

BY:

MAR 07 2017

SCANNED

**City of Woodcreek City Council Meeting
March 8, 2017; 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 March 8, 2017, 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 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. DPW Monthly Report (Director of Public Works Frank Wood)**
 - B. Treasurer's Report for February, 2017 (City Treasurer Gene Golembiewski)**
 - 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 City Council meeting of February 8, 2017.**
 - B. Approval of Treasurer's Report for February, 2017**
 - C. Approval of Camp Young Judea Fireworks Application for March 11, 2017 Display.**
- 9. Regular Agenda**
 - A. Consider and Take Appropriate Action on a Resolution Appointing an Investment Officer in Accordance with the Public Finance Investment Act and the City of Woodcreek Investment Policy and Strategy. (City Manager Lewis)**
 - B. Discussion and Take Appropriate Action on Anti-Fraud Policy. (City Manager Lewis)**

- C. Discussion and Possible Action on Proposals Received for Potholes and Various Street Repairs. (City Manager Lewis)
- D. Recognition of Barbara Grant for Five (5) Years of Public Service with the City of Woodcreek. (Mayor Eskelund)
- E. Discussion and possible action on proposed dedication of Par View Drive to the City of Woodcreek. (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 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 3rd day of March, 2017 at 1:05 p.m.

By: 
 Brenton B. Lewis, City Manager

Treasurer's Report

For the Period: October 2016 - February 2017

Percent Complete: 41.67%

	2016-2017			2015-2016			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Feb 2017	Feb 2016	Difference
Revenue									
3000 Ad Valorem Tax Revenue	199,678	220,840	90%	178,250	214,500	83%	61,449	67,556	(6,107)
3005 State Sales Tax Revenue	18,429	40,000	46%	17,415	43,000	41%	4,447	3,624	823
3010 Mixed Beverage Tax & Fees Rev	365	1,500	24%	296	1,330	22%	-	-	-
3020 Electric Franchise Fee Revenue	15,914	30,000	53%	13,779	30,000	46%	-	-	-
3030 Cable Services Franchise Rev	8,247	30,400	27%	15,928	31,220	51%	-	7,994	(7,994)
3040 Water Service Franchise Revenue	74,196	87,700	85%	70,895	87,750	81%	-	-	-
3050 Disposal Service Franchise Rev	3,308	14,000	24%	6,723	13,830	49%	-	3,327	(3,327)
3060 Telephone Franchise Revenue	899	1,500	60%	1,016	1,550	66%	456	504	(47)
3070 Golf Course Franchise Revenue	-	500	0%	-	500	0%	-	-	-
3080 Reimbursements	-	100	0%	-	-	n/a	-	-	-
3080 Reimbursements	105	100	105%	10	-	n/a	-	10	(10)
3090 Development Revenue	-	-	n/a	5,404	14,000	39%	-	3,080	(3,080)
3090.01 Residential	4,480	7,800	57%	-	-	n/a	960	-	960
3090.02 Commercial	-	6,150	0%	-	-	n/a	-	-	-
3090.03 Other	263	1,050	25%	-	-	n/a	-	-	-
Total 3090 Development Revenue	4,743	15,000	32%	5,404	14,000	39%	960	3,080	(2,120)
3095 Sign Fees	330	100	330%	-	300	0%	80	-	80
4000 Interest Income	1,625	4,000	41%	1,783	4,000	45%	229	347	(118)
4010 Other Revenue	285	50	570%	-	1,050	0%	10	(140)	150
4015 Oak Wilt Containment	-	-	n/a	-	-	n/a	-	-	-
4020 Municipal Court Revenue	-	1,000	0%	140	150	93%	-	140	(140)
4040 Donations Received	5,000	5,000	100%	-	5,000	0%	5,000	-	5,000
4050 General Fund Transfer	-	-	n/a	-	-	n/a	-	-	-
Total Revenue	333,124	451,690	74%	311,637	448,180	70%	72,632	86,442	(13,810)

Expenditures									
5000 Personnel Services	-	-	n/a	-	-	n/a	-	-	-
5000.01 Salaries and Wages	53,470	135,060	40%	40,190	103,300	39%	11,080	8,044	3,036
5000.02 Expense Reimbursement Allowance	500	-	n/a	-	-	n/a	100	-	100
5000.03 City Manager Vehicle Reimburse	3,479	8,350	42%	1,637	5,500	30%	696	417	279
5000.05 Elected Official Pay	350	840	42%	210	700	30%	70	70	-
5000.20 Payroll Tax Expense	-	-	n/a	3,313	9,300	36%	-	689	(689)
5000.20 Payroll Tax Expense	4,867	11,590	42%	3,313	9,300	36%	1,068	689	379
5000.40 Retirement	1,758	5,100	34%	1,321	4,000	33%	344	271	73
5000.50 Direct Deposit Expense	-	130	0%	49	130	38%	-	11	(11)
5000.51 Health Insurance Stipend	-	1,200	0%	-	400	0%	-	-	-
Total 5000 Personnel Services	64,424	162,270	40%	46,720	123,330	38%	13,358	9,501	3,857
5500 Office Expenses	-	-	n/a	-	-	n/a	-	-	-
5500.05 Bank Fees & Charges	-	-	n/a	29	-	n/a	-	4	(4)
5500.10 City Hall Maintenance / Repairs	995	2,500	40%	218	20,000	1%	570	-	570
5500.30 IT & Radio Expenses	408	5,500	7%	1,447	7,000	21%	15	30	(15)
5500.40 Newsletter	-	580	0%	-	750	0%	-	-	-
5500.50 Office Supplies	573	3,500	16%	1,039	3,800	27%	28	496	(467)
5500.60 Postage & Shipping	736	1,620	45%	414	2,000	21%	448	8	439
5500.61 Printing & Reproduction	2,029	2,000	101%	1,077	4,000	27%	113	113	-
5500.70 Storage Rental	282	1,200	24%	510	1,100	46%	94	-	94
5500.80 Software & Subscriptions	560	-	n/a	-	-	n/a	-	-	-
Total 5500 Office Expenses	5,582	16,900	33%	4,734	38,650	12%	1,268	651	617
6000 Professional Services	-	-	n/a	-	-	n/a	-	-	-
6000.01 Audit Expense	-	9,000	0%	-	6,600	0%	-	-	-
6000.10 Codification	139	1,500	9%	80	1,200	7%	-	80	(80)
6000.11 Contract Labor	417	6,750	6%	2,643	7,500	35%	-	473	(473)
6000.15 Engineering	26,700	1,500	1780%	350	1,850	19%	-	350	(350)
6000.20 Legal Expenses	-	25,000	0%	-	25,000	0%	-	-	-
6000.20 Legal Expenses	8,438	25,000	34%	8,954	25,000	36%	2,006	1,255	751
6000.30 IT Services	4,184	-	n/a	-	-	n/a	848	-	848
6000.40 Accounting	5,162	-	n/a	-	-	n/a	1,495	-	1,495
Total 6000 Professional Services	45,039	43,750	103%	12,027	42,150	29%	4,349	2,158	2,191

