

**City of Woodcreek City Council Meeting**  
**June 13, 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 June 13, 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:** Nan Simpson has requested five minutes concerning the garden located at Memorial Plaza
- 7. Report Items:**
  - A. Director of Public Work's Monthly Report (Director of Public Works Frank Wood)**
  - B. Financial Report for May 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 May 9, 2018**
  - B. Approval of Financial Statements for May 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. (City Manager Lewis)**
  - B. Discussion and Appropriate Action on the Request for Proposals for Banking Services for the City of Woodcreek. (City Manager Lewis)**

- C. Discussion and Appropriate Action on 2018-2019 Budget Calendar (City Manager Lewis)
- D. Discussion and Appropriate Action on the Closing of Bank Accounts and Reinvesting of Funds (City Manager Lewis)
- E. Discussion and Appropriate Action Regarding Dark Sky Compliant Lighting Bids for City Hall. (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)

**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 numbers 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 7<sup>th</sup> day of June, 2018 at 3:00 p.m.**

By:   
 Brenton B. Lewis, City Manager

# The City of Woodcreek

## STATEMENT OF FINANCIAL POSITION

As of May 31, 2018

|                                                     | TOTAL                 |
|-----------------------------------------------------|-----------------------|
| <b>ASSETS</b>                                       |                       |
| Current Assets                                      |                       |
| Bank Accounts                                       |                       |
| 1000 Operating - Broadway 9628                      | 375,862.15            |
| 1003 Municipal - Reg Acct#7223                      | 34,480.07             |
| 1003.1 Municipal Court Petty Cash                   | 100.00                |
| 1006 PEG - #5467                                    | 17,801.05             |
| 1010 Petty Cash                                     | -41.00                |
| 1020 Investment Account - Class 0001                | 456,280.36            |
| 1021 Reserved Funds - Broadway 4573                 | 479,571.22            |
| 1022 Crockett National Bank                         | 0.00                  |
| 1023 Pioneer Bank #6151                             | 0.00                  |
| 1024 MM Construction Project 6332                   | 292,135.75            |
| <b>Total Bank Accounts</b>                          | <b>\$1,656,189.60</b> |
| Accounts Receivable                                 |                       |
| 1120 Delinquent Taxes Receivable                    | 10,574.84             |
| <b>Total Accounts Receivable</b>                    | <b>\$10,574.84</b>    |
| 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<br>To Operating | 107,745.95            |
| <b>Total Other Current Assets</b>                   | <b>\$108,680.94</b>   |
| <b>Total Current Assets</b>                         | <b>\$1,775,445.38</b> |
| 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                       | 1,127,181.61          |
| 1235.1 Kawasaki Mule 2016                           | 7,810.95              |
| 1240 Accumulated Depreciation - All                 | -195,372.00           |
| <b>Total Fixed Assets</b>                           | <b>\$1,287,903.02</b> |
| Other Assets                                        |                       |
| 1250 Deferred Revenue                               | -8,308.49             |
| 1300.10 Committed for Streets Repair                | 0.00                  |
| <b>Total Other Assets</b>                           | <b>\$ -8,308.49</b>   |
| <b>TOTAL ASSETS</b>                                 | <b>\$3,055,039.91</b> |
| <b>LIABILITIES AND EQUITY</b>                       |                       |

|                                                             | TOTAL                 |
|-------------------------------------------------------------|-----------------------|
| <b>Liabilities</b>                                          |                       |
| <b>Current Liabilities</b>                                  |                       |
| <b>Accounts Payable</b>                                     |                       |
| 1900 Accounts Payable                                       | 0.00                  |
| <b>Total Accounts Payable</b>                               | <b>\$0.00</b>         |
| <b>Other Current Liabilities</b>                            |                       |
| 2000 Payroll Tax Payable                                    | 2,728.16              |
| 2001 Federal Withholding Payable                            | 0.00                  |
| 2020 State Unemployment Liability                           | 76.49                 |
| 2021 Accrued Wages Payable                                  | 0.00                  |
| 2030 TMRS Payable                                           | 0.00                  |
| 2100 WVWA / LCRA Grant                                      | 424.21                |
| <b>Expenditures</b>                                         |                       |
| 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<br>Project Funds         | 107,745.95            |
| 2701 Bond Principal Maturity 2/15/2019                      | 172,000.00            |
| <b>Total Other Current Liabilities</b>                      | <b>\$286,574.19</b>   |
| <b>Total Current Liabilities</b>                            | <b>\$286,574.19</b>   |
| <b>Long-Term Liabilities</b>                                |                       |
| <b>Bonds Payable Construction Project<br/>  Funds</b>       |                       |
| 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            |
| <b>Total Bonds Payable Construction<br/>  Project Funds</b> | <b>1,037,000.00</b>   |
| <b>Total Long-Term Liabilities</b>                          | <b>\$1,037,000.00</b> |
| <b>Total Liabilities</b>                                    | <b>\$1,323,574.19</b> |
| <b>Equity</b>                                               |                       |
| 9997 Net Investment In Capital Assets                       | 144,132.96            |
| 9998 Opening Balance Equity                                 | 329,816.47            |
| 9999 Retained Earnings                                      | 853,863.13            |
| Net Revenue                                                 | 403,653.16            |
| <b>Total Equity</b>                                         | <b>\$1,731,465.72</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>                         | <b>\$3,055,039.91</b> |

