

**City of Wimberley**  
City Hall, 221 Stillwater  
Wimberley, Texas 78676  
**Minutes of Special Meeting of City Council**  
August 26, 2010 at 10:00 a.m.

City Council meeting called to order at 10:00 a.m. by Mayor Bob Flocke.

Councilmembers Present: Mayor Bob Flocke and Councilmembers Charles Roccaforte, Mac McCullough, Bill Appleman, Steve Thurber, and John White.

Staff Present: City Administrator Don Ferguson and City Secretary Cara McPartland.

**Workshop Session**

Workshop to discuss issues relating to the proposed Fiscal Year 2011 City of Wimberley Budget

City Administrator Ferguson directed Council's attention to the FY 2011 Proposed Budget (*attached to these minutes*) and certain self-sustaining special funds. Discussion included:

- Feasible areas to cut expenditures
- Need for an additional \$205,000 for road improvements
- Explanation of proposed expenditures for specific items, including:
  - utilities/downtown lighting
  - equipment leases
  - storage space rental
  - office technology
  - records management/recodification
  - repairs/maintenance
  - legal services
  - Capital Outlay-Equipment (for two traffic counters)
  - Inability to finance road improvements beyond the proposed budgeted amount, without corresponding budget cuts in other areas or alternate funding sources
- Possible elimination of expenditures for sidewalks and the July 4<sup>th</sup> fireworks display
- Various options to enhance Wimberley Community Center (WCC) revenues and cut expenditures
- Evaluation of the need for full-time, on-site WCC management/maintenance, marketing, long-term business planning, possible contracted management, revenue collections, and rate adjustments
- Assigning the Parks Board to develop a WCC business plan and review rates
- Challenges associated with making the WCC profitable
- Adjunct benefits of the WCC that help outweigh its deficits

- Possible grant funds available for WCC operations
- Possible issuance of a Request for Proposal (RFP) for WCC management/marketing
- Setting timeframe and goals for completion of a WCC business plan
- Annual salary (and associated revenue offset) and definition of performance standards for full-time WCC management
- Agreement on \$50,000 annual salary for WCC director, with benefits and revenues adjusted accordingly
- Goal to create a special, self-sustaining revenue fund for WCC
- Expenditures for sidewalks
- Charitable contributions
- Need for public input/support of alternate sources of funding to meet clearly defined goals and effective options for gauging public opinion

Agreement was reached to eliminate the \$2,500 expenditure for the July 4<sup>th</sup> fireworks display under *Council-Board Expenditures (Public Relations/Receptions)*, add \$2,500 to the WCC director's annual salary, reduce WCC revenues by \$2,500, and leave sidewalk funding as proposed.

Mayor Flocke called the meeting adjourned at 12:03 p.m.

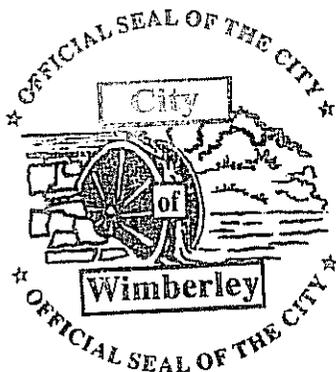
**Adjournment:** Council meeting adjourned at 12:03 p.m.

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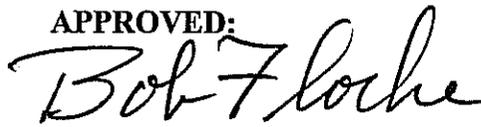


Cara McPartland

These minutes approved on the 2<sup>nd</sup> of September, 2010.



