



**CITY OF
WIMBERLEY**

REGULAR CITY COUNCIL MEETING PACKET

**Thursday, July 15, 2021
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, JULY 15, 2021 – 6:00 P.M.

AGENDA

1. **CALL TO ORDER** July 15, 2021 at 6:00 p.m.
2. **CALL OF ROLL** City Secretary, Laura Calcote
3. **INVOCATION** First Baptist Church Associate Pastor, Larry Adams
4. **PLEDGE OF ALLEGIANCE/SALUTE TO THE TEXAS FLAG**

5. **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.

6. **CONSENT AGENDA**

- 6.1. Approval of minutes from the Special City Council Meeting held June 29, 2021.
- 6.2. Approval of minutes from the Regular City Council Meeting held July 1, 2021.
- 6.3. Approval of the May 2021 Financial Statements for the City of Wimberley.

7. **DISCUSSION AND POSSIBLE ACTION**

- 7.1. Discuss and consider possible action to approve the addition of \$59.77 to cover the construction contract overrun balance between DPR McHam and the City of Wimberley GLO CDBG-DR Grant #19-229-000-B673 – City of Wimberley Infrastructure Improvement Project. *(Langford Community Management Services)*
- 7.2. Discuss and consider possible action regarding a request to permit a temporary structure located at 14711 Ranch Road 12, Wimberley, Texas 78676. *(Applicant, Wimberley Knights of Columbus Council 9151)*

- 7.3. Discuss and consider possible action regarding the status of the Central Wimberley Wastewater Project. *(Project Manager, Craig Fore)*
- 7.4. Discuss and consider possible action regarding the selection of a wastewater system contract maintenance provider. *(City Administrator, Mike Boese)*
- 7.5. Discuss and consider possible action regarding the selection of Neffendorf & Blocker, P.C. for professional auditing services. *(City Administrator, Mike Boese)*
- 7.6. Discuss and consider possible action to adopt a Code of Conduct relating to a Conflict of Interest Policy Pertaining to Procurement Procedures. *(City Administrator, Mike Boese)*
- 7.7. Discuss and consider possible action regarding Council Member David Cohen's request to miss three consecutive Regular City Council Meetings in August and September 2021. *(Place Five Council Member, David Cohen)*

8. CITY COUNCIL REPORTS

8.1. Announcements

8.2. Future agenda items

9. 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.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. The members of the boards, commissions and/or committees may be permitted to participate in discussion on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

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, in compliance with Chapter 551, Texas Government Code, on Monday, July 12, 2021, by 6:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Laura J. Calcote

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.





AGENDA ITEM:	Consent Agenda
SUBMITTED BY:	Laura Calcote, City Secretary
DATE SUBMITTED:	July 8, 2021
MEETING DATE:	July 15, 2021

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

- 6.1. Approval of minutes from the Special City Council Meeting held June 29, 2021.
- 6.2. Approval of minutes from the Regular City Council Meeting held July 1, 2021.
- 6.3. Approval of the May 2021 Financial Statements for the City of Wimberley.

REQUESTED ACTION

- Motion ☒
- Discussion ☐
- Ordinance ☐
- Resolution ☐

FINANCIAL

- | | | | |
|-------------------|-------------------------------------|---------------------------|----|
| Budgeted Item | ☐ | Original Estimate/Budget: | \$ |
| Non-budgeted Item | ☐ | Current Estimate: | \$ |
| Not Applicable | ☒ | Amount Under/Over Budget: | \$ |

STAFF RECOMMENDATION

Approval of 6.1. to 6.3.

ATTACHMENT/S

- June 29th minutes
- July 1st minutes
- May 2021 Financials



City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

SPECIAL CITY COUNCIL MEETING
MESSINA INN – CONFERENCE ROOM
1000 CYPRESS CREEK LANE, WIMBERLEY, TEXAS 78676
TUESDAY, JUNE 29, 2021 – 9:00 A.M.

MINUTES

CALL TO ORDER

Mayor, Gina Fulkerson, called the meeting to order on June 29, 2021 at 9:00 a.m.