Treasurer's Report

For the Period: October 2017 - May 2018

Percent Complete: 66.67%

|                                      | 2017-2018      |                |            | 2016-2017      |                |            | Y/Y Monthly Comparison |               |              |
|--------------------------------------|----------------|----------------|------------|----------------|----------------|------------|------------------------|---------------|--------------|
|                                      | YTD            | Budget         | %          | YTD            | Budget         | %          | May '18                | May '17       | Difference   |
| <b>Revenue</b>                       |                |                |            |                |                |            |                        |               |              |
| 3000 Ad Valorem Tax Revenue          | 275,933        | 258,000        | 107%       | 222,335        | 233,500        | 95%        | 2,549                  | 2,317         | 233          |
| 3005 State Sales Tax Revenue         | 33,798         | 45,000         | 75%        | 29,637         | 45,790         | 65%        | 4,698                  | 4,402         | 296          |
| 3010 Mixed Beverage Tax & Fees Rev   | 458            | 1,500          | 31%        | 498            | 1,500          | 33%        | -                      | -             | -            |
| 3020 Electric Franchise Fee Revenue  | 26,433         | 34,000         | 78%        | 14,717         | 31,000         | 47%        | -                      | -             | -            |
| 3030 Cable Services Franchise Rev    | 28,546         | 35,000         | 82%        | 24,094         | 34,570         | 70%        | 9,876                  | 8,693         | 1,183        |
| 3040 Water Service Franchise Revenue | 85,506         | 92,100         | 93%        | 17,277         | 92,100         | 19%        | -                      | -             | -            |
| 3050 Disposal Service Franchise Rev  | 13,732         | 14,000         | 98%        | 7,341          | 14,000         | 52%        | 3,608                  | 3,846         | (238)        |
| 3050 Telephone Franchise Revenue     | 1,339          | 1,500          | 89%        | 534            | 1,500          | 36%        | 434                    | 78            | 356          |
| 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                  | 13,274         | -              | n/a        | 7,855          | 14,000         | 56%        | 581                    | 400           | 181          |
| 3090.02 Commercial                   | 9,531          | -              | n/a        | -              | 200            | 0%         | 2,802                  | -             | 2,802        |
| 3090.03 Other                        | 3,500          | 10,000         | 35%        | 2,288          | 2,300          | 99%        | 2,000                  | -             | 2,000        |
| Total 3090 Development Revenue       | 26,405         | 10,000         | 264%       | 10,143         | 16,500         | 61%        | 5,383                  | 400           | 4,983        |
| 3095 Sign Fees                       | 630            | 500            | 126%       | 555            | 1,100          | 50%        | 105                    | 170           | (65)         |
| 4000 Interest Income                 | 3,205          | 4,000          | 80%        | 2,720          | 4,000          | 68%        | 533                    | 340           | 193          |
| 4010 Other Revenue                   | 2,270          | 3,000          | 76%        | 860            | 6,250          | 14%        | -                      | -             | -            |
| 4015 Oak Wk Containment              | -              | -              | n/a        | -              | -              | n/a        | -                      | -             | -            |
| 4020 Municipal Court Revenue         | 1,439          | 3,000          | 48%        | -              | 2,000          | 0%         | 906                    | -             | 906          |
| 4040 Donations Received              | -              | 5,000          | 0%         | 5,000          | 5,000          | 100%       | -                      | -             | -            |
| 4050 General Fund Transfer           | -              | -              | n/a        | -              | -              | n/a        | -                      | -             | -            |
| Uncategorized Revenue                | -              | 230,300        | 0%         | -              | -              | n/a        | -                      | -             | -            |
| <b>Total Revenue</b>                 | <b>500,393</b> | <b>746,800</b> | <b>67%</b> | <b>328,115</b> | <b>502,310</b> | <b>67%</b> | <b>78,093</b>          | <b>20,245</b> | <b>7,848</b> |

|                                         |         |         |      |         |         |       |        |        |         |
|-----------------------------------------|---------|---------|------|---------|---------|-------|--------|--------|---------|
| <b>Expenses</b>                         |         |         |      |         |         |       |        |        |         |
| 5000 Personnel Services                 | -       | -       | n/a  | -       | -       | n/a   | -      | -      | -       |
| 5000.01 Salaries and Wages              | 89,989  | 143,900 | 63%  | 78,479  | 131,760 | 60%   | 11,469 | 10,816 | 653     |
| 5000.02 Ins Expense Reimbursement       | 800     | -       | n/a  | 800     | 1,200   | 67%   | 100    | 100    | -       |
| 5000.03 City Manager Vehicle Reimburse  | 5,567   | 8,350   | 67%  | 5,567   | 8,350   | 67%   | 696    | 696    | -       |
| 5000.05 Elected Official Pay            | 600     | 840     | 71%  | 560     | 840     | 67%   | 70     | 70     | -       |
| 5000.20 Payroll Tax Expense             | 7,842   | 11,500  | 68%  | 7,332   | 11,500  | 64%   | 969    | 902    | 67      |
| 5000.40 Retirement                      | 5,963   | 9,370   | 64%  | 2,764   | 5,100   | 54%   | 997    | 336    | 661     |
| 5000.50 Direct Deposit Expense          | -       | -       | n/a  | -       | 130     | 0%    | -      | -      | -       |
| 5000.51 Health Insurance Spond          | -       | 1,200   | 0%   | -       | -       | n/a   | -      | -      | -       |
| Total 5000 Personnel Services           | 110,761 | 175,560 | 63%  | 95,502  | 158,880 | 60%   | 14,301 | 12,920 | 1,381   |
| 5500 Office Expenses                    | -       | -       | n/a  | -       | -       | n/a   | -      | -      | -       |
| 5500.05 Bank Fees & Charges             | 42      | -       | n/a  | -       | -       | n/a   | 42     | -      | 42      |
| 5500.10 City Hall Maintenance / Repairs | 1,052   | 4,500   | 23%  | 2,442   | 2,700   | 90%   | 62     | 472    | (410)   |
| 5500.20 Cleaning Costs                  | 875     | 1,500   | 58%  | -       | 770     | 0%    | 125    | -      | 125     |
| 5500.30 IT & Radio Expenses             | 155     | 650     | 24%  | (1,143) | 630     | -181% | 42     | -      | 42      |
| 5500.40 Newsletter                      | -       | 1,500   | 0%   | -       | -       | n/a   | -      | -      | -       |
| 5500.50 Office Supplies                 | 1,595   | 3,000   | 53%  | 1,449   | 2,800   | 52%   | 136    | 217    | (80)    |
| 5500.60 Postage & Shipping              | 755     | 1,800   | 42%  | 791     | 1,620   | 49%   | 136    | -      | 136     |
| 5500.61 Printing & Reproduction         | 3,977   | 3,500   | 114% | 3,094   | 4,750   | 65%   | 581    | 365    | 215     |
| 5500.70 Storage Rental                  | 731     | 1,250   | 58%  | 591     | 1,050   | 56%   | -      | 206    | (205)   |
| 5500.80 Software & Subscriptions        | 4,988   | 8,300   | 60%  | 3,303   | 4,500   | 73%   | 1,119  | 2,365  | (1,246) |
| Total 5500 Office Expenses              | 14,169  | 26,000  | 54%  | 10,527  | 18,820  | 56%   | 2,242  | 3,625  | (1,382) |
| 6000 Professional Services              | -       | -       | n/a  | -       | -       | n/a   | -      | -      | -       |
| 6000.01 Audit Expense                   | 9,100   | 9,000   | 101% | 10,905  | 10,910  | 100%  | 9,100  | 8,205  | 895     |
| 6000.10 Codification                    | 1,314   | 1,000   | 131% | 147     | 1,000   | 15%   | -      | -      | -       |
| 6000.11 Contract Labor                  | -       | 1,000   | 0%   | 417     | 500     | 83%   | -      | -      | -       |
| 6000.15 Engineering                     | 6,676   | 10,000  | 67%  | 6,630   | 14,150  | 47%   | 1,344  | 6,630  | (5,286) |
| 6000.20 Legal Expenses                  | 15,109  | 25,000  | 60%  | 11,815  | 18,000  | 66%   | 632    | 2,725  | (2,092) |
| 6000.30 IT Services                     | 5,668   | 7,000   | 81%  | 7,411   | 9,000   | 82%   | 712    | 1,446  | (734)   |
| 6000.40 Accounting                      | 7,251   | 7,800   | 93%  | 6,586   | 9,000   | 73%   | 1,515  | 375    | 1,140   |
| Total 6000 Professional Services        | 45,119  | 60,800  | 74%  | 43,910  | 62,560  | 70%   | 13,303 | 19,381 | (6,078) |
| 6500 Area Care/Maintenance              | -       | -       | n/a  | -       | -       | n/a   | -      | -      | -       |
| 6500.01 Deer Removal                    | 450     | 2,500   | 18%  | 225     | 1,000   | 23%   | -      | -      | -       |
| 6500.15 Mowing                          | 960     | 4,000   | 24%  | 860     | 4,000   | 22%   | -      | 435    | (435)   |

