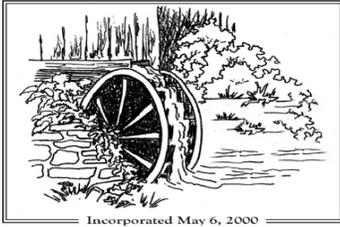


**REGULAR CITY  
COUNCIL MEETING  
PACKET**

**Thursday, February 20, 2020**

**6:00 p.m.**



# City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

**REGULAR CITY COUNCIL MEETING**  
**WIMBERLEY CITY HALL – CITY COUNCIL CHAMBERS**  
**221 STILLWATER DRIVE, WIMBERLEY, TEXAS 78676**  
**THURSDAY, FEBRUARY 20, 2020 – 6:00 P.M.**

## **AGENDA**

1. **CALL TO ORDER** February 20, 2020 at 6:00 p.m.
2. **CALL OF ROLL** City Secretary, Laura Calcote
3. **INVOCATION** St. Mary's Catholic Church Friar, Jason Bonifazi
4. **PLEDGE OF ALLEGIANCE/SALUTE TO THE TEXAS FLAG**
5. **PROCLAMATION**

Proclamation of the City of Wimberley, Texas, proclaiming the month of February 2020 as Dating Violence Awareness and Prevention Month for teens and young adults.  
*(Hays-Caldwell Women's Center)*

6. **CITIZENS COMMUNICATIONS**

*The City Council welcomes comments from the general public on issues and items of concern, not on this agenda. Those wishing to speak must sign-in before the meeting begins and observe a three-minute time limit when addressing Council. Speakers will have one opportunity to speak during the time period. Speakers desiring to speak on an agenda item will be allowed to speak when the agenda item is called. Inquiries about matters not listed on the agenda will either be directed to staff or placed on a future agenda for Council consideration. Comments from speakers should not be directed towards any specific member of City Council or City staff. Comments should not be accusatory, derogatory or threatening in nature.*

7. **PRESENTATION AND POSSIBLE ACTION**

Presentation and consider possible action regarding the City of Wimberley Annual Financial and Compliance Report for the Fiscal Year ending September 30, 2019. *(Armstrong, Vaughan & Associates, P.C.)*

## **8. CONSENT AGENDA**

- 8.1. Approval of minutes from the Regular City Council Meeting held February 6, 2020.
- 8.2. Approval of Place Two Council Member Craig Fore's appointment of Larry Ellis to the Ethics Review Commission.
- 8.3. Approval of the second and final reading of Ordinance No. 2020-02, amending Chapter 11 (Traffic and Vehicles), Article 11.05 (Through Truck Traffic) of the Code of Ordinances of the City in order to prohibit through truck traffic through residential streets of the City; providing for an effective date; proper notice and meeting, severability and repealer.

## **9. CITY ADMINISTRATOR REPORT**

Updates regarding sales tax, projects, communication and upcoming City events (*City Administrator Shawn Cox*)

## **10. PUBLIC HEARINGS AND POSSIBLE ACTION**

Hold a public hearing and consider approval regarding case CUP-19-017, an application for a Conditional Use Permit to allow for the operation of a vacation rental on property zoned Residential Acreage (RA) located at 355 Smith Creek, Wimberley, Hays County, Texas; and providing for the following: delineation on zoning map; findings of fact; severability; effective date and proper notice and meeting. (*Applicants Stacie Otten & Aaron Mitchamooore*)

## **11. DISCUSSION AND POSSIBLE ACTION**

- 11.1. Discuss and consider possible action regarding a request to operate a food service trailer at 101 Rhodes Lane in Wimberley, Texas. (*Applicant Alison Schwabe/ Wimberley Shave Ice*)
- 11.2. Discuss and consider possible action to approve a quote in the amount of \$1,894.75 from 413 Strengthgear for Blue Hole Nature Camp t-shirts. (*Parks Operations and Programs Manager Richard Shaver*)
- 11.3. Discuss and consider possible action to approve a bid in the amount of \$2,731.00 from Percheron Construction to cut a doorway into the empty cistern at the Community Pavilion in Blue Hole Regional Park. (*Parks Department*)
- 11.4. Discuss and consider possible action regarding the City of Wimberley Investment Policy. (*City Administrator Shawn Cox*)
- 11.5. Discuss and consider possible action regarding a City policy to waive rental fees at City facilities. (*City Administrator Shawn Cox*)
- 11.6. Discuss and consider possible action regarding the status of an animal nuisance ordinance. (*City Administrator Shawn Cox*)

- 11.7. Discuss and consider possible action to approve the first reading of Ordinance No. 2020-05, establishing a new prima facie speed limit of twenty-five (25) miles per hour for all roadways within the City limits of Wimberley which are not an officially designated or marked highway or road of the State Highway System; pursuant to City of Wimberley Code of Ordinances Article 11.02 Traffic-Control Devices and Texas Transportation Code Section 545.356; and repealing the prima facie speed limit of thirty (30) miles per hour on such roadways; making certain findings; authorizing the placement of speed limit signs along such streets; providing a penalty in an amount of not less than \$1.00 or more than \$200.00 for violation of any provision hereof; and providing for severability. *(City Administrator Shawn Cox)*
- 11.8. Discuss and consider possible action regarding Ordinance No. 2020-06, amending Chapter 4 Building Regulations, Article 4.01 General Provisions, adding Section 4.01.004 waiver of permit fees for rainfall collection system installation providing an effective date; and providing for severability. *(Place Four Council Member Gary Barchfeld)*
- 11.9. Discuss and consider possible action regarding oak wilt within the City. *(Place Four Council Member Gary Barchfeld)*
- 11.10. Discuss and consider possible action regarding the cleared wastewater treatment plant site at Blue Hole Regional Park. *(Place Four Council Member Gary Barchfeld)*
- 11.11. Discuss and consider possible action regarding Board of Adjustment variance methodology and rulings. *(Place Four Council Member Gary Barchfeld)*
- 11.12. Discuss and consider possible action regarding a contract amendment with Plummer Associates, Inc. for the redesign of the Central Wimberley Wastewater Project's force main route, coordination and construction bidding assistance for an amount not to exceed \$83,815.00. *(City Administrator Shawn Cox)*
- 11.13. Discuss and consider possible action regarding the status of the Central Wimberley Wastewater Project. *(City Administrator Shawn Cox)*

**12. CITY COUNCIL REPORTS**

- 12.1. Announcements
- 12.2. Future agenda items

**13. ADJOURNMENT**

The City Council may retire into Executive Session at any time between the meeting's opening and adjournment for the purpose of discussing any matters listed on the agenda as authorized by the Texas Government Code including, but not limited to, homeland security pursuant to Chapter 418.183 of the Texas Government Code; consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion about real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code; discussion of

personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberations about gifts and donations pursuant to Chapter 551.076 of the Texas Government Code; discussion of economic development pursuant to Chapter 551.087 of the Texas Government Code; action, if any, will be taken in open session.

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at Wimberley City Hall, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofwimberley.com](http://www.cityofwimberley.com), in compliance with Chapter 551, Texas Government Code, on Friday, February 14, 2020, by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.



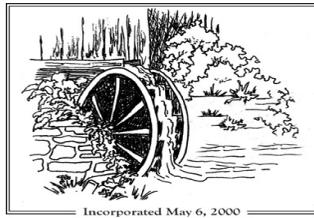
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Laura J. Calcote, MPA, TRMC  
City Secretary

The City of Wimberley is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact City Secretary Laura Calcote at (512) 847-0025 two business days in advance of the meeting for appropriate arrangements.



# City of Wimberley



## Proclamation

THE STATE OF TEXAS       §  
COUNTY OF HAYS           §  
CITY OF WIMBERLEY       §

**WHEREAS**, one in three adolescents is a victim of physical, sexual, emotional, or verbal abuse from a dating partner; and

**WHEREAS**, the effects of dating violence impact youth in all communities and cuts across economic, racial, gender, and societal barriers; and

**WHEREAS**, respectful, supportive, and non-violent relationships are key to safety, health, and academic success; and

**WHEREAS**, by providing teens and young adults with education about healthy relationships and relationship skills, and by changing attitudes that support violence, we recognize that dating violence can be prevented; and

**WHEREAS**, family, friends, teachers, coaches, faith leaders, community members, and other important people in young peoples' lives have the power to influence youth in positive ways; and

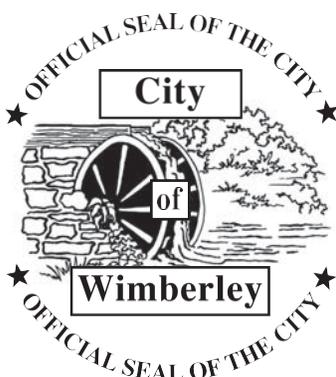
**WHEREAS**, last year HCWC provided 163 dating violence prevention and healthy relationships presentations to 2,681 teens and young adults; and

**WHEREAS**, we must work together to raise awareness and promote healthy dating relationships with activities and conversations about mutually respectful and non-violent relationships in our homes, schools, and communities.

**NOW, THEREFORE**, I, Susan Jagers, by virtue of the authority vested in me as Mayor of Wimberley, Texas do hereby proclaim the month of February 2020 as Dating Violence Awareness and Prevention Month for teens and young adults.

And do hereby call upon the citizens of Wimberley to work together to raise awareness and prevent dating violence in our community and beyond.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of Wimberley, Texas, this 20<sup>th</sup> day of February, 2020.



CITY OF WIMBERLEY

\_\_\_\_\_  
Susan Jagers, Mayor



Armstrong, Vaughan & Associates, P. C. Certified Public Accountants  
Deborah F. Fraser Phil S. Vaughan Nancy L. Vaughan Kimberly J. Roach

### **Communication with Those Charged with Governance**

To Management, Mayor and City Council of  
City of Wimberley

We have audited the financial statements of the City of Wimberley as of and for the year ended September 30, 2019, and have issued our report thereon dated January 1, 2020. Professional standards require that we advise you of the following matters relating to our audit.

#### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated June 24, 2019, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City of Wimberley solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

#### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

#### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team and others in our firm, as appropriate, have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City of Wimberley is included in Note A to the financial statements. No new accounting policies were adopted, nor were there any changes to their application during 2019 except for:

Adoption of Governmental Accounting Standards Board Statement No. 88 related to Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements. This required additional disclosures in the financial statement notes for direct placement debt.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

1. Useful lives of depreciable assets
2. Pension and other post employment benefit related factors such as investment return and mortality rates

We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. There most sensitive disclosure affecting the City of Wimberley's financial statements relate to the net pension liability.

### **Significant Difficulties Encountered during the Audit**

We encountered no difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures, and corrected by management, were material, either individually or in the aggregate, to the financial statements taken as a whole. However, we did assist management in recording routine adjustments for depreciation, retirement, and debt.

### **Representations Requested from Management**

We have requested certain written representations from management in a separate letter dated January 1, 2020.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City of Wimberley's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City of Wimberley, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City of Wimberley's auditors.

## Recommendations

During audit procedures, we became aware of opportunities for improvement with the following suggestions:

### Permit Population Control

The City currently utilizes building permits that are not pre-numbered. It is recommended the City consider ordering pre-numbered permits to allow the City to track the population of permits issued and minimize the risk of misuse of permits. No evidence of misuse of permits was found. The City is working to implement a pre-numbered permit system in accordance with the recommendation.

### Monthly Closing Procedures

The City's financial accounting software has built in modules to track accounts receivable and accounts payable that integrate into the financial statements. However, date controls on the modules may cause timing issues in the financial statements such as payables entered to closed financial statement periods. In order to strengthen the City's ability to detect and correct these errors, accounts payable and accounts receivable aging reports should be reconciled to the financial statements on a monthly basis as part of the closing process. The City is currently working with its outside financial consultant to include this as part of the monthly closing procedures.

### Investment Practices

The City's investment policy requires the Administrator and Mayor to attend public funds investment act training. The City was unable to provide evidence that the Mayor completed required training. The City should review the investment policy and schedule training for any required individuals. Alternatively, the City may wish to amend the policy with respect to individuals designated as investment officers.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

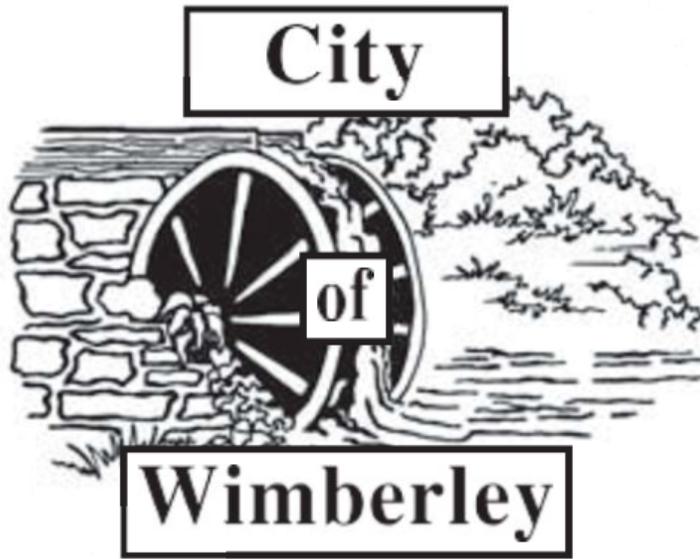
This information is intended solely for the information and use of the Mayor, City Council and management of the City of Wimberley and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,



Armstrong, Vaughan & Associates, PC

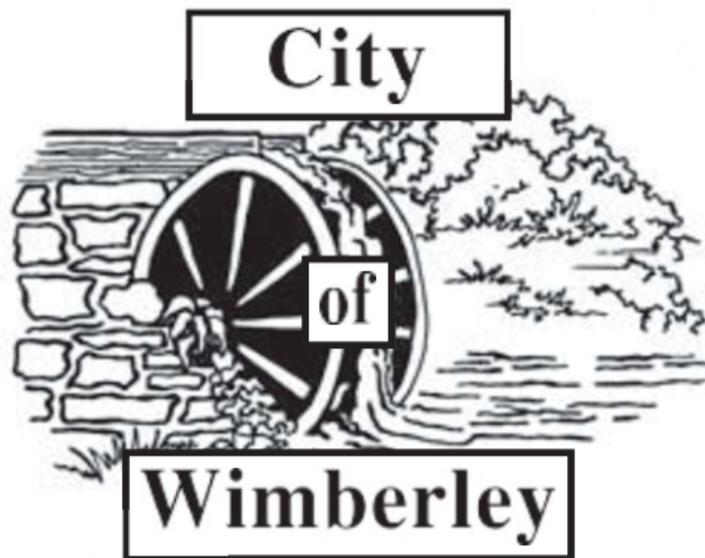
January 1, 2020



**CITY OF WIMBERLEY, TEXAS**

**ANNUAL  
FINANCIAL REPORT**

**FISCAL YEAR ENDED  
SEPTEMBER 30, 2019**



CITY OF WIMBERLEY  
 ANNUAL FINANCIAL REPORT  
 FOR THE YEAR ENDED SEPTEMBER 30, 2019

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CITY OF WIMBERLEY  
 ANNUAL FINANCIAL REPORT  
 FOR THE YEAR ENDED SEPTEMBER 30, 2019

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CITY OF WIMBERLEY

PRINCIPAL OFFICERS

CITY OFFICIALS

MAYOR

SUSAN JAGGERS

CITY COUNCIL

REBECCA MINNICK

CRAIG FORE

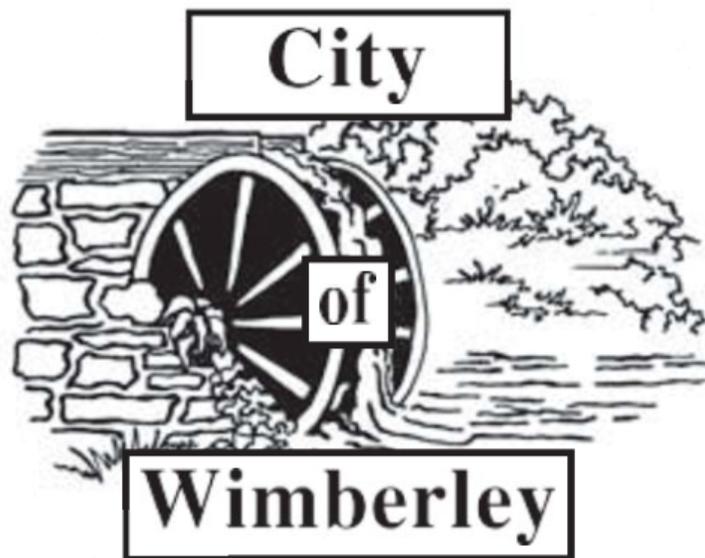
CHRISTINE BYRNE

GARY BARCHFELD

BO BOWMAN

CITY ADMINISTRATOR

SHAWN COX





## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and  
Members of the City Council  
City of Wimberley, Texas

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Wimberley as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise City of Wimberley's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

The City of Wimberley's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Wimberley, as of September 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and pension and other post employment benefit schedules as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Wimberley's basic financial statements as a whole. The combining nonmajor fund financial statements and comparative individual fund statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. These statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

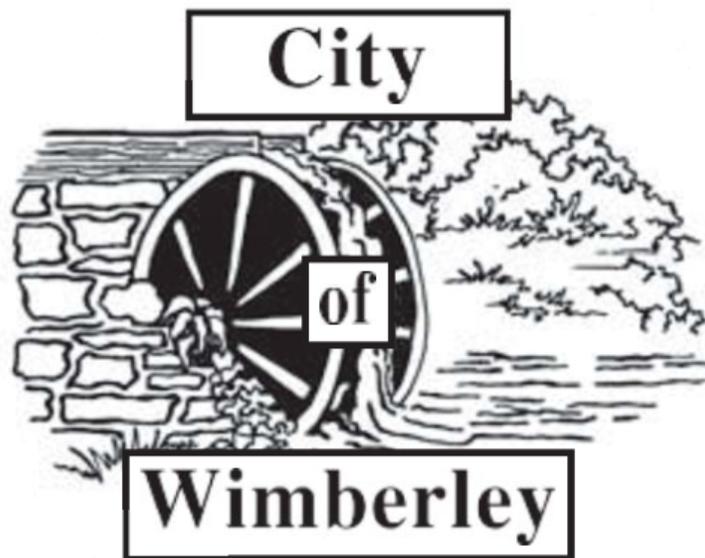
### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 1, 2020 on our consideration of the City of Wimberley's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Wimberley's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Armstrong, Vaughan & Associates, P.C.".

Armstrong, Vaughan & Associates, P.C.

January 1, 2020



## MANAGEMENT’S DISCUSSION AND ANALYSIS

This section of the City of Wimberley’s annual financial report presents our discussion and analysis of the City’s financial performance during the fiscal year ended September 30, 2019. Please read it in conjunction with the City’s financial statements, which follow this section.

### FINANCIAL HIGHLIGHTS

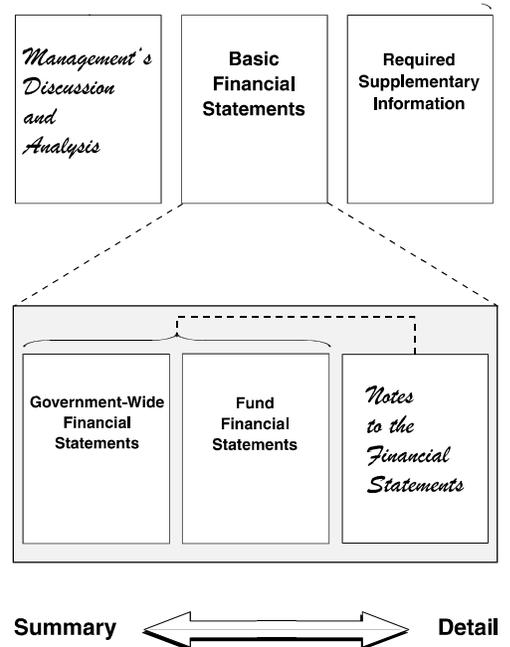
- The City’s total combined net position was \$13.3 million at September 30, 2019.
- The City’s governmental expenses (including assistance to the wastewater utility) were \$447 thousand more than the \$2.1 million generated in general and program revenues for governmental activities. The total cost of the City’s governmental programs decreased 11.8% from the prior year.
- The City’s business-type expenses were \$42 thousand less than the \$350 thousand generated in charges for services and other revenues. The City transferred \$501 thousand from governmental funds to assist with debt service. The total cost of the City’s business-type activities decreased 47.1% from the prior year, due primarily to bond issue expenses and more contracted services in the prior year.
- The general fund reported a fund balance this year of \$1.32 million, a decrease of 7% due to reduced expenses in a number of areas.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—*management’s discussion and analysis* (this section), the *basic financial statements*, and *required supplementary information*. The basic financial statements include two kinds of statements that present different views of the City:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the City’s overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the City’s operations in more detail than the government-wide statements.
- *The governmental funds* statements tell how *general government* services were financed in the *short-term* as well as what remains for future spending.
- *Proprietary fund* statements offer *short- and long-term* financial information about the activities the government operates *like businesses*.

Figure A-1F, Required Components of the City’s Annual Financial Report



The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

<b>Figure A-2. Major Features of the City's Government-wide and Fund Financial Statements</b>			
<i>Type of Statements</i>	<b>Fund Statements</b>		
	Government-wide	Governmental Funds	Proprietary Funds
<i>Scope</i>	Entire City's government (except fiduciary funds) and the City's component units	The activities of the town that are not proprietary or fiduciary	Activities of the City that operate similar to private businesses: wastewater
<i>Required financial statements</i>	• Statement of net position	• Balance Sheet	• Statement of net position
	• Statement of activities	• Statement of revenues, expenditures & changes in fund balances	• Statement of revenues, expenses & changes in net position • Statement of cash flows
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter.	All revenues and expenses during year, regardless of when cash is received or paid

Figure A-2 summarizes the major features of the City's financial statements, including the portion of the City government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

### **Government-Wide Statements**

The government-wide statements report information about the City as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the City's net position and how they have changed. Net position—the difference between the City's assets and liabilities—is one way to measure the City's financial health or *position*.

- Over time, increases or decreases in the City’s net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the City, one needs to consider additional non-financial factors such as changes in the City’s tax base.
- The government-wide financial statements of the City include the *Governmental activities*. Most of the City’s basic services are included here, such as administration, inspections, police, court, streets, culture and recreation, and parks. Sales taxes and charges for services finance most of these activities.

## **Fund Financial Statements**

The fund financial statements provide more detailed information about the City’s most significant *funds*—not the City as a whole. Funds are accounting devices that the City uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.
- The City Council establishes other funds to control and manage money for particular purposes or to show that it is properly using certain taxes and grants.

The City has the following kinds of funds:

- *Governmental funds*—Most of the City’s basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City’s programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information on the subsequent page, which explains the relationship (or differences) between them.
- *Proprietary funds*—Services for which the City charges customers a fee are generally reported in proprietary funds. Proprietary funds, like the government-wide statements, provide both long-term and short-term financial information.

## FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

The City's combined net position was \$13.3 million at September 30, 2019. (See Table A-1).

	Governmental Activities		Business-Type Activities		Total		Percentage Change
	2019	2018	2019	2018	2019	2018	
<i>Assets:</i>							
Current Assets	\$ 2,036,369	\$ 2,076,882	\$ 322,250	\$ 126,610	\$ 2,358,619	\$ 2,203,492	7.0
Other Assets	153,236	163,527	3,164,163	3,986,050	3,317,399	4,149,577	(20.1)
Capital Assets (net)	10,073,746	10,451,747	3,345,440	2,770,149	13,419,186	13,221,896	1.5
<i>Total Assets</i>	<u>12,263,351</u>	<u>12,692,156</u>	<u>6,831,853</u>	<u>6,882,809</u>	<u>19,095,204</u>	<u>19,574,965</u>	(2.5)
<i>Deferred Outflows:</i>	<u>53,336</u>	<u>32,086</u>	<u>-</u>	<u>-</u>	<u>53,336</u>	<u>32,086</u>	66.2
<i>Liabilities:</i>							
Current Liabilities	133,271	101,373	650,146	988,951	783,417	1,090,324	(28.1)
Long-Term Liabilities	121,399	111,331	4,940,000	5,195,000	5,061,399	5,306,331	(4.6)
<i>Total Liabilities</i>	<u>254,670</u>	<u>212,704</u>	<u>5,590,146</u>	<u>6,183,951</u>	<u>5,844,816</u>	<u>6,396,655</u>	(8.6)
<i>Deferred Inflows:</i>	<u>17,256</u>	<u>19,984</u>	<u>-</u>	<u>-</u>	<u>17,256</u>	<u>19,984</u>	(13.7)
<i>Net Position:</i>							
Invested in Capital Assets	10,073,746	10,451,747	807,042	419,363	10,880,788	10,871,110	0.1
Restricted	149,173	170,520	485,829	714,190	635,002	884,710	(28.2)
Unrestricted	1,821,842	1,869,287	(51,164)	(434,695)	1,770,678	1,434,592	23.4
<i>Total Net Position</i>	<u>\$ 12,044,761</u>	<u>\$ 12,491,554</u>	<u>\$ 1,241,707</u>	<u>\$ 698,858</u>	<u>\$ 13,286,468</u>	<u>\$ 13,190,412</u>	0.7

### Governmental Activities

- Sales tax revenues increased \$79 thousand, or 8.6%, and franchise tax revenues rose \$27 thousand, or 7.8%.
- In the current year the City received grant funds in the amount of \$178 thousand from the Economic Development Administration.

### Business-Type Activities

- Expenses declined 47% due to bond issue costs and higher contracted services in the prior year.
- Rates were kept the same as the prior fiscal year to help reduce the burden on the City's one major customer.

**Table A-2**  
Changes in City's Net Position

	Governmental Activities		Business-Type Activities		Total		Percentage Change
	2019	2018	2019	2018	2019	2018	
<i>Program Revenues:</i>							
Charges for Services	\$ 703,090	\$ 670,765	\$ 118,776	\$ 118,776	\$ 821,866	\$ 789,541	4.1
Capital Contributions	-	-	177,584	-	177,584	-	0.0
<i>General Revenues:</i>							
Taxes	1,282,619	1,192,177	-	-	1,282,619	1,192,177	7.6
Interest Earnings	5,324	3,925	53,587	45,915	58,911	49,840	18.2
Miscellaneous	85,057	23,124	-	-	85,057	23,124	267.8
<b>TOTAL REVENUES</b>	<b>2,076,090</b>	<b>1,889,991</b>	<b>349,947</b>	<b>164,691</b>	<b>2,426,037</b>	<b>2,054,682</b>	<b>18.1</b>
<i>Program Expenses:</i>							
Administration	620,555	895,850	-	-	620,555	895,850	(30.7)
Inspections	49,863	43,954	-	-	49,863	43,954	13.4
Police and Court	132,598	130,428	-	-	132,598	130,428	1.7
Public Works	142,258	161,311	-	-	142,258	161,311	(11.8)
Highways and Roads	292,514	276,718	-	-	292,514	276,718	5.7
Sanitation	47,219	38,625	-	-	47,219	38,625	22.2
Culture and Recreation	168,196	154,342	-	-	168,196	154,342	9.0
Parks	568,549	591,318	-	-	568,549	591,318	(3.9)
Wastewater	-	-	308,229	582,201	308,229	582,201	(47.1)
<b>TOTAL EXPENSES</b>	<b>2,021,752</b>	<b>2,292,546</b>	<b>308,229</b>	<b>582,201</b>	<b>2,329,981</b>	<b>2,874,747</b>	<b>(19.0)</b>
Transfers	(501,131)	(372,303)	501,131	372,303	-	-	134.6
<b>Change in Net Position</b>	<b>\$ (446,793)</b>	<b>\$ (774,858)</b>	<b>\$ 542,849</b>	<b>\$ (45,207)</b>	<b>\$ 96,056</b>	<b>\$ (820,065)</b>	<b>111.7</b>

Table A-3 presents the cost of each of the City's largest functions, as well as each function's net cost (total cost less fees generated by the activities and intergovernmental aid). The net cost reflects what was funded by state revenues as well as local tax dollars. The cost of all *governmental* activities this year was \$2.0 million.

**Table A-3**  
Net Cost of Selected City Functions

	Total Cost of Services			Percentage Change	Net Cost of Services			Percentage Change
	2019	2018			2019	2018		
Administration	\$ 620,555	\$ 895,850	(30.7)	\$ 620,555	\$ 895,850	(30.7)		
Inspections	49,863	43,954	13.4	(97,020)	(80,375)	20.7		
Police and Court	132,598	130,428	1.7	128,775	129,760	(0.8)		
Public Works	142,258	161,311	(11.8)	142,258	161,311	(11.8)		
Highways and Roads	292,514	276,718	5.7	292,514	276,718	5.7		
Sanitation	47,219	38,625	22.2	47,219	38,625	22.2		
Culture and Recreation	168,196	154,342	9.0	115,163	100,720	14.3		
Parks	568,549	591,318	(3.9)	69,198	99,171	(30.2)		
Wastewater	308,229	582,201	(47.1)	(11,869)	463,425	(102.6)		

## FINANCIAL ANALYSIS OF THE CITY'S FUNDS

- The fund balance of the General Fund declined by \$99 thousand, primarily due to support of the new Wastewater Project.
- The Blue Hole Park fund balance increased \$35 thousand after transferring out \$200,000 to support wastewater fund activities.

### Budgetary Highlights

- General Fund revenues were over budget by \$89 thousand due mainly to better than expected sales tax revenues.
- General Fund expenditures were \$103 thousand below budget overall due primarily to capital outlay savings.
- Overall the City's General Fund change in fund balance exceeded the budget by \$192 thousand due to the factors noted above.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

As of September 30, 2019, the City had invested \$13.4 million in a broad range of capital assets, including land, equipment, buildings, and vehicles. (See Table A-4.) The most significant capital addition continues to be the construction in process related to the Wastewater Project. The City also purchased a right of way and some small equipment items.

**Table A-4**  
City's Capital Assets  
(in thousands dollars)

	Governmental Activities		Business-Type Activities		Total		Total Percentage Change
	2019	2018	2019	2018	2019	2018	
Land	\$ 3,508	\$ 3,483	\$ -	\$ -	\$ 3,508	\$ 3,483	0.7
Buildings and Improvements	6,428	6,428	-	-	6,428	6,428	0.0
Infrastructure	2,921	2,910	224	224	3,145	3,134	0.4
Equipment	406	382	-	-	406	382	6.3
Construction in Progress	-	11	3,167	2,586	3,167	2,597	21.9
Totals at Historical Cost	13,263	13,214	3,391	2,810	16,654	16,024	3.9
Total Accumulated Depreciation	(3,189)	(2,762)	(46)	(40)	(3,235)	(2,802)	15.5
Net Capital Assets	<u>\$10,074</u>	<u>\$10,452</u>	<u>\$ 3,345</u>	<u>\$ 2,770</u>	<u>\$13,419</u>	<u>\$13,222</u>	1.5

More detailed information about the City's capital assets is presented in the notes to the financial statements.

### Long Term Debt

The City's debt balances are outlined in Table A-5. The City made its final payment on the Guadalupe-Blanco River Authority note in the current fiscal year. More detailed information about the City's debt is presented in the notes to the financial statements.