	2016-2017			2015-2016			Y/Y Monthly Comparison		
	YTD	Budget	%	YTD	Budget	%	Feb 2017	Feb 2016	Difference
6500 Area Care/Maintenance	-	-	n/a	-	-	n/a	-	-	-
6500.01 Deer Removal	225	2,500	9%	600	1,500	40%	-	-	-
6500.15 Mowing	425	5,500	8%	-	5,500	0%	-	-	-
6500.20 Oak Wilt Containment	-	1,000	0%	-	2,000	0%	-	-	-
6500.21 Outdoor Beautification	2,034	30,000	7%	3,042	12,000	25%	400	400	-
6500.25 ROW Tree Trimming	-	10,000	0%	-	1,500	0%	-	-	-
6500.30 Street Maintenance	-	25,000	0%	3,075	26,000	12%	-	3,075	(3,075)
6500.31 Street Signs	1,050	1,000	105%	303	1,000	30%	-	-	-
6500.35 Storm Damage Reserve	-	7,000	0%	-	-	n/a	-	-	-
6500.40 Tree Limb Pick-Up	5,200	3,500	149%	3,630	8,900	41%	-	-	-
Total 6500 Area Care/Maintenance	8,934	85,500	10%	10,650	58,400	18%	400	3,475	(3,075)
7000 Other Operating Expenses	-	-	n/a	-	-	n/a	-	-	-
7000.01 Ad Valorem Tax Expense	429	2,000	21%	833	2,000	42%	-	417	(417)
7000.02 Building Inspections	3,730	5,500	68%	3,080	10,000	31%	1,250	625	625
7000.03 Code Compliance	8	1,500	1%	-	1,500	0%	-	-	-
7000.04 Dues & Membership	1,278	1,800	71%	656	1,700	39%	30	84	(54)
7000.05 Election Expense	3,113	3,000	104%	2,592	2,600	100%	-	-	-
7000.10 Depreciation Expense	-	-	n/a	-	-	n/a	-	-	-
7000.15 Meeting Expense	648	1,600	41%	637	1,800	35%	86	14	72
7000.20 Public Notices	396	1,500	26%	738	1,800	41%	99	-	99
7000.30 Travel & Vehicle Exp Reimb.	565	4,000	14%	21	750	3%	-	-	-
7000.40 Training & Prof Development	1,379	5,000	28%	123	2,000	6%	345	-	345
Total 7000 Other Operating Expenses	11,547	25,900	45%	8,680	24,150	36%	1,810	1,139	671
7500 Utilities	-	-	n/a	-	-	n/a	-	-	-
7500.10 City Hall Utilities	-	-	n/a	1,126	2,600	43%	-	251	(251)
7500.10 City Hall Utilities	1,139	2,700	42%	1,126	2,600	43%	227	251	(24)
7500.20 Outdoor Utilities	-	-	n/a	1,484	3,600	41%	-	248	(248)
7500.20 Outdoor Utilities	1,550	3,600	43%	1,484	3,600	41%	325	248	77
7500.30 Telephone & Internet	1,369	3,000	46%	1,458	3,000	49%	281	487	(206)
Total 7500 Utilities	4,057	9,300	44%	4,069	9,200	44%	833	985	(153)
7600 Insurance	2,908	2,900	100%	2,514	2,550	99%	-	-	-
8020 Municipal Court Costs	-	-	n/a	-	-	n/a	-	-	-
8020.20 MC Judge	1,000	3,500	29%	1,250	3,400	37%	-	500	(500)
8020.25 Misc. Court Costs	765	1,000	77%	735	750	98%	-	-	-
8020.30 Prosecutor	-	2,400	0%	-	-	n/a	-	-	-
8020.40 State Comptroller Costs	-	500	0%	54	-	n/a	-	-	-
8020.41 Supplies	77	200	39%	-	-	n/a	-	-	-
8020.60 Traffic Enforcements	7,085	28,000	25%	14,170	36,000	39%	-	-	-
Total 8020 Municipal Court Costs	8,927	35,600	25%	16,209	40,150	40%	-	500	(500)
9077 General Fund Accrual	-	-	n/a	-	-	n/a	-	-	-
Unapplied Cash Bill Payment Expenditure	-	-	n/a	-	-	n/a	20	-	20
Total Expenditures	151,417	382,120	40%	106,456	338,580	31%	22,038	18,608	3,430
Net Operating Revenue	181,707	69,570	261%	205,181	109,600	187%	50,594	67,834	(17,240)
Other Revenue									
4019 Proceeds from Capital Leases	-	-	n/a	-	-	n/a	-	-	-
8500 Capital Improvement Income	-	-	n/a	-	-	n/a	-	-	-
Other Expenditures									
8500.25 Capital Improvement Expense	-	-	n/a	725	-	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	7,640	12,610	61%	-	-	n/a	-	-	-
9800.02 Other Miscellaneous Expenditure	-	-	n/a	-	750	0%	-	-	-
Reconciliation Discrepancies	(0)	-	n/a	-	-	n/a	-	-	-
Net Other Revenue	(7,640)	(12,610)	61%	(725)	(750)	97%	-	-	-
Net Revenue	174,067	56,960	306%	204,456	108,850	188%	50,594	67,834	(17,240)
Reconciliation to Income Statement									
9800.02 Other Miscellaneous Expenditure	(7,640)			-			-		
Net Revenue	181,707			204,456			50,594		

The City of Woodcreek

STATEMENT OF FINANCIAL POSITION

As of February 28, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating - Broadway 9628	312,960.51
1003 Municipal - Reg Acct#7223	31,106.07
1003.1 Municipal Court Petty Cash	100.00
1006 PEG - #5467	17,767.38
1010 Petty Cash	-41.00
1020 Investment Account - Class 0001	26,031.10
1021 Reserved Funds - Broadway 4573	477,904.02
1022 Crockett National Bank	224,207.84
1023 Pioneer Bank #6151	201,946.87
Total Bank Accounts	\$1,291,982.79
Accounts Receivable	
1120 Delinquent Taxes Receivable	9,288.75
Total Accounts Receivable	\$9,288.75
Other Current Assets	
1121 Allowance for Uncollectible	-464.43
1122 Due to/from HOT Account	52.00
1123 Employee Cash Advance	0.00
Total Other Current Assets	\$ -412.43
Total Current Assets	\$1,300,859.11
Fixed Assets	
1200 Office Furniture / Equipment	34,566.84
1225 Land	37,850.00
1226 Building & Improvements	109,708.00
1227 Street Pavement	144,126.00
1240 Accumulated Depreciation - All	-19,261.00
Total Fixed Assets	\$306,989.84
Other Assets	
1250 Deferred Revenue	-15,678.59
1300.10 Committed for Streets Repair	0.00
Total Other Assets	\$ -15,678.59
TOTAL ASSETS	\$1,592,170.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1900 Accounts Payable	34,594.38
Total Accounts Payable	\$34,594.38
Other Current Liabilities	
2000 Payroll Tax Payable	3,224.81