|                                            | 2017-2018      |                  |             | 2016-2017      |                 |            | Y/Y Monthly Comparison |                 |                  |
|--------------------------------------------|----------------|------------------|-------------|----------------|-----------------|------------|------------------------|-----------------|------------------|
|                                            | YTD            | Budget           | %           | YTD            | Budget          | %          | May '18                | May '17         | Difference       |
| 6500.20 Oak Wilt Containment               | -              | 1,000            | 0%          | -              | -               | n/a        | -                      | -               | -                |
| 6500.21 Outdoor Beautification             | 6,046          | 30,000           | 20%         | 3,314          | 25,000          | 13%        | 420                    | 400             | 20               |
| 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%       | -                      | 43,057          | (43,057)         |
| 6500.31 Street Signs                       | 468            | 1,500            | 31%         | 1,095          | 2,000           | 55%        | -                      | 45              | (45)             |
| 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              | 12             | -                | n/a         | -              | -               | n/a        | 12                     | -               | 12               |
| <b>Total 6500 Area Care/Maintenance</b>    | <b>9,482</b>   | <b>137,000</b>   | <b>7%</b>   | <b>53,751</b>  | <b>80,300</b>   | <b>67%</b> | <b>432</b>             | <b>43,937</b>   | <b>(43,505)</b>  |
| 7000 Other Operating Expenses              | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 7000.01 Ad Valorem Tax Expense             | 1,639          | 2,000            | 82%         | 1,409          | 2,000           | 70%        | -                      | 550             | (550)            |
| 7000.02 Building Inspections               | 3,185          | 6,500            | 49%         | 6,425          | 10,000          | 64%        | 555                    | 1,600           | (1,045)          |
| 7000.03 Code Compliance                    | 1,898          | 1,500            | 127%        | -              | -               | n/a        | -                      | -               | -                |
| 7000.04 Dues & Membership                  | 2,448          | 2,700            | 91%         | 2,360          | 2,550           | 93%        | -                      | 1,040           | (1,040)          |
| 7000.05 Election Expense                   | -              | 3,200            | 0%          | 3,113          | 3,200           | 97%        | -                      | -               | -                |
| 7000.10 Depreciation Expense               | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 7000.15 Meeting Expense                    | 1,026          | 1,600            | 64%         | 855            | 1,600           | 53%        | -                      | 22              | (22)             |
| 7000.20 Public Notices                     | 792            | 1,500            | 53%         | 693            | 1,500           | 46%        | 99                     | 99              | -                |
| 7000.30 Travel & Vehicle Exp Rateb.        | 2,928          | 4,000            | 73%         | 1,223          | 3,000           | 41%        | 650                    | 137             | 513              |
| 7000.40 Training & Prof Development        | 2,557          | 5,000            | 51%         | 2,629          | 3,350           | 78%        | 385                    | 695             | (310)            |
| <b>Total 7000 Other Operating Expenses</b> | <b>16,474</b>  | <b>28,000</b>    | <b>59%</b>  | <b>18,708</b>  | <b>27,200</b>   | <b>69%</b> | <b>1,689</b>           | <b>4,143</b>    | <b>(2,454)</b>   |
| 7500 Utilities                             | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 7500.10 City Hall Utilities                | 1,862          | 3,200            | 58%         | 1,810          | 3,000           | 60%        | 221                    | 228             | (7)              |
| 7500.20 Outdoor Utilities                  | 2,326          | 4,000            | 58%         | 2,403          | 4,000           | 60%        | 248                    | 274             | (26)             |
| 7500.30 Telephone & Internet               | 2,824          | 3,300            | 86%         | 1,045          | 3,200           | 33%        | 278                    | 281             | (3)              |
| <b>Total 7500 Utilities</b>                | <b>7,012</b>   | <b>10,500</b>    | <b>67%</b>  | <b>5,257</b>   | <b>10,200</b>   | <b>52%</b> | <b>747</b>             | <b>784</b>      | <b>(36)</b>      |
| 8000 Insurance                             | 3,266          | 3,500            | 93%         | 2,908          | 2,910           | 100%       | -                      | -               | -                |
| 8020 Municipal Court Costs                 | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 8020.20 MC Judge                           | 2,000          | 3,500            | 57%         | 2,500          | 3,500           | 71%        | 250                    | 1,500           | (1,250)          |
| 8020.25 Misc. Court Costs                  | 4,395          | 1,000            | 439%        | 765            | 1,500           | 51%        | 20                     | -               | 20               |
| 8020.30 Prosecutor                         | 3,452          | 3,000            | 115%        | -              | 1,500           | 0%         | 120                    | -               | 120              |
| 8020.40 State Comptroller Costs            | 248            | 500              | 50%         | -              | 500             | 0%         | -                      | -               | -                |
| 8020.41 Supplies                           | 47             | 200              | 24%         | 77             | 300             | 26%        | 47                     | -               | 47               |
| 8020.60 Traffic Enforcements               | 21,255         | 30,000           | 71%         | 14,170         | 28,000          | 51%        | -                      | 7,085           | (7,085)          |
| <b>Total 8020 Municipal Court Costs</b>    | <b>31,398</b>  | <b>38,200</b>    | <b>82%</b>  | <b>17,512</b>  | <b>35,300</b>   | <b>50%</b> | <b>437</b>             | <b>8,585</b>    | <b>(8,148)</b>   |
| 9077 General Fund Accrual                  | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| Unapplied Cash Bill Payment Expenditure    | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| <b>Total Expenditures</b>                  | <b>237,729</b> | <b>479,560</b>   | <b>50%</b>  | <b>248,075</b> | <b>396,170</b>  | <b>63%</b> | <b>33,151</b>          | <b>93,374</b>   | <b>(60,223)</b>  |
| Net Operating Revenue                      | 262,664        | 267,240          | 98%         | 90,040         | 106,140         | 85%        | (5,058)                | (73,129)        | 70,175           |
| Other Revenue                              | -              | -                | -           | -              | -               | -          | -                      | -               | -                |
| 4019 Proceeds from Capital Leases          | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 8500 Capital Improvement Income            | 3,575          | -                | n/a         | -              | -               | n/a        | 462                    | -               | 462              |
| Other Expenditures                         | -              | -                | -           | -              | -               | -          | -                      | -               | -                |
| 8500.25 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        | -                      | -               | -                |
| 9800.01 Capital Expenditures - CY          | 7,811          | 217,000          | 4%          | 7,540          | 90,000          | 8%         | -                      | -               | -                |
| 9800.1 Capital Project Expenditures - FY   | -              | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 9800.11 2017 Street Improvements           | 998,454        | -                | n/a         | 44,400         | -               | n/a        | 391,001                | 17,700          | 373,301          |
| 9800.12 2017 Rural Infrastructure Legal    | 20,969         | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 9810.01 Sinking Fund Revenue               | (144,943)      | -                | n/a         | -              | -               | n/a        | (1,605)                | -               | (1,605)          |
| 9810.02 Sinking Fund Interest              | 7,529          | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 9810.03 Sinking Fund Principal             | 143,000        | -                | n/a         | -              | -               | n/a        | -                      | -               | -                |
| 9800.02 Other Miscellaneous Expenditure    | (1,170,234)    | -                | n/a         | (52,040)       | -               | n/a        | (391,001)              | (17,700)        | (373,301)        |
| 9888 Reconciliation Discrepancies          | -              | -                | n/a         | (0)            | -               | n/a        | -                      | -               | -                |
| <b>Net Other Revenue</b>                   | <b>140,989</b> | <b>(217,000)</b> | <b>-65%</b> | <b>0</b>       | <b>(90,000)</b> | <b>0%</b>  | <b>2,067</b>           | <b>-</b>        | <b>(371,234)</b> |
| <b>Net Revenues</b>                        | <b>403,653</b> | <b>50,240</b>    | <b>80%</b>  | <b>90,041</b>  | <b>16,140</b>   | <b>55%</b> | <b>(2,991)</b>         | <b>(73,129)</b> | <b>(301,059)</b> |