**Table A-5**  
City's Long-Term Debt  
*(in thousands dollars)*

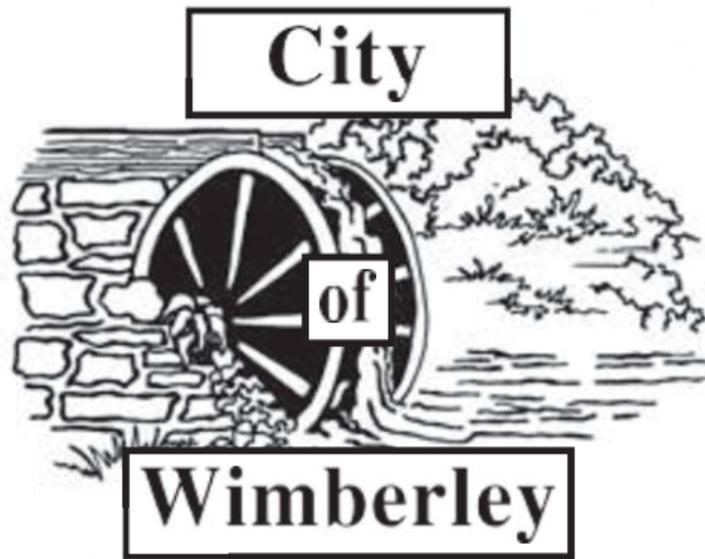
	Governmental Activities		Business-Type Activities		Total		Total Percentage Change
	2019	2018	2019	2018	2019	2018	
Note Payable - GBRA	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ 29	(100.0)
Notes Payable - 2013 Series	-	-	95	190	95	190	(50.0)
Bonds Payable - 2018 Series	-	-	5,100	5,255	5,100	5,255	(2.9)
Total Long-Term Debt	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,195</u>	<u>\$ 5,474</u>	<u>\$ 5,195</u>	<u>\$ 5,474</u>	<u>(5.1)</u>

**ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES**

For the 2020 fiscal year, the City projects General Fund revenues are expected to be \$1.3 million. Expenditures are projected to be \$1.5 million including a \$173 thousand transfer to the Wastewater Fund. The deficit will be covered by fund balance reserves. The City is planning for expenses related to the new wastewater treatment facility to ultimately be funded by user fees. No other major changes are planned to City services.

**CONTACTING THE CITY’S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City’s finances and to demonstrate the City’s accountability for the money it receives. If you have questions about this report or need additional financial information, contact City Hall at (512) 847-0025 or visit the City’s website at [www.cityofwimberley.com](http://www.cityofwimberley.com).

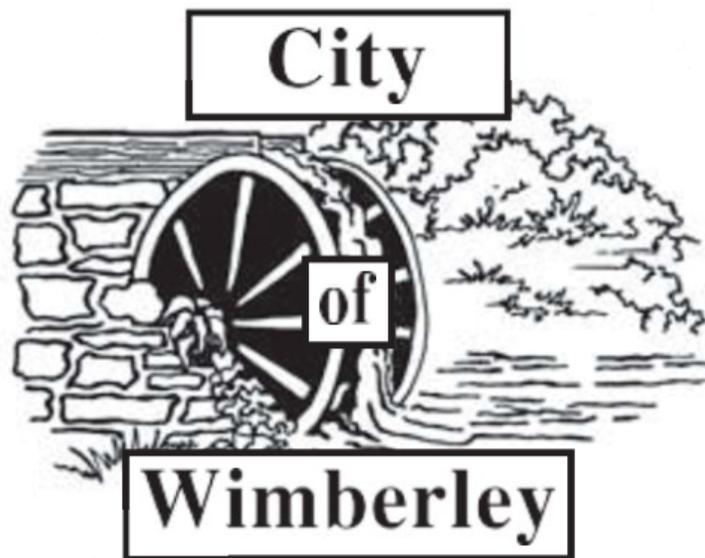


## BASIC FINANCIAL STATEMENTS

The basic financial statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government – Wide Financial Statements
- Fund Financial Statements:
  - Governmental Funds
  - Proprietary Fund

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.



CITY OF WIMBERLEY  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2019

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 1,969,587	\$ 144,048	\$ 2,113,635
Receivables	244,366	618	244,984
Due from (to) Other Funds	(177,584)	177,584	-
Restricted Cash	153,236	3,164,163	3,317,399
Capital Assets (net)	10,073,746	3,345,440	13,419,186
<b>TOTAL ASSETS</b>	<b>12,263,351</b>	<b>6,831,853</b>	<b>19,095,204</b>
<b>DEFERRED OUTFLOWS</b>			
Deferred Pension Related Outflows	53,152	-	53,152
Deferred Other Post Employment Benefit Related Outflows	184	-	184
<b>TOTAL DEFERRED OUTFLOWS</b>	<b>53,336</b>	<b>-</b>	<b>53,336</b>
<b>LIABILITIES</b>			
Accounts Payable	79,619	130,410	210,029
Accrued Wages	15,952	-	15,952
Payroll Deductions and Withholdings	11,353	-	11,353
Accrued Compensated Absences	20,547	-	20,547
Accrued Interest	-	21,731	21,731
Deposits and Unearned Revenue	5,800	243,005	248,805
Current Portion of Long-term Debt	-	255,000	255,000
<i>Noncurrent Liabilities:</i>			
Long-term Debt Net of Current Portion	-	4,940,000	4,940,000
Total Other Post Employment Benefit Liability	19,532	-	19,532
Net Pension Liability	101,867	-	101,867
<b>TOTAL LIABILITIES</b>	<b>254,670</b>	<b>5,590,146</b>	<b>5,844,816</b>
<b>DEFERRED INFLOWS</b>			
Deferred Pension Related Inflows	14,884	-	14,884
Deferred Other Post Employment Benefit Related Inflows	2,372	-	2,372
<b>TOTAL DEFERRED INFLOWS</b>	<b>17,256</b>	<b>-</b>	<b>17,256</b>
<b>NET POSITION</b>			
Net Investment in Capital Assets	10,073,746	807,042	10,880,788
Restricted for:			
Debt Service and Bond Reserve	-	485,829	485,829
Municipal Court	1,873	-	1,873
Capital Projects	5,027	-	5,027
Tourism Development	142,273	-	142,273
Unrestricted	1,821,842	(51,164)	1,770,678
<b>TOTAL NET POSITION</b>	<b>\$ 12,044,761</b>	<b>\$ 1,241,707</b>	<b>\$ 13,286,468</b>

See accompanying notes to basic financial statements.

CITY OF WIMBERLEY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

<u>Functions and Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
<b>Primary Government:</b>				
<i>Governmental Activities:</i>				
Administration	\$ 620,555	\$ -	\$ -	\$ -
Inspections	49,863	146,883	-	-
Police and Court	132,598	3,823	-	-
Public Works	142,258	-	-	-
Highways and Roads	292,514	-	-	-
Sanitation	47,219	-	-	-
Culture and Recreation	168,196	53,033	-	-
Parks	568,549	499,351	-	-
<i>Total Governmental Activities</i>	<u>2,021,752</u>	<u>703,090</u>	<u>-</u>	<u>-</u>
<i>Business-Type Activities:</i>				
Wastewater Utility	308,229	118,776	-	177,584
<i>Total Business-Type Activities</i>	<u>308,229</u>	<u>118,776</u>	<u>-</u>	<u>177,584</u>
<b>Total Primary Government</b>	<u><u>\$ 2,329,981</u></u>	<u><u>\$ 821,866</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 177,584</u></u>
<b>General Revenues:</b>				
Taxes				
Sales Taxes				
Franchise Taxes				
Interest and Investment Earnings				
Miscellaneous				
<b>Total General Revenues</b>				
Interfund Transfers				
Change in Net Position				
<b>Net Position at Beginning of Year</b>				
<b>Net Position at End of Year</b>				

See accompanying notes to basic financial statements.

Net (Expense) Revenue and Changes in Net Position  
Primary Government

<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
\$ (620,555)		\$ (620,555)
97,020		97,020
(128,775)		(128,775)
(142,258)		(142,258)
(292,514)		(292,514)
(47,219)		(47,219)
(115,163)		(115,163)
(69,198)		(69,198)
<u>(1,318,662)</u>		<u>(1,318,662)</u>
	\$ (11,869)	(11,869)
	<u>(11,869)</u>	<u>(11,869)</u>
		<u>(1,330,531)</u>
993,596	-	993,596
289,023	-	289,023
5,324	53,587	58,911
85,057	-	85,057
<u>1,373,000</u>	<u>53,587</u>	<u>1,426,587</u>
<u>(501,131)</u>	<u>501,131</u>	<u>-</u>
(446,793)	542,849	96,056
<u>12,491,554</u>	<u>698,858</u>	<u>13,190,412</u>
<u>\$ 12,044,761</u>	<u>\$ 1,241,707</u>	<u>\$ 13,286,468</u>

CITY OF WIMBERLEY  
BALANCE SHEET - GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2019

	<u>Major Fund</u> General Fund	<u>Major Fund</u> Blue Hole Park	<u>Major Fund</u> Hotel Occupancy
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 1,328,593	\$ 622,211	\$ 142,273
Receivables (net of allowances for uncollectibles):			
Other Receivables	244,366	-	-
Due from Other Funds	2,582	-	-
<b>TOTAL ASSETS</b>	<u>\$ 1,575,541</u>	<u>\$ 622,211</u>	<u>\$ 142,273</u>
<b>LIABILITIES AND FUND BALANCES</b>			
<i>Liabilities:</i>			
Accounts Payable	\$ 57,533	\$ 20,605	\$ -
Accrued Wages	10,317	5,636	-
Payroll Deductions and Withholdings	7,701	3,652	-
Unearned Revenue	5,700	100	-
Due to Other Funds	177,584	-	-
<i>Total Liabilities</i>	<u>258,835</u>	<u>29,993</u>	<u>-</u>
<i>Fund Balances:</i>			
Restricted for:			
Municipal Court	-	-	-
Tourism Development	-	-	142,273
Capital Projects	-	-	-
Committed for:			
Public Works	526,683	-	-
Wastewater System	499,005	-	-
Grant Matches	291,018	-	-
Park Operations and Improvements	-	592,218	-
<i>Total Fund Balances</i>	<u>1,316,706</u>	<u>592,218</u>	<u>142,273</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 1,575,541</u>	<u>\$ 622,211</u>	<u>\$ 142,273</u>

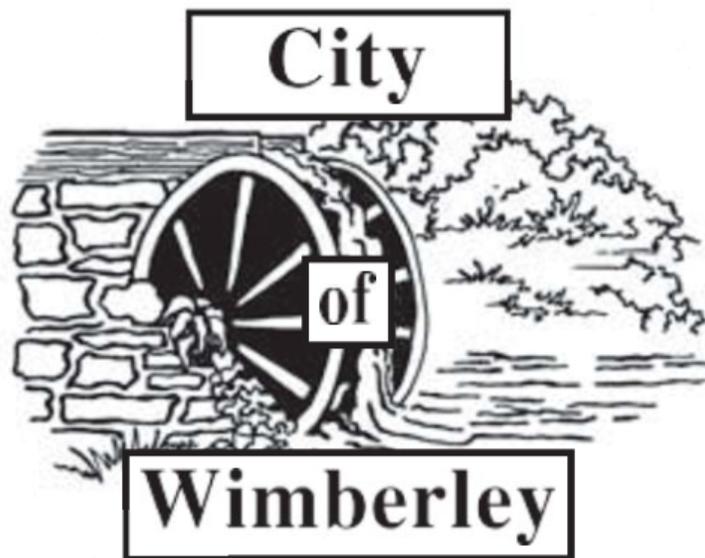
See accompanying notes to basic financial statements.

Other Nonmajor Funds	Total Governmental Funds
\$ 29,746	\$ 2,122,823
-	244,366
-	2,582
<u>\$ 29,746</u>	<u>\$ 2,369,771</u>

\$ 1,481	\$ 79,619
-	15,953
-	11,353
-	5,800
2,582	180,166
<u>4,063</u>	<u>292,891</u>

1,873	1,873
-	142,273
5,027	5,027
-	526,683
-	499,005
-	291,018
18,783	611,001
<u>25,683</u>	<u>2,076,880</u>

<u>\$ 29,746</u>	<u>\$ 2,369,771</u>
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CITY OF WIMBERLEY  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2019

TOTAL FUND BALANCE - TOTAL GOVERNMENTAL FUNDS \$ 2,076,880

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital Assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. 10,073,746

Accrued compensated absences are not due and payable in the current period and, therefore, not reported in the funds. (20,546)

Net pension liabilities (and related deferred outflows of resources) do not consume current financial resources and are not reported in the funds.

Net Pension Liability	(101,867)	
Pension Related Deferred Outflows	53,152	
Pension Related Deferred Inflows	<u>(14,884)</u>	(63,599)

Net other post employment benefit (OPEB) liabilities (and related deferred outflows of resources) do not consume current financial resources and are not reported in the funds.

Net OPEB Liability	(19,532)	
OPEB Related Deferred Outflows	184	
OPEB Related Deferred Inflows	<u>(2,372)</u>	<u>(21,720)</u>

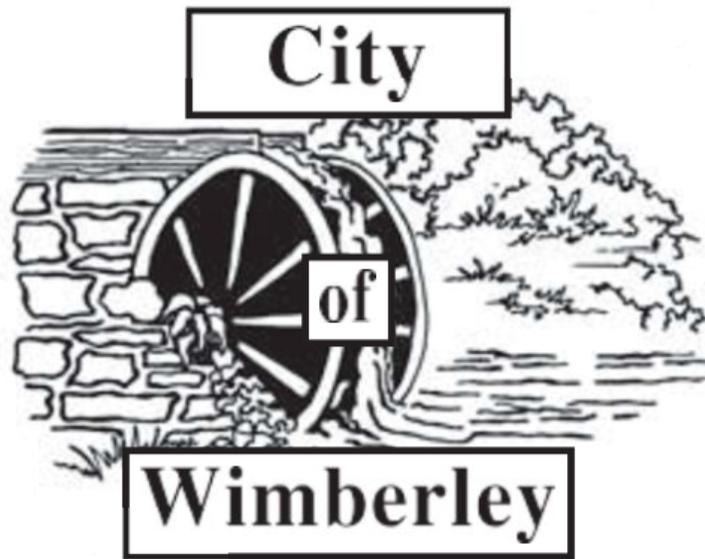
TOTAL NET POSITION - GOVERNMENTAL ACTIVITIES \$ 12,044,761

CITY OF WIMBERLEY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>Major Fund</u> General Fund	<u>Major Fund</u> Blue Hole Park	<u>Major Fund</u> Hotel Occupancy
<b>REVENUES</b>			
Sales Taxes	\$ 993,596	\$ -	\$ -
Franchise Tax	370,934	-	-
Licenses and Permits	64,972	-	-
Charges for Services	53,033	499,351	-
Fines and Penalties	3,500	-	-
Interest Income	4,967	248	71
Miscellaneous	75,822	6,387	-
<b>TOTAL REVENUES</b>	<u>1,566,824</u>	<u>505,986</u>	<u>71</u>
<b>EXPENDITURES</b>			
<i>Current:</i>			
Administration	585,682	-	12,119
Police and Court	127,756	-	-
Inspections	49,863	-	-
Highways and Streets	297,874	-	-
Sanitation	40,730	-	-
Culture and Recreation	123,738	-	-
Parks	6,215	354,393	-
Capital Outlay	31,033	18,474	-
<b>TOTAL EXPENDITURES</b>	<u>1,262,891</u>	<u>372,867</u>	<u>12,119</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	303,933	133,119	(12,048)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers Out	<u>(402,703)</u>	<u>(98,428)</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(402,703)</u>	<u>(98,428)</u>	<u>-</u>
Net Change in Fund Balance	(98,770)	34,691	(12,048)
Fund Balances at Beginning of Year	1,415,476	557,527	154,321
Fund Balances at End of Year	<u>\$ 1,316,706</u>	<u>\$ 592,218</u>	<u>\$ 142,273</u>

See accompanying notes to basic financial statements.

Total Nonmajor Funds	Total Governmental Funds
\$ -	\$ 993,596
-	370,934
-	64,972
-	552,384
2,562	6,062
36	5,322
-	82,209
<u>2,598</u>	<u>2,075,479</u>
-	597,801
4,116	131,872
-	49,863
-	297,874
-	40,730
-	123,738
-	360,608
-	49,507
<u>4,116</u>	<u>1,651,993</u>
(1,518)	423,486
<u>-</u>	<u>(501,131)</u>
<u>-</u>	<u>(501,131)</u>
(1,518)	(77,645)
27,201	2,154,525
<u>\$ 25,683</u>	<u>\$ 2,076,880</u>



CITY OF WIMBERLEY  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

NET CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS \$ (77,645)

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay. (378,001)

Governmental funds report required contributions to employee pensions and other post employment benefits as expenditures. However in the Statement of Activities the cost of these plans are recorded at the actuarially determined cost. This is the amount that actuarially determined plan cost exceeded contributions. 13,910

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in Compensated Absences (5,057)

CHANGE IN NET POSITION - GOVERNMENTAL ACTIVITIES \$ (446,793)

CITY OF WIMBERLEY  
STATEMENT OF NET POSITION – PROPRIETARY FUND  
SEPTEMBER 30, 2019

	Wastewater Utility
<b>ASSETS</b>	
<i>Current Assets:</i>	
Cash and Cash Equivalents	\$ 144,048
Receivables	618
Due from General Fund	177,584
<i>Total Current Assets</i>	322,250
 <i>Other Assets:</i>	
Property and Equipment (net)	3,345,440
Restricted Cash	3,164,163
<i>Total Other Assets</i>	6,509,603
<b>TOTAL ASSETS</b>	<b>6,831,853</b>
 <b>LIABILITIES</b>	
<i>Current Liabilities:</i>	
Accounts Payable	130,410
Accrued Interest	21,731
Unearned Revenue	243,005
Current Portion of Long-Term Debt	255,000
<i>Total Current Liabilities</i>	650,146
 <i>Long-term Liabilities:</i>	
Long-term Debt (Net of Current Portion)	4,940,000
<i>Total Long-term Liabilities</i>	4,940,000
<b>TOTAL LIABILITIES</b>	<b>5,590,146</b>
 <b>NET POSITION</b>	
Net Investment In Capital Assets	807,042
Restricted	485,829
Unrestricted (Deficit)	(51,164)
<b>TOTAL NET POSITION</b>	<b>\$ 1,241,707</b>

See accompanying notes to basic financial statements.

CITY OF WIMBERLEY  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION  
PROPRIETARY FUND  
FOR THE YEAR SEPTEMBER 30, 2019

	Wastewater Utility
<b>OPERATING REVENUES</b>	
Charges for Utility Service	\$ 118,776
<b>TOTAL OPERATING REVENUES</b>	118,776
<b>OPERATING EXPENSES</b>	
Utilities	8,638
Services	203,416
Depreciation	6,096
<b>TOTAL OPERATING EXPENSES</b>	218,150
<b>OPERATING INCOME (LOSS)</b>	(99,374)
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Interest Income	53,587
Interest Expense	(90,079)
Capital Grants	177,584
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	141,092
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	41,718
<b>TRANSFERS</b>	
Transfers In	501,131
<b>CHANGE IN NET POSITION</b>	542,849
<b>NET POSITION AT BEGINNING OF YEAR</b>	698,858
<b>NET POSITION AT END OF YEAR</b>	\$ 1,241,707

See accompanying notes to basic financial statements.

CITY OF WIMBERLEY  
STATEMENT OF CASH FLOWS - PROPRIETARY FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	Wastewater Utility
<b>Cash Flows From Operating Activities:</b>	
Cash Received From Customers	\$ 119,394
Cash Paid to Suppliers for Goods and Services	(524,732)
<b>Net Cash Provided (Used) by Operating Activities</b>	<u>(405,338)</u>
<b>Cash Flows From Noncapital Financing Activities:</b>	
Transfers from Other Funds	323,547
<b>Net Cash Provided (Used) by Noncapital Financing Activities</b>	<u>323,547</u>
<b>Cash Flows From Capital and Related Financing Activities:</b>	
Purchase of Capital Assets	(581,387)
Capital Grants Received	177,584
Principal Payments on Long-Term Debt	(279,431)
Interest Paid	(91,775)
<b>Net Cash Provided (Used) by Capital Financing Activities</b>	<u>(775,009)</u>
<b>Cash Flows From Investing Activities:</b>	
Investment Interest Received	53,587
<b>Net Cash Provided (Used) by Investing Activities</b>	<u>53,587</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	(803,213)
<b>Cash and Cash Equivalents at Beginning of Year</b>	
Unrestricted	125,374
Restricted	3,986,050
<b>Total Cash and Cash Equivalents at Beginning of Year</b>	<u>4,111,424</u>
<b>Cash and Cash Equivalents at End of Year</b>	
Unrestricted	144,048
Restricted	3,164,163
<b>Total Cash and Cash Equivalents at End of Year</b>	<u>\$ 3,308,211</u>

See accompanying notes to basic financial statements.

CITY OF WIMBERLEY  
STATEMENT OF CASH FLOWS - PROPRIETARY FUND (CONTINUED)  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	Wastewater Utility
<b>Reconciliation of Operating Income to Net Cash</b>	
<b>Provided (Used) by Operating Activities:</b>	
Operating Income (Loss)	\$ (99,374)
Adjustments to Reconcile Operating Income to Net Cash	
Provided (Used) by Operating Activities:	
Depreciation Expense	6,096
(Increase) Decrease in Operating Assets:	
Accounts Receivable (net)	618
Increase (Decrease) in Current Liabilities:	
Accounts Payable	(312,678)
<b>Total Adjustments to Reconcile Operating Activities</b>	<b>(305,964)</b>
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>\$ (405,338)</b>

See accompanying notes to basic financial statements.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Wimberley, Texas (“City”) was incorporated in 2000 as the “Village of Wimberley” under the provisions of the State of Texas. In June 2008, the name was officially changed to City of Wimberley. The City operates as a general law municipality with a Mayor/Council form of government. With few exceptions, all powers of the City are vested in the Mayor and elected five-member Council. The financial statements of the City have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

1. REPORTING ENTITY

*Component Units*

As required by generally accepted accounting principles, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government’s operations; thus, data from these units, if any existed, would be combined with data of the primary government. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide financial statements to emphasize they are legally separate from the government. As of September 30, 2019, the City had no component units.

2. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The **government-wide financial statements** include the statement of net position and the statement of activities. Government-wide statements report information on all of the activities of the City. The effect of interfund transfers has been removed from the government-wide statements but continues to be reflected on the fund statements. Governmental activities are supported mainly by taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods and services.

The statement of activities reflects the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included in program revenues are reported as general revenues.

Separate **fund financial statements** are provided for governmental funds and proprietary funds. The General Fund, Blue Hole Park Fund and Hotel Occupancy Fund meet the criteria as *major governmental funds*. The City’s proprietary Wastewater Utility Fund is also a major fund.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

3. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The **government-wide financial statements** are reported using the economic resources measurement focus and the accrual basis of accounting. This measurement focus is also used for the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Revenue types which have been accrued consist of revenue from the investments, property taxes, intergovernmental revenue and charges for services. Grants are recognized as revenue when all applicable eligibility requirements imposed by the provider are met.

Revenues are classified as *program revenues* and *general revenues*. Program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. General revenues include all taxes, grants not restricted to specific programs, investment earnings, and other miscellaneous revenues.

**Governmental fund level financial statements** are reported using current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Measurable and available revenues include revenues expected to be received within 60 days after the fiscal year ends. Receivables which are measurable but not collectible within 60 days after the end of the fiscal period are reported as deferred revenue.

Expenditures generally are recorded when a fund liability is incurred; however, debt service expenditures, as well as expenditures related to compensated absences, pension benefits and other post-employment benefits, are recorded only when the liability has matured and payment is due.

The government reports the following major governmental funds:

**The General Fund** is the general operating fund of the City and is always classified as a major fund. The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Major revenue sources include sales tax, franchise tax and permits. Primary expenditures are for general administration, public safety, recreation, and public works.

**Blue Hole Park Fund** is used to account for the operations of the Blue Hole Regional Park, a 126 acre park with walking trails, picnic areas and swimming. Gate fees and facility rentals are charged to help fund the operational costs of the park.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

3. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (Continued)

**Hotel Occupancy Tax Fund** is used to account for the proceeds of an occupancy tax adopted October 2015. The occupancy tax has since been repealed, but a balance remains that is to be used to promote tourism in the City.

The City has the following nonmajor governmental funds: Municipal Court, FM 2325 Sidewalks, and Blue Hole Development.

**Proprietary fund level financial statements** are used to account for activities, which are similar to those often found in the private sector. The measurement focus is upon determination of net income, financial position and cash flows. The City's proprietary fund is a Wastewater Utility.

The **Proprietary Fund** is accounted for using the accrual basis of accounting as follows:

1. Revenues are recognized when earned, and expenses are recognized when the liabilities are incurred.
2. Current-year contributions, administrative expenses and benefit payments, which are not received or paid until the subsequent year, are accrued.

Proprietary funds distinguish operating revenues and expenses from non-operating. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

4. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash deposits and investments with a maturity date within three (3) months of the date acquired by the City.

Cash segregated into a separate fund is not reported as restricted cash unless it has restrictions narrower than the purpose of the fund. However, on the Statement of Net Position, all restricted cash is reported as such separately from cash and cash equivalents.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

5. INVESTMENTS

State statutes authorize the City to invest in (a) obligations of the United States or its agencies and instrumentalities; (b) direct obligations of the State of Texas or its agencies; (c) other obligations, the principal and interest of which are unconditionally guaranteed or insured by the State of Texas or the United States; (d) obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent; (e) certificates of deposit by state and national banks domiciled in this state that are (i) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor; or, (ii) secured by obligations that are described by (a)-(e). Statutes also allow investing in local government investment pools organized and rated in accordance with the Interlocal Cooperation Act, whose assets consist exclusively of the obligations of the United States or its agencies and instrumentalities and repurchase assessments involving those same obligations. Earnings from these investments are added to each account monthly or quarterly. Investments are carried at fair market value except for certificates of deposit which are carried at amortized cost.

The City reports investments at fair value based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City's investments in Pools are reported at an amount determined by the fair value per share of the pool's underlying portfolio, unless the pool maintains a consistent net asset value per share that approximates the fair value of the underlying securities. These investments are reported at net asset value.

6. ACCOUNTS RECEIVABLE

Accounts receivable includes amounts due from grantors for approved grants for specific programs, tax collections related to the fiscal year reported and reimbursements for services performed by the City. Program grants are recorded as receivables and revenues at the time all eligibility requirements established by the provider have been met.

Reimbursements for services performed are recorded as receivables and revenues when they are earned in the government-wide statements. Included are fines and costs assessed by the court action and billable services for certain contracts. Revenues received in advance of the costs being incurred are recorded as unearned revenue in the fund statements. Receivables are shown net of an allowance for uncollectibles, although the allowance was zero as of September 30, 2019.

Revenues that the City has an enforceable legal claim to but are not yet available to fund current operations are reported as deferred inflows of resources.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

7. PREPAID ITEMS

Payments made for goods and services in advance are recorded as prepaid items on the balance sheet.

8. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “due from other funds” or “due to other funds” on the fund statements. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

9. DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES

A deferred outflow of resources is a consumption of net position that is applicable to a future reporting period while a deferred inflow of resources is an acquisition of net position. These items are presented in separate sections following assets (deferred outflows) or liabilities (deferred inflows) on the statement of net position.

Revenues are recognized when they become both measurable and available in the fund statements. Available means when due, or past due, and receivable within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. Revenue not expected to be available for the current period are reflected as deferred revenue. Unavailable revenues arise when assets are recognized before revenue recognition criteria have been satisfied.

10. CAPITAL ASSETS

Capital assets, which include land, buildings and improvements, equipment, and infrastructure assets, are reported in the applicable governmental or business type activities column in the government-wide financial statements. Capital assets such as equipment are defined as assets with a cost of \$5,000 or more and a useful life in excess of 1 year. Infrastructure assets include City-owned streets, sewer, sidewalks, curbs and utilities. Capital assets are recorded at historical costs if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The Costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Interest has not been capitalized during the construction period on property plant and equipment.

CITY OF WIMBERLEY  
 NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
 SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

10. CAPITAL ASSETS (Continued)

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Asset	Estimated Life
Buildings and Improvements	5 to 40 years
Streets, Utilities and Infrastructure	20 to 40 years
Furniture, Fixtures, Vehicles	5 to 10 years

11. COMPENSATED ABSENCES

Employees accumulate vacation leave. Liabilities for compensated absences are recognized in the fund statements only to the extent the liabilities have matured (i.e. are due for payment). Compensated absences are accrued in the government-wide statements.

12. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term debt (including capital leases) and other long-term obligations are reported as liabilities under governmental activities or proprietary fund type statement of net position. On new bond issues, bond premiums and discounts are deferred and amortized over the life of the bond. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs during the period incurred. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

13. PENSIONS

The net pension liability, deferred inflows and outflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Texas Municipal Retirement System (TMRS), and additions to and deductions from TMRS's fiduciary net position have been determined on the same basis as they are reported by TMRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

14. FUND BALANCES

In the fund financial statements, governmental funds report the following classifications of fund balance:

Nonspendable – Represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid items) or legally required to remain intact.

Restricted - Represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed - Represents amounts that can only be used for a specific purpose by a resolution of City Council. Committed amounts cannot be used for any other purpose unless the City Council removes those constraints through the same formal action. By policy, Council has made the following commitments:

- a. Revenues in the Blue Hole Park and Blue Hole Development Funds are committed to development of Blue Hole Park.
- b. Unrestricted General Fund Balance will be committed as follows:
  - a. 40% for public works (roads, drainage and similar infrastructure)
  - b. 25% for future grant matches
  - c. 35% for wastewater improvements

Assigned - Represents amounts which the City intends to use for a specific purpose but do not meet the criteria of restricted or committed. Assignments may be created by the Council or City Administrator.

Unassigned - Represents the residual balance that may be spent on any other purpose of the City.

When an expenditure is incurred for a purpose in which multiple classifications are available, the City considers restricted balances spent first, committed second and assigned third.

It is the City's policy to maintain three months of operating expenses in unrestricted General Fund balance and nine months of operating expenses in unrestricted Blue Hole Park Fund (to include committed and assigned balances). Should fund balance fall below this threshold, Council will take appropriate budgetary action to restore compliance.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

15. NET POSITION

Net position represents the difference between assets and liabilities. Net position invested in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvements of those assets, and adding back unspent proceeds. Net position are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

16. OPERATING REVENUES AND EXPENSES

Operating revenues are those revenues that are generated directly from the primary activity of the enterprise. Operating expenses are the necessary costs incurred to provide the service that is the primary activity. Revenues and expenses not meeting these definitions are reported as nonoperating.

17. INTERFUND TRANSFERS

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of both Governmental and Proprietary Funds.

18. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE B -- DEPOSITS AND INVESTMENTS**

1. Deposits

The City's funds are required to be deposited and invested under the terms of a depository contract. The depository bank deposits for safekeeping and trust with the City's agent bank approved pledge securities in an amount sufficient to protect City funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation ("FDIC") insurance. At September 30, 2019, the carrying amount of the City's deposits were fully collateralized by a combination of federal deposit insurance (FDIC) and securities pledged by the City's depository.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE B -- DEPOSITS AND INVESTMENTS (CONTINUED)**

2. Investments

The City is required by Government Code Chapter 2256, The Public Funds Investment Act, to adopt, implement, and publicize an investment policy. That policy must address the following areas: (1) safety of principal and liquidity, (2) portfolio diversification, (3) allowable investments, (4) acceptable risk levels, (5) expected rates of return, (6) maximum allowable stated maturity of portfolio investments, (7) maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio, (8) investment staff quality and capabilities, and (9) bid solicitation preferences for certificates of deposit. The Public Funds Investment Act (“Act”) requires an annual audit of investment practices. Audit procedures in this area conducted as a part of the audit of the basic financial statements disclosed that in the areas of investment practices, management reports and establishment of appropriate policies, the City materially adhered to the requirements of the Act. Additionally, investment practices of the City were in material compliance with local policies.

The Act determines the types of investments which are allowable for the City. These include, with certain restrictions, 1) obligations of the U.S. Treasury, U.S. agencies, and the State of Texas, 2) certificates of deposit, 3) certain municipal securities, 4) securities lending program, 5) repurchase agreements, 6) banker’s acceptances, 7) mutual funds, 8) investment pools, 9) guaranteed investment contracts, and 10) commercial paper.

The City’s investment policy further limits investments to: (1) federally insured bank deposits, (2) collateralized bank deposits, (3) U.S. Government Treasury bills and notes, including sweep accounts that invest in them, (4) U.S. Government Agencies, and (5) Public Funds Investment Pools. No other investments may be made without authorization of City Council.

The City’s investments at September 30, 2019 consist of \$185,880 in TexPool, a 2a7-like public funds investment pool. TexPool operates in accordance with the provisions of the Texas Public Funds Investment Act and is rated AAAM. The investment in TexPool is included in cash and cash equivalents and is reported at net asset value which approximates fair market value.

3. Analysis of Specific Deposit and Investment Risks

GASB Statement No. 40 requires a determination as to whether the City was exposed to the specific investment risks at year end and if so, the reporting of certain related disclosures. The City has analyzed its investment risks and determined that for the year ending September 30, 2019 the City was not exposed to any significant risks.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE C -- RESTRICTED CASH**

As of September 30, 2019, the City reported the following restricted cash balances:

	Amount
<i>Governmental Activities:</i>	
Restricted for Tourism Development	\$ 142,273
Restricted for FM 2325 Sidewalks	5,027
Restricted for Municipal Court	5,936
<i>Total Governmental Activities</i>	\$ 153,236
 <i>Wastewater Utility/Business-Type Activities:</i>	
Restricted for Loan Forgiveness	\$ 249,872
Restricted for Debt Service/Bond Reserve	507,560
Restricted for Wastewater System Development	2,406,731
<i>Total Business-Type Activities</i>	3,164,163

**NOTE D -- OTHER RECEIVABLES**

Other receivables for the City as of September 30, 2019 are as follows:

	General Fund	Governmental Totals	Wastewater Utility
Sales and Mixed Beverage Tax	\$ 175,529	\$ 175,529	\$ -
Franchise Taxes	65,108	65,108	-
Customer Charges	3,729	3,729	618
Total Other Receivables	\$ 244,366	\$ 244,366	\$ 618

The Wastewater Utility Fund bills Blue Hole Park \$618 per month for treatment costs. These transactions are reported as revenue and expenditure, respectively.

**NOTE E -- INTERFUND TRANSACTIONS**

Interfund transfers during the year ending September 30, 2019 were as follows:

Transfer From	Transfer to	Amount	Purpose
General	Wastewater	\$ 402,703	<i>Support of Wastewater Project</i>
General	Blue Hole Park	(101,572)	<i>Support Park Operations</i>
Blue Hole Park	Wastewater	200,000	<i>Support of Wastewater Project</i>
		\$ 501,131	

Interfund balances at September 30, 2019 were as follows:

Due From	Due to	Amount	Purpose
General	Wastewater	177,584	<i>Water Project Grant Received by General Fund</i>
Municipal Court	General	2,582	<i>Municipal Court Costs Paid by General Fund</i>
		\$ 180,166	

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE F -- CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2019, was as follows:

<u>Governmental Activities</u>	Balance 10/1/2018	Additions	Disposals/ Transfers	Balance 9/30/2019
Land	\$ 3,482,732	\$ 25,000	\$ -	\$ 3,507,732
Buildings and Improvements	6,427,941	-	-	6,427,941
Infrastructure	2,910,193	-	10,736	2,920,929
Vehicles and Equipment	382,286	23,746	-	406,032
Construction in Progress	10,736	-	(10,736)	-
	<u>13,213,888</u>	<u>48,746</u>	<u>-</u>	<u>13,262,634</u>
Less Accumulated Depreciation				
Buildings and Improvements	(2,008,583)	(263,893)	-	(2,272,476)
Vehicles and Equipment	(319,040)	(13,766)	-	(332,806)
Infrastructure	(434,518)	(149,088)	-	(583,606)
	<u>(2,762,141)</u>	<u>(426,747)</u>	<u>-</u>	<u>(3,188,888)</u>
Capital Assets, Net	<u>\$ 10,451,747</u>	<u>\$ (378,001)</u>	<u>\$ -</u>	<u>\$ 10,073,746</u>
<u>Business-Type Activities</u>	Balance 10/1/2018	Additions	Disposals/ Transfers	Balance 9/30/2019
Infrastructure	\$ 223,970	\$ -	\$ -	\$ 223,970
Construction in Progress	2,585,801	581,387	-	3,167,188
	<u>2,809,771</u>	<u>581,387</u>	<u>-</u>	<u>3,391,158</u>
Less Accumulated Depreciation				
Infrastructure	(39,622)	(6,096)	-	(45,718)
	<u>(39,622)</u>	<u>(6,096)</u>	<u>-</u>	<u>(45,718)</u>
Capital Assets, Net	<u>\$ 2,770,149</u>	<u>\$ 575,291</u>	<u>\$ -</u>	<u>\$ 3,345,440</u>

Land and Construction in Progress are not depreciated.

Depreciation expense was charged to the governmental functions as follows:

Administration	\$ 23,222
Police and Court	726
Highways and Streets	140,961
Sanitation	6,489
Culture and Recreation	44,409
Parks	<u>210,940</u>
Total Depreciation Expense - Governmental Activities	<u>\$ 426,747</u>

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE G -- LONG-TERM DEBT**

Changes in long term liabilities for the year ending September 30, 2019 were as follows:

	Balance 10/1/2018	Additions	Reductions	Balance 9/30/2019
Notes Payable	\$ 29,431	\$ -	\$ (29,431)	\$ -
Bonds	5,445,000	-	(250,000)	5,195,000
Net Pension Liability	21,897	2,048	(4,413)	19,532
Net OPEB Liability	89,434	73,011	(60,578)	101,867
<i>Grand Totals</i>	<u>\$ 5,585,762</u>	<u>\$ 75,059</u>	<u>\$ (344,422)</u>	<u>\$ 5,316,399</u>

Changes in notes and bonds outstanding for the year ending September 30, 2019 were as follows:

	Balance 10/1/2018	Additions	Reductions	Balance 9/30/2019	Due Within One Year
<b>Business-Type Activities</b>					
<i>Public Offerings and Direct Borrowings</i>					
GBRA Note Payable	\$ 29,431	\$ -	\$ (29,431)	\$ -	\$ -
Series 2013 Bonds	190,000	-	(95,000)	95,000	95,000
Series 2017 Bonds	5,255,000	-	(155,000)	5,100,000	160,000
<i>Total Business-Type Activities</i>	<u>\$ 5,474,431</u>	<u>\$ -</u>	<u>\$ (279,431)</u>	<u>\$ 5,195,000</u>	<u>\$ 255,000</u>

*Guadalupe Blanco River Authority Note Payable*

In 2011, the City agreed to purchase a wastewater treatment plant from Guadalupe Blanco River Authority (GBRA) for eight annual payments of \$31,250 through January 1, 2019. The non-interest bearing note is discounted at a rate of 5%. This note was fully paid off as of September 30, 2019.

*Combination Tax and Surplus Revenue Anticipation Notes, Series 2013*

The City issued \$650,000 in notes in 2013 for wastewater system improvements. The notes mature serially through August 1, 2020 and bear interest at rates between 0.44% and 2.36%. The bonds were privately placed with a bank and contain no subjective acceleration clauses, events of default with finance-related consequences, or termination events with finance-related consequences.

*Texas Sewer System Revenue Bonds, Series 2017*

In 2017, the City issued \$5,255,000 in bonds for the construction of a comprehensive sewer system. The bonds mature serially through August 1, 2046 and bear interest at rates between 0.07% and 2.15%. The bonds were privately placed with a bank and contain no subjective acceleration clauses, events of default with finance-related consequences, or termination events with finance-related consequences.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE G -- LONG-TERM DEBT (CONTINUED)**

*Texas Sewer System Revenue Bonds, Series 2017 (Continued)*

The annual requirements to amortize all private placement long-term debt and obligations outstanding as of September 30, 2019, including interest payments, are as follows:

Fiscal Year Ending September 30,	Principal	Interest	Total
<i>Business-Type Activities</i>			
2020	\$ 255,000	\$ 87,673	\$ 342,673
2021	160,000	85,063	245,063
2022	160,000	84,471	244,471
2023	160,000	83,687	243,687
2024	160,000	82,551	242,551
2025-2029	835,000	385,997	1,220,997
2030-2034	900,000	317,809	1,217,809
2035-2039	990,000	227,577	1,217,577
2040-2044	1,100,000	121,780	1,221,780
2045-2046	475,000	15,349	490,349
	<u>\$ 5,195,000</u>	<u>\$ 1,491,957</u>	<u>\$ 6,686,957</u>

**NOTE H -- EMPLOYEES' RETIREMENT SYSTEMS**

Texas Municipal Retirement System

**Plan Description**

The City participates as one of 887 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the state of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the system with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401 (a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at [www.tmr.com](http://www.tmr.com).

All eligible employees of the City are required to participate in TMRS.

CITY OF WIMBERLEY  
 NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
 SEPTEMBER 30, 2019

**NOTE H -- EMPLOYEES' RETIREMENT SYSTEMS (Continued)**

**Benefits Provided**

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the city, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the city-financed monetary credits with interest were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payments options. Members may also choose to receive a portion of their benefit as a Partial Lump Sum Distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75% of the member's deposits and interest.

At the December 31, 2018 valuation and measurement date, the following employees were covered by the benefit terms:

	2017	2018
Inactive employees or beneficiaries currently receiving benefits	5	5
Inactive employees entitled to but not yet receiving benefits	11	11
Active employees	7	10
	23	26

**Contributions**

The contribution rates for employees in TMRS are either 5%, 6%, or 7% of employee gross earnings, and the City matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the City. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the City of Wimberley were required to contribute 5% of their annual gross earnings during the fiscal year. The contribution rates for the City were 9.40% and 8.07% in calendar years 2018 and 2019, respectively. The City's contributions to TMRS for the year ended September 30, 2019 were \$38,818, which equaled the required contributions.

**Net Pension Liability**

The City's Net Pension Liability (NPL) was measured as of December 31, 2018, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE H -- EMPLOYEES' RETIREMENT SYSTEMS (Continued)**

**Actuarial Assumptions**

The Total Pension Liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall Payroll Growth	3.00% per year
Investment Rate of Return*	6.75%

\*Net of plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Health Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109% and female rates multiplied by 103%. Based on the size of the city, rates are multiplied by an additional factor of 100%. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Disabled Retiree Mortality Tables with Blue Collar Adjustment are used with males rates multiplied by 109% and female rates multiplied by 103% with a 3-year set forward for both males and females. In addition, a 3% minimum mortality rate is applied to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements subject to the 3% floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and Annuity Purchase Rate (APRs) are based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, the System adopted the Entry Age Normal actuarial cost method and a one-time change to the amortization policy. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

CITY OF WIMBERLEY  
 NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
 SEPTEMBER 30, 2019

**NOTE H -- EMPLOYEES' RETIREMENT SYSTEMS (Continued)**

**Actuarial Assumptions (Continued)**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, GRS focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). The target allocation and best estimates of arithmetic real rates of return for each major asset class in fiscal year 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return (Arithmetic)</u>
Domestic Equity	17.50%	4.30%
International Equity	17.50%	6.10%
Core Fixed Income	10.00%	1.00%
Non-Core Fixed Income	20.00%	3.39%
Real Return	10.00%	3.78%
Real Estate	10.00%	4.44%
Absolute Return	10.00%	3.56%
Private Equity	5.00%	7.75%
	<u>100.00%</u>	

**Discount Rate**

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE H -- EMPLOYEES' RETIREMENT SYSTEMS (Continued)**

**Changes in the Net Pension Liability**

The below schedule presents the changes in the Net Pension Liability as of December 31, 2018:

	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balance at December 31, 2017	\$ 369,409	\$ 279,975	\$ 89,434
Changes for the year:			
Service Cost	38,459	-	38,459
Interest	26,015	-	26,015
Change of Benefit Terms	-	-	-
Difference Between Expected and Actual Experience	(4,903)	-	(4,903)
Changes of Assumptions	-	-	-
Contributions - Employer	-	35,932	(35,932)
Contributions - Employee	-	19,743	(19,743)
Net Investment Income	-	(8,366)	8,366
Benefit Payments, Including Refunds of Employee Contributions	(6,458)	(6,458)	-
Administrative Expense	-	(162)	162
Other Changes	-	(9)	9
Net Changes	<u>53,113</u>	<u>40,680</u>	<u>12,433</u>
Balance at December 31, 2018	<u>\$ 422,522</u>	<u>\$ 320,655</u>	<u>\$ 101,867</u>

The following represents the net pension liability (asset) of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

	Discount Rate 5.75%	Discount Rate 6.75%	Discount Rate 7.75%
Net Pension Liability (Asset)	\$ 163,149	\$ 101,867	\$ 51,702

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at [www.tmrs.com](http://www.tmrs.com).

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE H -- EMPLOYEES' RETIREMENT SYSTEMS (Continued)**

**Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions**

For the year ended September 30, 2019, the City recognized pension expense of \$102,437. Also, as of September 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Economic Experience	\$ -	\$ 5,228
Changes in Actuarial Assumptions	-	-
Differences Between Projected and Actual Investment Earnings	24,219	9,656
Contributions Subsequent to the Measurement Date	28,933	-
	\$ 53,152	\$ 14,884

Deferred outflows of resources in the amount of \$28,933 is related to pensions resulting from contributions subsequent to the measurement date, and will be recognized as a reduction of the net pension liability for the calendar year ending December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

For the Plan Year ended December 31,	
2019	\$ 979
2020	669
2021	2,235
2022	5,452
	\$ 9,335

CITY OF WIMBERLEY  
 NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
 SEPTEMBER 30, 2019

**NOTE I -- OTHER POSTEMPLOYMENT BENEFITS**

*Supplemental Death Benefits*

The City also participates in the cost sharing single-employer defined benefit group-term life insurance plan operated by the Texas Municipal Retirement System (TMRS) known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee’s annual salary (calculated based on the employee’s actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an “other post-employment benefit,” or OPEB. Membership in the plan at December 31, 2018, the valuation and measurement date, consisted of:

	2017	2018
Inactive Employees or Beneficiaries Currently Receiving Benefits	5	5
Inactive Employees Entitled to but Not Yet Receiving Benefits	0	0
Active employees	7	10
	12	15

The SDBF required contribution rates, based on these assumptions, are as follows:

	Total SDBF Contribution Rate	Retiree Portion of SDBF Contribution Rate
For the Plan Year Ended December 31,		
2018	0.30%	0.02%
2019	0.20%	0.05%

These contribution rates are based on actuarial assumptions developed primarily from the actuarial investigation of the experience of TMRS over the four year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and Annuity Purchase Rate (APRs) are based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, the System adopted the Entry Age Normal actuarial cost method. These assumptions are summarized below:

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE I -- OTHER POSTEMPLOYMENT BENEFITS (Continued)**

**Methods and Assumptions Used to Determine Contribution Rates:**

Inflation	2.50%
Salary Increases	3.50% to 10.50% Including Inflation
Discount Rate	3.71% (Based on Fidelity's 20-Year Municipal GO AA Index)
Administrative Expenses	All administrative expenses are paid thru the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68.
Mortality Rates - Service Retirees	RP2000 Combined Mortality Table with blue Collar Adjustment with male rates multiplied by 109% and femal rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality Rates - Disabled Retirees	RP2000 Combined Mortality Table with blue Collar Adjustment with male rates multiplied by 109% and femal rates multiplied by 103% with a 3 year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

The City's Total OPEB Liability (TOL), based on the above actuarial factors, as of December 31, 2018, the measurement and actuarial valuation date was calculated as follows:

	Total OPEB Liability
Balance at December 31, 2017	\$ 21,897
Changes for the year:	
Service Cost	1,303
Interest	745
Change of Benefit Terms	-
Difference Between Expected and Actual Experience	(2,863)
Changes in Assumptions or Other Inputs	(1,471)
Benefit Payments	(79)
Net Changes	(2,365)
Balance at December 31, 2018	\$ 19,532

There is no separate trust maintained to fund this TOL. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement No. 75 to pay related benefits.

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE I -- OTHER POSTEMPLOYMENT BENEFITS (Continued)**

The following presents the TOL of the City, calculated using the discount rate of 3.71% as well as what the City's TOL would be if it were calculated using a discount rate that is 1-percentage point lower (2.71%) and 1-percentage point higher (4.71%) than the current rate:

	Discount Rate 2.71%	Discount Rate 3.71%	Discount Rate 4.71%
Total OPEB Liability	\$ 23,530	\$ 19,532	\$ 16,420

For the year ended September 30, 2019, the City recognized OPEB expense of \$1,528. Also as of September 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Economic Experience	\$ -	\$ 2,354
Changes in Actuarial Assumptions	-	18
Contributions Subsequent to the Measurement Date	184	-
	\$ 184	\$ 2,372

Deferred outflows of resources in the amount of \$184 is related to OPEB benefits resulting from contributions subsequent to the measurement date, and will be recognized as a reduction of the total OPEB liability for the plan year ended December 31, 2019. Other amounts reported as deferred outflows and (inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

For the Plan Year ended December 31,	
2019	\$ (442)
2020	(442)
2021	(442)
2022	(562)
2023	(484)
Thereafter	-
	\$ (2,372)

CITY OF WIMBERLEY  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2019

**NOTE J -- COMMITMENTS AND CONTINGENCIES**

Commitments

At September 30, 2019, the City had the following vendor commitments related to the Wastewater Project:

	Amount
Contract Amount (Construction Services)	\$ 3,727,537
Expenses Incurred as of September 30, 2019	(2,126,264)
<i>Remaining Commitment</i>	\$ 1,601,273
Contract Amount (Engineering Services)	\$ 36,500
Expenses Incurred as of September 30, 2019	(24,868)
<i>Remaining Commitment</i>	\$ 11,632

Litigation

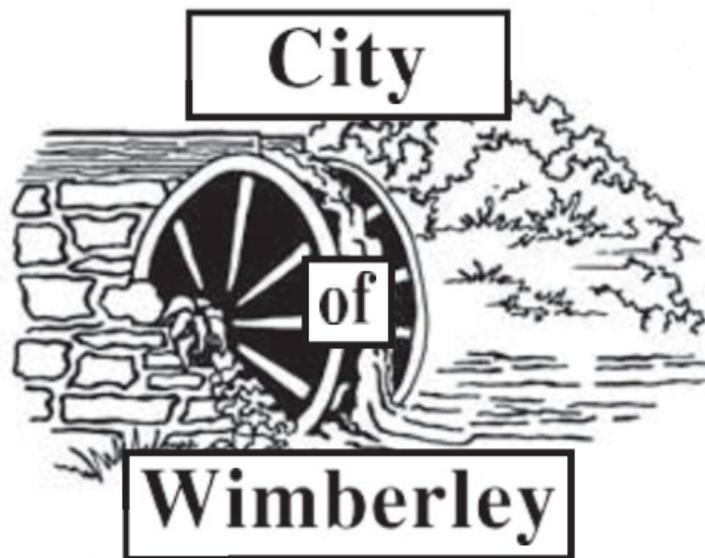
The City is the subject of various other claims and litigation that have arisen in the course of its operations. Management is of the opinion that the City's liability in these cases, if decided adversely to the City, will not have a material effect on the City's financial position.

Hays Flood Mitigation (Elevation) Grant

On July 24, 2017 the Texas Division of Emergency Management (TDEM) awarded the City a \$2 million grant for elevation activities to mitigate damage from potential future flooding. This pass-through funding from the Federal Emergency Management Administration (FEMA) has a performance period of July 18, 2017 through July 18, 2019. Management intends to move forward with studies and analyses in the near future that may result in mitigation activities that will be reimbursable by the TDEM funds.

**NOTE K -- RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; injuries to employees; employee health benefits; and other claims of various natures. The City contracts with the Texas Municipal League (TML) to provide insurance coverage for property and casualty, and workers compensation. TML is a multi-employer group that provides for a combination of risk sharing among pool participants and stop loss coverage. Contributions are set annually by the provider. Liability by the City is generally limited to the contributed amounts for losses up to \$1,000,000.



## REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedule – General Fund
- Schedule of Changes – Net Pension Liability
- Schedule of Pension Contributions
- Schedule of Changes of Total Other Post Employment Benefits Liability

CITY OF WIMBERLEY  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	Budget Amounts		Actual Amounts	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES</b>				
Sales Taxes	\$ 869,500	\$ 935,128	\$ 993,596	\$ 58,468
Franchise Taxes	334,000	350,600	370,934	20,334
Licenses and Permits	50,500	57,000	64,972	7,972
Charges for Services	55,000	55,000	53,033	(1,967)
Fines and Penalties	-	1,000	3,500	2,500
Interest Income	1,000	4,000	4,967	967
Miscellaneous	3,000	75,000	75,822	822
<b>TOTAL REVENUES</b>	<u>1,313,000</u>	<u>1,477,728</u>	<u>1,566,824</u>	<u>89,096</u>
<b>EXPENDITURES</b>				
<i>Current:</i>				
Administration	626,659	588,978	585,682	3,296
Police and Court	105,254	126,254	127,756	(1,502)
Inspections	39,000	52,500	49,863	2,637
Highways and Roads	270,631	245,803	297,874	(52,071)
Sanitation	34,000	38,600	40,730	(2,130)
Culture and Recreation	131,969	117,225	123,738	(6,513)
Parks	10,300	10,300	6,215	4,085
Capital Outlay	148,850	186,074	31,033	155,041
<b>TOTAL EXPENDITURES</b>	<u>1,366,663</u>	<u>1,365,734</u>	<u>1,262,891</u>	<u>102,843</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(53,663)</u>	<u>111,994</u>	<u>303,933</u>	<u>191,939</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers Out	(402,703)	(402,703)	(402,703)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(402,703)</u>	<u>(402,703)</u>	<u>(402,703)</u>	<u>-</u>
Net Change in Fund Balance	(456,366)	(290,709)	(98,770)	191,939
Beginning Fund Balance	1,415,476	1,415,476	1,415,476	-
Ending Fund Balance	<u>\$ 959,110</u>	<u>\$ 1,124,767</u>	<u>\$ 1,316,706</u>	<u>\$ 191,939</u>

CITY OF WIMBERLEY  
NOTES TO SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUNDS  
SEPTEMBER 30, 2019

**Budgetary Information** – The budget is prepared in accordance with accounting principles generally accepted in the United States of America. The City maintains strict budgetary controls. The objective of these controls is to ensure compliance with legal provision embodied in the annual appropriated budget approved by the City Council and as such is a good management control device. The following are the funds which have legally adopted annual budgets: General Fund.

Budgetary preparation and control is exercised at the department level. Actual expenditures may not legally exceed appropriations at the fund level.

The City does not use encumbrances.

CITY OF WIMBERLEY  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CHANGES – NET PENSION LIABILITY AND RELATED RATIOS  
LAST FIVE CALENDAR YEARS

	Total Pension Liability				
	2014	2015	2016	2017	2018
Service Cost	\$ 22,714	\$ 22,391	\$ 21,061	\$ 25,805	\$ 38,459
Interest (on the Total Pension Liability)	10,986	12,969	15,099	23,305	26,015
Changes of Benefit Terms	-	-	-	90,245	-
Difference between Expected and Actual Experience	(1,336)	962	(4,066)	(9,438)	(4,903)
Change of Assumptions	-	5,463	-	-	-
Benefit Payments, Including Refunds of Employee Contributions	(3,352)	(4,396)	(1,015)	(5,246)	(6,458)
Net Change in Total Pension Liability	29,012	37,389	31,079	124,671	53,113
Total Pension Liability - Beginning	147,258	176,270	213,659	244,738	369,409
Total Pension Liability - Ending	<u>\$ 176,270</u>	<u>\$ 213,659</u>	<u>\$ 244,738</u>	<u>\$ 369,409</u>	<u>\$ 422,522</u>
	Plan Fiduciary Net Position				
	2014	2015	2016	2017	2018
Contributions - Employer	\$ 5,003	\$ 7,077	\$ 6,241	\$ 9,066	\$ 35,932
Contributions - Employee	15,539	16,085	14,790	17,846	19,743
Net Investment Income	8,561	258	13,085	31,421	(8,366)
Benefit Payments, Including Refunds of Employee Contributions	(3,352)	(4,396)	(1,015)	(5,247)	(6,458)
Administrative Expense	(89)	(158)	(148)	(163)	(162)
Other	(7)	(7)	(8)	(8)	(9)
Net Change in Plan Fiduciary Net Position	25,655	18,859	32,945	52,915	40,680
Plan Fiduciary Net Position - Beginning	149,601	175,256	194,115	227,060	279,975
Net Pension Liability - Ending	<u>\$ 175,256</u>	<u>\$ 194,115</u>	<u>\$ 227,060</u>	<u>\$ 279,975</u>	<u>\$ 320,655</u>
Net Pension Liability (Asset) - Ending	\$ 1,014	\$ 19,544	\$ 17,678	\$ 89,434	\$ 101,867
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	99.42%	90.85%	92.78%	75.79%	75.89%
Covered Payroll	\$ 310,774	\$ 321,706	\$ 295,799	\$ 356,919	\$ 394,855
Net Pension Liability as a Percentage of Covered Payroll	0.33%	6.08%	5.98%	25.06%	25.80%

Information is being accumulated prospectively until ten years is presented.

CITY OF WIMBERLEY  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CITY CONTRIBUTIONS  
 LAST FIVE FISCAL YEARS

	2015	2016	2017	2018	2019
Actuarially Determined Contribution	\$ 5,003	\$ 6,608	\$ 9,008	\$ 25,992	\$ 38,818
Contributions in Relation to the Actuarially Determined Contribution	5,003	6,608	9,008	25,992	38,818
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 310,774	\$ 309,522	\$ 367,940	\$ 350,458	\$ 473,222
Contributions as a Percentage of Covered Payroll	1.61%	2.13%	2.45%	7.42%	8.20%

**Valuation Date:**

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, thirteen (13) months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	26 Years
Asset Valuation Method	10 Year Smoothed Market; 15% Soft Corridor
Inflation	2.50%
Salary Increases	3.50% to 10.50% including Inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2014.
Mortality	RP2000 Combined Mortality Table with blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.

CITY OF WIMBERLEY  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CHANGES – TOTAL OTHER POST EMPLOYMENT BENEFIT LIABILITY  
 AND RELATED RATIOS  
 LAST TWO CALENDAR YEARS

Total OPEB Liability	2017	2018
Service Cost	\$ 1,071	\$ 1,303
Interest	712	745
Changes of Benefit Terms	-	-
Difference between Expected and Actual Experience	-	(2,863)
Changes in Assumptions or Other Inputs	1,848	(1,471)
Benefit Payments	(71)	(79)
Net Change in Total Pension Liability	3,560	(2,365)
Total OPEB Liability - Beginning	18,337	21,897
Total OPEB Liability - Ending	\$ 21,897	\$ 19,532
 Covered Payroll	 \$ 356,919	 \$ 394,855
 Total OPEB Liability as a Percentage of Covered Payroll	 5.14%	 5.55%

Notes to Schedule

Changes in Benefit Terms: None

Changes in Assumptions: None

**Trust:**

No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement No. 75 to pay related benefits.

Information for this schedule is being accumulated prospectively until a rolling ten year period is available.