	TOTAL
2001 Federal Withholding Payable	0.00
2020 State Unemployment Liability	354.90
2021 Accrued Wages Payable	2,608.53
2030 TMRS Payable	0.00
2100 WVWA / LCRA Grant	445.45
Expenditures	
2105 Capital Development Grant	21,325.00
2105.1 Augusta Park Proj Expenditures	-1,707.50
2110 Direct Deposit Liabilities	-3,739.35
2200 Security Deposits	0.00
2300 Sales Tax Revenue Overpayment	533.38
Total Other Current Liabilities	\$23,045.22
Total Current Liabilities	\$57,639.60
Total Liabilities	\$57,639.60
Equity	
9998 Opening Balance Equity	533,846.43
9999 Retained Earnings	818,977.56
Net Revenue	181,706.77
Total Equity	\$1,534,530.76
TOTAL LIABILITIES AND EQUITY	\$1,592,170.36

City Manager Monthly Public Report from February 3rd 2017 to March 1st 2017 for the March 8th, 2017 Council Meeting

Requests for Proposals were issued to five (5) prospective companies. One (1) company had a representative at the pre – proposal meeting to discuss and review the project. The Proposals are due by 3:00 PM on March 6th, 2017.

Public Safety Council Committee and staff attended the 3rd of 3 meetings on the Hazard Mitigation Plan for Hays County. The City is in the process of finalizing the documents for Woodcreek to be included in the plan.

The Cypress Creek WPP Executive Committee met in Wimberley and discussed various topics including rain water collection, descriptive poster, and signage.

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

Permits Issued:

Tree Trimming – 4
Fence – 1
Deck - 2
House – 1

Pending Permits:

Patio cover, roof, etc. – 1
Renovation - 1

Ordinance Violations:

Resolved –

4/6 Westwood – stop work order
8 Deerfield
57 Augusta Dr – stop work order

In Progress –

6 Brookmeadow
152 Augusta
4 Canyon Creek
Champions Circle Lots
8 Brookmeadow

Stop Work Orders –

3 Cypress Point – in progress (work not permitted)
51 Pebblebrook – in progress
11 Cypress Point – in progress



Ray Helm

Constable Precinct 3 Hays County, Texas

Woodcreek Patrol
February 2017

	<u>Total</u>
Hours:	127
Mileage:	1048
Traffic Citation/warning(s):	10
Code Enforcement:	3
Close Patrol:	3
Criminal:	1
Civil:	2
Other:	0
Agency/Public Assist:	1
Warrants:	2
Jailing:	1

Constable Ray Helm III

Deputy Travis Brown

P.O. Box 1316 / 14306 Ranch Road 12, # 10, Wimberley, Texas 78676

Fax: 512-847-7352 Office: 512-847-5532 e-mail: darrell_ayres@co.hays.tx.us

City of Woodcreek City Council Meeting
February 8, 2017; 6:30 p.m.
41 Champions Circle
Woodcreek, Texas

Minutes

1. **Call to Order:** Mayor Eskelund 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 Great State of Texas
4. **Roll Call. Present:** Mayor Eric C. Eskelund, Mayor Pro Tem Nancy Britner, Councilmember Bill Scheel, Councilmember Jerry Moore, Councilmember Judy Brizendine, Councilmember Aurora LeBrun, City Manager Brenton B. Lewis, City Attorney Roger Gordon, Director of Public Works Frank Wood, City Treasurer Gene Golembiewski, Assistant Administrator Linda Land, City Clerk Barbara Grant.
5. **Public Comments:** Woodcreek Residents Nikki Jinkins and Joani Pepper expressed their thoughts about the Par View Drive ownership issue and their hope for a speedy resolution.
6. **Citizen Communications: General:** Miriam Garza, Community Manager for the Woodcreek Apartments said that they expect a mid-April availability, weather permitting.
7. **Report Items:**
 - A. Director of Public Works Wood presented his monthly report.
 - B. City Treasurer Golembiewski reported year-to-date revenues of \$260,492.00 and \$129,380.00 in expenditures.
 - C. City Manager Lewis presented his Monthly Public Report.
8. **Consent Agenda:**
 - A. **Approval of the minutes of the Regular Woodcreek City Council meeting of January 11, 2017.**
 - B. **Approval of Treasurer's Report for January, 2017.**

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. **Discuss and Consider Appropriate Action on the City of Woodcreek Annexation Plan.** After discussion, Councilmember LeBrun moved to adopt the City of Woodcreek Annexation Plan, declaring that it has not identified areas for

involuntary municipal annexation within the next three years. The motion was seconded by Mayor Pro Tem Britner, which passed with a vote of 5-0-0.

- B. Discuss and Take Appropriate Action on Considering Authorizing Staff to Finalize Negotiations to Enter into an Agreement with Jones/Carter to Develop a Scope of Services Agreement for Road Improvements.** After discussion, Councilmember Moore moved to authorize the City Manager to enter into an agreement with Jones/Carter after negotiating and finalizing the agreement with Jones/Carter when the committee meets on February 15, 2017. The motion was seconded by Councilmember LeBrun, which passed with a vote of 5-0-0.
- C. Discussion and Take Appropriate Action on Considering Authorizing Staff to Finalize Negotiations to Enter into an Agreement with Jones/Carter to Develop a Scope of Services Agreement for the 2030 Plan Revision Update.** After discussion, Councilmember Moore moved to authorize the City Manager to enter into an agreement with Jones/Carter, after negotiating and finalizing the agreement with Jones/Carter on the 2030 Plan. The motion was seconded by Councilmember Brizendine, which passed with a vote of 5-0-0.
- D. Discuss and Take Appropriate Action for Use of City of Woodcreek Facilities.** After discussion, Councilmember Moore moved to adopt a policy related to Public Use of City Hall and the Council Chambers, with the addition of a liability insurance clause. The motion was seconded by Councilmember Brizendine, which passed with a vote of 5-0-0.

10. Adjourn There being no further business, Mayor Eskelund adjourned the meeting at 7:28 p.m.

Eric C. Eskelund, Mayor

Brenton B. Lewis, City Manager

Council Meeting Date: 03/08/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. A. Consider and Take Appropriate Action on a Resolution Appointing an Investment Officer in Accordance with the Public Finance Investment Act and the City of Woodcreek Investment Policy and Strategy

Item Summary:

This agenda item is to consider a Resolution appointing the Investment Officer for the City of Woodcreek as set forth in the State Statutes and the Investment Policy and Strategy. The Public Finance Investment Act Section 22256.005(e) states: Each investing entity shall designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees of the state agency, local government, or investment pool as investment officer to be responsible for the investment of its funds consistent with the investment policy adopted by the entity. In addition, Section 1.05.038(a) of the City of Woodcreek Investment Policy and Strategy states, in part: The city shall appoint an investment officer from time to time, by separate ordinance or resolution, who shall be responsible for the investment of the city's funds consistent with this investment policy....