**City Manager Monthly Public Report from May 5, 2018 to June 7, 2018 for the June 13, 2018 City Council Meeting**

Construction meetings were held for the Brookhollow Project. The low-water crossing has been removed and the new crossing is being constructed. Project updates were delivered via the City website, email blasts, text messages and to Brookhollow addresses.

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

Municipal Court was held May 16 with 14 cases on the Docket.

An audit was conducted with FEMA for the October, 2015 Flood Event.

Four permit application meetings were held for new construction projects.

14 Oak Wilt notification letters were sent for a site on Augusta Dr.

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

|                                |                                          |
|--------------------------------|------------------------------------------|
| Permits Issued or In Progress: | Tree Trimming – 5                        |
|                                | Right of Way Signs - 4                   |
|                                | Partial Enclosure of Attached Garage – 1 |
|                                | Fence – 3                                |
|                                | Deck Repair/Replacement - 2              |
|                                | Commercial Buildings – 4                 |
|                                | Screen Existing Covered Patio – 1        |
|                                | Rights of Way Signs – 4                  |

|                               |   |
|-------------------------------|---|
| Project inspections by staff: | 2 |
|-------------------------------|---|

|                           |   |
|---------------------------|---|
| Certificate of Occupancy: | 1 |
|---------------------------|---|

|                |               |
|----------------|---------------|
| Amending Plat: | 2 in progress |
|----------------|---------------|

|                   |   |
|-------------------|---|
| Site Development: | 2 |
|-------------------|---|

|                       |                     |
|-----------------------|---------------------|
| Ordinance Violations: | Light – 2           |
|                       | Health & Safety – 4 |
|                       | Silt Fencing – 6    |
|                       | Parking - 1         |

|                    |                 |
|--------------------|-----------------|
| Stop Work Orders – | 5 – In Progress |
|--------------------|-----------------|

**City of Woodcreek City Council Meeting**  
**May 9, 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, Mayor Pro Tem Nancye Britner, Councilmember Jerry Moore, Councilmember Judy Brizendine, Councilmember Aurora LeBrun, Councilmember Ray Don Tilley, City Manager Brenton B. Lewis, City Attorney Roger Gordon, Director of Public Works Frank Wood., Assistant Administrator Linda Land, City Clerk Barbara Grant. **Absent:** None
5. **Public Comments:** Kay Hohmann thanked the City Council, staff, committee members, and all involved in the Brookhollow Drive Improvement Project, for the "amazing new road". Jake Jacobsen expressed his concerns about the condition of City roads, the trees in the middle of the roads, the fire danger of overgrown lots, and his wish for the city to address same. He added the he will be asking the Council to consider revising the City's sign ordinance at the next Council meeting.
6. **Citizen Communications:** There were no citizen communications.
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 \$472,300.00 and \$204,704.00 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