## SUPPLEMENTARY INFORMATION

Supplementary information includes financial statements and schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

- Combining Statements – Nonmajor Governmental Funds
- Comparative Individual Fund Statements
  - General Fund
  - Wastewater Utility

CITY OF WIMBERLEY  
 COMBINING BALANCE SHEETS  
 NONMAJOR GOVERNMENTAL FUNDS  
 SEPTEMBER 30, 2019 AND 2018

	Special Revenue	Capital Projects		Total Nonmajor Funds
	Municipal Court	Blue Hole Development	FM 2325 Sidewalks	
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 5,936	\$ 18,783	\$ 5,027	\$ 29,746
<b>TOTAL ASSETS</b>	<u>\$ 5,936</u>	<u>\$ 18,783</u>	<u>\$ 5,027</u>	<u>\$ 29,746</u>
<b>LIABILITIES &amp; FUND BALANCES</b>				
<i>Liabilities:</i>				
Accounts Payable	\$ 1,481	\$ -	\$ -	\$ 1,481
Due to Other Funds	2,582	-	-	2,582
<i>Total Liabilities</i>	<u>4,063</u>	<u>-</u>	<u>-</u>	<u>4,063</u>
<i>Fund Balances:</i>				
Restricted For:				
Municipal Court	1,873	-	-	1,873
Capital Projects	-	-	5,027	5,027
Committed For:				
Capital Projects	-	18,783	-	18,783
<i>Total Fund Balances</i>	<u>1,873</u>	<u>18,783</u>	<u>5,027</u>	<u>25,683</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u>\$ 5,936</u>	<u>\$ 18,783</u>	<u>\$ 5,027</u>	<u>\$ 29,746</u>

CITY OF WIMBERLEY  
 COMBINING STATEMENTS OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE  
 NONMAJOR GOVERNMENTAL FUNDS  
 FOR THE FISCAL YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	Special Revenue <u>Municipal Court</u>	<u>Capital Projects</u>		Total Nonmajor Funds
		<u>Blue Hole Development</u>	<u>FM 2325 Sidewalks</u>	
<b>REVENUES</b>				
Fines and Forfeitures	\$ 2,562	\$ -	\$ -	\$ 2,562
Interest Income	6	28	2	36
<b>TOTAL REVENUES</b>	<u>2,568</u>	<u>28</u>	<u>2</u>	<u>2,598</u>
<b>EXPENDITURES</b>				
<i>Current:</i>				
Police and Court	4,116	-	-	4,116
<b>TOTAL EXPENDITURES</b>	<u>4,116</u>	<u>-</u>	<u>-</u>	<u>4,116</u>
Net Change in Fund Balance	(1,548)	28	2	(1,518)
<b>BEGINNING FUND BALANCE</b>	<u>3,421</u>	<u>18,755</u>	<u>5,025</u>	<u>27,201</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 1,873</u>	<u>\$ 18,783</u>	<u>\$ 5,027</u>	<u>\$ 25,683</u>

CITY OF WIMBERLEY  
 COMPARATIVE BALANCE SHEETS  
 GENERAL FUND  
 SEPTEMBER 30, 2019 AND 2018

	2019	2018
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 1,328,593	\$ 1,266,274
Receivables (net of allowances for uncollectibles):		
Other Receivables	244,366	226,009
Due from Other Funds	2,582	-
<b>TOTAL ASSETS</b>	<b>\$ 1,575,541</b>	<b>\$ 1,492,283</b>
 <b>LIABILITIES AND FUND BALANCES</b>		
<i>Liabilities:</i>		
Accounts Payable	\$ 57,533	\$ 60,497
Accrued Wages	10,317	7,160
Payroll Deductions and Withholdings	7,701	4,950
Unearned Revenue	5,700	4,200
Due to Other Funds	177,584	-
<i>Total Liabilities</i>	258,835	76,807
 <i>Fund Balances:</i>		
Restricted For:		
Federal Program	-	17,844
Committed For:		
Public Works	526,683	559,053
Wastewater System	499,005	504,204
Grant Matches	291,018	334,375
<i>Total Fund Balance</i>	1,316,706	1,415,476
 <b>TOTAL LIABILITIES AND FUND BALANCES</b>	 <b>\$ 1,575,541</b>	 <b>\$ 1,492,283</b>

CITY OF WIMBERLEY  
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE  
 GENERAL FUND  
 FOR THE FISCAL YEARS ENDED SEPTEMBER 30, 2019 AND 2018

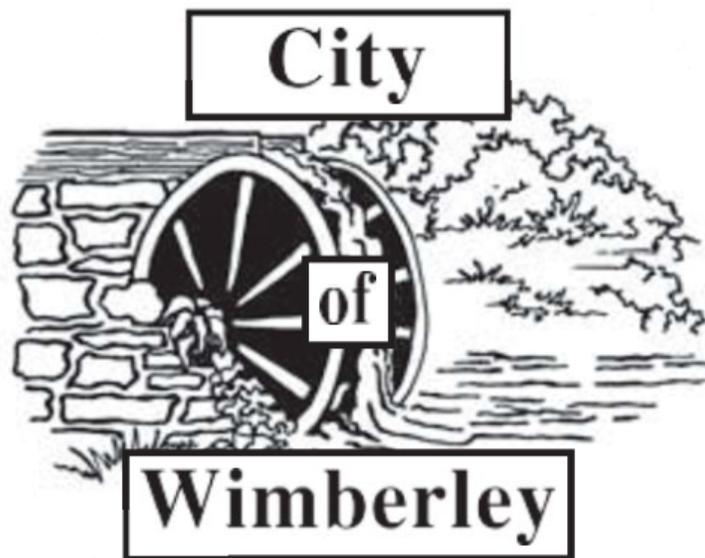
	2019	2018
<b>REVENUES</b>		
Sales Taxes	\$ 993,596	\$ 915,250
Franchise Fees	370,934	342,891
Fines and Penalties	3,500	596
Licenses and Permits	64,972	58,363
Charges for Services	53,033	53,622
Interest Income	4,967	3,570
Miscellaneous	75,822	14,184
<b>TOTAL REVENUES</b>	<b>1,566,824</b>	<b>1,388,476</b>
<b>EXPENDITURES</b>		
<i>Current:</i>		
Administration	585,682	685,357
Police and Court	127,756	119,611
Inspections	49,863	43,954
Highways and Roads	297,874	205,848
Sanitation	40,730	31,595
Community Center	123,738	103,780
Parks	6,215	7,360
Capital Outlay	31,033	38,420
<b>TOTAL EXPENDITURES</b>	<b>1,262,891</b>	<b>1,235,925</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	303,933	152,551
<b>OTHER FINANCING SOURCES (USES)</b>		
Transfer Out	(402,703)	(306,760)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(402,703)</b>	<b>(306,760)</b>
Net Change in Fund Balance	(98,770)	(154,209)
<b>Beginning Fund Balance</b>	<b>1,415,476</b>	<b>1,569,685</b>
<b>Ending Fund Balance</b>	<b>\$ 1,316,706</b>	<b>\$ 1,415,476</b>

CITY OF WIMBERLEY  
 COMPARATIVE STATEMENTS OF NET POSITION  
 WASTEWATER UTILITY  
 SEPTEMBER 30, 2019 AND 2018

	2019	2018
<b>ASSETS</b>		
<i>Current Assets:</i>		
Cash and Cash Equivalents	\$ 144,048	\$ 125,374
Accounts Receivable	618	1,236
Due from Other Funds	177,584	-
<i>Total Current Assets</i>	322,250	126,610
<i>Other Assets:</i>		
Property and Equipment (net)	3,345,440	2,770,149
Restricted Cash	3,164,163	3,986,050
<i>Total Other Assets</i>	6,509,603	6,756,199
<b>TOTAL ASSETS</b>	<b>6,831,853</b>	<b>6,882,809</b>
 <b>LIABILITIES</b>		
<i>Current Liabilities:</i>		
Accounts Payable	130,410	443,088
Accrued Interest	21,731	23,427
Unearned Revenue	243,005	243,005
Current Portion of Long-term Debt	255,000	279,431
<i>Total Current Assets</i>	650,146	988,951
<i>Long-term Liabilities:</i>		
Long-term Debt (Net of Current Portion)	4,940,000	5,195,000
<b>TOTAL LIABILITIES</b>	<b>5,590,146</b>	<b>6,183,951</b>
 <b>NET POSITION</b>		
Net Investment in Capital Assets	807,042	419,363
Restricted	485,829	714,190
Unrestricted	(51,164)	(434,695)
<b>TOTAL NET POSITION</b>	<b>\$ 1,241,707</b>	<b>\$ 698,858</b>

CITY OF WIMBERLEY  
 COMPARATIVE STATEMENTS OF REVENUES, EXPENSES AND  
 CHANGES IN NET POSITION  
 WASTEWATER UTILITY  
 FOR THE FISCAL YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	2019	2018
<b>Operating Revenues</b>		
Charges for Utility Services	\$ 118,776	\$ 118,776
<b>Total Operating Revenues</b>	118,776	118,776
<b>Operating Expenses Before Depreciation</b>		
Utilities	8,638	8,176
Services	203,416	307,791
Depreciation	6,096	6,096
<b>Total Operating Expenses Before Depreciation</b>	218,150	322,063
Operating Income (Loss)	(99,374)	(203,287)
<b>Other Income (Expense):</b>		
Interest Income	53,587	45,915
Interest Expense	(90,079)	(94,745)
Capital Grants	177,584	-
Bond Issue Costs	-	(165,394)
<b>Total Other Income (Expense)</b>	141,092	(214,224)
Income (Loss) Before Transfers	41,718	(417,511)
<b>Transfers</b>		
Transfers In	501,131	372,303
<b>Change in Net Position</b>	542,849	(45,208)
Net Position at Beginning of Year	698,858	744,066
Net Position at End of Year	\$ 1,241,707	\$ 698,858



## COMPLIANCE SECTION



## INDEPENDENT AUDITOR'S REPORT

### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Management, Mayor and Council of  
City of Wimberley  
221 Stillwater  
Wimberley, TX 78676

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Wimberley as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City of Wimberley's basic financial statements, and have issued our report thereon dated January 1, 2020.

#### ***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City of Wimberley's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Wimberley's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Wimberley's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City of Wimberley's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that have been reported to management in a separate letter dated January 1, 2020.

### **Purpose of this Report**

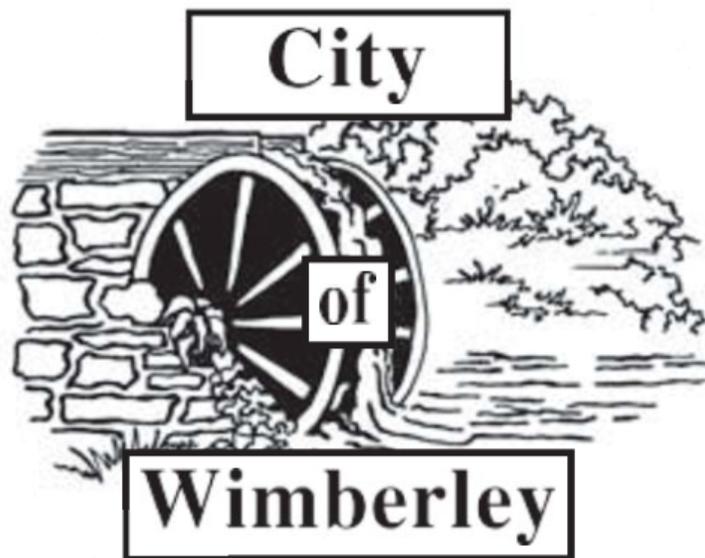
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in cursive script that reads "Armstrong, Vaughan & Associates, P.C.".

Armstrong, Vaughan & Associates, P.C.

January 1, 2020





**AGENDA ITEM:** Consent Agenda  
**SUBMITTED BY:** Laura Calcote, City Secretary  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 6, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

- 8.1. Approval of minutes from the Regular City Council Meeting held February 6, 2020.
- 8.2. Approval of Place Two Council Member Craig Fore’s appointment of Larry Ellis to the Ethics Review Commission.
- 8.3. Approval the second and final reading of Ordinance No. 2020-02, amending Chapter 11 (Traffic and Vehicles), Article 11.05 (Through Truck Traffic) of the Code of Ordinances of the City in order to prohibit through truck traffic through residential streets of the City; providing for an effective date; proper notice and meeting, severability and repealer.

### REQUESTED ACTION

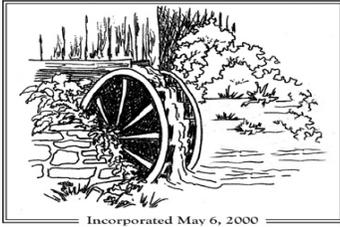
- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- |                   |                                     |                           |    |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: | \$ |
| Non-budgeted Item | <input type="checkbox"/>            | Current Estimate:         | \$ |
| Not Applicable    | <input checked="" type="checkbox"/> | Amount Under/Over Budget: | \$ |

### STAFF RECOMMENDATION

Approval of items 8.1. through 8.3.



# City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

**REGULAR CITY COUNCIL MEETING**  
**WIMBERLEY CITY HALL – CITY COUNCIL CHAMBERS**  
**221 STILLWATER DRIVE, WIMBERLEY, TEXAS 78676**  
**THURSDAY, FEBRUARY 6, 2020 – 6:00 P.M.**

## **MINUTES**

### **CALL TO ORDER**

Mayor Pro Tem, Rebecca Minnick, called the meeting to order on February 6, 2020 at 6:01 p.m.

### **CALL OF ROLL**

Council Members Present: Rebecca Minnick Place One  
Craig Fore Place Two  
Christine Byrne Place Three  
Bo Bowman Place Five

Council Members Absent: Susan Jagers Mayor  
Gary Barchfeld Place Four

City Staff Present: Shawn Cox City Administrator  
Laura Calcote City Secretary  
Sarah Griffin Deputy City Attorney  
Chad Gilpin City Engineer  
John Provost Public Works Superintendent  
Terri Provost Wimberley Community Center Director  
Nathan Glaiser Natural Resource and Maintenance Manager

### **INVOCATION**

Wimberley United Methodist Church Reverend, Wes Cain, gave the invocation.

### **PLEDGE OF ALLEGIANCE/SALUTE TO THE TEXAS FLAG**

Mayor Pro Tem, Rebecca Minnick, led the pledges to the United States and Texas flags.

### **PROCLAMATIONS**

5.1. Proclamation of the City of Wimberley, Texas congratulating the members of the Wimberley Texans High School Varsity Football Team on their successful 2019 football season.  
*(Council Members Craig Fore and Gary Barchfeld)*  
Mayor Pro Tem, Rebecca Minnick, read aloud the proclamation, and presented the document to numerous members of the Wimberley Texans High School Varsity Football Team coaching staff and players.

5.2. Proclamation of the City of Wimberley, Texas declaring Saturday, February 22, 2020, as President George Washington Day in Wimberley, Texas. (*Texas Society of the Sons of the American Revolution – William Hightower Chapter*)  
Mayor Pro Tem, Rebecca Minnick, read aloud the proclamation, and presented the document to National Society of the Sons of the American Revolution representatives, Stuart Hoyt and James Clements, who addressed Council and the audience regarding the proclamation.

### **CITIZENS COMMUNICATIONS**

There were two citizen's comments. They were as follows:

1. Jeanne Ann Cope invited Council members and the citizenry to an upcoming event, Music's in the Air, set for Saturday, February 15, 2020, on the Wimberley Square. The event was being hosted by the Wimberley Merchant's Association.

2. Roger Gonzalez and William Martinez invited Council members and the community the upcoming Hot Rod Showdown, set for Saturday, February 29, 2020, at 7A Ranch.

***Motion to restructure the order of the Agenda by moving Item No. 7. Executive Session before Item No. 12.6. and to move Item No. 12.4. to 12.1. was made by Council Member Craig Fore. Motion was seconded by Council Member Christine Byrne. Motion carried unanimously (4-0).***

### **PRESENTATIONS AND POSSIBLE ACITON**

9.1. Presentation from the Friends of Blue Hole regarding the 15<sup>th</sup> Year Anniversary (*Friends of Blue Hole Executive Director Susan Neeney*)

Friends of Blue Hole Executive Director, Susan Neeney, presented information regarding the Friends of Blue Hole's 15<sup>th</sup> Year Anniversary, including the organization's history, accomplishments, restoration of Blue Hole Regional Park and community engagement and education.

9.2. Presentation and consider possible action to approve the City of Wimberley's Quarterly Investment Report for the first quarter of Fiscal Year 2020. (*City Administrator Shawn Cox*)  
City Administrator, Shawn Cox, presented the City's First Quarter (October-December 2019) Investment Report for Fiscal Year 2020. The report included investment portfolio summaries, cash summaries, TexPool summaries and CD summaries for each month. There was discussion regarding the City's finances.

***Motion to approve the City of Wimberley's Quarterly Investment Report for the first quarter of Fiscal Year 2020 was made by Council Member Craig Fore. Motion was seconded by Council Member Bo Bowman. Motion carried unanimously (4-0).***

### **CONSENT AGENDA**

***Motion to approve the Consent Agenda was made by Council Member Christine Byrne. Motion was seconded by Council Member Craig Fore. Motion carried unanimously (4-0).***

10.1. Approval of minutes from the Regular City Council Meeting held January 16, 2020.

10.2. Approval of the City of Wimberley Financial Statements for November 2019.

**CITY ADMINISTRATOR REPORT**

City Administrator, Shawn Cox, provided updates on completed road projects, including shoulder work on Leveritts Loop, the installation of the Hidden Valley weir grate and tree trimming and lighting at the parking lots on Oak Street. Additionally, ongoing projects, such as the Old Kyle Road connectivity project and wayfinding signage, were highlighted. Mr. Cox also spoke regarding meetings between the City, various community groups and the Wimberley Birding Society to address Alexis Pointe rainwater runoff at the Patsy Glenn Refuge. Furthermore, a City-wide clean-up day had been scheduled for Saturday, February 29<sup>th</sup>.

**DISCUSSION AND POSSIBLE ACTION**

12.1. Discuss and consider possible action regarding Alexis Pointe rainwater runoff. *(Mayor Susan Jagers)*

City Engineer, Chad Gilpin, addressed Council regarding Alexis Pointe rainwater runoff concerns, and how a detention pond could assist with the issue. There was discussion among Council members and City staff pertaining to the best course of action moving forward to handle rainwater runoff. No action was taken on this item.

12.2. Discuss and consider possible action to waive park rental fees for the upcoming Friends of Blue Hole “Protecting Our Hill Country” events. *(Parks Department)*

There was lengthy discussion among City staff and Council pertaining to the waiver of rental fees for community events. Parks Natural Resource and Maintenance Manager, Nathan Glaiser, and Wimberley Community Center Director, Terri Provost, advised regarding the estimated costs of waiving fees for the Friends of Blue Hole events, including staff time, at Blue Hole Regional Park and the Wimberley Community Center. Further discussion was had among Council members concerning the precedence that would be set by waiving fees for non-profit entities in the area. Council requested a formal policy regarding the waiver of fees for City facilities be presented for discussion and consideration at the next City Council meeting.

**Motion to waive rental fees for the upcoming Friends of Blue Hole “Protecting Our Hill Country” events at Blue Hole Regional Park was made by Council Member Bo Bowman. Motion was seconded by Council Member Christine Byrne. Motion carried as follows (3-1):**

Rebecca Minnick    **Aye**  
Christine Byrne    **Aye**  
Bo Bowman        **Aye**  
Craig Fore         **Nay**

**Motion to waive rental fees for the upcoming Friends of Blue Hole “Protecting Our Hill Country” events at the Wimberley Community Center was made by Council Member Christine Byrne. Motion was seconded by Council Member Rebecca Minnick. Motion carried as follows (3-1):**

Rebecca Minnick    **Aye**  
Christine Byrne    **Aye**  
Bo Bowman        **Aye**  
Craig Fore         **Nay**

- 12.3. Discuss and consider possible action regarding a Blue Hole Regional Park bioswale revegetation proposal from the Friends of Blue Hole. (*Parks Department*) Parks Maintenance and Natural Resource Manager, Nathan Glaiser, presented the bioswale revegetation project for the continuing maintenance and restoration of native vegetation at Blue Hole Regional Park. The project would be funded by the Friends of Blue Hole by a grant from the Brown Foundation.  
**Motion to approve a Blue Hole Regional Park bioswale revegetation proposal from the Friends of Blue Hole was made by Council Member Christine Byrne. Motion was seconded by Council Member Bo Bowman. Motion carried unanimously (4-0).**
- 12.4. Discuss and consider possible action to approve the first reading of Ordinance No. 2020-02, amending Chapter 11 (Traffic and Vehicles), Article 11.05 (Through Truck Traffic) of the Code of Ordinances of the City in order to prohibit through truck traffic through residential streets of the City; providing for an effective date; proper notice and meeting, severability and repealer. (*City Administrator Shawn Cox*) Deputy City Attorney, Sarah Griffin, advised concerning the weight limit set by the ordinance for through trucks on City streets, as well as such vehicles traveling on all municipal streets.  
**Motion to approve the first reading of Ordinance No. 2020-02, amending Chapter 11 (Traffic and Vehicles), Article 11.05 (Through Truck Traffic) of the Code of Ordinances of the City in order to prohibit through truck traffic through residential streets of the City; providing for an effective date; proper notice and meeting, severability and repealer, was made by Council Member Craig Fore. Motion was seconded by Council Member Bo Bowman. Motion carried unanimously (4-0).**
- 12.5. Discuss and consider possible action regarding animal control within the City. (*Place One Council Member Rebecca Minnick*) There was discussion pertaining to Hays County animal control services and the details of the current interlocal agreement between the City and the County. Deputy City Attorney, Sarah Griffin, advised Council regarding their options for adopting and implementing an ordinance for local control of animal issues, including noise complaints.  
 No action was taken on this item.

**EXECUTIVE SESSION**

City Council adjourned into Executive Session at 7:36 p.m., in accordance with Texas Government Code, Chapter 551, Subchapter D, for the following purposes:

Section 551.072 (Real Estate Acquisition) to deliberate the purchase of real property, related to necessary easements for the Central Wimberley Wastewater Project.

Section 551.071 (Consultation with Attorney) to receive legal advice regarding the Central Wimberley Wastewater Project.

**OPEN SESSION**

Regular Session reconvened at 7:52 p.m.  
 No action was taken.

**DISCUSSION AND POSSIBLE ACTION**

12.6. Discuss and consider possible action regarding the status of the Central Wimberley Wastewater Project. *(City Administrator Shawn Cox)*  
City Administrator, Shawn Cox, updated Council regarding the January 30<sup>th</sup> Town Hall Meeting, the Texas Department of Transportation agreeing to connecting the pipe to the Cypress Creek bridge downtown, adequate capacity at the Emergency Lane lift station and Capital Excavation’s updated line installation schedule. There was discussion among Council and Mr. Cox pertaining to the Project.  
No action was taken on this item.

**CITY COUNCIL REPORTS**

13.1. Announcements – Council Member, Rebecca Minnick, reiterated the clean-up day set for February 29<sup>th</sup>. City Secretary, Laura Calcote, noted the open records request software, JustFOIA, would be ready to go live in a couple of weeks.

13.2. Future agenda items – Council Member, Craig Fore, stated he was interested in drafting an ordinance, with legal counsel’s assistance, to set the speed limit at 25 miles per hour on all City streets. City Administrator, Shawn Cox, stated a draft policy to waive fees would be brought to Council for consideration and possible action. Council Member, Bo Bowman, requested Council and staff keep an eye out for an organization interested in creating spaces for young people to present at a future Council meeting.

**ADJOURNMENT**

**Motion to adjourn the meeting at 8:09 p.m. was made by Council Member Craig Fore. Motion was seconded by Council Member Rebecca Minnick. Motion carried unanimously (4-0).**

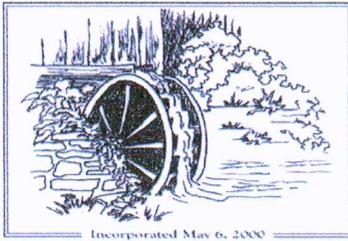
**RECORDED BY:**

\_\_\_\_\_  
**Laura J. Calcote, City Secretary**

**APPROVED BY:**

\_\_\_\_\_  
**Susan Jagers, Mayor**

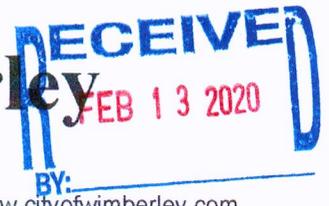




# City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

Phone: (512) 847-0025 Fax: (512) 847-0422 Web: www.cityofwimberley.com



## Application for Appointment to Board/Commission/Committee

Name of Board/Commission/Committee: Ethics Review Commission

Nominated By: Craig Fore

Name: Laurence (Larry) Ellis Phone: (512) 618-2305 E-mail: aggiefamily5@yahoo.com

Physical Address: 200 Joe Wimberley Blvd, Wimberley, TX 78676

Mailing Address (If different than physical address): PO Box 1973, Wimberley, TX 78676

Employer: Retired - US Air Force Position/Occupation: Retired Commander

Business Number: \_\_\_\_\_ Fax: \_\_\_\_\_

I reside:  Inside Wimberley's City Limits  Wimberley's ETJ  Outside ETJ

I am a registered voter in:  City of Wimberley  Hays County  Not Registered

Do you or your employer have any business or other dealings with the City of Wimberley, which might present a conflict of interest?  Yes  No

If "Yes" please explain: \_\_\_\_\_

Are you committed to devote the necessary amount of time to service on this Commission/Board/Committee and to attend all regularly scheduled meetings?  Yes  No

Would you consider serving on a different Commission/Board/Committee?  Yes  No

Please describe any qualifications, expertise, credentials or special interests that relate to your possible appointment. If you are not responding to a specific advertisement, please indicate the Board/Commission/Committee that you would prefer to serve on. Attach a separate sheet, if necessary.

Throughout, my Air Force career as an officer, I routinely evaluated and assessed individuals against established criteria. In particular, I served for 3 years for the Air Force Inspector General. In that capacity, I evaluated personnel, programs, and systems across the entire US Air Force according to codified standards and regulations.

Signature: *Laurence E. Ellis*

Date: 10 Feb 2020

**Note: Your application will be kept on file for 12 months and maintained under the Texas Open Records Act as public information. It is recommended that you submit a letter of interest and a brief resume with your application. Please submit any information to the City Secretary, City of Wimberley, P.O. Box 2027, 221 Stillwater Drive, Wimberley, Texas 78676.**

**ORDINANCE NO. 2020-02**

**AN ORDINANCE OF THE CITY OF WIMBERLEY TEXAS AMENDING CHAPTER 11 (TRAFFIC AND VEHICLES), ARTICLE 11.05 (THROUGH TRUCK TRAFFIC) OF THE CODE OF ORDINANCES OF THE CITY IN ORDER TO PROHIBIT THROUGH TRUCK TRAFFIC THROUGH RESIDENTIAL STREETS OF THE CITY; PROVIDING FOR AN EFFECTIVE DATE; PENALTY; PROPER NOTICE AND MEETING, SEVERABILITY AND REPEALER.**

**WHEREAS**, the City of Wimberley ("City") has exclusive control over the highways and streets of the municipality pursuant to § 311.002 of the Texas Transportation Code; and

**WHEREAS**, use of certain streets and highways by truck traffic (as defined by ordinance) can cause severe and costly damage to street infrastructure, impede the flow of traffic and cause potential injury to property and human life; and

**WHEREAS**, the City Council finds that there are alternate routes throughout the City that provide sufficient connectivity for truck traffic to traverse through the City; and

**WHEREAS**, there is no burden on intra- or interstate commerce and any inconvenience is minimal compared to the governmental interest of protecting human life and property; therefore, such traffic should be diverted accordingly; and

**WHEREAS**, portions of Ranch Road 12 cross through the heart of downtown known as the Square; and

**WHEREAS**, the Square has substantial pedestrian traffic, and truck traffic should be limited to the extent provided by the City's ordinances; and

**WHEREAS**, the City Council finds that large trucks are incompatible with residential neighborhoods; and

**WHEREAS**, large trucks often travel on residential streets as a short cut to their destinations; and

**WHEREAS**, the City Council finds that the amendments described herein are in the best interest of the public health, safety and welfare of the citizens of Wimberley.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WIMBERLEY, TEXAS, THAT:**

**Section 1. Findings.** All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Wimberley and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

## Section 2. Amendment.

Chapter 11, (Traffic and Vehicles), Article 11.05 “Through Truck Traffic” be amended to read as follows (with ~~strikethrough~~ denoting deletions and underline denoting additions:

### “ARTICLE 11.05 THROUGH TRUCK TRAFFIC

#### Sec. 11.05.001 Definitions

For the purpose of this article, the following definitions shall apply, unless the context clearly indicates or requires a different meaning. Words and phrases which are not defined in this article but are defined in the Texas Transportation Code or other ordinances or code provisions of the city shall be given the meanings set forth in those ordinances or in the Texas Transportation Code.

Authorized emergency trucks. Fire department trucks, police trucks, public or private ambulances for which permits have been issued by the state board of health, emergency trucks of municipal departments or public service corporations as are designated or authorized by the governing body of an incorporated city, private trucks operated by volunteer firemen or certified emergency medical services volunteers while answering a fire alarm or responding to a medical emergency, and trucks owned by the state or by a political subdivision engaged in emergency utility repair or electric, water, or wastewater services.

Light truck. Any truck with a manufacturer’s rated carrying capacity of two thousand (2,000) pounds or less, including trucks commonly known as pickup trucks, panel delivery trucks, and carry-all trucks.

Municipal street. Every street or roadway within the city that is not an authorized truck route as described herein, including residential streets.

Proof of route. A written verification of pickups, deliveries, or destinations, which may include a log book, delivery slip, shipping order, bill, or any other document that identifies and specifies the date, address, and name of the person requesting or directing the pickup or delivery and the destination of the pickup or delivery.

Through truck. Trucks having no destination, pickup, or delivery point on a street or highway that is designated as a street closed to through truck traffic under this article.

Truck. A motor vehicle designed, used, or maintained primarily for the transportation of property, including “truck tractors,” “road tractors,” “trailers,” “semitrailers,” “pole trailers,” and “special mobile equipment,” as those terms are defined in Texas Transportation Code section 541.201 or any motor vehicle with a gross vehicle rating of 26,001 pounds or more.

#### Sec. 11.05.002 Penalty

~~Except as otherwise provided in this article, any person violating a provision of this article shall be punished as provided in section 1.01.009.~~

**Sec. 11.05.003 Restrictions; authorized routes**

(a) Use of truck routes required. ~~Except as allowed by the exemptions contained in this section, i~~It shall be unlawful to operate a truck upon any municipal street within the corporate limits of the city unless making a pickup or delivery to a destination point on a municipal street as defined in this Chapter. Through trucks must use the approved authorized truck routes when traveling within the corporate limits of the city, and are prohibited from using municipal streets as shortcuts or links between authorized truck routes.

(b) Streets closed to truck traffic. In addition to the restrictions set out in subsection (a), the following designated streets are closed to through truck traffic:

(1) County Road 1492, within the corporate limits of the city, is closed to through truck traffic.

(2) Ranch Road 12, within the corporate limits of the city, between FM 3237 and FM 2325, is closed to through truck traffic.

(c) Exemptions. The prohibition in this section does not apply to authorized emergency vehicles as defined in Texas Transportation Code section 541.201 ~~trucks, light trucks or trucks with drivers that are able to produce proof of route on the streets named in subsection (a) above, or access to a private or public street that can only be accessed from the streets named in subsection (a) above.~~

(d) Authorized truck routes. The following streets and sections of streets are designated as truck routes for the city:

(1) From the intersection of Ranch Road 12 and FM 3237, eastbound on FM 3237 to eastern city limits.

(2) From the northern city limits on Ranch Road 12, southbound on Ranch Road 12 to Emergency Lane.

(3) From the intersection of Ranch Road 12 and Emergency Lane, westbound on Emergency Lane to FM 2325.

(4) From the intersection of FM 2325 and Emergency Lane, northbound on FM 2325 to the northern city limits.

(e) It shall be an affirmative defense to prosecution that “proof of route” as described in Sec. 11.05.001, showing a destination for delivery either within, or that can only be accessed by, the restricted locations per Sec. 11.05.003 (b) hereunder, is provided.

(f) The above notwithstanding, it shall not be a defense in a prosecution under this article that there was no sign, or that such sign was not sufficiently legible or in a proper position to be seen by the defendant or by an ordinarily observant person.

**Sec. 11.05.003 Penalty**

Except as otherwise provided in this article, any person violating a provision of this article shall be punished as provided in section 1.01.009.”

**Section 2.** Except as expressly amended herein, the Wimberley Code of Ordinances shall remain in full force and effect.

**Section 3.** All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed, but only to the extent of any such conflict.

**Section 4.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinances as a whole.

**Section 5.** This Ordinance shall take effect immediately from and after its passage and the publication as provided by law.

**Section 6. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED First Reading** on this 6<sup>th</sup> day of February, 2020, by 4 (ayes) to 0 (nays) 0 (abstain) vote of the City Council of the City of Wimberley, Texas.

**PASSED AND APPROVED Second Reading** on this \_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_ (ayes) to \_\_\_ (nays) \_\_\_ (abstain) vote of the City Council of the City of Wimberley, Texas.

\_\_\_\_\_  
Susan Jagers, Mayor

**ATTEST:**

\_\_\_\_\_  
Laura J. Calcote, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney  
Denton Navarro Rocha Bernal & Zech P.C.





**AGENDA ITEM:** City Administrator’s Report  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

The City Administrator will provide an update regarding sales tax, projects, communication, and upcoming City events.

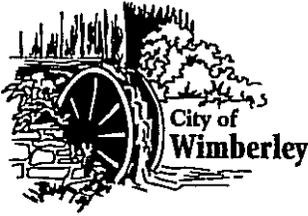
### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

Budgeted Item <input type="checkbox"/>	Original Estimate/Budget: \$
Non-budgeted Item <input type="checkbox"/>	Current Estimate: \$
Not Applicable <input checked="" type="checkbox"/>	Amount Under/Over Budget: \$

### STAFF RECOMMENDATION



**AGENDA ITEM:** CUP-19-017 – STR2 – 355 Smith Creek  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**MEETING DATE:** February 20, 2020

# REPORT

## ITEM

Discuss and consider approval regarding case CUP -19- 017, an application for a Conditional Use Permit to allow for the operation of a vacation rental on property zoned Residential Acreage (RA) located at 355 Smith Creek, Wimberley, Hays County, Texas.