Financial Impact/Financial Information:

N/A

Comments/Recommendation

Adoption and Passage of the Resolution Appointing an Investment Officer

Attachments:

Resolution

Submitted By:

Brenton B. Lewis, City Manager



CITY OF WOODCREEK, TEXAS

RESOLUTION NO. 17-03-08-01

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS DESIGNATING A CITY OF WOODCREEK INVESTMENT OFFICER.

WHEREAS, The Public Funds Investment Act (“The Act”) requires that Texas Local Governments create a written investment policy, which adheres to specific requirements as stated in the Act (Gov’t code section 2256.001); and

WHEREAS, the Act as well as written investment policy of the City of Woodcreek both require that the City Council shall designate one or more officers or employees as Investment Officers to be responsible for investment of its’ funds (Gov’t code section 2256.005); and

NOW, THEREFORE, LET IT BE RESOLVED, That the Mayor and City Council formally appoint the City Manager to act as the Investment Officer for the City of Woodcreek, performing all required investment-related duties while employed in this position.

This resolution shall take effect on March 8, 2017 and shall remain in effect until formally rescinded by the City Council or until such time as a new resolution naming a different Investment Officer is passed by the City Council.

CITY OF WOODCREEK, TEXAS

Eric C. Eskelund, Mayor

ATTEST:

Brenton B. Lewis, City Manager

Council Meeting Date: 03/08/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. B. Discussion and Take Appropriate Action on Anti-Fraud Policy

Item Summary:

This agenda item is to consider the adoption of an Anti-Fraud Policy. During preparation for the audit it was noted that the City does not have an Anti-Fraud Policy as requested by the Auditors. Therefore, staff has prepared a policy for consideration and adopting through a simple motion and majority vote.

Financial Impact/Financial Information:

N/A

Comments/Recommendation

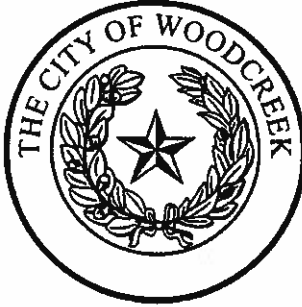
Adoption of the Anti-Fraud Policy

Attachments:

Anti-Fraud Policy

Submitted By:

Brenton B. Lewis, City Manager



CITY OF WOODCREEK

Anti-Fraud Policy

I. Introduction

The City of Woodcreek, Texas ("The City") established an Anti-Fraud Policy to facilitate the development of controls to aid and enhance the detection and prevention of fraud against the City, and/or City property, funds, and assets. The City's intent is to promote consistent, legal, and ethical organizational behavior by:

- (1) Assigning responsibility for reporting fraud, theft, waste, or abuse;
- (2) Providing guidelines, policies and procedures to conduct investigations of suspected fraudulent behavior;
- (3) Requiring each employee to attend annual fraud awareness training; and
- (4) Develop an organizational culture that requires ethical behavior in the workplace based on actions supported by integrity, values, and adherence to policies.

II. Scope of Policy

The Anti-fraud policy applies to any irregularity, or suspected irregularity, involving employees as well as City Council, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship to the City. Employees, including management, who fail to comply with this policy, are subject to progressive disciplinary action, up to and including immediate termination. Consultants, vendors, contractors, or persons doing business with the City or in any other relationship with the City who do not comply with this policy may find the relationship and/or contract terminated by the City.

The City will further pursue prosecution if the results of an investigation determine that the potential for criminal activity exists.

III. Anti-Fraud Culture

Employees are expected to have, and be seen to have, the highest standards of honesty, propriety, ethics and integrity in the exercise of assigned duties. Employees are responsible for reporting any suspected fraud, impropriety, or other dishonest activity immediately to the City Manager, City Council, or through the whistleblower program, and to assist in the investigation of any suspected fraud.

The City promotes an anti-fraud culture through the following:

- The City has a zero tolerance to fraud;
- Any allegation of fraud anonymous or otherwise will be investigated;
- Consistent handling of cases without regard to position held or length of service;
- Consideration of whether there have been failures of supervision. Where failures have occurred, disciplinary action may be initiated against responsible parties;
- The City will attempt to recover any losses resulting from fraud, through civil action if necessary;
- Displaying the anti-fraud policy statement in the common break-room of the City and the City's web site;
- All suspected cases of fraud will be reported to the City Manager or City Council

Each employee should be familiar with the types of fraud that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Cases of fraud detected or suspected must be reported immediately to the City Manager, the City Council, or the attorney for the City, hereinafter referred to as the designee.

IV. Definition of Fraud

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. *Fraud* is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Irregularities detected or suspected must be reported immediately to the City Manager, who will coordinate all investigations with appropriate representatives, including but not limited to, the City Council, Legal Counsel and other affected areas, both internal and external.

V. Actions Constituting Fraud

Fraud encompasses an array of irregularities and illegal acts characterized by intentional deception. The City has identified five major areas that are susceptible to Fraud, which include:

1. **Systems Issues** - A process/system exists prone to abuse by either employees or management.
2. **Financial Issues** - Individuals or companies have fraudulently obtained money from the City.
3. **Equipment Issues** - The City's equipment is used for inappropriate personal use.

4. **Resource Issues** - Misuse of resources, (e.g. theft of materials)
5. **Other Issues** - Activities undertaken by employees of the City that may be unlawful, against the City's policies, falls below established standards or practices, or amounts to improper conduct.

The terms fraud, embezzlement, misappropriation, and other wrongdoings refer to, but are not limited to:

- Dishonest or fraudulent acts.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of City activities.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to other persons, securities activities engaged in or contemplated by the City.
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City. **EXCEPTION: GIFTS LESS THAN U.S. \$ 50.00 IN VALUE.**
- Unauthorized destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.
- Theft of a check or other diversion of a taxpayer payment;
- Employees with access to confidential taxpayer information who sell and/or use the information in the conduct of an outside business activity;
- Falsifying records;
- Bribery or kickbacks;
- False written or oral statements or representation with respect to City activities, such as submitting reports to the government and other sponsors that knowingly contain false or misleading statements;
- Forgery or alteration of any document or account belonging to the City (checks, bank drafts, ACH, timesheets, invoices, contractor agreements, bid documents, purchase orders, electronic files, and other financial documents);
- Financial report misrepresentation;
- Misappropriation of funds, securities, supplies, inventory, or any other asset, including furniture, computers, fixtures or equipment; and
- The use of City assets, finances, equipment, or inventory for personal gain or benefit,

This is not an all-inclusive, exhaustive list. Thus, if a person is in any doubt about the seriousness and nature of his/her concern, advice and guidance can be obtained from the City Manager or City Council.

VI. Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and City Administrations.