CALL OF ROLL

Council Members Present:	Gina Fulkerson	Mayor
	Rebecca Minnick	Place One
	Teresa Shell	Place Two (<i>arrived at 11:50 a.m.</i>)
	Christine Byrne	Place Three
	Jim Chiles	Place Four
	David Cohen	Place Five

City Staff Present:	Mike Boese	City Administrator
	Laura Calcote	City Secretary

WORKSHOP

City Council will observe and participate in a Strategic Planning Session and Training Workshop to discuss priorities and goals for the upcoming 2022 Fiscal Year, including but not limited to health and public safety, transportation, infrastructure and identity.

ADJOURNMENT

Motion to adjourn the meeting at 4:15 p.m. was made by Council Member David Cohen. Motion was seconded by Council Member Christine Byrne. Motion carried unanimously (5-0).

RECORDED BY:

Laura J. Calcote, City Secretary



APPROVED BY:

Gina V. Fulkerson, Mayor



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, JULY 1, 2021 – 6:00 P.M.

MINUTES

CALL TO ORDER

Mayor, Gina Fulkerson, called the meeting to order on July 1, 2021 at 6:00 p.m.

CALL OF ROLL

Council Members Present:	Gina Fulkerson	Mayor
	Rebecca Minnick	Place One
	Teresa Shell	Place Two
	Christine Byrne	Place Three
	Jim Chiles	Place Four
Council Members Absent:	David Cohen	Place Five
City Staff Present:	Mike Boese	City Administrator
	Laura Calcote	City Secretary
	Sarah Griffin	City Attorney
	Richard Shaver	Parks Director
	Nathan Glaiser	Planning & Development Coordinator

INVOCATION

Cypress Creek Church Lead Pastor, Jose Abaroa, gave the invocation.

PLEDGE OF ALLEGIANCE/SALUTE TO THE TEXAS FLAG

Mayor, Gina Fulkerson, led the pledges to the United States and Texas flags.

CITIZENS COMMUNICATIONS

There were no citizen's comments.

PROCLAMATION

A proclamation of the City of Wimberley, Texas, proclaiming July 2021 as Parks and Recreation Month. *(Parks Department)*

Mayor, Gina Fulkerson, read aloud the proclamation and presented the document to Parks Director, Richard Shaver.

CONSENT AGENDA

Motion to approve the Consent Agenda, as presented, was made by Council Member Teresa Shell. Motion was seconded by Council Member Jim Chiles. Motion carried unanimously (4-0).

Approval of minutes from the Regular City Council Meeting held June 17, 2021.

DISCUSSION AND POSSIBLE ACTION

8.1. Discuss and consider possible action regarding Resolution No. 09-2021, authorizing professional service provider selection for Coronavirus Local Fiscal Recovery Fund Programs through the American Rescue Plan Act of 2021. *(City Administrator, Mike Boese)* Place Two Council Member, Teresa Shell, recused herself from the discussion and vote. City Administrator, Mike Boese, presented the three proposals the City had received in response to Administration Professional Services to assist in managing allocated funds from the American Rescue Plan Act of 2021. Based on multiple rating factors, GrantWorks, Inc. received the highest median score.

GrantWorks, Inc. Client Services Manager, Brett Payne, provided a broad overview regarding potential projects and services the funds could be utilized for in the coming months and years. GrantWorks would collaborate with the City to identify specific projects and how best to expend the funds.

Motion to approve Resolution 09-2021, authorizing professional service provider selection of GrantWorks, Inc. for Coronavirus Local Fiscal Recovery Fund Programs through the American Rescue Plan Act of 2021 was made by Council Member Rebecca Minnick. Motion was seconded by Council member Jim Chiles. Motion carried unanimously (3-0).

8.2. Discuss and consider possible action regarding the status of the Central Wimberley Wastewater Project. *(Project Manager, Craig Fore)*

Project Manager, Craig Fore, stated Capital Excavation should be done installing the pipe across the Cypress Creek bridge by mid-July. All underground force main lines had been installed, connected and tested on the north side of the Cypress Creek. The Project was set to be complete by the end of July/beginning of August. There was discussion among Mr. Fore, Council and City staff relating to system users scheduling plumbers in order to tie onto the system within the 45-day timeframe, as well as reviewing and possibly revising the City's grease trap ordinance to make sure the regulations were up to date. Additionally, there was discussion regarding the City receiving quotes for system management and utility billing services in the next couple of weeks.