## PROPERTY INFORMATION

### Property Description

**Applicant(s):** Stacie Otten & Aaron Mitchamore  
**Property Address:** 355 Smith Creek, Wimberley TX 78676  
**Property Owner:**  
**Legal Description:** Pebble Brook, Lot 8A  
**Property Size:** 2.11 Acres  
**Existing Use of Property:** Residential  
**Existing Zoning:** Residential Acreage (RA)  
**Proposed Use of Property:** Residential  
**Request:** CUP for Operation of an STR2 (Vacation Rental)  
**Planning Area:** VII  
**Overlay District:** Entrance Corridor Overlay

### Surrounding Property:

**Frontage:** Smith Creek Road (Side Property Line Along FM 3237)

	<b>Current Zoning:</b>	<b>Existing Land Use:</b>
<b>Surrounding Zoning &amp; Land Use</b>		
<b>North of Property</b>	N/A (ETJ)	Commercial
<b>South of Property</b>	RA	Residential
<b>East of Property</b>	R1	Residential
<b>West of Property</b>	RA	Residential

## REQUEST

The applicants are requesting a Conditional Use Permit (CUP) to operate a vacation rental (STR2) on their property located at 355 Smith Creek. The proposed vacation rental is approximately 1,592 Sq. Ft. with 3 bedrooms. The property is serviced by an on-site sewage facility (OSSF), approved by Hays County environmental Health in 2004.

A public hearing for this item was originally held before the Planning and Zoning Commission on January 9, 2020. At that meeting, the commission voted 5 to 2 in favor of postponing their consideration of the item until the regular Planning and Zoning meeting in February.

At their February 13, 2020 meeting, the Planning and Zoning Commission recommended by a vote of 4 to 3 that the City Council deny this application. The Planning and Zoning Commission also requested the minutes from the January 9, 2020 meeting be included with their recommendation. The minutes include conditions on parking the Commission was considering.

## LEGAL NOTICE

<b>Surrounding Neighbor Notification Letters (200'):</b>	December 20, 2019
<b>Published Legal Notice (Wimberley View):</b>	December 19, 2019
<b>Republished Legal Notice (Wimberley View)</b>	January 30, 2020
<b>Zoning Application Sign Placed:</b>	December 18, 2019

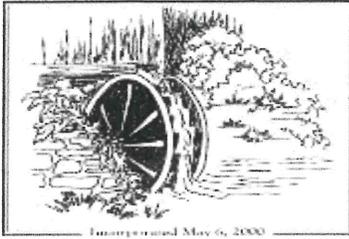
## COMMENTS

Two property owners within the 200-foot notification area provided written notification of their opposition to the CUP request. This represents an opposition of 35.57%, requiring an affirmative vote of at least three-fourths of all members Council. ( $3/4 = 4$  members of Council). No written retraction of these oppositions has been received.

One letter in favor of the CUP request was received from a property owner within in the 200-foot notification area. This represents 20.73% of the property within 200'.

## ATTACHEMENT(S)

- CUP-19-017 – Application
- CUP-19-017 – Legal Posting
- CUP-19-017 – Legal Posting (2/20/2020 Council)
- CUP-19-017 – Notification Letter w/Map
- CUP-19-017 – Sign Posting Notice
- Planning & Zoning Commission Minutes – January 9, 2020
- Ordinance No. 2020-03

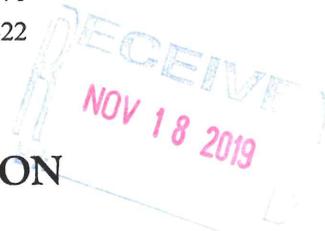


# City of Wimberley

221 Stillwater, Wimberley, TX 78676

P/ (512) 847-0025 F/ (512) 847-0422

[www.cityofwimberley.com](http://www.cityofwimberley.com)



## CONDITIONAL USE PERMIT APPLICATION

No. CUP 19 - 017

### FOR OFFICIAL USE ONLY

Application Date: 11-18-19 Tentative P&Z Hearing: \_\_\_\_\_ Tentative Council Hearing: \_\_\_\_\_

FEES: \$650.00 DATE PAID: 11-18-19 CHECK NO. 809 REC'D BY \_\_\_\_\_

PROJECT SITE ADDRESS: 355 Smith Creek Wimberley, TX 78676

OWNER/APPLICANT Stacie Otten & Aaron Mitchamore PHONE (512) 633-4028  
512-947-4871

MAILING ADDRESS: 2619 Deerfoot Trail

CITY: Austin STATE: TX ZIP: 78704

**APPLICANT UNDERSTANDS** that the purpose of the Conditional Use Permit (CUP) process is to allow certain uses which are not specific; permitted uses within a zoning district. To be considered for a CUP, the requested use must be listed under "Conditional Uses" within the applicable zoning district.

**SPECIFIC CONDITIONAL USE REQUESTED:** (e.g. Bed & Breakfast Lodging, Vacation Rental)

Vacation Rental (STR2)

Planning Area I Zoning RA Total Acreage or Sq. Ft. 2.11

Subdivision: Pebble Brook Lot 8A Block \_\_\_\_\_

Appraisal District Tax ID #: R 135541

Deed Records Hays County: Volume 16 Page 183

Is property located in an overlay district? ( ) Yes (X) No If Yes, type: \_\_\_\_\_

Is property located in flood plain? ( ) Yes (X) No

*\*Structures on property are not in the floodplain. There is a portion of the property alongside Smith Creek that is in the special flood hazard area.*

### UTILITY PROVIDERS:

Electric Provider: Pedernales Electric Cooperative

Water Provider or Private Well: Private Well

Wastewater Service Provider or Hays County Septic Permit No: 2004-575

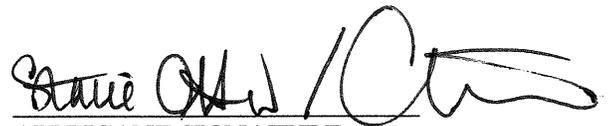
**MY REQUEST IS BASED ON THE FOLLOWING:**

- (✓) The use is harmonious and compatible with surrounding existing uses or proposed uses, and does not adversely affect an adjoining site than would a permitted use;
- (✓) The use requested by the applicant is set forth as a conditional use in the base district;
- (✓) The nature of the use is reasonable;
- (✓) The conditional use does not adversely affect the safety or convenience of vehicular or pedestrian circulation, including reasonably anticipated traffic and uses in the area;
- (✓) The conditional use does not adversely affect an adjacent property by its resulting traffic through the location, or its lighting, or its type of sign; and
- (✓) That any additional conditions specified, if any, ensure that the intent and purposes of the base district are being upheld.

**ADDITIONAL REQUIREMENTS/DOCUMENTATION**

- (✓) Metes and bounds description and a survey (i.e., drawing) exhibit showing the property for which the CUP is being requested.
- (✓) Site Plan drawn to scale and showing the general arrangement of the project, together with essential requirements such as off-street parking facilities; size height, construction materials, and locations of buildings and the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; the type of visual screening such as walls, plantings and fences; and the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200').
- (✓) List of Special Conditions that Applicant agrees apply to property.
- (✓) List of all property owners, with mailing addresses located within two hundred feet (200') of any point of the subject property.
- (✓) Payment of Application fee \$650.00 (non-refundable)
- (✓) Applicant agrees to attend public hearings before the P&Z Commission as well as the City Council concerning this application; or waives his/her right to appear, understanding that if questions are raised that cannot be answered, the matter may be continued, or denied.
- (✓) Applicant has checked the subdivision plat notes, deed restrictions, restrictive covenants and/or zoning actions to ensure that there are no restrictions on the subject property and applicant understands that the City zoning action does not relieve any obligation of these restrictions.
- (✓) Applicant agrees to provide additional documentation as needed by the City.
- (✓) Applicant understands that City review of this Application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the review of the Application. Applicant, by his/her signature below, certifies that to the best of his/her knowledge said information is complete and correct.
- (✓) Applicant hereby authorizes the City representatives to visit and inspect the subject property.

November 13, 2019  
DATE

  
APPLICANT SIGNATURE

WHEN APPLICABLE:

Date \_\_\_\_\_

\_\_\_\_\_  
AGENT SIGNATURE

**LIST OF CONDITIONS THAT MAY BE INCLUDED IN A  
BED AND BREAKFAST/VACATION RENTAL CUP**

Owner: Stacie Otten & Aaron Mitchamore

LOCATION OF PROPERTY: 355 Smith Creek Wimberley, Tx. 78676

LEGAL DESCRIPTION: Pebble Brook, Lot 8A, Acres 2.11

PLANNING AREA: I

PRESENT ZONING: RA

EXISTING USE: Residential

USE TO BE GRANTED:      *Bed & Breakfast* OR  *Vacation Rental*

**NEW CONSTRUCTION:** (Describe existing construction) if new construction is contemplated: Describe new construction. The architecture and façade of all new construction will be traditional “Hill Country” design and harmonious with those of adjacent uses. No construction shall commence prior to compliance with all applicable ordinances, laws, rules and regulations.

**COMPATIBILITY TO NEARBY AREAS:** The facilities on the property will at all times be harmonious and compatible with surrounding uses 42.2 A 1.

**OFF-STREET PARKING:** All parking will be off-street. 6 Off-street parking spaces will be provided for off-street guest parking, which will be adequate for a maximum occupancy of 8 guests. Parking will be in these spaces only. 42.2 A 5; 42.3 F.

**SIGNAGE:** All signage will be of traditional “Hill Country” design and will comply with the City Sign Ordinance. 42.2 A 1; 42.2 A 6.

**NOISE AND LIGHTING:** Exterior lighting to be only landscape lighting. All noise audible from outside, and all light visible from outside the property shall be maintained at low levels appropriate to a single family neighborhood. No large parties are permitted.

**NUMBER OF BEDROOMS:** 3 42.3 B.

**MAXIMUM OCCUPANCY:** 8 guests. 42.3 B.

**OCCUPANT REGULATIONS AND GUIDELINES:** Guest Guidelines are attached hereto and made a part of this Conditional Use Permit. The bed and breakfast lodging facility shall be operated in accordance with the guidelines. These guidelines shall be furnished to all guests. 42.3 D.

**WASTEWATER SYSTEM:** The wastewater treatment system (to be designed and constructed) will at all times be adequate for the maximum occupancy. 42.3 H.

**WATERFRONT USAGE:** (Applicable if guests have water access) Guests may only use the Smith River/Creek in the area directly adjacent to the bed and breakfast lodging facility. Guests may not use the River/Creek in front of other properties or enter upon any property

which is not part of the bed and breakfast facility for the purpose of entering or exiting the water or for any other reason. 42.3 E.

**PROPERTY MANAGEMENT:** Owner will provide guests and close-by neighbors with owner's telephone number to assure Owner's immediate knowledge of any concerns that may arise. (If not owner occupied) Owner agrees to retain under contract a responsible local management company at all times the property is used as a non-owner occupied bed and breakfast lodging. The management company shall advise guests of the applicable conditions contained herein, receive and pass on to owner any complaints received and at owner's direction act upon such complaints. (If Owner occupied) The property shall be the owner's principal place of residence and the owner shall actively supervise and manage the property at all times that it is used as a bed and breakfast facility. 42.3 D.

**MISCELLANEOUS:** Owner agrees to maintain the property in a manner conducive to the health and safety of the guests and the neighborhood. All trash and garbage will be placed in provided receptacles which shall not be visible from the street except on pick-up day. No trash bags shall be left out in the open. The exterior of the facility and the landscaping, including lawns, will be maintained in good condition at all times. 42.2 A 1.

**REVOCATION:** The cup may be revoked by the City Council upon recommendation of the planning and Zoning Commission in the event of the violation of any of the conditions contained therein.

**OWNER COMPLIANCE:** Owners agree to comply with all City of Wimberley Ordinances, and all state, county and City laws, rules and regulations.

ACCEPTED AND AGREED TO:

November 13, 2019

DATE

13 Nov 19

DATE

Stacie [Signature]

OWNER

[Signature]  
OWNER

## Property Owners within 200' of 355 Smith Creek Rd.

- 1) Josh & Tanya Cox 335 Smith Creek Rd. 78676-5561
- 2) Edward & Debra Foster 235 Smith Creek Rd. 78676
- 3) Rodger & Dianne Marion 151 Rocky Springs Rd. 78676
- 4) Loretta Derrick P.O. Box 580224 Houston, TX. 77258
- 5) Dienst Realty Holdings LLC 1620 S. Friendswood Dr. #194 Friendswood, TX. 77546
- 6) Payton Construction, Inc. P.O. Box 1734 78676
- 7) Rio Dulce Trust % Backbone Investments LLC P.O. Box 828, 78676-0828



shall contain maximum annual production during declared droughts according to the drought severity and their individual drought cutback chart. The twenty-day deadline date for HTGCD to accept formal contested case letters concerning this amendment application is January 8, 2020. The amendment application is available for review on the HTGCD website [www.haysgroundwater.com](http://www.haysgroundwater.com). To determine if you have standing in this matter, see HTGCD Rules, Section 5.5. You can find a copy of the HTGCD Rules on our website under the "Regulatory" tab. Contested case letters can be submitted by mail to HTGCD, PO Box 1648, Dripping Springs, TX 78620. Please contact the HTGCD office by phone at (512) 858-9253 or by email at [staff3@haysgroundwater.com](mailto:staff3@haysgroundwater.com) with any questions regarding this or any other District business.

**NOTICE OF PUBLIC HEARING  
(Conditional Use Permit)**

Notice is hereby given that the Planning & Zoning Commission of the City of Wimberley will hold a public hearing at the Wimberley City Hall on Thursday, January 9, 2020 at 6:00 p.m. to consider the following: CUP-19-017 – an application for a Conditional Use Permit (CUP) to allow the operation of a vacation rental at 355 Smith Creek. Upon recommendation of the Planning & Zoning Commission, the City Council will also hold a public hearing on Thursday, January 16, 2020, at 6:00 p.m. at City Hall. Comments on this request from any member of the public may be presented in person at City Hall, by mail, or by email ([scox@cityofwimberley.com](mailto:scox@cityofwimberley.com)) prior to the hearing. The public will be granted an opportunity to speak at the hearings. Additional information concerning the proposed action is available for review at the Wimberley City Hall, 221 Stillwater, Wimberley, Texas.

**City of Dripping Springs  
Public Notice of Approved Ordinance  
ZA2019-0009 GUI Use Amendment  
Effective Date: December 19, 2019  
Ordinance No. 2019-44**

AN ORDINANCE OF THE CITY OF DRIPPING SPRINGS, TEXAS AMENDING THE CODE OF ORDINANCES, CHAPTER 30, EXHIBIT A: SECTION 3.14; AND AMENDING APPENDIX E: ZONING USE REGULATIONS (CHARTS) PERMITTED USE PROVISIONS FOR DISTRICTS ZONED AS GOVERNMENT/UTILITY/INSTITUTIONAL RELATED TO USES INCLUDING ACCESSORY DWELLING; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE & MEETING.

**Did you know?**  
You can now view the Legals and Public Notices Online at [wimberleyview@gmail.com](mailto:wimberleyview@gmail.com)

The State of Texas  
County of Hays

Precinct 4, Hays County, Texas

By: Blaine Hamilton, Deputy Constable  
Precinct 4 Hays County, Texas

Before me personally appeared the above-named affiant, who, being first duly sworn, stated upon oath that the above-stated true and correct and within his personal knowledge, and subscribed the same on this 9th day of December, 2019.

Modesta G. Alcorn  
Notary Public, In and For the State of Texas

**NOTICE TO BIDDERS: THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OR PROPERTY "AS IS". BIDDERS ARE FURTHER ADVISED THAT PURCHASE OF THE PROPERTY AT THIS EXECUTION SALE MAY NOT EXTINGUISH ANY LIENS OR SECURITY INTERESTS IN THE PROPERTY.**

**NOTICE OF APPLICATION TO  
SUBDIVIDE**

An application has been filed with HAYS COUNTY to subdivide 11.43 acres of property located at 14101 Canonade, Austin, TX 78737. Information regarding the application may be obtained from Hays County Development Services (512) 393-2150. Tracking number: PLN-1396-PL



**General  
Help Wanted**

**HEAVY  
EQUIPMENT  
OPERATORS  
WANTED**  
Full-time or Part-time  
weekends  
Call 512-422-7318

**IMMEDIATE HIRE**  
For male and female  
caregivers in  
surrounding loca-  
tions. Please contact  
hiring manager.  
830.625.0444.



**Misc.  
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**NICE WASHERS**  
/dryers/stoves  
\$250/up. Refrigerators  
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Sales / Service.**  
512-392-0373.

**Pets / Free  
Pets**

**GOLDEN  
RETRIEVER  
PUPPIES! FREE TO  
FOREVER HOMES!**  
1 Male and 1  
Female. Excellent  
temperament!  
Raised around  
children, cats, dogs,  
chooks, horses, etc.,  
Housetrained with  
very good trainable  
natures & perfect for  
families with children.  
I will be very selective  
with their new home.  
These pups are truly  
a joy to own, and I  
will not rehome to just  
anyone. Please email  
me at:  
[Jessica.rmccallum56  
@yahoo.com](mailto:Jessica.rmccallum56@yahoo.com)



**TexSCAN Week of  
Dec. 15, 2019**

**ACREAGE**

**23.28 acres, Duval County.** Heavy South Texas brush. Electricity, fenced 2 sides. Deer, hogs, javelina, turkey. \$4365 down. \$722/month, (9.9%, 30 years). Larger and smaller tracts available. [www.ranchenterprisesltd.com](http://www.ranchenterprisesltd.com). 866-286-0199.

**AUCTION**

**42nd Annual Cattleman Bull & Female Sale.** noon. Jan. 18. El Campo Livestock Auction, El Campo, TX. Expecting 100 bulls, group of select females. [www.cattlemansale.com](http://www.cattlemansale.com), 903-452-7591 or 903-850-3449.

**CHARITY**

**Donate a boat** or car today to Boat Angel. 2-Night Free Vacation. Sponsored by Boat Angel Outreach Centers to stop crimes against children. 800-700-BOAT, [www.boatangel.com](http://www.boatangel.com).

**HUNTING**

**GOT LAND? Our Hunters will Pay Top \$\$\$ to hunt your land.** Call for a FREE info packet & Quote. 1-866-309-1507, [www.BaseCampLeasing.com](http://www.BaseCampLeasing.com).

**LEGAL ASSISTANCE**

**18-Wheeler Wrecks** – It's easy to blame the driver when a big rig is involved in a wreck, but the truth is usually much more complex. When trucking company management cuts corners in training, equipment and maintenance, the rest of us pay the price. If you or someone you love has been killed or injured in a truck wreck, call 800-460-0606 for professional insight or visit [www.YourCarWreck.com](http://www.YourCarWreck.com).

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# The Wimberley Vi CLASSIFIED



P.O. Box 49 Wimberley, Texas 78676 512-84

### Public Notice

#### PUBLIC NOTICE

In compliance with the Texas Health and Safety Code, Section 775.036. (f), the street address of the district's administrative office for North Hays County Emergency Service District #1 is 111 EMS Drive, Dripping Springs, TX 78620.

#### City of Dripping Springs Public Notice of Approved Ordinance Founders Day Commission Amendment

Effective Date: January 30, 2020  
Ordinance No. 2020-05

AN ORDINANCE AMENDING ARTICLE 2.04: BOARDS, COMMISSIONS, AND COMMITTEES; DIVISION 4: FOUNDERS DAY COMMISSION DRIPPING SPRINGS CODE OF ORDINANCES; PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

#### NOTICE TO CREDITORS

Notice is hereby given that original Letters of Administration for the Estate of Doris M. Jones, Deceased, were issued on January 29, 2020 in Cause No. 19-0450-P pending in the County Court at Law of Hays County, Texas, to John M. Jones, as Independent Administrator of said Estate. All persons having claims against this Estate are required to present them to said Administrator, John M. Jones, 65 Woodglen, Wimberley Texas 78676 within the time and in the manner prescribed by Law. Dated the 27th day of January 2020

Patrick G. Rehmet, Attorney  
for John M. Jones  
State Bar No: 16738800  
P.O. Box 1916  
Wimberley, Texas 78676  
Tele: 512-847-0117  
Fax: 512-847-1274  
E-mail: "prehmet@austin.rr.com"

PUBLIC NOTICE

### Public Notice

### Public Notice

### Public Notice

#### NOTICE OF PUBLIC HEARING (Conditional Use Permit)

Notice is hereby given that the City Council of the City of Wimberley will hold a public hearing at the Wimberley City Hall on Thursday, February 20, 2020 at 6:00 p.m. to consider the following: CUP-19-017 – an application for a Conditional Use Permit (CUP) to allow the operation of a vacation rental at 355 Smith Creek. Comments on this request from any member of the public may be presented in person at City Hall, by mail (221 Stillwater, Wimberley, TX), or by email (scox@cityofwimberley.com) prior to the hearing. The public will be granted an opportunity to speak at the hearings. Additional information concerning the proposed action is available for review at the Wimberley City Hall, 221 Stillwater, Wimberley, Texas.

#### PUBLIC NOTICE

Dripping Springs Independent School District is requesting proposals for Clothing Apparel & Promotional Items under RFP # 19-20-005 Clothing Apparel & Promotional Items. Proposals will be received in the Business Office of the Dripping Springs Independent School District, 510 West Mercer Street P.O. Box 479, Dripping Springs, Texas 78620. Proposals shall be addressed to Michelle Lyons, Purchasing Coordinator. Any questions pertaining to the proposal specifications should be directed to Michelle Lyons, Purchasing Coordinator - CTSBO, michelle.lyons@dsisdtx.us Proposals will be submitted and received by 2:00 P.M. (CST) on February 25, 2020. Dripping Springs Independent School District reserves the right to accept or reject any or all bids, to waive any formalities and irregularities in the bids received, and to accept the offer(s) most advantageous to the District.

Public Notice: 108

Public Notice: The Administrative office of Hays County Emergency Service District

### General Help Wanted

### General Help Wanted

### General Help Wanted

#### INDEPENDENT CONTRACTOR NEWSPAPER CARRIERS NEEDED!

Early morning hours, 7 days per week  
San Marcos & surrounding areas

- Requirements:
- Valid Drivers License
- Social Security
- Dependable Vehicle
- Back Up Vehicle
- Dependability

Please call, text or email Rose  
@ (830)385-4298,  
rose@earlybirdexpressllc.com, Early Bird Express, LLC,  
Owner



### General Help Wanted

### General Help Wanted

**The San Marcos Daily Record**  
is now hiring  
**INSERTERS**

Part-time, forklift experience helpful, but not necessary. Must be able to work Night Shift. Must be mechanically inclined and detail oriented. Please send resumes to [kgeorge@sanmarcosrecord.com](mailto:kgeorge@sanmarcosrecord.com)

**Journal**

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# City of Wimberley

221 Stillwater, Wimberley, Texas 78676  
(512) 847-0025 Fax (512) 847-0422 [www.cityofwimberley.com](http://www.cityofwimberley.com)

December 20, 2019

## NOTICE OF PUBLIC HEARING

Re: **File No. CUP-19-017**  
355 Smith Creek

Dear Property Owner:

You are receiving this letter because you own property within 200 feet of the above-referenced location.

The applicants, Stacie Otten and Aaron Mitchamore, have requested Conditional Use Permit (CUP) to operate a vacation rental at 355 Smith Creek, further described as Pebble Brook, Lot 8A. The City of Wimberley Planning and Zoning Commission will consider this request at a public hearing on **Thursday, January 9, 2020, at 6:00 p.m.** in the Wimberley City Hall, 221 Stillwater. Upon recommendation from the Commission, the City Council will hold a public hearing to consider the same request on **Thursday, January 16, 2020, at 6:00 p.m.**

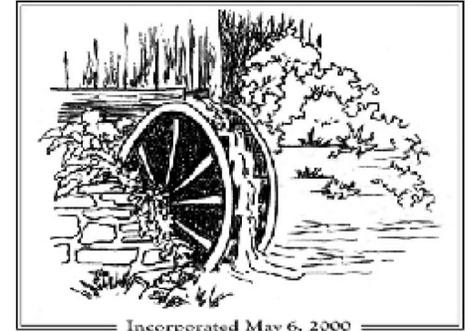
Because the granting of this request may affect your property, you are encouraged to participate in the zoning process. The public will be given an opportunity to speak during the hearing. If you wish to comment but are unable to attend, written comments may be submitted prior to the meeting.

Additional information regarding the proposed request is available for public review at City Hall during normal business hours. Should you have questions, please feel free to email or contact me at 512-847-0025.

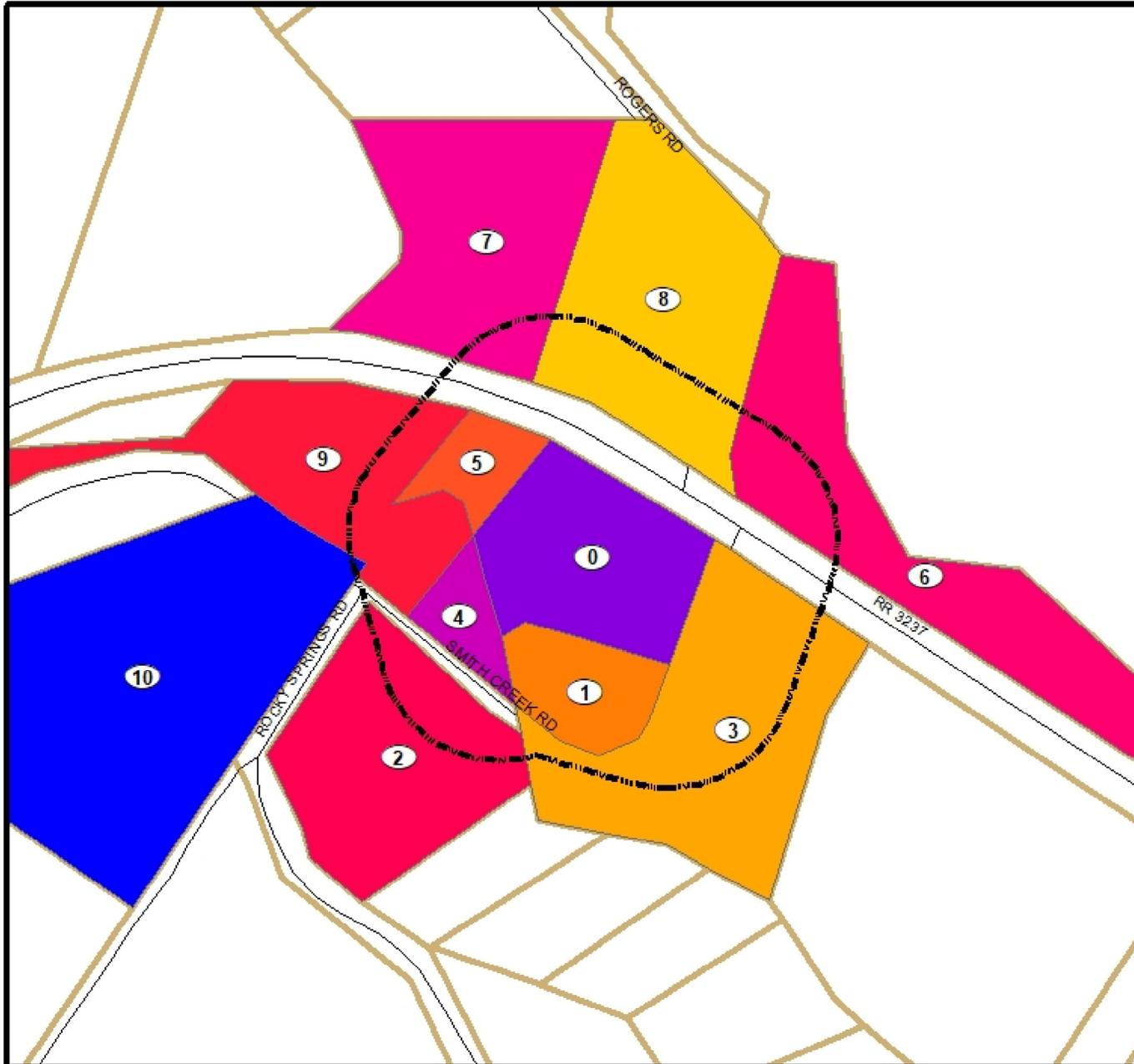
Sincerely,

Shawn Cox  
City Administrator  
[scox@cityofwimberley.com](mailto:scox@cityofwimberley.com)

# CUP-19-017 ~ 355 Smith Creek



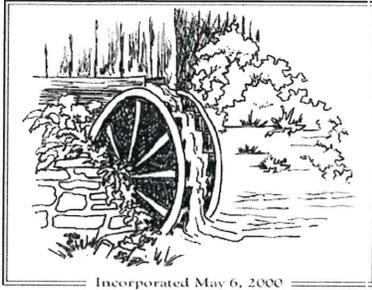
## 200' NOTIFICATION



### Legend

- 200 ft buffer
- ID, OwnerName**
- 0. OTTEN STACIE & MITCHAMORE AARON S
- 1. COX JOSH & TANYA
- 2. MARION RODGER D & DIANNE
- 3. DERRICK LORETTA L
- 4. FOSTER EDWARD A & DEBRAA
- 5. OTTEN STACIE & MITCHAMORE AARON S
- 6. DIENST REALTY HOLDINGS LLC
- 7. RIO DULCE TRUST
- 8. PAYTON, CONSTRUCTION INC
- 9. FOSTER EDWARD A & DEBRAA
- 10. WORKMAN DEVELOPMENT LLC





# City of Wimberley

221 Stillwater, Wimberley, Texas 78676

(512) 847-0025 Fax (512) 847-0422 [www.cityofwimberley.com](http://www.cityofwimberley.com)

## NOTICE BY SIGN POSTING

DATE: December 18, 2019

ZONING NO: CUP-19-017

APPLICANT: Stacie Otten &  
Aaron Mitchamore

TO: CODE ENFORCEMENT/PUBLIC WORKS

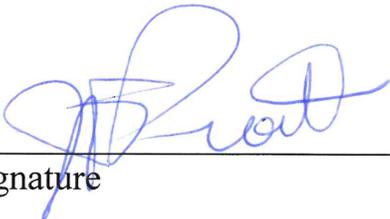
Please place a Proposed Zoning Sign on the following property:

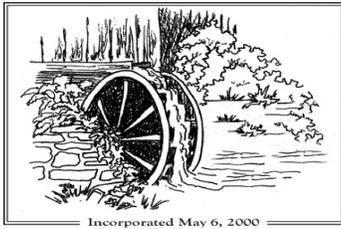
Project Site Address: 355 Smith Creek

John Provost  
Public Works/Code Enforcement

Note: The above referenced sign was placed on the subject property on

12/18 2019

  
\_\_\_\_\_  
Signature



# City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

**PLANNING & ZONING COMMISSION MEETING**  
**WIMBERLEY CITY HALL – CITY COUNCIL CHAMBERS**  
**221 STILLWATER DRIVE, WIMBERLEY, TEXAS 78676**  
**THURSDAY, JANUARY 9, 2019 – 6:00 P.M.**

## MINUTES

### CALL TO ORDER:

Chair Peter Lingamfelter called the meeting to order at 6:00 p.m.