**APPROVED:**

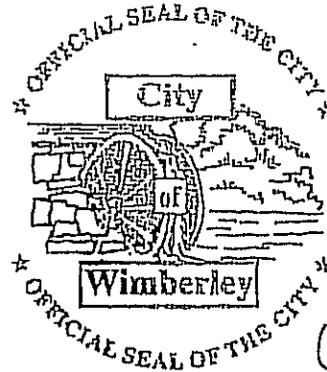


**Bob Flocke, Mayor**

# Memo

Filed 8/17/10

To: Members of City Council  
 From: Bob Flocke, Mayor  
 CC: Don Ferguson, City Administrator  
 Date: August 17, 2010  
 Re: FY 2011 Proposed Budget



Attached is my *Proposed FY 2011 City of Wimberley Budget* for your review. In addition to including essential operating costs for the City, the spending plan includes funding for a wide range of short and long term needs of the City.

Please note the *Proposed Budget* is a balanced budget and hopefully will serve as a starting point for the upcoming discussions and approval of a City budget for the coming year.

This *Proposed Budget* includes no increases in manpower and a two (2) percent pay raise for all employees, with the exception of the City Administrator.

In Fiscal Year 2010, the decision was made to eliminate the position of City Marshal. In the months following that decision, it has become apparent that the City needs a local law enforcement presence. As such, I have proposed funding for a contract law enforcement program where the City would contract with off-duty deputies to patrol city streets, with an emphasis on traffic enforcement.

Significant funding is set aside in the *Proposed Budget* for street maintenance, as well as a transfer of funds into the City's Road Maintenance Reserve. Also, funding has been allocated to resolve critical erosion problems on Hoots Holler Drive and Little Ranches Road, in addition to the construction of a sidewalk on Oak Drive, just off the Wimberley Square. Funding has also been included for additional street lights in the area of the Square.

New expenditures are proposed in the area of technology to fund security software for the City's computers, along with a data backup system. In addition, funding has been allocated for the first year of a two (2) year City Code re-codification project.

The *Proposed Budget* funds, for a second year, a contract City Sanitarian to handle septic system permitting and health inspections. A revenue line item has also been included in the budget to reflect health service fees that would be collected through this new program.

The *Proposed Budget* includes funding for some new landscaping material for the Cypress Creek Nature Trail Park Playground along with landscape improvements on the small piece of property recently donated to the City by Pedernales Electric Cooperative. Also, there is additional funding allocated for mowing and tree trimming at the Nature Trail Park and on City rights-of-way.

As for community projects, the *Proposed Budget* includes a small amount of funding for the Fourth of July Fireworks Display. The remaining funds for the display are expected to come from a non-City related community fund raising effort.

In the area of contracted services, I am proposing an expenditure of \$25,000 to fund the remainder of a project started late this fiscal year to develop a survey of the City limits – a task that was supposed to have been completed by the City upon its incorporation in 2000. Also, I have included funding for the resolution of property ownership issues on the Square.

On the revenue front, the *Proposed Budget* includes what I believe to be some rather conservative revenue estimates. Please note that these estimates do not include any increases in permit fees, or additional revenue sources that may be developed in the upcoming budget process. I felt suggesting certain revenue increases would be premature until City Council has had an opportunity to talk in more detail about a spending plan for the coming year.

Fund balance projections, as well as preliminary budget information on the handful of small special revenue funds, including the Blue Hole Regional Park Fund, will be presented in the coming weeks.

In conclusion, I look forward to the upcoming budget process and working with you in the development of a spending plan to better serve our citizens in the interest of public health, safety and welfare.