VII. Roles and Responsibilities

The City Manager (or the City Council in the absence of a City Manager) is responsible for establishing and maintaining a sound system of internal control that supports the achievement of the City's policies, aims and objectives. The system of internal control is designed to identify and mitigate the principal risks faced by the City in the execution of operational processes. Further, the system of internal control is based on an on-going, re-evaluation process designed to identify principal current risks and to consider potential future risks, evaluate the nature and extent of the risks identified, and implement action to effectively manage and mitigate the risks. The City will regularly review policies, legislation, and related guidance to ensure appropriate measures for combating fraud are maintained and updated when needed/appropriate.

A. Managers

Managers are the first line of defense against fraud. Managers must remain vigilant regarding the possibility that unusual events may be symptoms of fraud or attempted fraud. Management is responsible for ensuring an adequate system of internal control exists within assigned areas of responsibility, and that controls are properly operated and complied with. A manager who is alert to the possibility of fraud and who acts accordingly is a powerful deterrent against fraud.

Managers are responsible for:

- (1) Recording and evaluating the risk of fraud for their department;
- (2) Development, maintenance and testing of controls to prevent and detect fraud;
- (3) Ensuring prompt investigations are carried out if fraud occurs;
- (4) Implementing of appropriate legal and/or disciplinary action against perpetrators of fraud, including appropriate action to recover assets;
- (5) Implementing re-training and/or disciplinary action against supervisors where supervisory failures have contributed to the commission of the fraud;
- (6) Establishing and maintaining systems for recording and subsequently monitoring all discovered cases of fraud; and
- (7) Providing assurance to the Risk Manager, City Manager, and the City Council regarding risk and internal control procedures.

B. Information Technology

Information Technology, in formulation of policy and in the design of operating systems, is responsible for:

- (1) Ensuring the prevention of electronic loss and fraud is taken into account;

- (2) Ensuring the risk of electronic fraud and loss are assessed when changes are considered; and
- (3) Ensuring weaknesses are identified and rectified when the opportunity arises.

C. Supervisors

Supervisors are responsible for:

- (1) Assessing the types of risk involved in the operations for areas of assigned responsibility;
- (2) Development and implementation of systems of internal control to minimize the risk of fraud;
- (3) Ensuring controls are consistently applied to include testing controls to ensure effective risk mitigation, and maintaining a record of all such tests;
- (4) Satisfying that the systems continue to operate effectively;
- (5) Providing assurances regarding internal control systems in areas of assigned responsibility;
- (6) Raising fraud awareness amongst staff including knowledge of the City's anti-fraud policy through training and reinforcement;
- (7) Ensuring that the City Manager is informed when fraud has occurred or is suspected; and
- (8) Implementing new controls to reduce the risk of similar fraud occurring where fraud has occurred.

Supervisors must ensure that the opportunities for staff to commit fraud are minimized. Thus, in establishing and maintaining effective internal and anti-fraud controls, supervisors must:

- (1) Ensure rotation of staff and duties where practical;
- (2) Ensure separation of duties so that control of a key function does not rest with one individual where possible;
- (3) Backlogs are not allowed to accumulate; and
- (4) Staff is adequately trained and has relevant documented procedures easily accessible and available.
- (5) Ensure staff supervised read and understand the content of the 'Employee Handbook';
- (6) Ensure staff supervised is aware of the rules relating to confidentiality of information;
- (7) Ensure staff supervised is aware that fraudulent behavior is wrong and are aware of the consequences of involvement in fraudulent activity;
- (8) Provide and regularly review a register to record gifts and hospitality; and
- (9) Regularly reinforce the rules relating to personal conduct.

D. Staff Responsibilities

Every employee has a duty to ensure that public funds are safeguarded whether the employee is involved with payments systems, receipts, investments, inventory, assets, equipment, or dealings with contractors or suppliers. City employees, as stewards of public funds, must demonstrate high standards of personal ethics and integrity. Thus, staff must:

- (1) Alert supervisors or managers when opportunities for fraud exist because of poor procedures or lack of effective oversight;
- (2) Report details immediately to supervisors, managers, or next most senior person if fraud is suspected or committed or if suspicious acts or events or seen or suspected. Further, if an employee feels unable, for whatever reason, to raise a concern about suspected fraud with the supervisor and/or Manager, suspicions must be reported directly to the attorney for the City or the City Council;
- (3) Assist in any investigations by making available relevant information and by co-operating in interviews;
- (4) Inform management of any outside interest which might impinge on the discharge of assigned duties; and
- (5) Inform management of any gifts, hospitality, or benefits of any kind received from a third party as detailed in this policy and the Employee Handbook.

VIII. Employee Reporting (Whistleblowing)

Employees who have concerns or suspect fraud in the City or City-related operations should immediately disclose concerns to a supervisor, manager, the City Manager. Additionally, if an employee feels unable for whatever reason to raise a concern about suspected fraud with supervisors or managers, notifications of employee concerns shall be immediately communicated to the City Manager. Further, if an employee feels unable to report to the City Manager, concerns shall be communicated to the Mayor and/or members of the City Council.

Every reasonable effort will be made to keep the identity of an individual reporting potential fraudulent activity confidential. However, in order to assist in the investigation, employees reporting potential violations are encouraged to identify themselves. The policy encourages individuals to include names, dates, and the names of witnesses when reporting suspicions, allegations, or incidents. Concerns expressed anonymously are much less powerful, but will be considered at the discretion of the City. However, in exercising discretion, the factors taken into account would include: the seriousness of the issues raised; the credibility of the concern; the likelihood of confirming the allegation from reliable sources; and facts that substantiate and validate the report.

The City recognizes that the decision to report a concern can be difficult. Retaliation against a person who initiates a complaint or inquiry or participates in fact-finding is prohibited. Persons found to have engaged in retaliation are subject to the full range of disciplinary actions, up to and including termination.

Allegations made in good faith, but not confirmed by the investigation will result in no action taken against the originator of the complaint. However, individuals who make malicious or fictitious allegations may be subject to progressive disciplinary action up to and including termination as well as any legal sanctions which may apply.

The reporting individual, whether the initial report is made to the City Council, the City Manager, or Managers, should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Allow the City Manager, or designee to conduct the investigation. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the City Manager, or designee.
- The City will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).

Employees shall not disclose or discuss the pending investigation or investigation results with anyone other than those who have a legitimate need to know to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City from potential civil liability.

IX. Public Reporting

The City encourages members of the public who suspect fraud to contact the City Manager, the City Council, or the City's attorney. Every reasonable effort will be made to maintain the confidentiality of the reporting individual when anonymity is requested.

X. Guidelines for Conducting Investigation

Management does not have the authority to determine the merits of a report of suspected fraud; the City Manager, or designee makes the determination with the assistance of the City Council, City's Attorney, and/or Fraud Investigation Team.

Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported to the Human Resources Department. NOTE: Many instances of prohibited actions do not constitute fraud, such as an improper relationship with a vendor. However, behavior such as that described may be investigated to determine violations of expected ethics and integrity with regard to City codes on conduct. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representation, or any other inquirer should be directed to the City Manager, the City Council, the attorney for the City, or designee. No information

concerning the status of an investigation will be discussed with anyone other than the Fraud Investigation Team. Appropriate responses to any inquiries include: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

When a report of suspected fraud is received, the City Manager, or designee shall document the contact on the City's Fraud Register. The respective complaint, the actions taken and the respective conclusions will be outlined in the Fraud Register mentioned above, for recording and audit trail purposes.

The City Manager must, where possible, determine if a reasonable suspicion exists that fraud has occurred. The determination of facts must be carried out discreetly and quickly. The preferred timescale for completion should be within 24 business hours of the suspicion being raised.

Any required investigative activity shall be conducted without regard to the suspected wrongdoer's length of service, position/title, relationship to the agency, or any other perceived mitigating circumstance.

Determination that a report is not credible or is not a report of fraud will be documented by the City Manager. The documentation shall include support for the determination. Questions as to whether an action constitutes fraud will be referred to the City's Attorney.

A Fraud Investigation Team will be appointed that may be comprised of the Manager from the department concerned, the Finance Director and the City Manager.

The Fraud Investigation Team will prepare a fraud investigation plan, which will include: (1) facts to be established; (2) evidence required; (3) interview plan; (4) relevant timeframes; and (5) evaluation and analysis. The objective of the investigation is to: (1) establish whether there is sufficient evidence that a fraud has occurred; (2) collect sufficient evidence to support any complaint to a law enforcement agency; and (3) provide sufficient evidence for possible disciplinary or legal action.

Initial examinations that confirm a fraud has occurred will include steps to ensure that all original documentation and/or data stored electronically is preserved in a safe place for further investigation to prevent loss of evidence, which may be essential for subsequent disciplinary action or prosecution. The Fraud Investigation Team will have: (1) free and unrestricted access to all City records and premises, whether owned or rented except certain exempted employee files which maybe protected by Federal labor laws with regard to employee confidentiality; and (2) the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation except certain exempted employee files which maybe protected by Federal

labor laws with regard to employee confidentiality. Employees are expected to fully cooperate in authorized investigative inquiries.

Investigations that substantiate fraudulent activities will be documented by the City Manager and provided to the City's City Council, attorney for the City's, and/or designee. The City Manager shall prepare the report within five (5) business days after the fraud is confirmed to include the content of the investigation, the findings, and any disciplinary action taken as a result of the finding.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the City's legal counsel and the City Council, who will finalize decisions on disposition of the case.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

Incidents of suspected fraud determined by the City Manager to have merit shall be reported to the City Council and the City's attorney on a monthly basis. The report shall include: whether the report was from an employee or outside third party; the determination of merit; whether a full investigation was conducted and if so, the results of the investigation; the disciplinary action, if any resulting from the investigation; recommendations regarding whether the report must be referred to an outside entity and if so, the current status or final results of the referral.

XI. Termination/Resolution

Investigations that result in recommendations to terminate an individual will be reviewed for approval by the City Manager and Legal Counsel before such action is taken. The Fraud Investigation Team does not have the authority to terminate an employee. The decision to terminate an employee is made by the City Manager. Should the Fraud Investigation Team believe the management decision inappropriate for the facts presented, the facts will be presented to the City Council for a decision.

Employees found to have obstructed the investigation of a concern or complaint of fraudulent activities will also be subject to progressive disciplinary action up to and including termination.

Finally, if the Fraud Investigation Team, after investigating a complaint of fraud, determines that an employee's complaint is frivolous or that the employee has intentionally provided false information regarding the complaint, will recommend that the employee be subject to disciplinary action.

Council Meeting Date: 03/08/2017

AGENDA ITEM COVER SHEET

Subject/Title:

9. C. Discussion and Possible Action on Proposals Received for Potholes and Various Street Repairs

Item Summary:

This item is to consider proposals for the repair of various streets within the City. Staff sent out Requests for Proposals to five firms, of which one attended the pre-proposal meeting held on February 27th at 1:00 PM. Proposals are to be publicly opened at 3:00 PM on March 6, 2017. Staff will provide the proposals received under separate cover on Monday, and also will have copies at the meeting,

Financial Impact/Financial Information:

Cost of Repairs

Comments/Recommendation

Discussion on repairs and authorizing the City Manager to enter into an agreement that includes the base bid and/or Alternate A, and/or Alternate B, and/or Alternate C.

Attachments:

Proposal Specifications

Submitted By:

Brenton B. Lewis, City Manager



CITY OF WOODCREEK, TEXAS REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that proposals are being solicited by the City of Woodcreek for the Repair and/or Replacement of various locations on streets within the City of Woodcreek. Individuals responding to this Request for Proposals (RFP) should have a knowledgeable background and have experience in the repair and/or replacement of asphaltic and/or chip seal streets.

Proposal Specifications may be obtained by contacting the following during regular business hours.

Linda Land
Assistant Administrator
City of Woodcreek
41 Champions Circle
Woodcreek, Texas 78676-3327
(512) 847-9390
admin@woodcreektx.gov

The response to the RFP's shall be submitted by March 6th, 2017 by 3:00 PM local time in the Office of the City Clerk at which date and time there will be a public reading of the names and respective cost proposal.

The City reserves the right to reject any or all proposals and waive informalities.

A pre-proposal conference will be held at 1:00 p.m. local time, Feb. 27, 2017 in the Woodcreek City Council chambers.



**City of Woodcreek
Bid for Pavement Repairs**

Date of Submittal: _____ (Due: Mar. 6, 2017 by 3:00 p.m. local time)

Bid Item: Repair and/or Replacement of various locations on streets within the City of Woodcreek.

Base bid:	\$ _____
Alternate A bid:	\$ _____
Alternate B bid:	\$ _____
Alternate C bid:	\$ _____
Total bid	\$ _____

End of Bid Proposal List

Bid Amount: _____

Company Name: _____

Company Address: _____

Company Phone/Alternate Number: _____ / _____

Printed Name and Title of Company Official: _____

Signature of Authorizing Company Official: _____

Attachments:

Copy of Certificate of Liability Insurance

Copy of current Workers Compensation Insurance Certificate

List of Equipment and Number of Personnel to be used for this Bid/Project

Specification sheet(s) on each Product

**CITY OF WOODCREEK
PAVEMENT REPAIR LOCATIONS, MARCH, 2017**

BASE BID - POTHOLES

STREET	LOCATION	WIDTH	LENGTH	SF	NOTES
Augusta Dr.	No. 89	3	4	12	
Augusta Dr.	No.109	2	2	4	
Augusta Dr.	No. 109	4	4	16	
Augusta Dr.	No. 125	3	34	102	
Augusta Lane	No. 102	1.5	4.5	6.75	
Brookhollow Dr.	No. 25	2.5	5	12.5	
Brookhollow Dr.	No. 50	2	2	4	
Brookhollow Dr.	No. 50	1	1	1	
Brookhollow Dr.	No. 50	2	3.5	7	
Brookhollow Dr.	No. 50	2.5	6	15	
Brookhollow Dr,	No. 85	1.5	4	6	
Brookhollow Dr.	No. 85	1.5	5	7.5	
Brookmeadow Dr.	No. 16	2	3	6	
Brookmeadow Dr.	Brookside Dr. Int.	2	2	4	
Brookmeadow Dr.	Brookside Dr. Int.	3	3	9	
Brookmeadow Dr.	Brookside Dr. Int.	1	1	1	
Canyon Circle	Intersection	1	1	1	
Canyon Circle	Intersection	1	2	2	
Canyon Creek Dr.	No. 1	2	2	4	
Champions Circle	No. 30	1	1	1	
Champions Circle	No. 30	1	3	3	
Champions Circle	No. 127	2	5	10	
Cypress Pt. Dr.	At Woodcreek Dr. Int.	1.5	4	6	
Cypress Pt. Dr.	At Woodcreek Dr. Int.	5	6	30	(Some R&R)
Cypress Pt. Dr.	At Woodcreek Dr. Int.	1	2	2	
Cypress Pt. Dr.	At Woodcreek Dr. Int.	1	2	2	
Deerfield Dr.	No. 3-2	1	1	1	
Deerfield Dr.	No. 5-D	1	1.5	1.5	
Deerfield Dr.	No. 8-A & B	1	1.5	1.5	
Deerfield Dr.	No. 8-A & B	1.5	2	3	
Deerfield Dr.	No. 8-A & B	1	1	1	
Deerfield Dr.	No. 9-A	1.5	5	7.5	
Deerfield Dr.	No. 9-A	1.5	2	3	
Deerfield Dr.	No. 10-A	1.5	2	3	
Deerfield Dr.	No. 10-B	1.5	2	3	
Deerfield Dr.	No. 10-C	0.5	1.5	0.75	
Deerfield Dr.	No. 10-D	1.5	1.5	2.25	
Deerfield Dr.	No. 13-A	1	3	3	
Deerfield Dr.	No. 13-A	2	2	4	
Deerfield Dr.	No. 15-A	1	2	2	
Deerfield Dr.	No. 15-A	1	2	2	
Deerfield Dr.	No. 15-A	1	1	1	
Deerfield Dr.	No. 15-A	1.5	2.5	3.75	
Deerfield Dr.	No. 15-A	1.5	2.5	3.75	

**CITY OF WOODCREEK
PAVEMENT REPAIR LOCATIONS, MARCH, 2017**

Deerfield Dr.	No. 15-B	2	2	4
Deerfield Dr.	No. 15-B	2	4	8
Deerfield Dr.	No. 15-B	3.5		0
Deerfield Dr.	No. 15-C	1	1.5	1.5
Deerfield Dr.	No. 19-5	1	2	2
Doolittle Dr. N.	No. 59	2.5	4	10
Doolittle Dr. N.	Wildwood Circle Int.	1	1	1
Doolittle Dr. S.	No. 11	2	2.5	5
Doolittle Dr. S.	No. 25	1.5	3	4.5
Overbrook Court	No. 10	2	3.5	7
Westwood Dr.	No. 10	2.5	2.5	6.25
Woodcreek Dr.	No. 32	1	3	3
Woodcreek Dr.	No. 32	1	1.5	1.5
Woodcreek Dr.	No. 32	1	2	2
Woodcreek Dr.	No. 90	2	3	6
Woodridge Circle	Intersection	1	2.5	2.5
Woodridge Circle	Intersection	1	1	1
Woodridge Circle	Intersection	1.5	1.5	2.25
Woodridge Circle	Intersection	1	1	1

SUBTOTAL	390.25
20% GROWTH FACTOR	78
SUBTOTAL	468.3
20% FIND IT FIX IT FACTOR	94
TOTAL	562 ROUNDED
BASE BID - TOTAL BID	

**CITY OF WOODCREEK
PAVEMENT REPAIR LOCATIONS, MARCH, 2017**

ALTERNATE A - EDGE BREAKS, STABILIZE BASE AND REPAVE

STREET	LOCATION	WIDTH	LENGTH	SF	NOTES
Augusta Dr.	No. 127 to 129	4	88	352	
Brookhollow Dr.	30' S. of No. 4 Driveway	3	10	30	
Brookhollow Dr.	12" S. of No. 4 Driveway	1.5	4	6	
Brookhollow Dr.	No. 5	2	5	10	
Brookmeadow Dr.	S. of Brookside Dr. Int.	2	9	18	
Brookmeadow Dr.	S. of Brookside Dr. Int.	2.5	15	37.5	
Canyon Creek Dr.	Garrison Trail	2.5	15	37.5	
Canyon Creek Dr.	Woodview Court	2	24	48	
Champions Circ.	No. 90	1.5	14	21	
Champions Circ.	No. 94	2	12	24	
Champions Circ.	92' E. of No. 127 Driveway	1	3	3	
Deerfield Dr.	No. 3-2	1.5	2	3	
Deerfield Dr.	No. 3-3	1	16	16	
Deerfield Dr.	No. 15-B to 15-C	2	28	56	
Deerfield Dr.	No. 19-5	1.5	4	6	
Doolittle Dr. S.	No. 17	1.56	4	6.24	
Doolittle Dr. S.	No. 17	1.5	6	9	
Shady Grove La.	No.5	3	6	18	
Spalding Circle	No. 3	3	20	60	
Spalding Circle	No. 14	3	30	90	
Treemont Trace	70' S. of CC Intersection	1	30	30	
Treemont Trace	100' S. of CC intersection	2	16	32	
Treemont Trace	At storm drain crossing	2.5	8	20	
Woodridge Circle	Intersection	3.5	9	31.5	
Woodridge Circle	No. 3	2	28	56	
Woodview Ct.	No. 1	2	32	64	
Woodview Ct.	No. 3	2	20	40	