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



**9. Regular Agenda**

- A. Discussion, Consideration, and Action on Receipt and Acceptance of the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditor's Report for the Year Ended September 30, 2017.** After discussion, Councilmember Brizendine moved to accept the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors Report for the Year Ended September 30, 2017. The motion was seconded by Councilmember LeBrun, which passed with a vote of 5-0-0.
- B. Discussion and Possible Action Regarding the Aqua Texas Rate Reduction Request. (City Manager Lewis)** After discussion regarding Aqua Texas' Rate Reduction Request, Councilmember Brizendine moved to accept the Aqua Texas Federal Tax Change Credit Rider in-City water and sewer tariff addition. The motion was seconded by Councilmember Moore, which passed with a vote of 5-0-0.
- C. Discussion and Possible Action Regarding Dark Sky Compliant Lighting Bids for City Hall. (City Manager Lewis)** After discussion, Councilmember Brizendine moved to table discussion and action regarding Dark Sky Compliant Lighting Bids for City Hall. The motion was seconded by Councilmember Moore, which passed with a vote of 4-0-1. Councilmember LeBrun Abstained.
- D. 2030 Plan Update. (Councilmember Moore)** 2030 Plan Chairman Jerry Moore presented plan update. The appointed members of the 2030 Plan Committee are Councilmembers Moore and LeBrun, and residents Pat Rawlings, Joe Kotarba and Terri Eldridge.
- E. Discussion and Possible Action on Issuing Proposals for Potholes and Various Street Repair and Authorizing Staff to Enter into Agreement with the Lowest Responsible Proposer. (City Manager Lewis)** After discussion, Councilmember Brizendine moved to authorize staff to request bids on pot holes and single-coat chip and seal. The motion was seconded by Mayor Pro Tem Britner, which passed with a vote of 5-0-0.
- F. Discussion and Possible Action on Storage Facilities. (City Manager Lewis)** After discussion, Councilmember Brizendine moved to turn over the issue of a storage facility to the City Hall Committee. The motion was seconded by Councilmember LeBrun, which passed with a vote of 5-0-0.
- G. Discussion on 2017-2018 Brookhollow Drive Improvement Project. (City Manager Lewis)** City Manager Lewis and Jones Carter Engineer Grant Lischka discussed the upcoming closing of the low water crossing for the box culvert placements, and the completion of the Brookhollow Drive Improvement project.

**10. Adjourn** There being no further business, Mayor Scheel adjourned the meeting at 7:34 p.m.

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William P. Scheel, Mayor

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Brenton B. Lewis, City Manager

**Council Meeting Date: 06/13/2018**

**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.

**Item Summary:**

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 4 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.

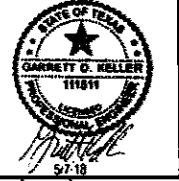
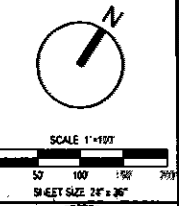
Sincerely,



Christopher L. Sanders, AIA



RECEIVED  
MAY 17 2018  
CITY OF WOODCREEK



| Rev.   | Date | Description  |
|--------|------|--------------|
| 3/7/18 |      | PLAN REVISED |
| 5/7/18 |      | PLAN REVISED |

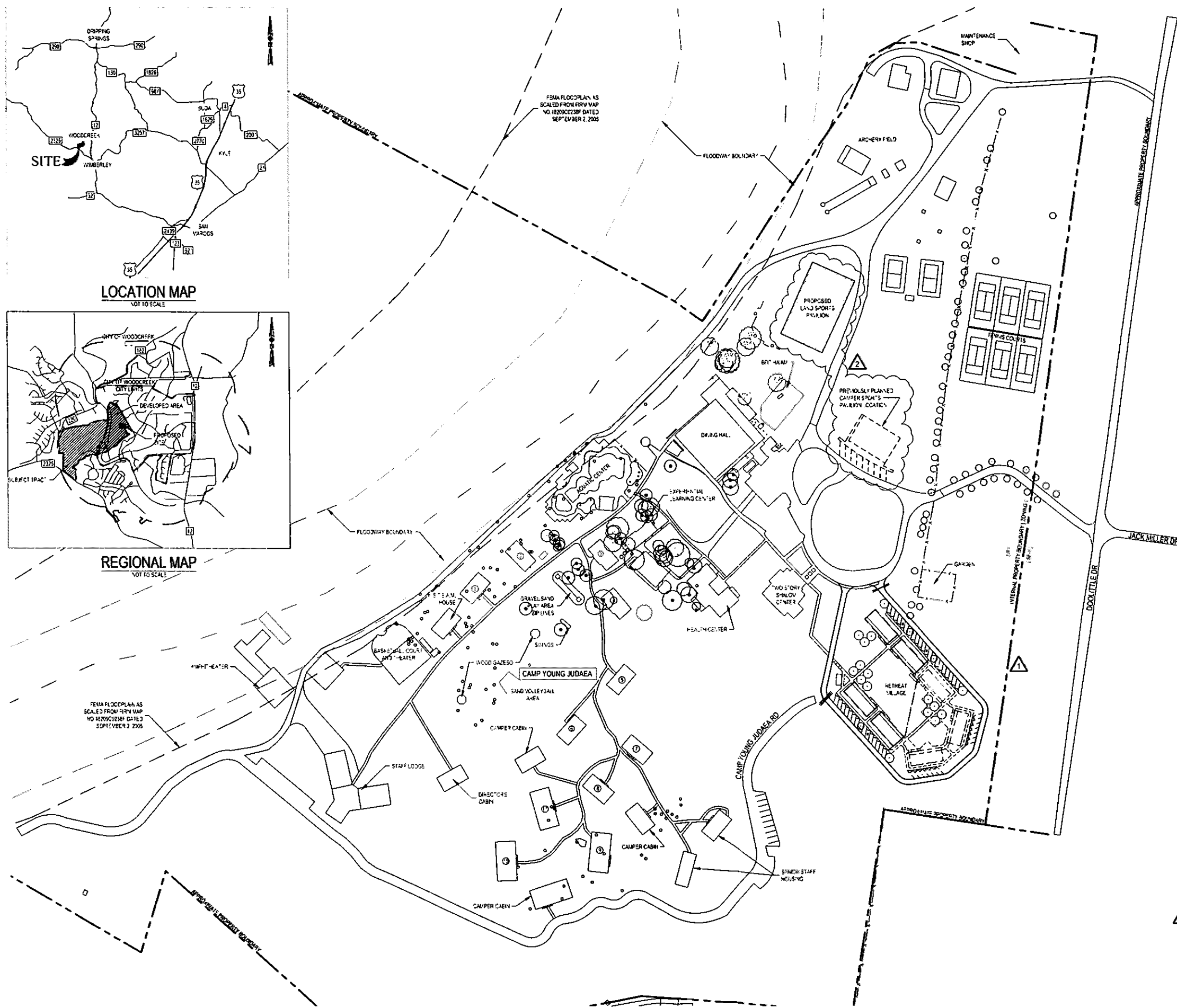
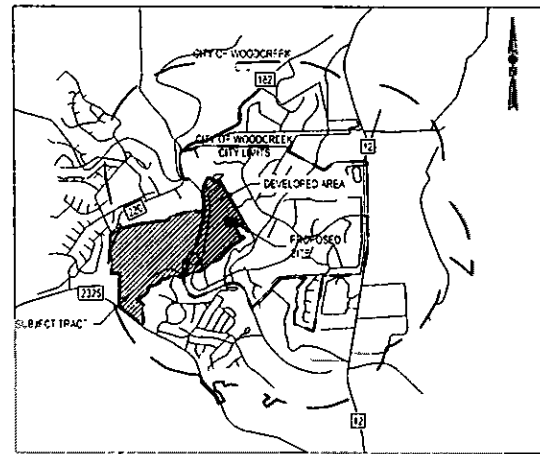
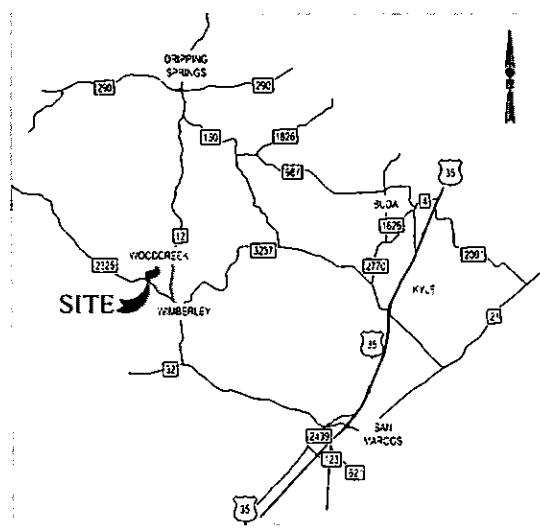
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FOR PERMIT ONLY - NOT FOR CONSTRUCTION