CITY OF WIMBERLEY  
GENERAL FUND  
PROPOSED BUDGET  
FY 2011

	AMENDED 09 BUDGET	APPROVED 10 BUDGET	PROPOSED 11 BUDGET
<b>REVENUES</b>			
Sales & Use Tax	\$ 539,302.00	\$ 522,300.00	522,300.00
Mixed Beverage Tax	5,500.00	10,000.00	10,000.00
Interest Income	11,500.00	12,000.00	5,000.00
Misc. Income	27,708.00	12,500.00	12,500.00
Building Permits	13,000.00	15,000.00	15,838.00
Building Inspections	19,000.00	17,500.00	17,500.00
Fire Inspections		5,000.00	5,000.00
Plan Reviews	14,000.00	15,000.00	15,000.00
Beer & Wine Permits	175.00	3,000.00	3,000.00
Sign Permits	2,500.00	3,600.00	2,500.00
Subdivision	7,500.00	10,000.00	10,000.00
Zoning	4,500.00	7,500.00	4,500.00
Copies/Maps/Misc.	500.00	500.00	500.00
Municipal Court/Costs Fines	8,000.00	5,000.00	30,000.00
Franchise Fees	205,000.00	230,000.00	235,000.00
Health Fees	-	17,500.00	15,000.00
Grant Revenue		-	
Parking Lot Revenue		1,200.00	1,200.00
Community Center Rental Fees		45,000.00	60,000.00
<b>TOTAL REVENUES</b>	<b>858,185.00</b>	<b>932,500.00</b>	<b>964,838.00</b>

**EXPENDITURES**

**ADMINISTRATION EXPENDITURES**

<b>Personnel</b>			
City Administrator	95,000.00	95,000.00	95,000.00
Assistant City Administrator		-	-
City Secretary	37,000.00	37,000.00	37,740.00
Receptionist/Clerk	29,204.00	29,204.00	29,789.00
Fire Marshal (Contract Labor)	-	5,000.00	5,000.00
Intern	-	-	-
Payroll Taxes	13,420.00	12,770.00	13,246.00
TMRS	4,900.00	5,336.00	6,380.00
Health Benefits	8,394.00	8,544.00	8,544.00
<b>Total Personnel</b>	<b>187,918.00</b>	<b>192,854.00</b>	<b>194,699.00</b>

**Operating**

Dues (TML & City Mgr Assoc.)	4,000.00	3,000.00	3,000.00
Public Notices	4,500.00	4,500.00	4,500.00
Printing	1,100.00	500.00	500.00
Telephone	6,250.00	5,187.00	4,209.00
Copies	2,500.00	750.00	750.00
Rent	52,000.00	55,000.00	6,300.00
Cleaning	5,200.00	5,200.00	5,200.00
Office Supplies	4,000.00	4,000.00	3,000.00
Utilities	7,000.00	6,000.00	9,372.00
Equipment Leases	5,100.00	4,600.00	4,416.00
Water Cooler	640.00	650.00	550.00
Postage	2,500.00	2,500.00	1,750.00
Insurance	15,000.00	13,750.00	15,000.00
Records Management	5,000.00	2,500.00	6,708.00
Office Technology	650.00	4,200.00	4,124.00
Security Expense	800.00	800.00	1,000.00
Technology Consultant	535.00	3,350.00	750.00
Pay Comparability Adjustment	1,000.00	1,000.00	1,000.00
Capital Outlay - Furnishings	400.00	500.00	1,536.00
Capital Outlay - Technology	2,000.00	2,000.00	1,390.00
Capital Outlay - Other	52,500.00		
Mileage	750.00	500.00	500.00

Restricted for Management's Use Only

CITY OF WIMBERLEY  
GENERAL FUND  
PROPOSED BUDGET  
FY 2011

	AMENDED	APPROVED	PROPOSED
Training-Travel	2,000.00	1,500.00	1,500.00
Contract Labor	3,900.00	-	-
Repairs & Maintenance	-	-	8,000.00
Signs/Zoning	-	-	-
<u>Total Operating</u>	<u>179,325.00</u>	<u>121,987.00</u>	85,055.00
TOTAL ADMINISTRATION EXPENDITURES	<u>367,243.00</u>	<u>314,841.00</u>	279,754.00

LEGAL EXPENDITURES

Legal	53,000.00	55,000.00	60,000.00
Operating Transfer-Out	-	-	-
TOTAL LEGAL	<u>53,000.00</u>	<u>55,000.00</u>	60,000.00