SUBTOTAL 1124.74

20% GROWTH FACTOR 225

SUBTOTAL 1350

20% FIND IT FIX IT FACTOR 270

TOTAL 1,620

ALTERNATE A - TOTAL BID

**CITY OF WOODCREEK
PAVEMENT REPAIR LOCATIONS, MARCH, 2017**

ALTERNATE B - REMOVE REPLACE (R&R) FAILING PAVEMENT, STABILIZE BASE/REPAVE

STREET	LOCATION	WIDTH	LENGTH	SF	NOTES
Brookmeadow Dr.	85" W. of LW Crossing	6	30	180	
Champions Circle	No. 60	5	11	55	
Champions Circle	Canyon Creek Int.	2.5	6	15	
Cypress Point	At Woodcreek Dr. Int.	2.5	8	20	
Pebblebrook La.	No. 8	3.5	16	56	
Pebblebrook La.	No. 13	4.5	24	108	
Pebblebrook La.	No. 18	4.5	24	108	
Pebblebrook La.	No. 47	4.5	27	121.5	
Spalding Circle	No. 1	7	35	245	
Wilson Circle	No. 4	5	32	160	
Wilson Circle	No. 4	7	42	294	
Woodcreek Dr.	80' W. of Deerfield Int.	2	5.5	11	
Woodcreek Dr.	80' W. of Deerfield Int.	3	7	21	
Woodcreek Dr.	80' W. of Deerfield Int.	3	4	12	
Woodcreek Dr.	No. 17	3	4	12	
Woodcreek Dr.	No. 17	5	7	35	
Woodcreek Dr.	No. 20	4	6	24	
Woodcreek Dr.	No. 20	4	12	48	
Woodcreek Dr.	No. 20	7	7	49	
Woodcreek Dr.	No. 21	3	4	12	
Woodcreek Dr.	No. 21	5	8	40	
Woodcreek Dr.	No. 21	3	4	12	
Woodcreek Dr.	No. 21	4	6	24	
Woodcreek Dr.	No. 21	3	4	12	
Woodcreek Dr.	No. 22	5	7	35	
Woodcreek Dr.	No. 22	6	30	180	
Woodcreek Dr.	No. 32	2	6	12	
Woodcreek Dr.	No. 82	5	10	50	
Woodcreek Dr.	No. 100	5	8	40	
				SUBTOTAL	1991.5
				20% GROWTH FACTOR	398
				SUBTOTAL	2390
				20% FIND IT FIX IT FACTOR	478
				TOTAL	2868
				ALTERNATE B - TOTAL BID	

**CITY OF WOODCREEK
PAVEMENT REPAIR LOCATIONS, MARCH, 2017**

ALTERNATE C - SURFACE REPAIR, OIL & CHIP

STREET	LOCATION	WIDTH	LENGTH	SF	NOTES
Palmer La.	No. 58	3	13	39	
Palmer La.	No. 58	1	6	6	
Tremont Trace	No. 4 to No. 6	2.5	70	175	
Tremont Trace	No. 8	2.5	50	125	
Woodridge Circle	Intersection	7	15	105	

SUBTOTAL	450
Random locations, throughout city, find it fix it	1,500
TOTAL	1,950

ALTERNATE C - TOTAL BID

Contractor is required to submit specification sheet(s) on each product used for the above listed repair(s) . All products shall comply with TxDOT, AASHTO and/or ASTM specifications for the applicable use.



HAYDEN PAVING, INC.

5655 Wexford Dr., Kirby, TX 78219 O: 210-802-4343 F: 210-802-4346

Quotation

Quote Number: 20529

Quote Date: 2-Mar-2017

Quoted By: Garrett Hudler

Quoted to:

City Of WoodCreek
41 Champions Circle
Woodcreek, TX 78676

RECEIVED
MAR 08 2017 2:49 PM 1313 Z
CITY OF WOODCREEK
Job Name/Reference: Woodcreek
Phone: #N/A

Contact	Good Through	Payment Terms	Job Location
	4/1/2017	Net 30 Days	

Item	Description	Amount
Supply material, labor and equipment to perform the following:		
1	BASE BID SURFACE REPAIRS: Apply SS-1 tack coat @ 0.05 to 0.15 gal./sq.yd., place and compact type 'D' HMAc on existing asphalt pavement. Area totaling approximately 532/sq.ft. ASPHALT ONLY REPAIRS: Saw cut edges to be repaired. Excavate the top 2" of the existing deteriorated asphalt pavement and haul off-site. Rework Base then Apply SS-1 tack coat @ 0.05 to 0.15 gal./sq.yd., place and compact 2" of type 'D' HMAc. Area totaling approximately 30/sq.ft.	\$ 7,569
2	ALT A: Stabilize base @ 6" with mixing portland in at 8%. Regrade removing excess material and haul off-site, then apply SS-1 tack coat @ 0.05 to 0.15 gal./sq.yd. place and compact 2" of type 'D' asphalt on stabilized base. Area totaling approximately 1620/sq.ft	\$ 12,920
3	ALT B: Stabilize base @ 6" with mixing portland in at 8%. Regrade removing excess material and haul off-site, then apply SS-1 tack coat @ 0.05 to 0.15 gal./sq.yd. place and compact 2" of type 'D' asphalt on stabilized base. Area totaling approximately 2868/sq.ft.	\$ 16,568
4	ALT C CHIPSEAL : Apply SS-1 primer coat @ 0.15 to 0.20 gal./sq.yd. Apply CRS2-P chipseal oil Place aggregate with chipseal spreader box and roll with pneumatic roller for compaction. Area totaling approximately 2868/sq.ft.	\$ 6,000
Bond Cost		
Subtotal		\$43,056
Tax Exempt - contingent upon receipt of Tax Certificate		8.25%
Total		\$43,056

Notes	
1	This quote does not include the cost of permits, which may or may not be required, or the plan work necessary to obtain such permits.
2	Price is subject to change due to any freight increases, liquid asphalt increases, and fuel surcharges incurred.
3	Hayden Paving shall not warranty asphalt failures caused by sub-grade or base failures where asphalt is placed on existing sub-grade, base or asphalt surface which was not installed by Hayden Paving.
4	Asphalt paving industry recommended grade for proper drainage of asphalt surfaces is 2%. Designed grades of less than 1.5% will increase the chances of water ponding. Hayden Paving shall not guarantee zero ponding on surfaces designed with less than 1.5% grade.
5	This quotation is based upon area measurements provided by the customer. If the actual area is larger than the quoted area the final billing will reflect the necessary changes.

"20 Years Experience"

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Hayden Paving, Inc is authorized to do the work as specified. Payment will be made as described by payment terms listed above. Hayden Paving, Inc. reserves the right to repossess any material that is not paid in full within 90 days of the job completion.

Signature _____

Date _____

Print Name _____



**City of Woodcreek
Bid for Pavement Repairs**

Date of Submittal: March 6, 2017 (Due: Mar. 6, 2017 by 3:00 p.m. local time)

Bid Item: Repair and/or Replacement of various locations on streets within the City of Woodcreek.

Base bid:	<u>\$ 7,800.00</u>
Alternate A bid:	<u>\$ 16,038.00</u>
Alternate B bid:	<u>\$ 31,261.00</u>
Alternate C bid:	<u>\$ 14,300.00</u>
Total bid	<u>\$ 69,399.00</u>

End of Bid Proposal List

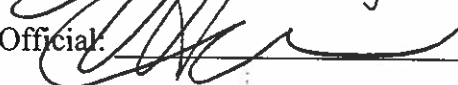
Bid Amount: \$69,399.00 (Sixty nine thousand three hundred ninety nine dollars)

Company Name: Myers Concrete Construction, LP

Company Address: 2301 Fm 3737 Wimberley TX 78076

Company Phone/Alternate Number: 512.847.8000 / 512.847.8066

Printed Name and Title of Company Official: Stephene Myers, President

Signature of Authorizing Company Official: 

Attachments:

Copy of Certificate of Liability Insurance

Copy of current Workers Compensation Insurance Certificate

List of Equipment and Number of Personnel to be used for this Bid/Project

Specification sheet(s) on each Product