CONCEPT PLAN  
FOR  
CYJ CAMPERS SPORTS PAVILION  
121 CAMP YOUNG JUDAEA ROAD,  
WIMBERLEY, TEXAS 78676

CS100

JOB NO. 2620.03  
DESIGNED BY: DJK  
DRAWN BY: DJK  
CHECKED BY: GDK



- LEGEND
- EXISTING WIRE FENCE
  - FEMA FLOODPLAIN AS SCALED FROM FIRM MAP NO. 18256C0238E DATED SEPTEMBER 2, 2005
  - ROFFER CENTERLINE
  - PROPERTY BOUNDARY
  - FLOODWAY BOUNDARY
  - EXISTING BUILDINGS
  - PROPOSED BUILDINGS
- GENERAL NOTES
1. PROPOSED DRAINAGE FEATURES WILL FOLLOW THE NATURAL DRAINAGE PATTERNS AND VARIATIONS FROM CONSTRUCTION ANTICIPATED WITHIN THIS SCOPE.
  2. CONTRACTOR SHALL INSTALL TREE PROTECTION MEASURES AROUND SIGNIFICANT TREES TO REMAIN DURING CONSTRUCTION.
  3. NAMES OF OWNERS OF RECORD AND RECORDING INFORMATION FOR ADJACENT PARCELS HAVE BEEN PROVIDED ON A SEPARATE DOCUMENT.
  4. WATER SERVICES PROVIDED BY EXISTING ON-SITE WATER WELL.
  5. FIRE AND WASTEWATER SERVICES PROVIDED BY AQUA SERVICES TEXAS INC.
  6. ELECTRICITY PROVIDED BY PEDERNALES ELECTRIC COOPERATIVE P.E.C.
- PROPOSED PHASE I AND II DEVELOPMENT
- |                                       |                           |
|---------------------------------------|---------------------------|
| 1000 ROOMS (2 500 SQ FT EACH)         | 11 556 SQ FT              |
| LAUNDRY ROOM                          | 405 SQ FT                 |
| DRIVEWAY/PARKING/SIDEWALK/MSIC        | 48 261 SQ FT              |
| PROPOSED DRIVE                        | 7 341 SQ FT               |
| NET S.W. OF PROPOSED IMPERVIOUS COVER | 68 012 SQ FT (1.52 ACRES) |
- SITE IMPERVIOUS COVER PERCENTAGE CALCULATION
- |                                            |            |
|--------------------------------------------|------------|
| APPROXIMATE TOTAL ACREAGE                  | 245 ACRES  |
| EXISTING IMPERVIOUS COVER                  | 8.34 ACRES |
| NET PROPOSED PHASE I & II IMPERVIOUS COVER | 1.52 ACRES |
| PERCENT IMPERVIOUS COVER                   | 4.3%       |

DATE: MAY 07, 2018 11:53 AM User: D...  
 PROJECT: CS100 - Campers Sports Pavilion - 121 Camp Young Judaea Rd, Woodcreek, TX 78676  
 DRAWN BY: DJK  
 CHECKED BY: GDK  
 DESIGNED BY: DJK  
 DATE: 5/7/18

**Council Meeting Date: 06/13/2018**

**AGENDA ITEM COVER SHEET**

**Subject/Title:**

9. B. Discussion and Appropriate Action on the Request for Proposals for Banking Services for the City of Woodcreek.

**Item Summary:**

This agenda item is to consider submitted proposals for Banking Services for a five (5) year period beginning on August 1<sup>st</sup>, 2018 and ending on July 31<sup>st</sup>, 2023. At the time of the drafting of this memo, the City had three (3) financial institutions request the proposal specifications with one of the three withdrawing from consideration. The proposals are due by twelve noon, 12:00 PM local time.

**Financial Impact/Financial Information :**

N/A

**Comments/Recommendation**

The State Statute requires the City to publish the RFP in a newspaper with a financial section, if the City does not have a financial institution within the City. The City of Woodcreek advertised in both the Wimberley View and the Austin American Statesman.

**Attachments:**

Proposal(s) received will be issued under separate cover.

**Submitted By:**

Brenton B. Lewis, City Manager

## **REQUEST FOR PROPOSALS FOR BANKING SERVICES**

The City of Woodcreek, Texas, is requesting proposals for a banking services contract to be awarded June 13<sup>th</sup>, 2018, with service to begin August 1, 2018 and extend through July 30, 2023. Through this contract the City intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. In order to fully and equitably evaluate each bank's ability to meet the banking services needs of the City, a standard reply format is required. Each proposal must include a response to each item in the RFP in the order given. Only proposals submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award.

