District, South San Antonio Independent School District, Education Service Center Region 20, Waelder Independent School District, Marion Independent School District, Workforce Solutions - Alamo, Guadalupe-Blanco River Authority, City of Live Oak, Texas, City of Alamo Heights, Texas, City of Cibolo, Texas, City of Universal City, Texas, City of Hill Country Village, Texas, and various other government entities.

GLASS & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS, P.C.

System Review Report

June 24, 2015

To the Shareholders of ABIP, PC (formerly Alonzo, Bacarisse, Irvine & Palmer, PC)
and the Peer Review Committee of the TSCPA

We have reviewed the system of quality control for the accounting and auditing practice of ABIP, PC (the firm) (formerly Alonzo, Bacarisse, Irvine & Palmer, PC) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of ABIP, PC (formerly Alonzo, Bacarisse, Irvine & Palmer, PC) in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. ABIP, PC (formerly Alonzo, Bacarisse, Irvine & Palmer, PC) has received a peer review rating of *pass*.

Glass & Company

GLASS & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

Council Meeting Date: 07/11/2018

AGENDA ITEM COVER SHEET

Subject/Title:

9.D. Discuss and Take Appropriate Action on Ordinance NO. 06-98 as it Relates to LaRocca Lane

Item Summary:

This item is to consider Ordinance NO. 06-98 that closed LaRocca Lane except for emergency purposes. The gate was opened to facilitate the construction on Brookhollow, and since it was opened the City has received several comments regarding the gate to remain open. The City reviewed existing situations and citizen requests and decided in 2006 to close LaRocca Lane. Since it has been over 12 years since this action was taken, the City demographics and traffic patterns have changed.

Financial Impact/Financial Information :

N/A

Comments/Recommendation

Staff recommends leaving the gate open and record traffic flow now, and after school starts. The traffic counters will be set on LaRocca and on Augusta Drive west of Brookhollow, and on Brookhollow south of the Augusta Drive intersection. The data compiled should assist in providing enough information to determine the best course of action for the citizens of Woodcreek. In addition, staff will solicit comments from the emergency services and the schools.

Attachments:

None

Submitted By:

Brenton B. Lewis, City Manager

ORDINANCE NO. 06-98

AN ORDINANCE OF THE CITY OF WOODCREEK, TEXAS, CLOSING LARocca LANE TO MOTOR-VEHICLE TRAFFIC; PROVIDING FOR AUTHORIZING USE OF LARocca LANE IN EMERGENCIES BY AUTHORIZED-EMERGENCY PERSONNEL; PROVIDING FINDINGS OF FACT; PROVIDING PENALTY, SEVERABILITY, EFFECTIVE DATE AND OPEN MEETING CLAUSES; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the street right-of-way commonly known as LaRocca Lane, located in Woodcreek, Hays County, Texas, is surplus and not necessary for use by the City of Woodcreek, Texas (the "City"), the general public, or the landowners adjacent thereto as a street, and the City Council, therefore, desires to close LaRocca Lane to motor vehicle traffic; and

WHEREAS, the City Council has determined that use of LaRocca Lane by authorized emergency personnel during emergencies, as determined by the City, will serve and protect the public health and safety;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are incorporated into this ordinance as findings of fact by the City Council of Woodcreek, Texas.

Section 2. Closure of LaRocca Lane. The street right-of-way commonly known as LaRocca Lane, located in Woodcreek, Hays County, Texas (the "Street") is hereby closed to motor vehicle traffic, provided that such Street may be used by emergency-services personnel authorized by the Mayor or designee during an emergency as determined and declared by the Mayor or designee, or by any person authorized to perform maintenance on the Street.

Section 3. Barricades. The City Council hereby orders and directs that suitable barriers and traffic-control devices be placed, installed and erected to prevent motor vehicle access to LaRocca Lane.