### CALL OF ROLL:

Commission Members Present: Sarah Dishman  
Tim Dodson  
Peter Lingamfelter  
Craig Reitz  
Charles Savino  
Teresa Shell  
Austin Weeks

Staff Present: Shawn Cox, City Administrator  
Sarah Griffin, Assistant City Attorney

### CITIZENS COMMUNICATIONS:

No Citizens Communications were received.

### MINUTES

**Motion to approve the Minutes of the Regular Planning & Zoning Commission Meeting for November 14, 2019 was made by Commissioner Charles Savino. Motion was seconded by Commissioner Tim Dodson. Motion carried unanimously (7-0).**

### PUBLIC HEARINGS AND POSSIBLE ACTION:

Hold a public hearing and consider making a recommendation to City Council regarding case CUP-19-017, an application for a Conditional Use Permit to allow for the operation of a vacation rental on property zoned Residential Acreage (RA) located at 355 Smith Creek, Wimberley, Hays County, Texas; and providing for the following: delineation on zoning map; findings of fact; severability; effective date and proper notice and meeting. (Applicants: Stacie Otten & Aaron Mitchamooore)

City Administrator, Shawn Cox presented the vacation rental Conditional Use Permit application for 355 Smith Creek. The applicant, Aaron Mitchamooore, presented his application. Chair, Peter Lingamfelter opened the Public Hearing. Ed Foster, 235 Smith Creek, spoke in favor of granting the CUP. With no further speakers, Chair, Peter Lingamfelter closed the Public Hearing.

After discussion, Commission Member Charles Savion made a motion to recommend approval to the

City Council for case CUP-19-017 with the condition that no more than two (2) cars be allowed to park on the property, Commission Member Sarah Dishman seconded. After discussion, Commission Member Sarah Dishman rescinded her second.

**Motion to postpone consideration of case CUP-19-017 until the next regular Planning and Zoning Commission, deferring the Commission’s report as allowed under Sec. 9.03.255 (f) (1), of the City of Wimberley’s Code of Ordinances was made by Commission Member Sarah Dishman. Motion was seconded by Commission Member Craig Reitz. Motion carried 5-2, with Commission Members Dishman, Dodson, Lingamfelter, Reitz and Weeks voting in favor; and Commission Members Savino and Shell voting against.**

**STAFF AND COMMISSION REPORTS:**

6.1. Announcements – City Administrator Cox provided an update on filling the Planning Coordinator position.

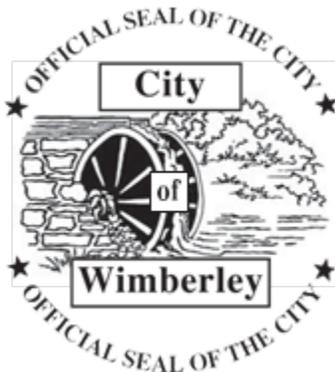
6.2. Future Agenda Items – None

**ADJOURNMENT:**

**Motion to adjourn the meeting at 7:15 p.m., by Commission Member Charles Savino. Motion was seconded by Commission Member Sarah Dishman. Motion carries unanimously (7-0).**

**RECORDED BY:**

\_\_\_\_\_  
Shawn Cox, City Administrator



**APPROVED BY:**

\_\_\_\_\_  
Peter Lingamfelter, Chair

**ORDINANCE NO. 2020-03**

**AN ORDINANCE APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT SUBMITTED BY STACIE OTTEN AND AARON MITCHMORE TO PERMIT THE OPERATION OF A VACATION RENTAL ON PROPERTY LOCATED AT 355 SMITH CREEK ROAD, WIMBERLEY, TEXAS, ZONED RESIDENTIAL ACREAGE (RA); AND PROVIDING FOR FINDINGS OF FACT; AMENDMENT OF THE ZONING DISTRICT MAP; REPEALER; SEVERABILITY; EFFECTIVE DATE; PROPER NOTICE AND MEETING; AND PROVIDING FOR CERTAIN CONDITIONS.**

**WHEREAS**, an application for a Conditional Use Permit (“CUP”) has been filed by Stacie Otten and Aaron Mitchamore (“Applicants”) requesting authorization to operate a vacation rental on real property described as Lot 8A, Pebble Brook Subdivision, zoned Residential Acreage (RA); and

**WHEREAS**, a vacation rental is an authorized use in areas zoned Residential Acreage (RA) upon approval of a CUP;

**WHEREAS**, after conducting a public hearing on the matter, the Planning and Zoning Commission recommended approval of the CUP application; and

**WHEREAS**, the City Council conducted a public hearing on the CUP wherein public comment was received and considered on the application; and

**WHEREAS**, the City Council finds that the use of the subject property as a vacation rental facility, subject to the conditions imposed by this Ordinance, is an appropriate use for the property and is a compatible use with the surrounding properties and neighborhoods.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WIMBERLEY, TEXAS:**

**ARTICLE I. FINDINGS OF FACT**

All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Wimberley and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**ARTICLE II. APPROVAL - TERMS AND CONDITIONS**

The CITY COUNCIL HEREBY GRANTS the Application for a Conditional Use Permit submitted by Stacie Otten and Aaron Mitcahmore (“Applicants”) for use as a vacation rental on real property, described as Lot 8A, Pebble Book Subdivision, as more particularly described by survey in Exhibit “A”, attached and incorporated by reference, zoned Residential Acreage (RA), Wimberley, Hays County, Texas, subject to the following terms and conditions:

1. No organized outside activities shall be allowed on the property after 10 p.m.

2. No guests, other than paying guests, shall be allowed on the property at any time, unless approved in advanced, in writing, by the owner or their agent.
3. The grounds outside the residence shall remain free of litter and trash at all times.
4. A fire escape plan, identifying fire exits shall be developed and graphically displayed in each guest room.
5. One (1) smoke alarm shall be provided in each guest room, along with a fire extinguisher visible and accessible to guests.
6. A valid taxpayer number for reporting any Texas/City tax shall be provided to the City along with a copy of the completed City of Wimberley/State of Texas Hotel Occupancy Tax Questionnaire, no later than thirty (30) days of such change.
7. The City shall be notified of any change in ownership of the subject property within thirty (30) days of such change.
8. A copy of the requirements set forth in the CUP shall be made available to all guests.
9. The subject property owner shall provide the City and property owners within two hundred (200) feet of the subject property, with the current names and contact information (including telephone numbers and e-mail address) for the local responsible party for the subject property. The local contact shall be able to respond to any incident within thirty (30) minutes of a call and shall be authorized to make decisions regarding tenants at the property. If the name or contact information for the local contact changes, then the property owners shall notify the City and property owners within two hundred (200) feet of the subject property, with the current name and contact information.
10. Unruly gatherings are prohibited. Unruly gathering means a gathering of more than one (1) person which is conducted on premises within the City and which, by reason of the conduct of those persons in attendance, results in the occurrence of one (1) or more of the following conditions or events on public or private property: the destruction of property; obstruction of roadways, driveways, or public ways by crowds or vehicles; excessive noise; disturbances, brawls, fights or quarrels; public urination or defecation; or indecent or obscene conduct or exposure.
11. The property shall be subject to inspection at any time by designated City representatives if compliance is in question, with proper notice provided if feasible.
12. The CUP shall terminate and be considered abandoned if and when there is evidence of no rental activity, based in part of the State/City Hotel Occupancy Tax Reports, for a period of nine (9) months. The burden shall be on the property owner to prove that use of the property has been in continuous use.

13. The owner of the property or the owner's agent, which may be a vacation rental agency, shall provide each renter a property map for the vacation rental property that shows the boundaries of the property and advises that trespassing on adjacent property is prohibited.
14. Should an operating permit for vacation rental facilities be established by the City in the future, the owner of the subject property shall comply with any and all applicable operating permit requirements that may be established by the City.

### **ARTICLE III. ZONING DISTRICT MAP**

The official Zoning District Map shall be revised to reflect the Conditional Use Permit established by this Ordinance.

### **ARTICLE IV. REPEALER**

All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed, but only to the extent of any such conflict.

### **ARTICLE V. SEVERABILITY**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance be severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, and the remainder of this Ordinance shall be enforced as written.

### **ARTICLE VI. EFFECTIVE DATE**

This ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

### **ARTICLE VII. PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code, and the Standard Zoning Enabling Act, Chapter 211 of the Texas Local Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED AND APPROVED** by the City of Wimberley City Council on the 16<sup>th</sup> day of January 2020 by a vote of \_\_\_ (Ayes) and \_\_\_ (Nays) and \_\_\_ (Abstain).

**CITY OF WIMBERLEY**

By: \_\_\_\_\_  
Susan Jagers, Mayor

**ATTEST:**

\_\_\_\_\_  
Laura Calcote, City Secretary



**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney



**AGENDA ITEM:** Temporary Structure Application – Wimberley Shave Ice  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

Alison Schwabe, owner of Wimberley Shave Ice, has requested to relocate her food trailer to 101 Rhodes Lane.

The proposed location is directly behind Odie’s Food Court, where the Wimberly Shave Ice trailer is currently located. Ms. Schwabe had approval from the property owner, Steve Flocke, to place her trailer at 101 Rhodes Lane. Additionally, Ms. Schwabe has received permission from the Wimberley Rose, located at 100 Melody Way, to utilize its restroom facilities. Ms. Schwabe has also arranged to have her gray water collected by Leinneweber Services

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

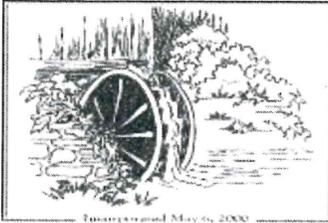
### FINANCIAL

Budgeted Item	<input type="checkbox"/>	Original Estimate/Budget:	\$
Non-budgeted Item	<input type="checkbox"/>	Current Estimate:	\$
Not Applicable	<input checked="" type="checkbox"/>	Amount Under/Over Budget:	\$

### ATTACHMENT(S)

- Wimberley Shave Ice Application

RECEIVED  
FEB 12 2020  
BY: \_\_\_\_\_



# City of Wimberley

221 Stillwater, Wimberley, Texas, 78676  
Phone: (512) 847-0025 - Fax: (512) 847-0422  
www.cityofwimberley.com

## Temporary Structure Planning & Development

Permit No. \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: WIMBERLEY SHAVE ICE

Mailing Address: 670 Plainview Rd City: Wimberley State: Tx Zip: 78676

Phone: [REDACTED] Email: [REDACTED]

(If different from above)

Property Owner: Steve Flocke

Mailing Address: 600 Melody Way City: Wimberley State: Tx Zip: 78676

Phone: [REDACTED] Email: \_\_\_\_\_

Subject Property Address: 101 Rhodes Ln, Wimberley Tx 78676

Purpose/Use of Structure: food establishment

Requested Installation Date: 2/21/2020 Requested Removal Date: \_\_\_\_\_

Will the temporary structure be served by electricity? YES  NO

Will the temporary structure be served by water service? YES  NO

If "YES" to either then an inspection is required for water and/or electrical service.

If service is provided through another meter attach a letter of permission.

Provide a site plan indicating location of temporary structure in relation to other structures, parking lots, property lines etc.

Permission from property owner is attached. YES  NO  N/A

Has a Mobile Food Establishment application been submitted? YES  NO  N/A

PAID  
FEB 12 2020  
BY: 2181 MA

Temporary Structure Permit..... \$25.00 each structure  
Inspections.....\$65.00 each

I certify that the information contained in this application is true and correct and that if any of the information provided is incomplete or incorrect the permit may not be issued or may be revoked by the City of Wimberley. I understand that all temporary structures or accessory uses shall be removed from the property at the expiration of the time period as defined in the permit unless another Temporary Structure Permit is obtained prior to expiration. I understand that a Certificate of Occupancy may be required and contractor information will be provided if applicable. Adequate parking, restroom, setback and additional requirements per City Ordinance No. 2012-007 & Ordinance No. 2016-007 will be verified by City staff.

Applicant: ALISON SCHWABE Date: 2/12/2020

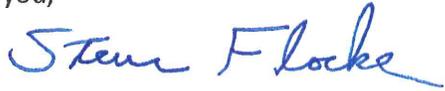
City Official: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

February 4, 2020

To Whom It May Concern,

I give my permission to Allison Schwabe Seideman, owner of Wimberley Shave Ice, to do business on my property located at 101 Rhodes Ln, Wimberley, Tx 78676.

Thank you,



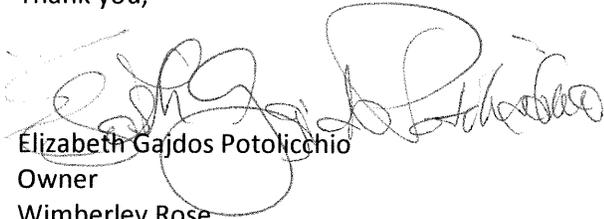
Steve Flocke  
600 Melody Way  
Wimberley, Tx 78676  
[REDACTED]

February 4, 2020

To Whom It May Concern,

I give my permission to Allison Schwabe Seideman, owner of Wimberley Shave Ice, to have use of our restroom at Wimberley Rose, located at 100 Melody Way.

Thank you,

A handwritten signature in black ink, appearing to read "Elizabeth Gajdos Potolicchio". The signature is written in a cursive style with large, looping letters.

Elizabeth Gajdos Potolicchio

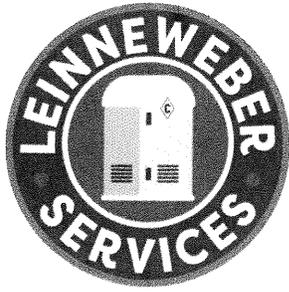
Owner

Wimberley Rose

100 Melody Way

Wimberley, Tx 78676





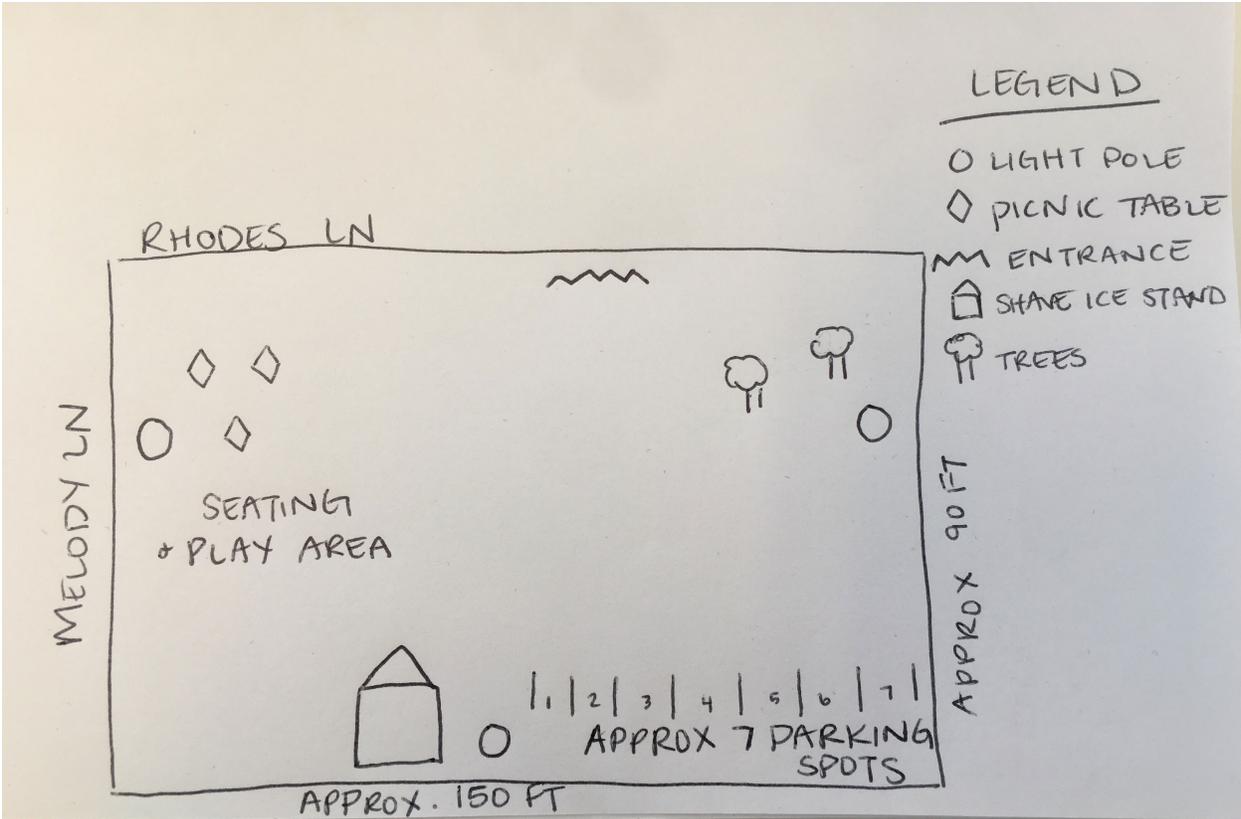
February 10, 2020

To Whom It May Concern:

Leinneweber Services has been hired to take care of the gray water/ grease disposal for "Wimberley Shave Ice". This work will be scheduled and performed on a schedule determined by the customer. Copies of manifests with the disposal facility listed will be given to "Wimberley Shave Ice" after each pumping/disposal per her request. The food trailer will be located at:

101 Rhodes Ln  
Wimberley, TX 78676

Thank you,  
Donna Courts - Owner  
Leinneweber Services  
512-847-9511





**AGENDA ITEM:** Quote for Blue Hole Nature Camp t-shirts  
**SUBMITTED BY:** Richard Shaver, Operations and Program Manager  
**DATE SUBMITTED:** 02/11/20  
**MEETING DATE:** 02/20/20

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

The children that attend our Blue Hole Nature Camps receive a t-shirt with their registration. Since camp was extended to 10 weeks this year, we had to increase the number of shirts we order. We budgeted \$2,000 for the increase in camp, and we are under budget for a total of \$1,894.75.

### REQUESTED ACTION

Motion   
Discussion   
Ordinance   
Resolution   
Other

### FINANCIAL

Budgeted Item	<input checked="" type="checkbox"/>	Original Estimate/Budget:	\$2,000
Non-budgeted Item	<input type="checkbox"/>	Current Estimate:	\$1,894.75
Not Applicable	<input type="checkbox"/>	Amount Under/Over Budget:	\$105.25

### STAFF RECOMMENDATION

Staff recommends to approve this item.



Your All-Inclusive Price

~~\$15.28~~ **\$9.79 each (265 Items)**  
~~\$4,049.20~~ **\$2,594.35 total** after 36% Volume Discount

Guaranteed by **Tuesday, Feb. 25th** with FREE 2-Week Delivery!

Printing: 7 color front

Hanes Tagless T-shirt  
Color: Denim Blue

\$9.79 Each	YS 55, YM 110, YL 70, YXL 30 @
Qty 265	\$9.79
<a href="#">Change</a>	

Buy more, save more! Order 335 items and pay \$9.29 each, or 530 items and pay \$8.41 each.  
[Money Saving Tips](#)

Need it sooner? Upgrade at checkout

1-Week Rush (+10%) - **Tue., Feb. 18th**  
3-Day Super Rush (+25%) - **Fri., Feb. 14th**

FREE Shipping to Wimberley, TX [Change](#)  
Applicable tax may apply during checkout.

[Save & Continue Designing](#) [Buy Now](#)

### My Products

3600 Next Level Men's Premium Fitted Short-Sleeve Crew by Next Level Apparel  
6 colors front / 0 colors back

[Add Color](#)

	Cool Blue 265 Pieces <a href="#">Edit</a>	<del>WAS 15.11</del> <b>10.58 each</b>
--	--	---

[Add Style](#)

Subtotal	4,005.29
<b>Standard Delivery - 30% Discount</b>	<b>-1,201.59</b>
Shipping & Handling	FREE
<b>Your Total (265 Pieces)</b>	<b>2,803.70</b>

### Our Promise to You

-  Your Satisfaction Guaranteed
-  Professional Design Review
-  Guaranteed On Time Delivery

FREE Delivery By **February 21** or RUSH By **February 13**

[Add to Cart >](#)



-  Widest Range of Sizes & Colors (Adult, Youth, Womens)  
Gildan Ultra Cotton 6 oz. T-Shirt  
**-2.31** each based on 265
-  Soft Fashion Fit Ringspun Cotton (Selected)  
Next Level Premium 4.3 oz. T-Shirt
-  Soft & Affordable Ringspun Cotton  
Hanes Black Label T-Shirt  
**-1.45** each based on 265

 DISTRESS
 ADD NOTES
 SLEEVE

 Save
 Next Step >

**Don't Forget to Save** x

Save and easily access your designs from anywhere!



# Order Approval: 33554

709 S BOIS D ARC AVE  
TYLER TX 75701-1504

Date Ordered: 1/8/20  
Req. Ship Date 2/19/20  
In Hands Date 2/24/20

Ordered By	Phone	Fax	Email
Richard Shaver			parks@cityofwimberley.com

CITY OF WIMBERLEY  
221 STILLWATER  
WIMBERLEY, TX 78676

SHIP TO:  
CITY OF WIMBERLEY  
221 STILLWATER  
WIMBERLEY, TX 78676

Customer #	PO Number	Terms	Specialist	Ship Method
125		Net 15	Melanie DeLong	UPS Ground Commercial

Design ID	Design Title	Type
8970	Blue Hole Hammocks in Texas	Screen

Qty	Part Number	Color	Description	Youth Adult	s S	m M	lg LG	xl XL	Other XXL Other	Unit Price	Total Price
265	11736	Deep Ocean	Delta Youth 5.2 oz. 100% Cotton Short Sleeve T-shirt	55	110	70	30			7.15	1,894.75
	FREE SHIPPING		Free Standard Shipping - apparel orders of 48+ pieces with standard production time								

265	Subtotal	1,894.75
	Sales Tax	
	Shipping	
	Total	1,894.75
	Paid	
	Balance	1,894.75

**Note:**

Please review this order confirmation in its entirety; product, color, quantity, cost, shipping address, and in-hands date. Sales Orders approved by 2:00 p.m. CST will be processed same day. Any orders approved after 2:00 p.m. CST will be processed the next business day. Production time starts after approval of; order confirmation and art proof. Standard production time is 10-14 days, exceptions can occur. Shipping charges will be calculated upon shipment of your order and added to your FINAL INVOICE. Please let us know if you have questions or need to make changes.

\_\_\_\_\_  
Authorized By: Signature                      Printed Name                      Title                      Date

709 S BOIS D ARC AVE  
 TYLER TX 75701-1504

Design Number: **8970**

## Art Approval Screenprint Type Design

### Design

Name	For Colors	Type	Locations
Blue Hole Hammocks in Texas	Deep Ocean	Screen	1

### Location 1 of 1

Location: **Full Front** 7 Colors Design Code: **7919 2020A Outdoor p39**

Design Size 10.5" Wide  
 Design 2.5" DFC  
 Underlay? Yes  
 Flooding No

- 6 STK PMS Colors
- 1   Dark Blue - PMS 7547
  - 2   Camel - PMS 446
  - 3   Stone Wash - PMS 557
  - 4   Lemon - PMS 116
  - 5   Green - PMS 576
  - 6   Ice Grey - 552

#### Authorization

Approved  Not Approved

Graphic Designer Siera Baird



Authorized Employee \_\_\_\_\_

Date \_\_\_\_\_

### Notes

### Notes

# PURCHASE ORDER

City of Wimberley  
 221 Stillwater  
 Wimberley, Texas 78676  
 Office (512) 847-0025 Fax (512) 847-0422  
 Tax ID #74-2971396

Date:

Dept:

Account Code #:

**ALL QUOTES AND SUPPORTING DOCUMENTATION SHALL BE ATTACHED TO THIS REQUEST.**

Quotes may be received by mail, email, or fax.

Description and Reason for Purchase (Include Quantity/Unit Price/Extended Price)
P.O. for 2020 Blue Hole Nature Camp t-shirts

<b>Vendor Info:</b>	<b>Total Quote Amount \$ 1,403.00</b>		
413 Strengthgear	HUB (check one)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Payment Terms:	Net - 30	
Phone: 903-939-8536	Fax:	Sales Tax:	Tax Exempt
Contact: Royleane Allen	<b>Approved by:</b>	Richard Shaver	
E-mail: rallen@413sga.com	E-mail:	rshaver@cityofwimberley.com	

Quotes	Quote Amount	Vendor	Contact Name	Contact #	Quote Attached?	HUB Y/N
#1	\$1,894.75	413 Strengthgear	Royleane Allen	903-93908536	Yes	
#2	\$2,594.35	Custom Inc	N/A	855-563-7465	Yes	
#3	\$2,803.70	Rush Order Tees	N/A	800-6201233	Yes	
#4						
#5						

**FOR DEPARTMENTAL USE ONLY:**

Department Head Signature for Approval:  Date: 02-11-20

City Administrator Signature for Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# **City of Wimberley**

## REQUEST TO PURCHASE FORM

### **ALL QUOTES AND SUPPORTING DOCUMENTATION SHALL BE ATTACHED TO THIS REQUEST**

Submit to the Finance Administration Department for approval.

#### **Level I**

For purchases under \$250 may be ordered in the most expeditious manner by use of one quotation from a competent vendor (fax, e-mail, and o-line quotations area acceptable). Quotations will be verbally accepted based upon past experience, considering price, quality and delivery date. Small items may also be purchased though petty cash or with the use of City credit card.

#### **Level II**

For purchases greater than \$250 and less than \$1000 shall request three quotations. Lowest best quotation will be accepted (any or all quotations may be rejected). City may also base their decision upon past experience, quality and delivery date. **The City will request a vendor W9 from all vendors.**

#### **Level III**

Purchases greater than or equal to \$1000 shall require three written bids. Lowest best bid will be accepted (any or all bids may be rejected). City may also base their decision upon past experience, quality and delivery date. To encourage all HUBs to bid on purchases, the City shall seek at least two HUB vendors for each procurement. Purchases may also be made from any BuyBoard, or other cooperative purchasing group of which the City is a member. The City shall check any available HUB list for any HUB vendors who sell the product or service the City is buying. A list of HUBs is obtainable from the State Comptroller's website, <http://www.window.state.tx.us/procurement/>. If the list fails to identify a HUB in the category or area of the goods or services to be acquired in the county in which the City is located, the City is exempt from this section per the Texas Local Government Code, Sec.252.0215. **The City will request a vendor W9 from all vendors. All purchases in Level III must have Council approval.**

Quotes received should be on company letterhead and consistent information is required of each vendor. All requisitions must have a minimum of three (3) formal written quotes with actual pricing. "No Quote" and/or "No Response" are not acceptable quotes and may lead to delays or rejection in the approval process. Soliciting more three (3) vendors may be necessary to achieve the required minimum. Departments must also contact two (2) Historically Underutilized Business (HUB) vendors to seek quotes. If there is no response or a no bid is received, a notation shall be made that two (2) HUBs were contacted. **All purchases in Level III must have Council approval.**

Cooperative, sole or single source purchases are exempted from the competitive quote process and Departments shall provide Finance Administration Department with documentation to support the exemption.



**AGENDA ITEM:** Community Pavilion Construction Project  
**SUBMITTED BY:** Nathan Glaiser  
**DATE SUBMITTED:** 02/12/2020  
**MEETING DATE:** 02/20/2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

Discuss and consider possible action to approve a bid in the amount of \$2,731 from Percheron Construction to cut a doorway into the empty cistern at the Community Pavilion in Blue Hole Regional Park.

The Community Pavilion at the Blue Hole Regional Park was originally constructed to house a large cistern for rain water collection. In 2018 the original cistern was abandoned and a new rain water collection tank was built on the outside of the facility. Creating a doorway from the janitor’s closet into the abandoned cisten would allow Park Staff to utilize the previously wasted space as storage space for the Blue Hole Nature Camps, program supplies, and rental equipment.

Three companies were contacted to bid on the project and quotes were received from two of them. Percheron Construction provided the lowest quote of \$2,731. If approved, Percheron Construction will cut a 36” wide doorway from the janitor’s closet into the old cistern to create additional indoor storage space.

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- |                   |                                     |                           |
|-------------------|-------------------------------------|---------------------------|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: |
| Non-budgeted Item | <input checked="" type="checkbox"/> | Current Estimate:         |
| Not Applicable    | <input type="checkbox"/>            | Amount Under/Over Budget: |

## **STAFF RECOMMENDATION**

Park Staff recommends to approve this item. The Blue Hole Nature Camps, now extended to 10 weeks, are primarily run out of the Community Pavilion and storage space for camp supplies is currently very limited. Creating a doorway from the janitor's closet into the cistern will double our storage space at the Community Pavilion for camp supplies, program supplies, and rental equipment. Though the project was not budgeted for, there are currently available funds in our Contract Services line item. Funds from the Blue Hole Development fund may also be utilized to offset costs.

# PERCHERON CONSTRUCTION, LLC

Date: 1/21/20

Nathan Glaiser  
Natural Resource and Parks Maintenance Manager  
City of Wimberley Parks Department

Re: Cistern Access

It is our pleasure to present you with our estimate for the Access Hole to the Existing Cistern at the Blue Hole park restrooms in Wimberley. Our estimated cost for the scope of work is: Two Thousand, Seven Hundred and Thirty-One Dollars 00/100 (\$2,731.00).

This proposal is based on a verbal scope of work and a site visit.

Percheron's written scope of work is attached for your review.

If there are any questions, issues, or concerns, please let us know.

Thank you for the opportunity to provide you with a budget for this project.

This proposal is valid for 30 days.

Sincerely

Nathan Sloan  
Percheron Construction, LLC.

Cc: File

# PERCHERON CONSTRUCTION, LLC

## Scope of Work Inclusions and Exclusions

### Inclusions:

- I. General Conditions
  - a. Site cleanup of the area were wall will be removed in the storage closet
  - b. Layout of the access hole cut
- II. Saw Cutting
  - a. The following scope of work includes the cost of labor/materials to furnish and install
    - i. Saw cut through the two layers of assumed 8" CMU block.
    - ii. Cutting to be performed from the storage closet side due to access issues to the Cistern space and confined space issues
    - iii. Break out the cut block and dispose of the block
- III. Steel
  - a. The following scope of work includes the cost of labor/materials to furnish and install
    - i. A 3x3x1/4" steel lintel will be installed on the storage room and cistern room walls above the new cut opening to support the CMU block
    - ii. Anchor bolts will be surface installed to hold the lintel in place
- IV. Electrical
  - a. The following scope of work includes the cost of labor/materials to furnish and install
    - i. Two new surface mounted LED 1x4 shop lights to be installed and connected to the existing storage room light circuit

### Assumptions:

1. We assume that work can occur during normal business hours 8 to 5
2. Sales Tax exemption to be issued by the City of Wimberley

### Exclusions:

- Structural designs or inspections
- Any unknown issues covered by the CMU walls
- Repairs to the block wall sealant inside the abandon cistern
- Permits and/or fees from the city of Wimberley, Hays County and/or the State of Texas, TECQ and PEC
- Any work not defined above
- Any inspection cost by the Geotech engineer, structural engineer and or architect
- 24 hours on site security

# PERCHERON CONSTRUCTION, LLC

- Remediation of the existing hazardous soils in or around the building if discovered during excavation for foundation footing
- Any upgrades to the existing conditions as may be required by the governing entity during permitting or inspections
- Any Bonds or builders risk insurance
- Mold inspections, mold abatement and or treatment
- Destructive testing of building structures
- Overtime of any kind
- Termite inspection and or insect damage
- Any hidden or uncharted conditions
- Architectural or engineering design fees for building permit plans and or site permit plans

P.O. Box 572, Wimberley, Texas 78676 Phone 512-847-0600



**AGENDA ITEM:** Investment Policy  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

The City is required by State Law (Se. 2256 of the Texas Local Government Code) to review its Investment Policy annually. The City first adopted an Investment Policy in September 2002 and been reviewed each year. Based on discussion with the City’s Auditing Firm, only one change is recommended to the policy:

Section VI. Standard of Care

- D. Training
  - o The proposed policy removes the requirement for the Mayor to receive 10 hours of investment training every two (2) years. This requirement has not been met in the last four (4) years. (The recommended changes are identified in the attached policy.)