Submit proposals to:

Woodcreek City Hall  
41 Champions Circle  
Woodcreek, Texas 78676  
Attn: City Manager

On or before June 11th, 2018 12:00 Noon Local Time

# REQUEST FOR PROPOSAL FOR BANKING SERVICES

## I. INTRODUCTION

The City of Woodcreek, Texas, is requesting proposals for a banking services contract to be awarded June 13<sup>th</sup>, 2018, with service to begin August 1, 2018 and extend through July 30, 2023. Through this contract the City intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all banks' required qualifications, the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the contract award provisions. The bank or savings association, to qualify as a municipal depository, must, not later than five days before the commencement of the term of the depository services contract, provide security for the municipal funds to be deposited in accordance with the terms of the depository services contract. One or more bonds issued and executed by one or more solvent surety companies authorized to do business in this state, payable to the municipality and filed with the secretary and the designated officer of the municipality, qualify as security under this subchapter if the bonds are approved by the governing body.

## II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

### A. MINIMUM QUALIFICATIONS

To assure a close working relationship, to facilitate available services, and to support local business, the entity may give priority to those banks with full service capabilities within five miles of the City limits. Any required statement regarding equal opportunity and affirmative action should be included if required/desired. The proposal submitted will become part of the final contract.

### B. PROPOSAL SUBMISSION INSTRUCTIONS

#### 1. Proposal Format

In order to fully and equitably evaluate each bank's ability to meet the banking services needs of the City, a standard reply format is required. Each proposal must include a response to each item in the RFP in the order given. Only proposals submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award.

#### 2. Submission Requirements - Submit proposals to:

Woodcreek City Hall  
41 Champions Circle  
Woodcreek, Texas 78676  
Attn: City Manager

On or before June 11th, 2018 12:00 Noon Local Time

#### 3. RFP Questions

Questions regarding this RFP or the service requested will be accepted in written form at the address below on or before 4:00 pm June 4th, 2018. Responses to all material questions submitted will be communicated to each prospective bidder.

Brenton B. Lewis  
City Manager  
41 Champions Circle  
Woodcreek, TX 78676  
[manager@woodcreektx.gov](mailto:manager@woodcreektx.gov)

a. Request for Proposal Amendments

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made in writing to all known bidders.

b. Selection Criteria

Evaluation of proposals will be made on the basis of the following objectives:

|                                     |     |
|-------------------------------------|-----|
| Time deposit interest rates         | 10% |
| Cost of Service                     | 30% |
| Service availability                | 30% |
| Safety and creditworthiness of bank | 30% |

c. Award of Bid and Service Initiation

The contract is to be awarded by City Council at its meeting on June 13, 2018.

**III. REQUIRED FINANCIAL INSTITUTION INFORMATION**

All banks must provide, as part of the proposal:

- audited financial statements for the most recent fiscal year,
- a copy of the current call report, and
- a statement regarding any recent or foreseen merger or acquisition.

**IV. REQUIRED BANKING SERVICES**

This section lists all the services to be provided by the bank under this agreement. Attachment A lists each of these services. The bank should use this Attachment to provide the specific price for each service.

A. Consolidated Account Structure

The bank is to provide a master consolidation account and zero balance accounts from which daily balance and detail reporting is available. The City's current account structure contains the following accounts:

Account Title:

Operating Fund (Business Checking)

Public Funds Money Market

Municipal Court Account (Business Checking)

Public Education Government Grant Fund (Public Funds Savings)

Reserve Funds

B. Wire Transfer Services

The City currently generates approximately three incoming and one outgoing wires each month. A standard wire transfer agreement will be executed with the bank. This proposal should include a copy of your standard transfer procedures and wire transfer agreement. The City requires adequate security provisions and procedures. If the wire transfer requests are available on line, full information should



be submitted detailing the use.

C. Automated Daily Balance Reporting

The City requires an automated PC-based reporting system for access to the closing ledger and available balances. Stipulate the time at which the access is available and describe the system to be used. Reporting should include balance and detail reporting. Samples of the reports are to be included in the proposal.

D. Sweep Account Provisions

If the City chooses, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (money market fund, repo, etc.). Describe the sweep options and, if a money market fund is used, provide a prospectus. The accounts will be swept to the compensating balance.

E. Reconciliation

The following accounts are to be reconciled by the bank. Deadlines and requirements for tape receipt and processing time should be included in the proposal.

| Account Title   |
|-----------------|
| None at present |
| _____           |
| _____           |
| _____           |
| _____           |

F. Investment of Idle Funds and Safekeeping of City Securities

All certificates of deposit bought by the City will be bought on a competitive basis. The City has no obligation to invest its funds with or through the bank. If the bank is proposing overnight repurchase agreements, an executed Master Repurchase Agreement is required. In order to fulfill GASB III requirements for reporting, if a repurchase agreement is executed with the bank itself, the collateral must be held in the trust department of the bank in a separate account.

All securities will be handled on a delivery versus payment (DVP) basis as they are cleared into and out of the account. There will be approximately ten securities in safekeeping at any time. All clearing and safekeeping will be in the bank or its correspondent. All correspondent and safekeeping arrangement will be stipulated in the proposal.

G. Standard Disbursing Services

Standard disbursing services for all accounts are required to include the payment of all checks upon presentation.

H. Standard Deposit Services

The bank must guarantee immediate credit on all incoming wire transfers and U.S. Treasury checks upon receipt and all other checks based on the bank's published availability schedule. The Bank should specify in their proposal their deposit requirements and commercial and retail deposit locations, including night deposit services and procedures.

I. Reporting and Account Analysis

Monthly account analysis reports must be provided by the bank on a timely basis for each account and

on a total account basis. A sample account analysis format must be provided as part of the proposal. Samples of monthly statements should also be provided. The monthly statements are to be received within ten business days of the next month.

**J. Account Executive**

An account executive must be assigned to the account to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive, familiar with the account, should be assigned in the proposal. Stipulate the name and a brief biography of the account executive to be assigned to the City's account.

**K. Direct Deposit**

Describe the requirements and deadlines for computer tap for ACH transactions. The proposal should indicate when funds will be available in participating banks.

**L. Daylight Overdraft Provisions**

Every effort will be made to eliminate daylight overdraft situations on the account. However, in case this situation does arise, the proposal should include any and all bank policies regarding daylight overdrafts charges or handling procedures.

**M. Stop Payments**

The proposal must include a statement on the proposed stop payment process on an automated or manual basis.