COUNCIL-BOARD EXPENDITURES

Association Dues	1,000.00	-	-
Training	2,500.00	1,000.00	1,000.00
Town Hall Meetings	-	-	-
Election	3,200.00	3,200.00	3,500.00
Financial Management Services	12,000.00	12,000.00	12,000.00
Audit	13,000.00	13,500.00	13,500.00
Public Satisfaction Survey	-	2,500.00	-
Planning	5,000.00	-	-
Recording Secretary	-	-	-
Economic Development	-	-	-
Public Relations/Receptions	4,000.00	4,500.00	3,750.00
Public Information	-	-	-
Visitor Center Support	-	-	-
Fitness Council Expenditures	6,500.00	5,000.00	-
TOTAL COUNCIL-BOARD EXPENDITURES	<u>47,200.00</u>	<u>41,700.00</u>	33,750.00

DEVELOPMENT EXPENDITURES

Contract Inspector	30,000.00	17,500.00	17,500.00
Site Plan Reviews	18,000.00	15,000.00	15,000.00
Building Code Books	-	-	-
TOTAL BUILDING DEPARTMENT EXPENDITURES	<u>48,000.00</u>	<u>32,500.00</u>	32,500.00

PUBLIC WORKS/CODE ENFORCEMENT EXPENDITURES

Public Works

<u>Personnel</u>			
Salaries-Planning Director	-	-	-
Salaries-Code Enforcement & Permitting	28,121.00	28,121.00	28,684.00
Salaries-Assst. to Planning Director	-	-	-
Salaries-GIS/Permitting Clerk	32,240.00	32,240.00	32,885.00
Salaries-Public Works Laborer	-	-	-
Payroll Taxes	4,890.00	4,708.00	5,019.00
TMRS - Public Works	1,850.00	1,998.00	2,038.00
Health Benefits	4,800.00	4,800.00	4,800.00
<u>Total Personnel</u>	<u>71,901.00</u>	<u>71,867.00</u>	73,426.00

Operating

Mileage	-	250.00	250.00
Training	-	500.00	500.00
Certificates	50.00	-	-
Supplies - Public Works	250.00	500.00	500.00
Fuel	1,000.00	2,000.00	1,500.00
Tools	750.00	500.00	500.00
Capital Outlay - Vehicles	-	-	-
Capital Outlay - Equipment	-	-	3,000.00
Vehicle Maintenance	500.00	500.00	500.00
Restricted for Management's Use Only	-	-	-