Section 4. Rights Retained. It is not the intent or purpose of this ordinance, and this ordinance shall not be construed to (a) abandon any rights, title or interest of the City in and to LaRocca Lane; or to (b) release or waive any license, property interest or legal right of the City whatsoever. This ordinance is and shall be construed as an exercise of the City's police power for the benefit of the public health and safety, and not as any release, conveyance or waiver of any legal or property right of the City.

Section 5. Violation and Penalty. It shall be unlawful for any person, except a person authorized under Section 2, to access or transverse LaRocca Lane by motor vehicle. Any person who violates any of the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed \$500.00. Each day of violation and each incident of violation of this ordinance shall constitute a separate offence. Allegations and evidence of culpable mental state are not required for proof of an offense under this ordinance.

Section 6. Severability. Should any section of this ordinance be held unconstitutional, illegal or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such constitutionality, illegality, invalidity or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

Section 7. Effective Date. This ordinance shall take effect immediately from and after its passage.

Section 8. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed 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 Open Meetings Act, *Chapt. 551, Tex. Gov't Code.*

PASSED AND APPROVED on the 10th day of May 2006.

Attest:


Peg Wote, City Secretary

THE CITY OF WOODCREEK, TEXAS:


Morris R. Haggerton, Mayor

Council Meeting Date: 07/11/2018

AGENDA ITEM COVER SHEET

Subject/Title:

9. E. Discussion and Appropriate Action on 2018-2019 Budget Calendar

Item Summary:

This item was placed back because the Public Hearing time on August 24th, 2018 at 6:00 PM is a Friday. Therefore, staff needs to determine if the calendar needs to be amended.

Financial Impact/Financial Information :

N/A

Comments/Recommendation

This budget calendar is a living document and can be altered as needed to comply with State Law. Staff recommends the approval of the budget calendar.

Attachments:

2018-2019 Budget Calendar

Submitted By:

Brenton B. Lewis, City Manager

Budget Calendar for 2018-2019

June 13th - Meeting with Mayor and City council to discuss budget and Approve Budget Calendar (Open Meetings Notice).

June 19th – 21st – Discuss Budget with Staff (receive budget requests)

June 27th - Receive Budget Objectives and Requests from Mayor and City Council.

July 17th – 11:00 AM – First Workshop with Elected Body on Budget

July 25th – Deadline for the appraisal district to certify values to taxing units.

July 26th - Begin the calculation of effective and rollback tax rates.

August 2nd – 11:00 AM Second Workshop with Elected Body on Budget/Tax Rate

August 3rd – 72 hour notice for meeting to discuss proposed tax rate (open meetings notice)

August 8th – Meeting of the governing body to discuss tax rate. If proposed rate is equal to or lower than the calculated effective and rollback rate, publish Form 50-818 prior to September 1st and schedule required hearings/meetings and adopt proposed rate. If proposed rate will exceed the effective or rollback rate (whichever is lower), schedule 3 required public hearings and the adoption of tax rate. Publish form 50-819 to include those dates prior to September 1st. Special Meeting

August 9th – File proposed budget with City Secretary

August 15^h – 72 hour notice published for first public hearing (Open Meeting Notice)

August 24th – First Public Hearing (Budget Workshop, if necessary) 6:00 PM (Will need super majority of Councilmembers in attendance 4 of 5)

August 31st – 72 hr. notice published for second public hearing (Open Meetings Notice)

September 5th – 6:00 PM Second public hearing (may not be earlier than 3 days after first public hearing); Public hearing on Budget, schedule and announce meeting to adopt budget and tax rate 3 – 14 days from this date (Will need super majority of Councilmembers in attendance 4 of 5)

September 7th – 72 hr. notice published for meeting to adopt budget and tax rate (Open Meetings Notice)

September 12th – 10 AM or 6:30 PM Meeting to adopt tax rate, meeting is 3-14 days after second public hearing. 1) Adopt Budget 2) Adopt Tax Rate

Council Meeting Date: 07/11/2018

AGENDA ITEM COVER SHEET

Subject/Title:

9.F. Discussion and Possible Action on Storage Facilities and Fence

Item Summary:

This item is to consider two proposals on storage facilities and a fence for the City. Staff has received two proposals on a storage facility being metal buildings, one being on-site construction, with a concrete pad, and the other pre-manufactured to the city specifications on-skids. and delivered.