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- |                   |                                     |                           |    |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: | \$ |
| Non-budgeted Item | <input type="checkbox"/>            | Current Estimate:         | \$ |
| Not Applicable    | <input checked="" type="checkbox"/> | Amount Under/Over Budget: | \$ |

### STAFF RECOMMENDATION

The City Administrator recommends approval of this item.

## **ATTACHMENT(S)**

- City of Wimberley Investment Policy – 2020 – DRAFT
- City of Wimberley Investment Policy – Adopted February 7, 2019

# Investment Policy

## I. Purpose

The purpose of this document is to establish the investment policies for the management of the public funds of the City of Wimberley, Texas (City). This policy will be reviewed on an annual basis by City Council. At such time, the council will adopt a resolution that (1) states that the investment policy has been reviewed and (2) enumerates the changes to be made to the policy.

These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with those of comparable funds and financial market indexes.

A copy of this policy will be provided to all business organizations offering to engage in investment transactions with the City. A qualified representative of the business organization must confirm in writing (1) that this policy has been read and thoroughly reviewed and (2) that reasonable controls have been established to preclude unauthorized investment transactions. The City prior to the firm providing any services must receive this confirmation.

## II. Statutory Authority

This policy was adopted in accordance with the Public Funds Investment Act (V.T.C.A., Government Code §2256).

## III. Policy Scope

This investment policy applies to all of the financial assets (i.e., cash, bank deposits and securities) of the City. These assets are pooled into a single common investment fund that incorporates the following accounting fund types:

- General fund;
- Special revenue funds; and
- Enterprise funds.

Investments in the City's employee deferred compensation plan are independently managed and are not covered by this policy.

## IV. Investment Strategy Statement

It is the City's policy to invest public funds in a manner that meets the following objectives:

- Ensure the suitability of the investment to the financial requirements of the City;
- Ensure preservation and safety of capital;
- Provide sufficient liquidity to meet cash flow needs;
- Ensure the marketability of the investments;

- Provide sufficient diversification; and
- Provide a competitive return on investment.

## V. Investment Objectives

The following is a detailed discussion of the City's investment objectives, in priority order:

### A. Suitability of Investments

Investments shall be made with the primary focus of having cash available to meet the City's financial requirements. This requires that the City match investment maturities with anticipated expenditures.

### B. Preservation and Safety of Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this objective it is necessary to minimize credit risk and interest rate risk.

Credit risk is the risk of loss due to failure of the security issuer to pay interest and/or principal in a timely manner. It may be reduced by:

- Limiting investments to the safest types of securities;
- Pre-qualifying the business organizations with which the City will do business; and
- Requiring that investments not insured or guaranteed by the United States Government be fully collateralized.

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The longer the term, the more tendencies there are for rates to fluctuate. Interest rate risk may be reduced by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- Investing primarily in shorter-term securities.

Both types of risk may also be controlled through diversification.

### C. Liquidity

It is the City's objective that the investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Liquidity is the relative ease with which a security may be converted to cash, typically through sale on the open market. The goals of liquidity and preservation of capital may

conflict at times. While a security may be easily converted to cash, the amount of cash received may be less than the amount initially paid due to fluctuations in market value. For that reason, it is important for the portfolio to be structured so that securities mature concurrent with anticipated cash needs, hereby avoiding the need to liquidate investments under adverse market conditions.

#### D. Marketability of Investments

Marketability is the availability to quickly purchase and sell a security at competitive prices in secondary markets. Some investments, such as Treasury bills, can be sold at any time. Other more exotic instruments may not be much in demand by other investors and, consequently, may be much harder to sell.

Since all possible cash demands cannot be anticipated, the portfolio should consist of securities with active secondary or resale markets. This will ensure that in the event the City must sell a security, a buyer can be readily found.

At all times, selling a security before maturity may produce a loss. With the exception of the following situations, securities shall not be sold at a loss:

- A security with a declining market value could be sold early to minimize loss;
- A security swap would improve the quality, yield, or target duration in the portfolio;  
or
- Liquidity needs of the portfolio require that a security be sold and all other sales would result in a larger loss.

#### E. Diversification

The constraints established by this investment policy minimize the City's risk exposure. Through diversification, the City can further limit risk exposure. The City will address diversification in its portfolio by not limiting its exposure to any one type of investment, staggering investment maturities, and using several investment providers.

#### F. Yield

A fundamental rule of investments is that risk equals return. The City has deliberately established a low risk threshold in order to protect its financial resources and ensure that cash is available when needed. Return on investment is the least important objective of the City's investment program. It is anticipated, however, that the City will still earn a competitive rate of return given the level of risk assumed.

### VI. Standards of Care

#### A. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio, not each investment decision. Investment officers acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that the investment decision was consistent with this written policy.

The “prudent person” standard requires that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

#### B. Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper executing and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from under-taking personal investment transactions with the same individual with which business is conducted on behalf of the City.

#### C. Delegation of Authority

The City Administrator shall be responsible for insuring that all of the physical and monetary assets of the City are appropriately safeguarded and controlled and perform any duties of City Treasurer as required by the general laws of the State of Texas. Through the adoption of this policy, the position of City Administrator shall be designated as an investment officer who is responsible for the investment of the City’s funds. In the absence of the City Administrator, the Mayor shall have the responsibility for investment decisions and activities. No person may engage in an investment transaction or the management of funds except as provided under the terms of this Investment Policy as approved by the City Council. The investment authority granted to the investment officer is effective until rescinded by the governing body.

The City Administrator shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### D. Training

The City Administrator and Finance Officers shall attend at least one training session related to their respective duties within 24 months of assuming office or duties. This training must include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act.

Both the City Administrator and the Mayor shall receive training as required by state law, which is designed to ensure the continued proper performance of their duties under this policy and the Public Funds Investment Act. The City Administrator and the Mayor shall attend an investment training session no less often than once every two fiscal years commencing February 1, 2009 and shall receive not less than 10 hours of instruction relating to investment responsibilities. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an “independent source” from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the City of Wimberley may engage in an investment transaction.

#### DI. Execution of Security Transactions

##### A. Authorized Financial Dealers and Institutions

A list will be maintained of the business organizations authorized by the City Council to provide investment services. These may include “primary dealers” or regional dealers that qualify under Securities and Exchange Commission Rule 15C3 1 (uniform net capital rule).

All business organizations desiring to become qualified bidders for investment transactions must supply the following, as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification signed by a qualified representative of the firm, of having read and thoroughly reviewed the City’s investment policy and having implemented reasonable procedures and controls in an effort to preclude unauthorized investment transactions. (See Appendix B for an example.)

A qualified representative of a business organization is a person who holds a position with the organization, is authorized to act on behalf of the organization, and who is:

- For organizations regulated or registered with a securities commission, registered under the rules of the National Association of Securities Dealers; or
- For state and national banks and savings banks, a member of the loan committee or authorized by corporate resolution to act on behalf of and bind the banking institution.
- For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the written instrument on behalf of the investment.

The City Administrator shall conduct an annual review of the financial condition and registration of qualified business organizations interested in providing investment services for the City. The City Administrator shall recommend six or more qualified bidders to the City Council, which will then select qualified bidders to provide investment services for the City for the next year.

#### B. Selection of Investments

The City Administrator shall establish a competitive process for the selection of investments.

#### C. Delivery vs. Payment

With the exception of mutual funds, all investment transactions will be executed by delivery vs. payment (DVP). This requires that the release of funds and the receipt of the investment occur simultaneously.

#### D. Safekeeping

The City will utilize an independent third party as a custodial agent for safekeeping of the City's investments. Book entry only securities may be held in the custodial agent's account with a Federal Reserve Bank, as long as the custodial agent's internal records clearly indicate the City's ownership of the securities. Any physical securities will be transferred directly to the custodial agent.

Receipts must be issued by the custodial agent for all property received in physical or book entry form. Not less than quarterly, the City should be provided with reports of all assets held in safekeeping.

#### E. Measuring Market Value

The City shall use The Wall Street Journal or a comparable nationally recognized business publication to measure the market value of its investments. The price quote used will be as of the date of market valuation.

### VIII. Internal Controls and Compliance Audit

#### A. Internal Controls

The City Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal control structure should address the following points:

- Control of collusion. Collusion is a situation where two or more employees work in conjunction to defraud their employer.
- Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transactions from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping.
- Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- Written confirmation of telephone transactions for investments and wire transfers. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
- Development of a wire transfer agreement with the lead bank or third party custodial. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

#### B. Annual Audit

The City Administrator shall establish a process for annual independent review by an external auditor to:

- Assure compliance with policies and procedures; and
- Review monthly investment reports.

This review is to be done in conjunction with the annual audit of the City's financial statements.

## IX. Suitable and Authorized Investments

### A. Investment Types

The following investments are permitted under this policy.

- Obligations of the United States Government (i.e., treasury bills, treasury notes and treasury bonds):
  - Mutual funds offered by the City's depository bank as part of its cash management program;
  - Certificates of deposit issued by a state or national bank or a savings bank domiciled in the State of Texas; and
  - Demand deposits with state and national banks and savings banks.
  - Statewide investment pools.

### B. Collateralization

Certificates of deposit and all other deposits with banks and savings banks shall be 1) guaranteed or insured by the Federal Deposit Insurance Corporation or 2) fully collateralized as required by the Public Funds Investment Act. In order to provide an appropriate level of protection, the market value of the pledged security will be a minimum of 105% of the amount on deposit plus accrued interest.

The City prior to the substitution taking place must approve substitution of collateral in writing.

Collateral will be held by an independent third party. A clearly marked safekeeping receipt showing the securities pledged in the City's name must be provided to the City on a monthly basis.

### C. Prohibited Investments

Any investment not specifically authorized by this policy is prohibited. Any investment that is a derivative in nature, even though the underlying asset may meet the guidelines established in this policy, is also prohibited.

### D. Additional Qualifications by Investment Type:

#### 1. Mutual Funds

As part of its overall cash management program, the City intends to utilize the automatic investment sweep program offered by its depository bank. This program will enable the City to eliminate idle cash balances in its checking accounts, while ensuring that adequate cash is on hand to meet daily requirements.

For this purpose, the City is authorized to invest in a no-load money market mutual fund, if the mutual fund:

- Is registered with and regulated by the Securities and Exchange Commission;
- Provides the City with a prospectus and any other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- Invests exclusively in obligations of the U.S. Treasury and/or repurchase agreements fully collateralized by such obligations;
- Is continuously rated as AAA or its equivalent by at least one nationally recognized rating service;
- Has a dollar-weighted average stated maturity of 90 days or less; and
- Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.

## 2. State Wide Investment Pools

Statewide investment pools are separate legal entities established to invest the funds of 2 or more other government entities. The investment pool typically has its own management and investment staff and provides a highly liquid investment option.

In order to be eligible to provide services to the City, investment pools must meet all the requirements of state law as determined under Chapter 2256 of the Government Code, as amended and the following requirements:

- Provide the City with an offering circular and other information required by the Public Funds Investment Act;
- Provide investment transaction confirmations;
- Provide monthly detailed transaction and performance reports as specified by state statute;
- Establish an advisory board composed of qualified members representing participants and non-participants;
- Be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

In addition to the preceding requirements, investment pools created to function, as money market mutual funds must mark-to-market daily and must maintain a market value ratio (market value divided by book value) between .995 and 1.005.

Investment in a particular pool will be made only after a thorough

investigation of the pool and approval by the City Council. The City Administrator shall conduct an annual review of the pools and recommend qualified pools to the City Council, which will then select and adopt a list of approved pools.

With the exception of mortgage backed securities or any other derivative, pools are permitted to invest in a broader range of investment instruments than those authorized under this policy, provided those instruments are authorized under the Public Funds Investment Act.

## X. Investment Parameters

### A. Investment Management Style

Investment maturities are timed to correspond with anticipated cash requirements and should be purchased at or near par. The City employs a passive management style in which investments are expected to be held to maturity. This does not preclude the use of active portfolio management techniques.

### B. Diversification

At the time of purchase, investments will be selected to ensure that the City's portfolio is diversified by security type and institution as follows:

- United States Treasuries;
- No-load money market mutual funds;
- Certificates of deposit within maximum limitation of FDIC and/or collateralization limits.
- Savings bank deposits within maximum limitation of FDIC and/or collateralization limits.
- Authorized investment pools.

### C. Maximum Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements.

Maximum allowable stated maturities are limited by investment type as follows:

- 3 years for United States treasuries securities;
- 90 days for certificates of deposit; and
- 90 days for no-load money market mutual funds.

## XI. Performance Standards

During an environment of stable interest rates, the portfolio should obtain a market average rate of return. Since the City follows a passive investment strategy, the basis used by the City Accountant to determine whether market yields are being achieved shall be the average 90-day Treasury for the month, as quoted in The Wall Street Journal or comparable nationally recognized business publication.

## XII. Reporting

The City Administrator or his designee shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter. The report shall be signed by all designated investment officers and include the statement that the report is in full compliance with the investment strategies as established by the City of Wimberley Investment Policy and Public Funds Investment Act (Government Code Chapter 2256)

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio which each type of investment represents.
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

A formal annual review of the quarterly reports will be performed by an independent auditor with the results reported to the governing body.

## APPENDIX A: GLOSSARY

**ACTIVE PORTFOLIO MANAGEMENT:** An approach to investment management in which the investment officer actively trades the portfolio to take advantage of changing market conditions. This style requires the investment officer to develop a comprehensive economic outlook and to take action based upon that outlook. Requires relatively technical knowledge of the investment field.

**BENCHMARKS:** A measure used to evaluate the effectiveness of the investment program. Suitable benchmarks are readily available and share the characteristics of the portfolio with respect to legal constraints and investment policy compliance. Benchmarks may be published figures or indexes in publications such as the Wall Street Journal or they may be specially created for entity.

**BOOK ENTRY SECURITIES:** Securities that are purchased, sold and held with only electronic computer entries rather than the transfer of physical certificates. Buyers typically receive receipts or confirmations as evidence of ownership.

**BROKER:** A party who brings buyers and sellers together. Brokers do not take ownership of the property being traded. They are compensated by commissions.

**COLLATERAL:** Securities that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**DEALER:** A firm or an individual who buys and sells for his own account. Dealers have ownership, even if only for an instant, between a purchase from one party and a sale to another party. They are compensated by the spread between the price they pay and the price they receive.

**DERIVATIVES:** Financial instruments whose value depends on the values of underlying assets or indexes.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**PASSIVE INVESTMENT MANAGEMENT:** An approach to investment management in which the investment officer adopts a buy and hold strategy.

Some investment techniques are used. Requires basic level investment knowledge.

**PRIMARY DEALERS:** A group of securities dealers who are recognized as major participants in the government securities markets and who are willing to market all government securities. Primary dealers must submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its oversight.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price.

**REGIONAL DEALERS:** The second tier of broker/dealers (after primary dealers) composed of brokerage firms that specialize in certain market niches, typically on a regional basis.

**SAVINGS BANK DEPOSITS:** Demand deposits held in an account at a savings and loan association.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding debt issues following the initial distribution.

**TREASURY BILLS:** Short term obligations issued by the United States Treasury. Bills are issued for maturities of one year or less. They do not pay interest but are issued on a discount basis instead.

**TREASURY NOTES:** Medium term obligations issued by the United States Treasury. Notes are issued for initial maturities over 1 to 10 years.

**YIELD:** The annual return on an investment expressed as a percentage.

**APPENDIX B: ILLUSTRATIVE BROKER/DEALER  
CERTIFICATION FORM**

**Broker Dealer Certification Form**  
(As required by Texas Government Code 2256.005(k))

The City of Wimberley (City) acknowledges that the only means the firm has to preclude unauthorized investment transactions between the firm and the City is to confirm that all provisions of the City's investment policy are followed in investment transactions conducted between the firm and the City, and, the second paragraph below should be read accordingly.

I, \_\_\_\_\_, as a qualified representative for the firm \_\_\_\_\_ do hereby certify that I and the broker covering this account, \_\_\_\_\_, have received and thoroughly reviewed the investment policy of the City of Wimberley.

I acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions not authorized by the City's investment policy.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



City of Wimberley  
Investment Policy  
Last Adopted: February 7, 2019

## I. Purpose

The purpose of this document is to establish the investment policies for the management of the public funds of the City of Wimberley, Texas (City). This policy will be reviewed on an annual basis by City Council. At such time, the council will adopt a resolution that (1) states that the investment policy has been reviewed and (2) enumerates the changes to be made to the policy.

These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with those of comparable funds and financial market indexes.

A copy of this policy will be provided to all business organizations offering to engage in investment transactions with the City. A qualified representative of the business organization must confirm in writing (1) that this policy has been read and thoroughly reviewed and (2) that reasonable controls have been established to preclude unauthorized investment transactions. The City prior to the firm providing any services must receive this confirmation.

## II. Statutory Authority

This policy was adopted in accordance with the Public Funds Investment Act (V.T.C.A., Government Code §2256).

## III. Policy Scope

This investment policy applies to all of the financial assets (i.e., cash, bank deposits and securities) of the City. These assets are pooled into a single common investment fund that incorporates the following accounting fund types:

- General fund;
- Special revenue funds; and
- Enterprise funds.

Investments in the City's employee deferred compensation plan are independently managed and are not covered by this policy.

## IV. Investment Strategy Statement

It is the City's policy to invest public funds in a manner that meets the following objectives:

- Ensure the suitability of the investment to the financial requirements of the City;
- Ensure preservation and safety of capital;
- Provide sufficient liquidity to meet cash flow needs;
- Ensure the marketability of the investments;
- Provide sufficient diversification; and

- Provide a competitive return on investment.

## V. Investment Objectives

The following is a detailed discussion of the City's investment objectives, in priority order:

### A. Suitability of Investments

Investments shall be made with the primary focus of having cash available to meet the City's financial requirements. This requires that the City match investment maturities with anticipated expenditures.

### B. Preservation and Safety of Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this objective it is necessary to minimize credit risk and interest rate risk.

Credit risk is the risk of loss due to failure of the security issuer to pay interest and/or principal in a timely manner. It may be reduced by:

- Limiting investments to the safest types of securities;
- Pre-qualifying the business organizations with which the City will do business; and
- Requiring that investments not insured or guaranteed by the United States Government be fully collateralized.

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The longer the term, the more tendencies there are for rates to fluctuate. Interest rate risk may be reduced by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- Investing primarily in shorter-term securities.

Both types of risk may also be controlled through diversification.

### C. Liquidity

It is the City's objective that the investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Liquidity is the relative ease with which a security may be converted to cash, typically through sale on the open market. The goals of liquidity and preservation of capital may conflict at times. While a security may be easily converted to cash, the amount of cash received may be less than the amount initially paid due to fluctuations in market value. For that reason, it is important for the portfolio to be structured so that securities mature concurrent with anticipated cash needs, hereby avoiding the need to liquidate investments under adverse market conditions.

D. Marketability of Investments

Marketability is the availability to quickly purchase and sell a security at competitive prices in secondary markets. Some investments, such as Treasury bills, can be sold at any time. Other more exotic instruments may not be much in demand by other investors and, consequently, may be much harder to sell.

Since all possible cash demands cannot be anticipated, the portfolio should consist of securities with active secondary or resale markets. This will ensure that in the event the City must sell a security, a buyer can be readily found.

At all times, selling a security before maturity may produce a loss. With the exception of the following situations, securities shall not be sold at a loss:

- A security with a declining market value could be sold early to minimize loss;
- A security swap would improve the quality, yield, or target duration in the portfolio; or
- Liquidity needs of the portfolio require that a security be sold and all other sales would result in a larger loss.

E. Diversification

The constraints established by this investment policy minimize the City's risk exposure. Through diversification, the City can further limit risk exposure. The City will address diversification in its portfolio by not limiting its exposure to any one type of investment, staggering investment maturities, and using several investment providers.

F. Yield

A fundamental rule of investments is that risk equals return. The City has deliberately established a low risk threshold in order to protect its financial resources and ensure that cash is available when needed. Return on investment is the least important objective of the City's investment program. It is anticipated, however, that the City will still earn a competitive rate of return given the level of risk assumed.

## VI. Standard of Care

A. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio, not each investment decision. Investment officers acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the investment decision was consistent with this written policy.

The "prudent person" standard requires that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

B. Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper executing and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from under-taking personal investment transactions with the same individual with which business is conducted on behalf of the City.

C. Delegation of Authority

The City Administrator shall be responsible for ensuring that all of the physical and monetary assets of the City are appropriately safeguarded and controlled and perform any duties of City Treasurer as required by the general laws of the State of Texas. Through the adoption of this policy, the position of City Administrator shall be designated as an investment officer who is responsible for the investment of the City's funds. In the absence of the City Administrator, the Mayor shall have the responsibility for investment decisions and activities. No person may engage in an investment transaction or the management of funds except as provided under the terms of this Investment Policy as approved by the City Council. The investment authority granted to the investment officer is effective until rescinded by the governing body.

The City Administrator shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

D. Training

The City Administrator and Finance Officers shall attend at least one training session related to their respective duties within 24 months of assuming office or duties. This training must include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act.

~~Both the City Administrator and the Mayor~~ The City Administrator shall receive training as required by state law, which is designed to ensure the continued proper performance of their duties under this policy and the Public Funds Investment Act. The City Administrator ~~and the Mayor~~ shall attend an investment training session no less often than once every two fiscal years commencing February 1, 2009 and shall receive not less than 10 hours of instruction relating to investment responsibilities. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the City of Wimberley may engage in an investment transaction.

## VII. Execution of Security Transactions

A. Authorized Financial Dealers and Institutions

A list will be maintained of the business organizations authorized by the City Council to provide investment services. These may include "primary dealers" or regional dealers that qualify under Securities and Exchange Commission Rule 15C3 1 (uniform net capital rule).

All business organizations desiring to become qualified bidders for investment transactions must supply the following, as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification signed by a qualified representative of the firm, of having read and thoroughly reviewed the City's investment policy and having implemented reasonable procedures and controls in an effort to preclude unauthorized investment transactions. (See Appendix B for an example.)

A qualified representative of a business organization is a person who holds a position with the organization, is authorized to act on behalf of the organization, and who is:

- For organizations regulated or registered with a securities commission, registered under the rules of the National Association of Securities Dealers; or
- For state and national banks and savings banks, a member of the loan committee or authorized by corporate resolution to act on behalf of and bind the banking institution.
- For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the written instrument on behalf of the investment.

The City Administrator shall conduct an annual review of the financial condition and registration of qualified business organizations interested in providing investment services for the City. The City Administrator shall recommend six or more qualified bidders to the City Council, which will then select qualified bidders to provide investment services for the City for the next year.

**B. Selection of Investments**

The City Administrator shall establish a competitive process for the selection of investments.

**C. Delivery vs. Payment**

With the exception of mutual funds, all investment transactions will be executed by delivery vs. payment (DVP). This requires that the release of funds and the receipt of the investment occur simultaneously.

**D. Safekeeping**

The City will utilize an independent third party as a custodial agent for safekeeping of the City's investments. Book entry only securities may be held in the custodial agent's account with a Federal Reserve Bank, as long as the custodial agent's internal records clearly indicate the City's ownership of the securities. Any physical securities will be transferred directly to the custodial agent.

Receipts must be issued by the custodial agent for all property received in physical or book entry form. Not less than quarterly, the City should be provided with reports of all assets held in safekeeping.

#### E. Measuring Market Value

The City shall use The Wall Street Journal or a comparable nationally recognized business publication to measure the market value of its investments. The price quote used will be as of the date of market valuation.

### VIII. Internal Controls and Compliance Audit

#### A. Internal Controls

The City Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal control structure should address the following points:

- Control of collusion. Collusion is a situation where two or more employees work in conjunction to defraud their employer.
- Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transactions from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping.
- Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
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The City Administrator shall establish a process for annual independent review by an external auditor to:

- Assure compliance with policies and procedures; and
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This review is to be done in conjunction with the annual audit of the City’s financial statements.

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The following investments are permitted under this policy.

- Obligations of the United States Government (i.e., treasury bills, treasury notes and treasury bonds):
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  - Certificates of deposit issued by a state or national bank or a savings bank domiciled in the State of Texas; and
  - Demand deposits with state and national banks and savings banks.
  - Statewide investment pools.

### B. Collateralization

Certificates of deposit and all other deposits with banks and savings banks shall be 1) guaranteed or insured by the Federal Deposit Insurance Corporation or 2) fully collateralized as required by the Public Funds Investment Act. In order to provide an appropriate level of protection, the market value of the pledged security will be a minimum of 105% of the amount on deposit plus accrued interest.

The City prior to the substitution taking place must approve substitution of collateral in writing.

Collateral will be held by an independent third party. A clearly marked safekeeping receipt showing the securities pledged in the City’s name must be provided to the City on a monthly basis.

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### D. Additional Qualifications by Investment Type:

#### 1. Mutual Funds

As part of its overall cash management program, the City intends to utilize the automatic investment sweep program offered by its depository bank. This program will enable the City to eliminate idle cash balances in its checking accounts, while ensuring that adequate cash is on hand to meet daily requirements.

For this purpose, the City is authorized to invest in a no-load money market mutual fund, if the mutual fund:

- Is registered with and regulated by the Securities and Exchange Commission;

- Provides the City with a prospectus and any other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- Invests exclusively in obligations of the U.S. Treasury and/or repurchase agreements fully collateralized by such obligations;
- Is continuously rated as AAA or its equivalent by at least one nationally recognized rating service;
- Has a dollar-weighted average stated maturity of 90 days or less; and
- Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.

## 2. State Wide Investment Pools

Statewide investment pools are separate legal entities established to invest the funds of 2 or more other government entities. The investment pool typically has its own management and investment staff and provides a highly liquid investment option.

In order to be eligible to provide services to the City, investment pools must meet all the requirements of state law as determined under Chapter 2256 of the Government Code, as amended and the following requirements:

- Provide the City with an offering circular and other information required by the Public Funds Investment Act;
- Provide investment transaction confirmations;
- Provide monthly detailed transaction and performance reports as specified by state statute;
- Establish an advisory board composed of qualified members representing participants and non-participants;
- Be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

In addition to the preceding requirements, investment pools created to function, as money market mutual funds must mark-to-market daily and must maintain a market value ratio (market value divided by book value) between .995 and 1.005.

Investment in a particular pool will be made only after a thorough investigation of the pool and approval by the City Council. The City Administrator shall conduct an annual review of the pools and recommend qualified pools to the City Council, which will then select and adopt a list of approved pools.

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### A. Investment Management Style

Investment maturities are timed to correspond with anticipated cash requirements and should be purchased at or near par. The City employs a passive management style in which investments are

expected to be held to maturity. This does not preclude the use of active portfolio management techniques.

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At the time of purchase, investments will be selected to ensure that the City's portfolio is diversified by security type and institution as follows:

- United States Treasuries;
- No-load money market mutual funds;
- Certificates of deposit within maximum limitation of FDIC and/or collateralization limits.
- Savings bank deposits within maximum limitation of FDIC and/or collateralization limits.
- Authorized investment pools.

C. Maximum Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements.

Maximum allowable stated maturities are limited by investment type as follows:

- 3 years for United States treasuries securities;
- 90 days for certificates of deposit; and
- 90 days for no-load money market mutual funds.

## XI. Reporting

The City Administrator or his designee shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter. The report shall be signed by all designated investment officers and include the statement that the report is in full compliance with the investment strategies as established by the City of Wimberley Investment Policy and Public Funds Investment Act (Government Code Chapter 2256)

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio which each type of investment represents.

- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

A formal annual review of the quarterly reports will be performed by an independent auditor with the results reported to the governing body.

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**DEALER:** A firm or an individual who buys and sells for his own account. Dealers have ownership, even if only for an instant, between a purchase from one party and a sale to another party. They are compensated by the spread between the price they pay and the price they receive.

**DERIVATIVES:** Financial instruments whose value depends on the values of underlying assets or indexes.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**PASSIVE INVESTMENT MANAGEMENT:** An approach to investment management in which the investment officer adopts a buy and hold strategy. Some investment techniques are used. Requires basic level investment knowledge.

**PRIMARY DEALERS:** A group of securities dealers who are recognized as major participants in the government securities markets and who are willing to market all government securities. Primary dealers must submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its oversight.

**RATE OF RETURN:** The yield obtain-able on a security based on its purchase price or its current market price.

**REGIONAL DEALERS:** The second tier of broker/dealers (after primary dealers) composed of brokerage firms that specialize in certain market niches, typically on a regional basis.

**SAVINGS BANK DEPOSITS:** Demand deposits held in an account at a savings and loan association.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding debt issues following the initial distribution.

**TREASURY BILLS:** Short term obligations issued by the United States Treasury. Bills are issued for maturities of one year or less. They do not pay interest but are issued on a discount basis instead.

**TREASURY NOTES:** Medium term obligations issued by the United States Treasury. Notes are issued for initial maturities over 1 to 10 years.

**YIELD:** The annual return on an investment expressed as a percentage.

## Broker Dealer Certification Form

(As required by Texas Government Code 2256.005(k))

The City of Wimberley (City) acknowledges that the only means the firm has to preclude unauthorized investment transactions between the firm and the City is to confirm that all provisions of the City's investment policy are followed in investment transactions conducted between the firm and the City, and, the second paragraph below should be read accordingly.

I, \_\_\_\_\_, as a qualified representative for the firm \_\_\_\_\_ do hereby certify that I and the broker covering this account, \_\_\_\_\_, have received and thoroughly reviewed the investment policy of the City of Wimberley.

I acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions not authorized by the City's investment policy.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**AGENDA ITEM:** Rental Fee Waivers  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

Recently the City has received several requests asking Council to consider waiving rental fees at both the Blue Hole Regional Park and the Community Center. At the February 6, 2020 Regular Meeting, Council asked to begin discussion on a Fee Waiver Policy at its next meeting.

#### Option #1:

Currently the Community Center provides a Wimberley Valley Non-Profit rate for the rental of its facilities. Many times, these rates are significantly lower than the Commercial, Non-Resident, & Resident rates. The Blue Hole Regional Park does not have a Non-Profit Rate.

The option would be to establish a non-profit rate for facility rentals at Blue Hole, like those at the Community Center, and not provide an option to waive rental fees.

#### Option #2:

Minimum requirements should be set in order to provide some parameters on when the waiver of fees will be considered. Researching what other municipalities have done and reviewing what would be appropriate for the City of Wimberley, the following are some guidelines for consideration.