CITY OF WIMBERLEY  
GENERAL FUND  
PROPOSED BUDGET  
FY 2011

	AMENDED	APPROVED	PROPOSED
<u>Total Operating</u>	<u>2,550.00</u>	<u>4,250.00</u>	6,750.00
<u>Total Public Works</u>	<u>74,451.00</u>	<u>76,117.00</u>	80,176.00
<u>Roads</u>			
Road Maintenance	75,000.00	85,000.00	86,000.00
Transfer to Road Maintenance Reserve	44,355.00	20,000.00	20,000.00
Capital Outlay Roads	21,000.00	250,000.00	70,000.00
Capital Outlay-Sidewalks	-	25,000.00	50,000.00
Road Engineering	10,000.00	6,000.00	7,500.00
Road Insurance	-	-	-
Mowing/Tree Trimming	8,500.00	10,500.00	8,500.00
Signs/Barricades	6,028.00	3,500.00	4,000.00
Parking Lot Lease	1,200.00	1,200.00	1,200.00
Master Planning Traffic Studies	-	-	-
Survey Services	-	50,000.00	25,000.00
Contract Labor	5,000.00	-	-
Ranch Road 12 Millgallon	-	-	-
<u>Total Roads</u>	<u>171,083.00</u>	<u>451,200.00</u>	271,200.00
<u>Water/Wastewater</u>			
Water Quality Testing	1,500.00	1,500.00	1,500.00
Wastewater System Start-up	-	-	-
Map Services	-	-	-
Water/Wastewater Purchases	-	-	-
Capital Outlay	-	-	-
Public Restroom Wastewater	4,500.00	6,000.00	4,625.00
<u>Total Water/Wastewater</u>	<u>6,000.00</u>	<u>7,500.00</u>	6,125.00
TOTAL PUBLIC WORKS/CODE ENFORCEMENT EXPENDITURES	<u>251,634.00</u>	<u>534,817.00</u>	357,501.00
<b>PUBLIC SAFETY/COURTS EXPENDITURES</b>			
<u>Personnel</u>			
Salaries - City Marshal	37,960.00	-	-
Deputy City Marshal	-	-	-
Contract Labor	-	-	15,600.00
Municipal Court Clerk	-	-	-
Payroll Taxes	2,910.00	-	-
TMRS City Contribution	1,138.00	-	-
Health Benefits	2,500.00	-	-
<u>Total Personnel</u>	<u>44,508.00</u>	-	15,600.00
<u>Operating</u>			
Municipal Court Judge	6,500.00	1,200.00	5,000.00
City Prosecutor	6,000.00	2,610.00	6,500.00
Emergency Plan	1,000.00	-	-
Training	2,000.00	2,500.00	3,000.00
Animal Control	6,000.00	6,000.00	6,000.00
Fuel	3,000.00	-	-
Supplies	1,500.00	-	1,000.00
Vehicle Maintenance	200.00	-	-
Capital Outlay - Vehicles	8,000.00	12,552.00	-
Capital Outlay - Equipment	-	-	-
Capital Outlay - Technology	6,500.00	-	-
Sanitarian (Contract Labor)	-	15,000.00	15,000.00
<u>Total Operating</u>	<u>40,700.00</u>	<u>39,862.00</u>	36,500.00
TOTAL PUBLIC SAFETY/COURTS EXPENDITURES	<u>85,208.00</u>	<u>39,862.00</u>	52,100.00

PARKS & RECREATION  
EXPENDITURES

CITY OF WIMBERLEY  
GENERAL FUND  
PROPOSED BUDGET  
FY 2011

	AMENDED	APPROVED	PROPOSED
<u>Personnel</u>			
Assistant to City Admin	-	-	-
Health Benefits	-	-	-
Payroll Taxes	-	-	-
<u>Total Personnel</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Operating</u>			
Mileage	-	-	-
Public Information	-	-	-
Parks Research & Development	1,000.00	500.00	5,000.00
Trails Master Plan	-	-	-
Nature Trail Operations	5,000.00	5,000.00	2,500.00
<u>Total Operating</u>	<u>6,000.00</u>	<u>5,500.00</u>	<u>7,500.00</u>
TOTAL PARKS & RECREATION EXPENDITURES	<u>6,000.00</u>	<u>5,500.00</u>	<u>7,500.00</u>
COMMUNITY CENTER EXPENDITURES			
<u>Personnel</u>			
Salaries-Director		18,231.00	32,500.00
Salaries-Facilities Manager		35,182.00	20,563.00
Salaries-Laborer			12,500.00
Payroll Taxes		4,177.00	5,998.00
TMRS		1,165.00	2,022.00
Health Benefits		2,400.00	4,800.00
Contract Labor		750.00	750.00
<u>Total Personnel</u>		61,905.00	87,133.00
<u>Operating</u>			
Maintenance & Repair		2,000.00	3,500.00
Advertising		5,000.00	15,000.00
Security Expense		1,100.00	1,100.00
Supplies		3,500.00	5,000.00
Office Supplies		2,500.00	3,000.00
Utilities		26,068.00	27,000.00
<u>Total Operating</u>		40,168.00	54,600.00
TOTAL COMMUNITY CENTER EXPENDITURES		102,073.00	141,733.00
TOTAL EXPENDITURES	<u>658,185.00</u>	<u>1,126,293.00</u>	964,838.00
TRANSFER IN (FUND BALANCE)		193,793.00	-
Net Excess (Deficit)	<u>\$ -</u>	<u>\$ -</u>	