Financial Impact/Financial Information :

Built on Site - \$22,660.00

Pre-manufactured and delivered - \$8,656.00

Comments/Recommendation

Staff recommends the purchase of the pre-manufactured building from Texas Barnyard, and not accepting the proposal from Aiken for any of the proposed items. Staff will continue to research the building of the fence between the property to the north of City Hall.

Attachments:

Quotes and supporting documentation from Aiken Industries and Texas Barnyard.

Submitted By:

Brenton B. Lewis, City Manager

AKEN INDUSTRIES

Proposal for:
Woodcreek, Texas

Metal Building Installation

10'x16' Metal Building w/ Single Slant Roof 12' to 10'

Columns – 6" Sq 11 Gauge PRM 24" Primed

Rafters – 6"x 2 7/8" CHC 14 Gauge RO MFG Primed Min 55 KSI

Walls – 6" x 1 5/8" 14 Gauge RO 20' Import 36 KSI Material – Desert Tan in color

Roof – PBR 26 Gauge GVL Plus #1 3.22' Run Galvalume – Desert Tan in color

Doors – 6' x 7' Rollup & 3'x7' man door

Insulation – 2" on average of closed cell applied to the backside of roof 370 board feet

1" on average of closed cell applied to the exterior walls 572 sq ft

w/ poly seal around the doors

1.5 mil plastic covering floor during installation

foam has built in ignition barrier

Subtotal Metal Building Installation: \$14,950.00

Concrete

Foundation for metal building and connecting to existing driveway

Subtotal concrete: \$7,710.00

Electrical

1- Overhead Light

1- 110-amp Plug

1- Breaker box

1- Line to breaker box

Subtotal Electrical **\$ 4,000.00**

Fence

140 LF- shadow box 3/4" Cedar Picket #2 dogeared

Steel Posts 8' tall

Subtotal Fence **\$7840.00**

Stone Veneer

Stone Veneer for 55% coverage

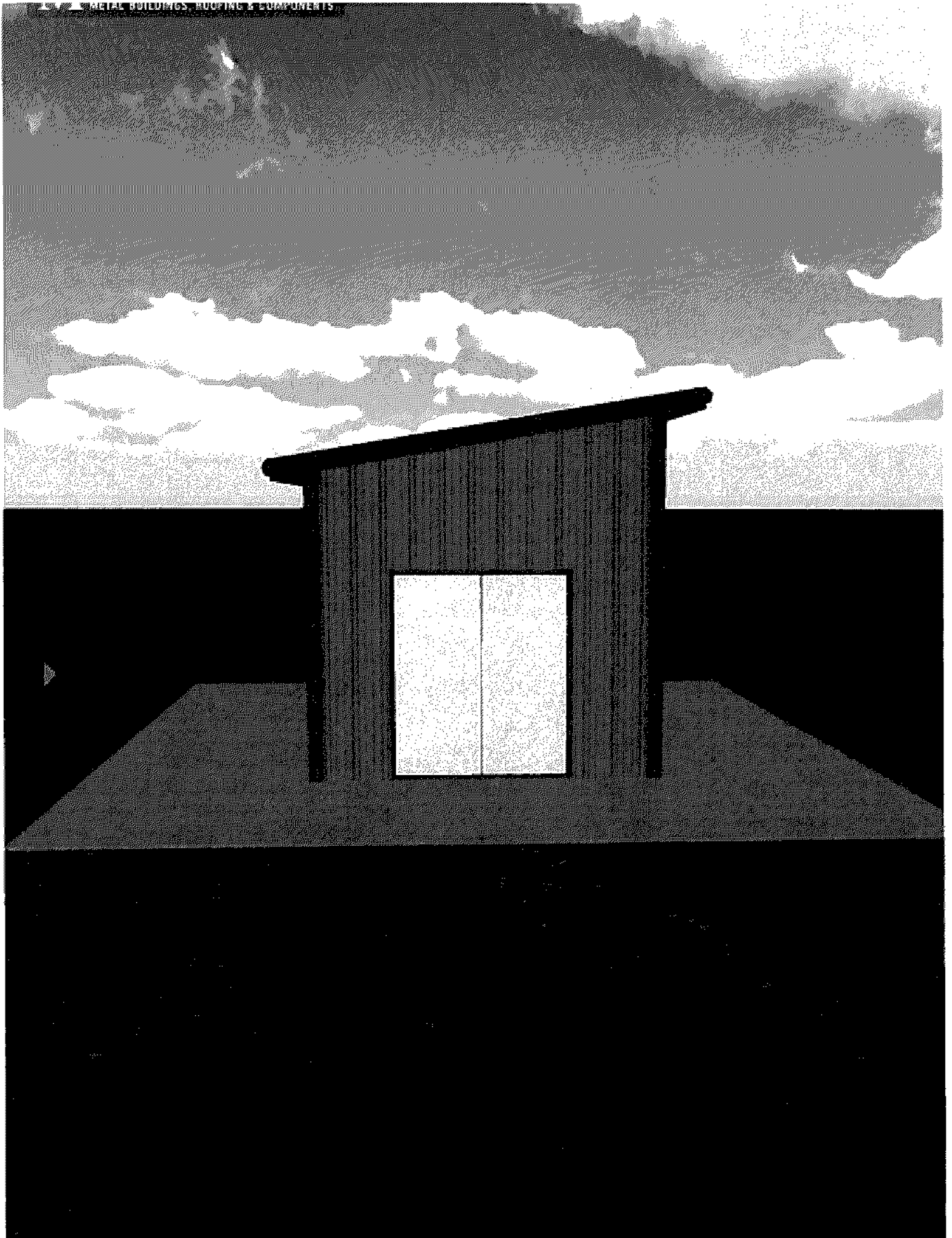
Subtotal Stone Veneer **\$8100.00**

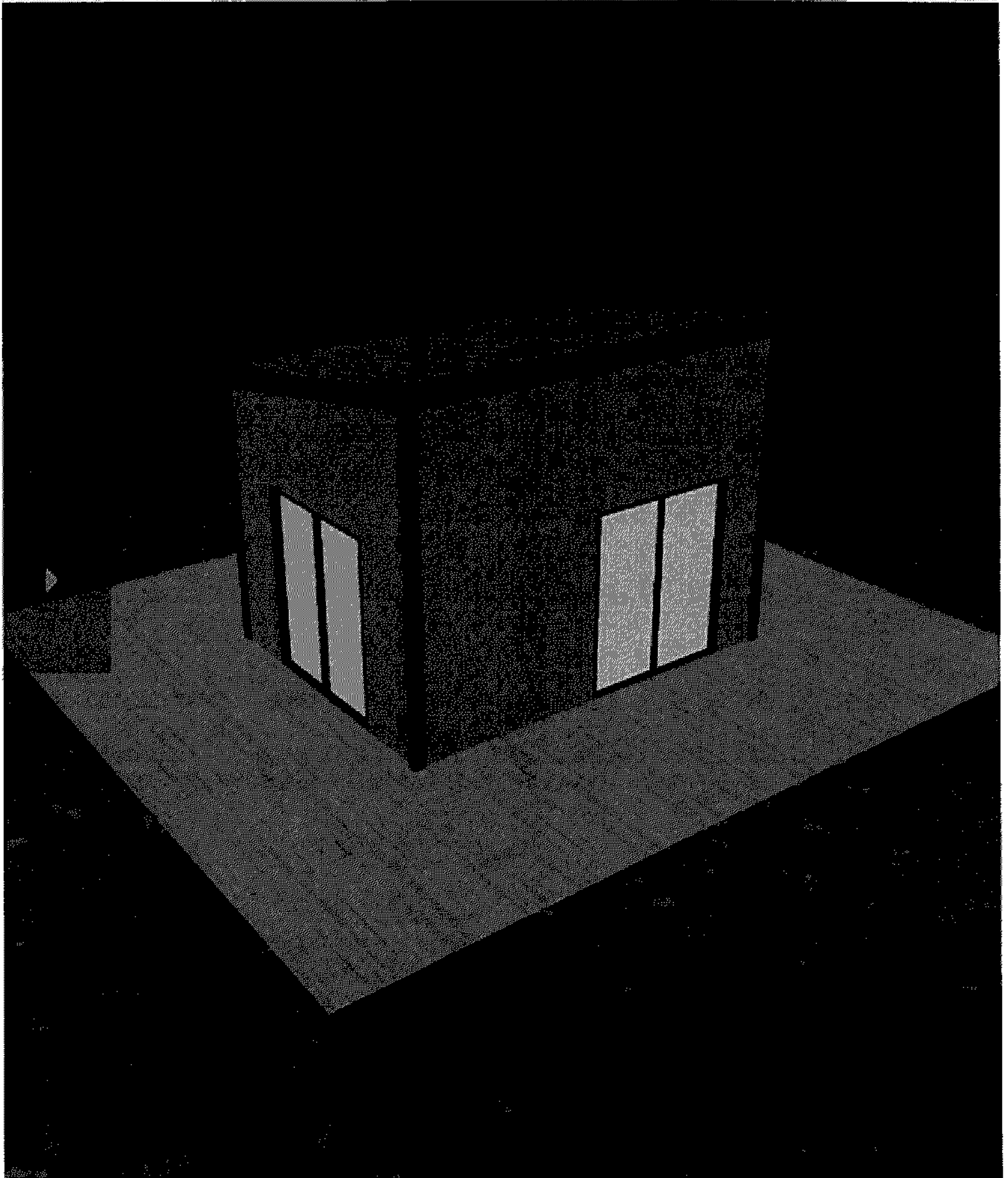
Total Construction Cost for Woodcreek, Texas: **\$42,600.00**