- Requests can only be approved by a majority vote from City Council or with a formal partnership agreement previously passed by City Council.
- The following criteria must be met for the city to consider additional fee waivers:
  - The facility requested is available; and
  - Requested use of facility does not occur during peak hours of operation?
  - Requested use of facility does not conflict with or impede facility reservations that are already scheduled.
  - Requested use of the facility does not exceed one day.
- Eligibility of activity/program for fee waiver-
  - The event or program shall have no detrimental impacts to existing facilities or department activities
  - Fee waiver request is submitted prior to the event being scheduled by department heads

- City must determine that no profit will be made from the event by the organization or by any other private individual or business
  - The event is educational in nature
  - The proposed group is not using the facility for a fundraiser or where a participation fee/donation is charged or requested
  - Organizations are not associating political activities or supporting or endorsing any candidate for office, ballot measure or other political measure with the program/activities for which they receive the waiver
  - The City shall not approve a fee waiver for any for profit individual, group or organization
- If one or more of these requirements are not met, then the organization must contact a city council member to further pursue the issue.

**REQUESTED ACTION**

- Motion
- Discussion
- Ordinance
- Resolution
- Other

**FINANCIAL**

- Budgeted Item  Original Estimate/Budget: \$
- Non-budgeted Item  Current Estimate: \$
- Not Applicable  Amount Under/Over Budget: \$

**STAFF RECOMMENDATION**

The City Administrator is seeking direction from Council on what should be included in a Rental Fee Waiver Policy.

**ATTACHMENT(S)**

- Community Center Fee Schedule

## City of Wimberley Community Center Rental Rates ~ Monday thru Thursday

*Prices and Rental Policies are subject to change without notice*

Meeting Room	Size	Capacity	COW	LGE	WVNP	Resident	Non-Resident	Commercial	Additional Hours above (3)	Set-up Fee
<b>Cypress</b>	432	27/43	NC	NC	45	45	90	105	\$25 each additional hour	0
<b>Blanco</b>	864	54/86	NC	NC	60	60	120	145	\$25 each additional hour	0
<b>Johnson Hall</b>	3960	264/350	NC	130	215	250	390	485	\$50 each additional hour	\$25 per hour
<b>Senior Lounge</b>	1282	50/85	NC	NC	100	130	145	195	\$25 each additional hour	\$25 per hour
<b>Art Gallery</b>	816	42/86	NC	NC	285	295	410	540	\$25 each additional hour	\$25 per hour
<b>Entire Facility</b>			NC	260	975	1300	1950	2600		\$25 per hour
<b>Kitchen</b>			NC	NC	85	85	110	130	\$20 each additional hour	
<b>Big" Screen TV</b>			NC	NC	30	30	30	30		
<b>Projector</b>			NC	NC	30	30	30	30		

COW (City of Wimberley)

LGE (Local Government Entity)

WVNP (Wimberley Valley Non-Profit)

Resident (Address with 78676 Zipcode)

Updated 10/1/2018

# City of Wimberley Community Center Rental Rates ~ Friday, Saturday, Sunday & Holiday)

*Prices and Rental Policies are subject to change without notice*

Meeting Room	Size	Capacity	COW	LGE	WVNP	Resident	Non-Resident	Commercial	Additional Hours above (3)	Set-up Fee
<b>Cypress</b>	432	27/43	NC	NC	80	80	125	135	\$25 each additional hour	0
<b>Blanco</b>	864	54/86	NC	NC	90	90	150	175	\$25 each additional hour	0
<b>Johnson Hall</b>	3960	264/350	NC	130	245	280	425	500	\$50 each additional hour	\$25 per hour
<b>Senior Lounge</b>	1282	50/85	NC	NC	130	165	175	225	\$25 each additional hour	\$25 per hour
<b>Art Gallery</b>	816	42/86	NC	NC	320	325	440	570	\$25 each additional hour	\$25 per hour
<b>Entire Facility</b>			NC	260	1300	1625	2275	2925		\$25 per hour
<b>Kitchen</b>			NC	NC	85	85	110	130	\$20 each additional hour	
<b>Big" Screen TV</b>			NC	NC	30	30	30	30		
<b>Projector</b>			NC	NC	30	30	30	30		

**COW** (City of Wimberley)

**LGE** (Local Government Entity)

**WVNP** (Wimberley Valley Non-Profit)

**Resident** (Address with 78676 Zipcode)



**AGENDA ITEM:** Animal Nuisance Ordinance Update  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

The City Administrator and the City Attorney will provide Council with an update regarding the development of an Animal Nuisance Ordinance.

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- Budgeted Item  Original Estimate/Budget: \$
- Non-budgeted Item  Current Estimate: \$
- Not Applicable  Amount Under/Over Budget: \$

### STAFF RECOMMENDATION



**AGENDA ITEM:** Ordinance No. 2002-05 – 25 MPH Proposed Speed Limit  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

The City Council has requested the City Administrator and City Attorney prepare an ordinance for consideration which would lower the speed limit on City streets from 30 miles per hour (MPH) to 25 MPH.

For consideration is Ordinance No. 2020-05, drafted by the City Attorney, which if adopted would lower the prima facia speed limit on City streets to 25 MPH. This ordinance will require two (2) readings and a posting in the local paper before it becomes effective. Additionally, before the 25 MPH speed limit can be enforced on a City street, a speed limit sign indicating the 25 MPH speed limit must be installed. If it is not, then the enforceable speed limit will be 30 MPH. The Public Works Department has begun reviewing what signs will be needed and where.

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- |                   |                                     |                           |    |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: | \$ |
| Non-budgeted Item | <input type="checkbox"/>            | Current Estimate:         | \$ |
| Not Applicable    | <input checked="" type="checkbox"/> | Amount Under/Over Budget: | \$ |

### STAFF RECOMMENDATION

The City Administrator recommends approval of this item.

## **ATTACHMENT(S)**

- Ordinance No. 2020-06

**ORDINANCE NO. 2020-05**

**AN ORDINANCE ESTABLISHING A NEW PRIMA FACIE SPEED LIMIT OF TWENTY-FIVE (25) MILES PER HOUR FOR ALL ROADWAYS WITHIN THE CITY LIMITS OF WIMBERLEY WHICH ARE NOT AN OFFICIALLY DESIGNATED OR MARKED HIGHWAY OR ROAD OF THE STATE HIGHWAY SYSTEM; PURSUANT TO CITY OF WIMBERLEY CODE OF ORDINANCES ARTICLE 11.02 TRAFFIC-CONTROL DEVICES AND TEXAS TRANSPORTATION CODE SECTION 545.356; AND REPEALING THE PRIMA FACIE SPEED LIMIT OF THIRTY (30) MILES PER HOUR ON SUCH ROADWAYS; MAKING CERTAIN FINDINGS; AUTHORIZING THE PLACEMENT OF SPEED LIMIT SIGNS ALONG SUCH STREETS; PROVIDING A PENALTY IN AN AMOUNT OF NOT LESS THAN \$1.00 OR MORE THAN \$200.00 FOR VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.**

\* \* \* \* \*

**WHEREAS**, the City Council of the City of Wimberley, Texas, has determined pursuant to its authority under Texas Transportation Code § 545.356, that due to the extremely rural residential nature of the community, the safety and welfare of the citizens of the City and other members of the traveling public require that for all roadways within the City Limits of the City of Wimberley which are not an officially designated or marked highway or road of the State Highway system, the prima facie speed limit be set at twenty-five (25) miles per hour and that speed limit signs should be placed along such road; and,

**WHEREAS**, the City Council of the City of Wimberley, Texas, has determined that the safety and welfare of the citizens of the City and other members of the traveling public require that for all roadways within the City Limits of the City of Wimberley which are not an officially designated or marked highway or road of the State Highway system, the current prima facie speed limit of thirty (30) miles per hour is repealed.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WIMBERLEY:**

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The City of Wimberley, Texas, hereby establishes a new prima facie speed limit of twenty-five (25) miles per hour for all roadways within the City Limits of the City of Wimberley which are not an officially designated or marked highway or road of the State Highway system.

Section 3. The current prima facie speed limit for all roadways within the City Limits of the City of Wimberley which are not an officially designated or marked highway or road of the State Highway system set at thirty (30) miles per hour is hereby repealed.

Section 4. The City Administrator is hereby authorized and directed to cause the placement of speed limit signs as described in Section 2 hereof.

Section 5. Any vehicle traveling at a speed in excess of the maximum prima facie speed limit herein established for the designated roads shall be prima facie evidence that the speed is not reasonable or prudent and that it is unlawful. No person shall drive a vehicle at a speed in excess of that which is reasonable and prudent under the circumstances existing.

Section 6. Any person who shall violate any provision contained in this Ordinance, or who shall commit or perform any act declared herein to be unlawful shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount of not less than one dollar (\$1.00) and not more than two hundred dollars (\$200.00).

Section 7. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged

invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Wimberley, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 8. This ordinance shall take effect immediately from and after its passage and publication a may be required by governing law.

**PASSED AND APPROVED First Reading** on this \_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_ (ayes) to \_\_\_ (nays) \_\_\_ (abstain) vote of the City Council of the City of Wimberley, Texas.

**PASSED AND APPROVED Second Reading** on this \_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_ (ayes) to \_\_\_ (nays) \_\_\_ (abstain) vote of the City Council of the City of Wimberley, Texas.

\_\_\_\_\_  
Susan Jagers, Mayor

**ATTEST:**

\_\_\_\_\_  
Laura J. Calcote, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney  
Denton Navarro Rocha Bernal & Zech P.C.





**AGENDA ITEM:** Rainfall Collection  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 14, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

At the Regular Council Meeting held on January 16, 2020, Council discussed the waiving of permit fees for those developments that choose to install a rainfall collection system. Previously, Council had waived the permit fees for the systems themselves.

Based on the direction provided at that meeting Ordinance No. 2020-06 has been drafted. In this ordinance, the following fee waivers would be provided:

1. For all single-family new construction and remodel construction, where a rainfall collection system is being installed, the fee for the issuance of the building permit shall be waived.
2. For all new commercial construction and commercial remodel construction, where a rainfall collection system is being installed, the fee for the issuance of the building permit shall be waived up to an amount not to exceed \$1,500.00.
3. The waiver of fees shall only apply to the building permit fee. This waiver shall not apply to any plan review, inspection, or site development fees.

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- |                   |                                     |                           |    |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: | \$ |
| Non-budgeted Item | <input type="checkbox"/>            | Current Estimate:         | \$ |
| Not Applicable    | <input checked="" type="checkbox"/> | Amount Under/Over Budget: | \$ |

**ATTACHMENT(S)**

- Ordinance No. 2020-06

**ORDINANCE NO. 2020-06**

**AN ORDINANCE OF THE CITY OF WIMBERLEY, TEXAS, AMENDING CHAPTER 4 BUILDING REGULATIONS, ARTICLE 4.01 GENERAL PROVISIONS, ADDING SECTION 4.01.004 WAIVER OF PERMIT FEES FOR RAINFALL COLLECTION SYSTEM INSTALLATION PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SEVERABILITY**

**WHEREAS**, the City of Wimberley (“City”) is located in a region of the State of Texas where precipitation is frequently limited, and measures must be taken to conserve water; and

**WHEREAS**, the City Council of the city of Wimberley (“City Council”) finds it necessary to reduce the potential effect of a water shortage on those who live, work and visit Wimberley; and

**WHEREAS**, the City Council finds it is necessary to minimize the potential for water shortage through the practice of rainfall collection; and

**WHEREAS**, the City Council has previously adopted ordinances encouraging the use of rainfall collection systems; and

**WHEREAS**, the City Council finds it necessary to further incentivize the installation and use of rainfall collection systems.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WIMBERLEY, TEXAS:**

**SECTION I. FINDINGS OF FACT**

All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Wimberley and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION II. AMENDMENTS**

That Chapter 4 Building Regulations, Article 4.01 General Provisions is hereby amended as follows with omissions as indicated by strikethrough and additions indicated by underline.

Sec. 4.01.004 Waiver of Permit Fees for Rainfall Collection System Installation

(a) Purpose. The purpose of this section is to provide incentives for the installation of Rainfall Collection Systems.

(b) Definitions:

- 1) Rainfall collection system. An individual potable water supply system approved by the city and having rainfall as its source and having a capacity sufficient to provide all of the domestic water requirements other than irrigation for development on the lot. The city may approve rainfall collection systems using a well for emergency back-up domestic water requirements on a case-by-case basis.

(c) Waiver of Fees.

- 1) For all single-family new construction and remodel construction, where a rainfall collection system is being installed, the fee for the issuance of the building permit shall be waived.
- 2) For all new commercial construction and commercial remodel construction, where a rainfall collection system is being installed, the fee for the issuance of the building permit shall be waived up to an amount not to exceed \$1,500.00.
- 3) The waiver of fees shall only apply to the building permit fee. This waiver shall not apply to any plan review, inspection, or site development fees.

### **SECTION III. EFFECTIVE DATE**

This Article shall take effect sixty (60) from and after its passage and publication as may be required by law.

### **SECTION IV. SEVERABILITY**

Should any sentence, paragraph, subdivision, clause, phrase, or section of this Article be adjusted or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Article in whole or any part or provision thereof, other than the part so declared to be invalid, illegal or unconstitutional.

PASSED AND APPROVED this 20<sup>th</sup> day of February 2020, by a vote of \_\_ (Ayes), \_ (Nays), and \_ (Abstentions)

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Susan Jagers, Mayor

ATTEST:

\_\_\_\_\_  
Laura J. Calcote, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney





**AGENDA ITEM:** Oak Wilt Policy  
**SUBMITTED BY:** Gary Barchfeld  
**DATE SUBMITTED:** 02/14/2020  
**MEETING DATE:** 02/20/2020

## AGENDA FORM

**ITEM DESCRIPTION/SUMMARY**

Discuss and consider possible action regarding a potential oak wilt policy.

**REQUESTED ACTION**

- Motion
- Discussion
- Ordinance
- Resolution
- Other

**FINANCIAL**

- |                   |                                     |                           |    |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: | \$ |
| Non-budgeted Item | <input type="checkbox"/>            | Current Estimate:         | \$ |
| Not Applicable    | <input checked="" type="checkbox"/> | Amount Under/Over Budget: | \$ |

**STAFF RECOMMENDATION**



**AGENDA ITEM:**           **Returning Parkland to BHRP**  
**SUBMITTED BY:**       Gary Barchfeld  
**DATE SUBMITTED:**   02/14/2020  
**MEETING DATE:**      02/20/2020

## AGENDA FORM

**ITEM DESCRIPTION/SUMMARY**

Discuss and Consider Possible Action regarding returning the Wastewater Treatment Plant (WWTP) Site Land to Blue Hole Regional Park (BHRP). Several years ago, the City of Wimberley did a land swap exchanging land inside the Park for City Land outside the Park. The purpose of the Land Swap was so the WWTP would not be on BHRP land, rather it would be on land owned by the City adjacent to BHRP. The plant site, off FM 3237 was cleared and leveled in the Spring of 2018 and has sat virtually untouched since then. With the Change in Scope of the WWTP, through Texas Water Development Board (TWDB), and with TWDB insisting that Wimberley’s Wastewater go to Aqua Texas there is no longer any reason to hold the small amount of acreage outside of BHRP borders. TWDB has said that we cannot go back to a plant in the park it makes no sense to have that property outside the Parklands. In fact, as part of the Change of Scope Environmental Study it is clear the City must remediate this land. This proposal is to transfer the WWTP Site land back into Blue Hole Regional Park. That way the City Park can utilize the Parkland, which is easy to get to, for various activity such as T-Ball or Flag Football Practice Fields for our Youth or perhaps Pickleball Courts for our older Residents. The land is flat, it is readily accessible from FM 3237, we could develop parking for safety, or it would make prime land for any number of various items that the local citizens of Wimberley can benefit from. The access off FM 3237 makes it natural spot where we could develop parking spaces. The Motion would be to: Return the Original Parkland back To BHRP for the purpose of developing it into an active area that benefits our local residents.

**REQUESTED ACTION**

- Motion
- Discussion
- Ordinance
- Resolution
- Other

**FINANCIAL**

Budgeted Item

Non-budgeted Item

Not Applicable

Original Estimate/Budget: \$

Current Estimate: \$

Amount Under/Over Budget: \$

**STAFF RECOMMENDATION**



**AGENDA ITEM:** Board of Adjustment Review  
**SUBMITTED BY:** Gary Barchfeld  
**DATE SUBMITTED:** 02/14/2020  
**MEETING DATE:** 02/20/2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

Discuss and Consider Possible Action regarding review of the last few Board of Adjustment (BOA) items as to what variances were permitted and how some of the discussion could have been misunderstood. Additionally, discuss how the BOA issues it's Variances and from what documents do they make their decisions. Consider a formal BOA review process that guarantees all parties are aware of what has been allowed for a Variance.

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

- |                   |                                     |                           |    |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item     | <input type="checkbox"/>            | Original Estimate/Budget: | \$ |
| Non-budgeted Item | <input checked="" type="checkbox"/> | Current Estimate:         | \$ |
| Not Applicable    | <input type="checkbox"/>            | Amount Under/Over Budget: | \$ |

### STAFF RECOMMENDATION



**AGENDA ITEM:** Plummer Design Proposal  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

For consideration is proposal from Plummer Associates, Inc, for the redesign of the Central Wimberley Wastewater Project force main line. This redesign is necessary to connect the City’s collection system to Aqua’s treatment facility.

The proposal from Plummer is for \$83,815 and includes:

- Additional Field Surveys
- Additional Geotechnical Information
- Design Drawing & Contract Documents
- Assistance in Construction Bidding

The estimated time to have documents ready for submittal is six (6) weeks.

Previously, the City has agreed to the following contracts and amendments with Plummer Associates, Inc.:

- Original Project Design = \$494,082
  - o Amendment #1 = \$35,000
  - o Amendment #2 = \$68,415
  - o Amendment #3 = \$19,200
  - o Amendment #4 = \$36,500
  - o Amendment #5 = \$26,200
- Construction Admin. = \$77,575

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

**FINANCIAL**

Budgeted Item	<input type="checkbox"/>	Original Estimate/Budget:	\$
Non-budgeted Item	<input checked="" type="checkbox"/>	Current Estimate:	\$ 83,815
Not Applicable	<input type="checkbox"/>	Amount Under/Over Budget:	\$

**STAFF RECOMMENDATION**

The City Administrator recommend approval of this item.

**ATTACHMETN(S)**

- Additional Design Proposal



# PLUMMER

February 13, 2020

Mr. Shawn Cox  
City Administrator  
City of Wimberley  
221 Stillwater  
Wimberley, TX 78676

Re: Central Wastewater System  
Contract Amendment

Dear Mr. Cox:

Plummer Associates, Inc. (Plummer) understands that the City has selected the route that it wants to pursue for pumping wastewater from Central Wimberley to the Aqua Texas collection system north of Cypress Creek. This route will require that a portion of the force main be redesigned. In addition, the portion of the new alignment that is north of Cypress Creek is in an area that was not part of the original scope and therefore requires additional field surveys. Finally, Plummer understands that the portion north of the Creek will be bid as a separate construction project, thus requiring separate contract documents, bidding assistance, and construction phase services.

We are proposing that the services identified in the attached Scope of Services be provided for a Lump Sum Fee of Eighty-Three Thousand Eight Hundred Fifteen Dollars (\$83,815). The Terms and Conditions of our contract dated September 9, 2013 shall govern this Amendment. If you have any questions or need additional information, please contact me at (512) 452-5905. Otherwise, your signature below shall constitute acceptance of the Amendment and an authorization to proceed with the work.

Sincerely,

PLUMMER ASSOC., INC.  
TBPE Firm Registration No. 13

Stephen J. Coonan, P.E.  
Principal

---

Accepted:  
City of Wimberley

## **ATTACHMENT B SCOPE OF WORK**

### ***Project Understanding***

The City of Wimberley is undertaking a project to provide centralized wastewater service to the downtown Wimberley area. The City awarded two separate construction contracts to accomplish this goal. Under the first contract, a gravity wastewater collection system, lift station, and force main were to be constructed to deliver the wastewater to a new treatment plant which was to be constructed under the second contract. The City determined that it was in its best interest to cancel the second construction contract and modify the first contract so that the wastewater can be delivered to a neighboring utility for treatment. Modifications to the first construction contract required a redesign of a portion of the project as well as the design of new facilities to convey the wastewater to the neighboring utility. The modifications originally contemplated by the City required additional modifications as a result of alignment concerns. The City has requested that Plummer Associates, Inc. (Plummer) provide assistance in evaluating alternatives that could be pursued. The City has determined that the route for the force main from the RR12 Lift Station to the Aqua Texas Lift Station at Emergency Lane will be as follows:

Alignment of the force main will be along RR 12 west side to Blue Heron Road; then to Oak Dr; then around the square to the RR12 bridge; across the bridge; then along the west side of RR12 to Emergency Lane. The last part, from the bridge to Emergency Lane will be constructed through directional drilling.

The City is ready to move forward with the design of these changes.

### **SCOPE OF SERVICES**

The following scope of services is required to implement the changes that the City desires.

#### ***TASK 1. ADDITIONAL FIELD SURVEYS***

Additional field surveys are required for the area of the RR 12 bridge over Cypress Creek to the north/west along RR 12 to emergency Lane.

#### ***TASK 2. OBTAIN ADDITIONAL GEOTECHNICAL INFORMATION***

Plummer will obtain additional geotechnical information to support the design and bidding of the force main improvements north of Cypress Creek. The additional information will consist of four additional bores to a depth of 15 feet.

**TASK 3. OBTAIN INFORMATION CONCERNING THE RR12 BRIDGE**

Plummer will request record drawing information from TxDOT for the RR12 bridge. Plummer will also provide field survey of the bridge. However, services to locate and detect the reinforcing steel within the bridge are not included. This task will be included in the construction bid.

**TASK 4. UPDATE ENVIRONMENTAL DOCUMENT**

Plummer will update information concerning the revised project for submittal to the Texas Water Development Board. This update will be a general description of the changes and the potential impacts on the environment. Additional field work is not included in this scope as the revised project is within existing rights-of-way.

**TASK 5. PREPARE DESIGN DRAWINGS AND CONTRACT DOCUMENTS**

Plummer will prepare the design drawings for the revised improvements. The revised improvements consist of approximately 5,700 linear feet of new force main. It is anticipated that the force main south of Cypress Creek will be included in the existing contract as a Change Order. The force main that is attached to the bridge and everything north of the creek will be bid as a separate project. As a result, Plummer will develop a separate package of drawings including a new cover sheet, standard notes, construction drawings, and standard details. Plummer will also develop a new set of Contract Documents for the new bid/contract.

**TASK 6. SUBMIT DRAWINGS FOR REVIEW AND APPROVAL**

Plummer will submit the revised drawings and contract documents to the appropriate entities for review and approval. It is anticipated that this will include the City of Wimberley, Aqua Texas, Texas Water Development Board, and the Texas Department of Transportation. Of importance, the TWDB will have to approve the revised contract documents which may require updated TWDB forms to be incorporated. TxDOT approval will be required for the use of the right-of-way and the attachment to the bridge

**TASK 7. BIDDING ASSISTANCE**

Plummer will assist the City during the bid phase of the revised project. These services will include assistance with advertising the project (City to arrange and pay for advertising fees), responding to bidder questions, issuance of needed addenda, attendance at a pre-bid conference, review of the bids submitted, and a recommendation for award.

**TASK 8. CONSTRUCTION PHASE SERVICES**

Plummer will provide construction phase services which will include review/response to RFIs, review of submittals, review of pay requests, final walk through, and record drawings. Plummer will make up to two trips to the project site in addition to the Final Walk Through to observe the general progress of the construction. It is anticipated that the City will have separate onsite representation during construction.

**TASK 9. ATTEND MEETINGS**

Plummer will attend up to six meetings as part of this work. The meetings that are included are as follows: 1 Design meeting, 1 pre-bid conference, 1 preconstruction meeting, and 3 meetings during construction. Additional meetings will be considered as an Additional Service

**SCHEDULE**

Draft Contract Documents will be ready for submittal to the reviewing entities within six (6) weeks from receipt of a Notice-to-Proceed, assuming that information from TxDOT is provided in a timely manner.

**REIMBURSEMENT**

The Scope of Services will be completed for a Lump Sum fee of Eighty-Three Thousand Eight Hundred Fifteen Dollars (\$83,815).

**City of Wimberley  
Wimberley Supplemental Amendment 4  
Force Main Realignment**

Level 2 (Phase) No. and Description <i>Level 3 (Task) No. and Description</i>	Principal (hrs)	Sr. Proj Mgr (hrs)	Sr. Elec. Engr (hrs)	Proj Engr (hrs)	EIT (hrs)	Technician (hrs)	Clerical (hrs)	QC (hrs)	Total Labor		Percent of Total Fee
									Hours	Fee (\$\$\$)	
<b>Force Main Realignment</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>135</b>	<b>92</b>	<b>243</b>	<b>10</b>	<b>6</b>	<b>527</b>	<b>\$ 73,580</b>	<b>100.0%</b>
<b>1 Additional Field Surveys</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>52</b>	<b>\$ 6,030</b>	<b>8.2%</b>
1 Coordination				2		2			4	\$ 510	0.7%
2 Field Crews						48			48	\$ 5,520	7.5%
<b>2 Additional Geotechnical</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$ 560</b>	<b>0.8%</b>
1 Coordination				4					4	\$ 560	0.8%
<b>3 Obtain TxDOT info on Bridge</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>\$ 420</b>	<b>0.6%</b>
1 Coordination				3					3	\$ 420	0.6%
<b>4 Update Environmental Document</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>\$ 675</b>	<b>0.9%</b>
1 Two-Page Memo				4		1			5	\$ 675	0.9%
<b>5 Prepare Design Drawings</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>64</b>	<b>132</b>	<b>8</b>	<b>6</b>	<b>266</b>	<b>\$ 35,550</b>	<b>48.3%</b>
1 Plan & Profile Sheets (14)	8			24	40	120		4	196	\$ 25,820	35.1%
2 Standard Sheets				4	8	12			24	\$ 2,940	4.0%
3 Updated Project Manual	4			16	16		8	2	46	\$ 6,790	9.2%
<b>6 Submit Drawings for Review</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>\$ 2,220</b>	<b>3.0%</b>
1 Coordination and Responses				6		12			18	\$ 2,220	3.0%
<b>7 Bidding Assistance</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>20</b>	<b>2</b>	<b>0</b>	<b>53</b>	<b>\$ 7,645</b>	<b>10.4%</b>
1 Respond to questions	2			12		12	2		28	\$ 3,850	5.2%
2 Issue addenda	2			8		8			18	\$ 2,650	3.6%
3 Review bids				4					4	\$ 560	0.8%
4 Provide Recommendation	1			2					3	\$ 585	0.8%
<b>8 Construction Phase Services</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>28</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>90</b>	<b>\$ 12,800</b>	<b>17.4%</b>
1 Review Submittals				10	16				26	\$ 3,400	4.6%
2 Respond to RFIs	2			8	12	8			30	\$ 4,150	5.6%
3 Final Walk Through	4			4					8	\$ 1,780	2.4%
4 Record Drawings	2			4		20			26	\$ 3,470	4.7%
<b>9 Meetings</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>\$ 7,680</b>	<b>10.4%</b>
1 Design	4			4					8	\$ 1,780	2.4%
2 Pre-Bid	4								4	\$ 1,220	1.7%
3 Pre-Construction	4			4					8	\$ 1,780	2.4%
4 Construction (3)	4			12					16	\$ 2,900	3.9%
<b>TOTAL LABOR</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>135</b>	<b>92</b>	<b>243</b>	<b>10</b>	<b>6</b>	<b>527</b>	<b>\$ 73,580</b>	<b>100.0%</b>
Total Labor Hours	41	0	0	135	92	243	10	6	527		
Total Labor Amount										\$ 73,580	100.0%
<b>Labor Rates per Hour</b>	<b>\$305</b>	<b>\$240</b>	<b>\$280</b>	<b>\$140</b>	<b>\$125</b>	<b>\$115</b>	<b>\$90</b>	<b>\$305</b>			
Total Amounts by Labor Category	\$ 12,505	\$ -	\$ -	\$ 18,900	\$ 11,500	\$ 27,945	\$ 900	\$ 1,830		\$ 73,580	
Labor Category Percent of Total Labor	17.0%	0.0%	0.0%	25.7%	15.6%	38.0%	1.2%	2.5%			100.0%
<b>TOTAL EXPENSES (see breakdown below)</b>											
Total Subconsultants										\$ 9,200	
Total Reimbursables										\$ 1,035	
Total Expenses										\$ 10,235	
<b>GRAND TOTAL - Force Main Realignment</b>										<b>\$ 83,815</b>	

**SUBCONSULTANT EXPENSES**

Code	Description	Budget (\$\$)	Markup	Fee (\$\$\$)
CA	Architect Consultant	\$ -	1.15	\$ -
CC	Civil Engr Consultant	\$ -	1.15	\$ -
CE	Electrical Consultant	\$ -	1.15	\$ -
CG	Geotechnical Consultant	\$ 8,000	1.15	\$ 9,200
CM	Mechanical Consultant	\$ -	1.15	\$ -
CO	Other Consultant	\$ -	1.15	\$ -
CS	Structural Consultant	\$ -	1.15	\$ -
CY	Surveying Consultant	\$ -	1.15	\$ -
C1		\$ -	1.15	\$ -
C2		\$ -	1.15	\$ -
C3		\$ -	1.15	\$ -
C4		\$ -	1.15	\$ -
C5		\$ -	1.15	\$ -
C6		\$ -	1.15	\$ -
<b>TOTAL SUBCONSULTANT EXPENSES</b>		<b>\$ 8,000</b>		<b>\$ 9,200</b>

**REIMBURSABLE EXPENSES**

Code	Description	Budget (\$\$)	Markup	Fee (\$\$\$)
RA	Laboratory Analysis	\$ -	1.15	\$ -
RC	Computer	\$ -	1.15	\$ -
RH	Historical	\$ -	1.15	\$ -
RI	In-House Reproduction	\$ -	1.15	\$ -
RL	Long Distance Telephone	\$ -	1.15	\$ -
RM	Employee Mileage	\$ 400	1.15	\$ 460
RO	Other Expenses	\$ -	1.15	\$ -
RP	Purchased Services	\$ -	1.15	\$ -
RR	Reproduction	\$ 500	1.15	\$ 575
RS	Shipping, Delivery, Postage	\$ -	1.15	\$ -
RT	Travel, Meals, Lodging	\$ -	1.15	\$ -
RU	Telecommunications	\$ -	1.00	\$ -
R1		\$ -	1.15	\$ -
R2		\$ -	1.15	\$ -
<b>TOTAL REIMBURSABLE EXPENSES</b>		<b>\$ 900</b>		<b>\$ 1,035</b>



**AGENDA ITEM:** Central Wimberley Wastewater Project Update  
**SUBMITTED BY:** Shawn Cox, City Administrator  
**DATE SUBMITTED:** February 13, 2020  
**MEETING DATE:** February 20, 2020

## AGENDA FORM

### ITEM DESCRIPTION/SUMMARY

The City Administrator will provide an update regarding the Central Wimberley Wastewater Project; including updates on easements, construction, contracts and coordination with various State entities.

### REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

### FINANCIAL

Budgeted Item	<input type="checkbox"/>	Original Estimate/Budget:	\$
Non-budgeted Item	<input type="checkbox"/>	Current Estimate:	\$
Not Applicable	<input checked="" type="checkbox"/>	Amount Under/Over Budget:	\$

### ATTACHMENT(S)