**N. Collateralization of Deposits**

The bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit of \$250,000.00. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company. The bank will execute a tri-party safekeeping agreement with the City and the Safekeeping bank for safekeeping of these securities. Collateral will be maintained at a minimum of 102% and marked to market at least once a month. Control will be shared jointly between the bank and the entity. Substitution will be approved by the City and not unduly withheld. Substitutions of collateral will be requested in writing and new collateral will be received before the existing collateral is released. The proposal will name the safekeeping bank for collateral.

**O. Additional Services**

If new services become available and are provided during the period of this contract, they will be charged at the bank's then published rate.

**V. OTHER SERVICES**

The City is interested in obtaining service and cost information on additional services for possible use during the contract period. These services are not required but will be evaluated in terms of availability, feasibility, service levels, service providers and cost. The City will make its determination after receipt of proposals as to whether a service will be used. If the service is accepted later in the contract period the services and charges stipulated in the proposal will be applied.

**A. Lockbox Services**

The City may chose to utilize lockbox services for certain revenue collections. Describe the service including the lockbox location and a full description of the service.

**VI. Bank Compensation**

Any net settlement on compensating balances will be made annually. If fees are chosen as the payment methodology, fees will be paid monthly after receipt of the account analysis.

## ATTACHMENT A - BANKING SERVICES CHARGES

*Any and all anticipated service charges must be shown on this form to be applicable under the agreement. Add additional lines as required.*

| Service Unit              | Unit Charge           | Cost of Service |
|---------------------------|-----------------------|-----------------|
| Account Maintenance       | Per month             |                 |
| Daily Balance Reporting   | Per month             |                 |
| Zero Balanced Accounts    |                       |                 |
| Master Account            | Per month             |                 |
| Subsidiary Accounts       | Per month             |                 |
| Credits Posted            | Per transaction       |                 |
| Debits Posted             | Per transaction       |                 |
| Encoding charge           | Per transaction       |                 |
| ACH Processing            | Per transaction       |                 |
| Origination of file       | Per tape              |                 |
| ACH deletions             | Per transaction       |                 |
| ACH entries               | Per transaction       |                 |
| Returned checks           | Per transaction       |                 |
| Controlled Disbursement   | Per account/per month |                 |
| Reconciliation            | Per month             |                 |
| Sort list tape            | Per transaction       |                 |
| Sort and list             | Per transaction       |                 |
| Items Deposited           |                       |                 |
| Deposits                  | Per transaction       |                 |
| Commercial deposits       | Per transaction       |                 |
| Group I items             | Per transaction       |                 |
| Group II items            | Per transaction       |                 |
| Group III items           | Per transaction       |                 |
| Group IV items            | Per transaction       |                 |
| Stop payments             | Per transaction       |                 |
| Wire Transfers            |                       |                 |
| Incoming                  | Per transaction       |                 |
| Outgoing                  | Per transaction       |                 |
| Investment Safekeeping    |                       |                 |
| S/keeping interest/credit | Per transaction       |                 |
| S/keeping receipt deposit | Per transaction       |                 |
| S/keeping outgoing        | Per transaction       |                 |
| Securities DVP FRB        | Per transaction       |                 |
| Securities DVP NY         | Per transaction       |                 |
| Check Printing            | Per transaction       |                 |
| Extra Statements          | Per transaction       |                 |
| Disposable Bank Bags      | Per Item              |                 |
| Lockbox                   | Per month             |                 |
| Cutbacks                  | Per transaction       |                 |
| Special handling          |                       |                 |

**Financial Institution Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_, **Zip Code** \_\_\_\_\_

**Authorized Representative  
Printed Name** \_\_\_\_\_

**Authorized Representative Signature** \_\_\_\_\_

**Council Meeting Date: 06/13/2018**

**AGENDA ITEM COVER SHEET**

**Subject/Title:**

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

**Item Summary:**

Discussion and possible action to consider approval of the proposed budget calendar for Fiscal Year 2018 – 2019.

**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 13<sup>th</sup> - Meeting with Mayor and City council to discuss budget and Approve Budget Calendar (Open Meetings Notice).**

**June 19<sup>th</sup> – 21<sup>st</sup> – Discuss Budget with Staff (receive budget requests)**

**June 27<sup>th</sup> - Receive Budget Objectives and Requests from Mayor and City Council.**

**July 17<sup>th</sup> – 20<sup>th</sup> – 11:00 AM - First Workshop with Elected Body on Budget**

**July 25<sup>th</sup> – Deadline for the appraisal district to certify values to taxing units.**

**July 26<sup>th</sup> - Begin the calculation of effective and rollback tax rates.**

**August 2<sup>nd</sup> – 11:00 AM - Second Workshop with Elected Body on Budget/Tax Rate**

**August 3<sup>rd</sup> – 72 hour notice for meeting to discuss proposed tax rate (open meetings notice)**

**August 8<sup>th</sup> – 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 1<sup>st</sup> 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 1<sup>st</sup>. Special Meeting (Will need super majority of Councilmembers in attendance 4 of 5)**

**August 9<sup>th</sup> – File proposed budget with City Secretary**

**August 20<sup>th</sup> – 72 hour notice published for first public hearing (Open Meeting Notice)**

**August 24<sup>th</sup> – First Public Hearing (Budget Workshop, if necessary) 11:00 AM (Will need super majority of Councilmembers in attendance 4 of 5)**

**August 31<sup>st</sup> – 72 hr. notice published for second public hearing (Open Meetings Notice)**

**September 5<sup>th</sup> – 11:00 AM 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 7<sup>th</sup> – 72 hr. notice published for meeting to adopt budget and tax rate (Open Meetings Notice)**

**September 12<sup>th</sup> – 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: 06/13/2018**

**AGENDA ITEM COVER SHEET**

**Subject/Title:**

9. D. Discussion and Appropriate Action on the Closing of Bank Accounts and Reinvesting of Funds.

**Item Summary:**

This agenda item is to approve of the closing of the bank accounts (investments) at Crockett National Bank (\$226,260.68) and Pioneer Bank (\$203,381.43) and the transfer of funds to the existing account with TexasClass. On average, TexasClass has been paying two times greater average rate than Crockett and two and a half greater average rate than Pioneer.

**Financial Impact/Financial Information :**

Increase in interest earned.

**Comments/Recommendation**

Approval of closing the Crockett National Bank and Pioneer Bank accounts and deposit funds in TexasClass.

**Attachments:**

None

**Submitted By:**

Brenton B. Lewis, City Manager