Invoice Payments Net 10 days.

Approved by:

Date:





TEXAS BARNYARD

Barns - Sheds - Cabins - Carports - Tiny Houses

RENT TO OWN - NO CREDIT

texasbarnyard@yahoo.com

6260 S IH 35

San Marcos, TX 78666

CHECK

Jerry Collier

512-805-3333

Find us on
Facebook

Order Summary

Item	Type	Quantity	Unit Price	Total Price
GARAGE 12x24 Siding Color: Tan Metal Roofing Color: Light Stone Metal Trim Color: Alamo White Metal	Portable Garage	1	\$4,885.00	\$4,885.00
12" Floor Joist	Floors & Skids	1	\$200.00	\$200.00
2x3 Window	Windows	1	\$75.00	\$75.00
36" Solid Walk In Door (Pre Hung)	Doors	1	\$200.00	\$200.00
9' Roll-Up Garage Door	Doors	1	\$550.00	\$550.00
Electrical Package Includes 4 plugs, light switch, porcelain light, wiring and 100 Amp Breaker Box w/o Main Breaker	Electrical	1	\$550.00	\$550.00
Spray Foam Package	Walls	288	\$2,016.00	\$2,016.00
AC Frame Out Specify size and location in Side Notes above	Windows	1	\$40.00	\$40.00
Anchors \$25.00 Each (Installed)	Anchors	4	\$25.00	\$100.00
Strap Strap(s) ONLY (Requires 1 per Anchor) **Does not include Anchors**	Anchors	4	\$10.00	\$40.00

Cash Payment

8656

Total Payments To Be Received

\$8,656.00

Collect Balance at the time of delivery

Purchase Order?

Sold As/Is?

I agree this is a "Standard Building" and no drawing is required. Yes No

If No is selected, Order Processing will wait for your attached drawing before approving and sending to the Shop to be built.

Building Total	\$4,885.00
Options Total	\$3,771.00
Sub Total	\$8,656.00
Discount(\$)	Enter Discount
Sales Tax Tax Exempt? (Calculate Tax)	\$0.00
Total	\$8,656.00

Save Work Order

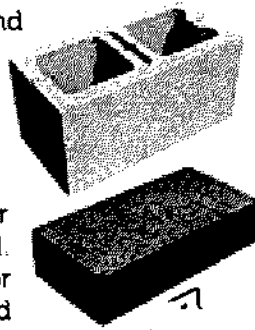


Delivery Information

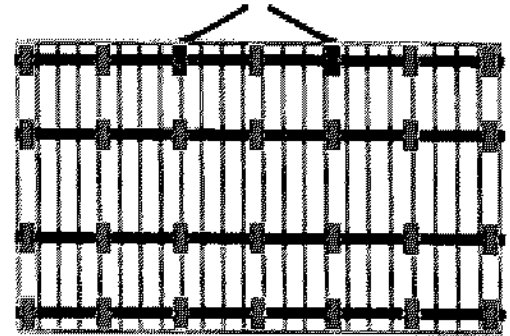
Thank you for choosing Derksen.

Be prepared for your building delivery. There are some things that must be provided by the customer prior to free delivery:

Solid Concrete Pad Blocks are recommended for setting up and leveling your building, and cinder blocks can be used in conjunction for extra height (solid blocks on bottom). Ask your delivery driver how many blocks will be needed for your building's width and length and the leveling requirements of your specific site. Standard solid blocks are 4x8x16". For larger buildings, 4x16x16" solid blocks may be needed. Delivery driver will provide treated lumber for leveling and shimming of building if concrete pad blocks are not provided.



x 2 1/2" 4" 8 x 16"



How many blocks do I need?

Generally, on a level surface, a block will be placed under each skid at the outside edge of each short wall. A block will be placed beneath each set of door hinges, and every 4' - 6' down the length of each skid. Blocks will be stacked vertically for leveling. You can estimate the number of blocks needed by knowing the length and width of your building. 8' - 10' wide buildings come standard with two skids. 12' - 16' wide buildings come standard with four skids. Ask your dealer or delivery driver for more details.

Site Preparation is the sole responsibility of the purchaser. Ground should be clearly accessible, clean, dry and firm. Openings through fences or around obstacles should be at least 3' wider than your building, with enough clearance to make necessary turns. Site should be clear of low hanging limbs, wires, or other obstructions up to 18' high. Delivery driver is not responsible for removal of fences, gates, trees, limbs or any other obstruction.

Contact your local Codes Office to verify regulations regarding outdoor storage buildings. It is the sole responsibility of the purchaser to secure any needed permits, property line information, signed permission to cross properties, HOA permissions, etc. Derksen Buildings is not responsible for any permits, permissions, guidelines or code restraints.

Before we deliver...

Call



Know what's below.

811 service will mark your utility lines for FREE.

Before we deliver your Derksen Portable Building, it is the responsibility of the purchaser to have all underground utilities, such as gas, electric, phone lines, plumbing and invisible pet fences located.

If you will be anchoring your building, it is **REQUIRED** to have underground utility lines marked. Building anchors may penetrate the ground up to 36" deep. Call 811 at least **TWO** working days before your scheduled building delivery.

*Derksen Buildings reserves the right to refuse or reschedule delivery and setup to sites that are not properly prepared, inaccessible, or unsafe. **Important:** Only one (1) delivery and setup attempt is free. Additional charges may apply to any subsequent delivery and setup trips.

Signed _____ Date _____

Electrical Packages

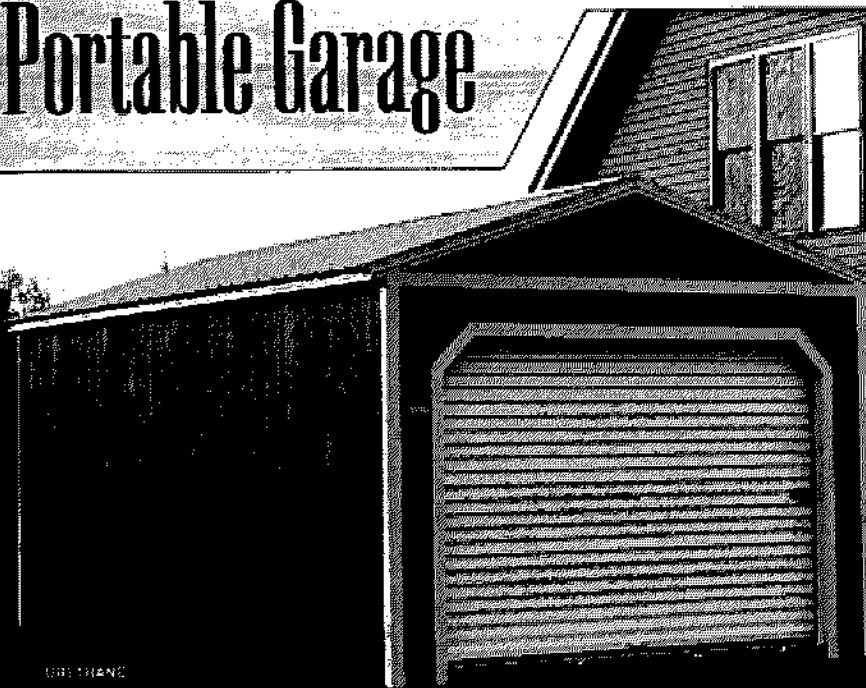
Basic Package: \$550 : Includes 4 plugs, light switch, box only for light, wiring and 100 Amp Breaker Box w/o Main Breaker.

Options

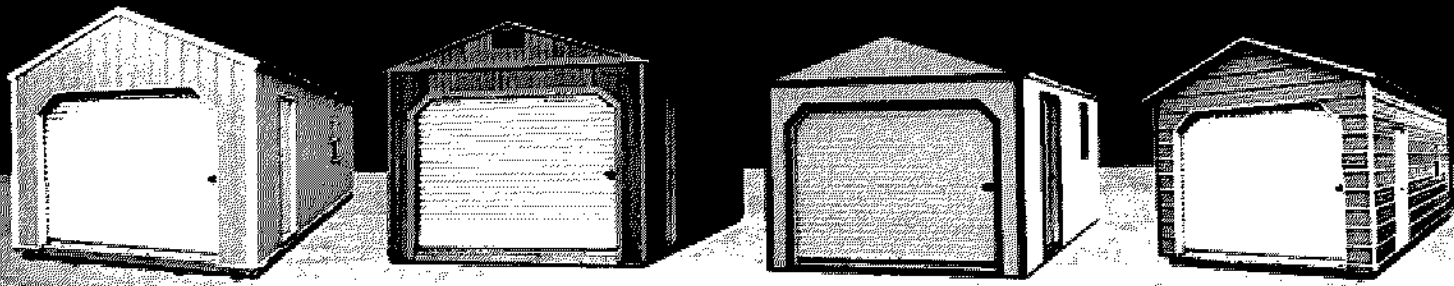
4' Double Fluorescent (no bulbs)	\$70
8' Double Fluorescent (no bulbs)	\$85
Porch Light (no bulbs)	\$60
1 10V Inside Receptacle	\$30
220V Inside A/C Receptacle	\$55
1 10V Inside GFI Receptacle	\$75
1 10V Exterior GFI Receptacle	\$85

All Electrical Packages will be installed to code and inspected by a Licensed Electrician.
Breaker Boxes will be installed on side walls only.

Portable Garage



- The Garage comes standard with tough 12" on center 2x6 floor joists set into notched skids.
- One 9' roll up door.
- One 2x3 window.
- One 36" solid 6-panel pre-hung door.



Cottage Shed



URETHANE
METAL (HORIZONTAL)
NOT AVAILABLE

- The Cottage Shed comes standard with a cottage style roof for maximum head room.
- Comes standard with 8' walls (exterior measurement).
- 10' x 16' and larger Cottage Sheds come with two 3x3 windows with screens and double shop built doors. Windows and doors may vary on smaller buildings.