No action was taken on this item.

8.3. Discuss and consider possible action regarding Oak Drive Project details. *(Place One Council Member, Rebecca Minnick)*

Council Member, Rebecca Minnick, provided an overview of the property the City had recently purchased on Oak Drive, and presented a schematic design for the restroom building and associated area. Additionally, Council Member Minnick explained the timeline of events for the property in the coming months, including demolition of a house and fence in the next few weeks and completion of site plans for the property. The Project would potentially be completed by late 2021.

No action was taken on this item.

8.4. Discuss and consider possible action regarding the proposed Fee-in-Lieu Parking Ordinance within the City Center Overlay. (*Planning & Development Coordinator, Nathan Glaiser*) Planning and Development Coordinator, Nathan Glaiser, presented a possible fee-in-lieu parking ordinance for the City Center Overlay and the need for such measures. Mr. Glaiser noted adequate parking in the area is a problem due to high density and small lot sizes. The proposed ordinance would help to mitigate the parking situation on the Wimberley Square, as well as provide funding for future parking infrastructure. There was lengthy discussion among Council and City staff relating to the proposed fee-in-lieu structure and having a possible joint townhall meeting with the Economic Support and Development Committee, the Planning and Zoning Commission and Wimberley merchants to gather input on the draft ordinance.

No action was taken on this item.

CITY COUNCIL REPORTS

9.1. Announcements – City Secretary, Laura Calcote, reminded Council of the upcoming Independence Day Parade on July 5th, in which the City would have a float.

9.2. Future agenda items – A Special City Council Meeting to discuss the upcoming Fiscal Year 2021-2022 Budget would be held on July 15th at 5:00 p.m.

ADJOURNMENT

Motion to adjourn the meeting at 7:17 p.m. was made by Council Member Christine Byrne. Motion was seconded by Council Member Rebecca Minnick. Motion carried unanimously (4-0).

RECORDED BY:

Laura J. Calcote, City Secretary



APPROVED BY:

Gina V. Fulkerson, Mayor

BALANCE SHEET

Page: 1

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 100 - General Fund

Assets

1011 Petty Cash	450.00
1020 General Checking - ONB	830,372.92
1021 Certificate of Deposit - Ozona	232,193.13
1030 Texpool	187,654.26
1050 Sales Tax Receivable	105,911.30
1150 Accounts Receivable	2,909.34
1250 Earnest Money Deposits	20,000.00
1304 Due from BHP	115.86
1305 Due from OTHERS	8,519.64

Total Assets

1,388,126.45

Liabilities

2010 Accounts Payable	33,976.06
2015 WCC Security Deposits	685.00
2021 Accrued Wages Payable	7,784.68
2022 Payroll Deductions Payable	107.92
2023 TML IEBP Payable	1,383.11
2072 ICMA RC Payable	200.00
2074 TMRS Payable	2,292.41
2075 TCEQ Payable to State	310.00

Total Liabilities

46,739.18

Reserves/Balances

3510 Committed FB - Public Works	505,170.00
3530 Committed FB - W/W on Square	442,024.00
3540 Committed FB-Future Grant Matc	315,732.00
3600 Fund Balance - Uncommitted	-361.65
3650 Net Excess (Deficit)	78,822.92

Total Reserves/Balances

1,341,387.27

Total Liabilities & Balances

1,388,126.45

REVENUE/EXPENDITURE REPORT

Page: 1

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Revenues							
Dept: 15 ADMINISTRATION							
5120 General Sales & Use Tax	850,000.00	850,000.00	696,711.11	105,911.09	0.00	153,288.89	82.0
5131 Mixed Beverage Tax	15,000.00	15,000.00	19,729.15	3,660.49	0.00	-4,729.15	131.5
5171 Franchise Tax	275,000.00	275,000.00	140,264.01	35,316.25	0.00	134,735.99	51.0
5211 Beer & Wine Permits	1,000.00	1,000.00	875.00	0.00	0.00	125.00	87.5
5212 Food Permits	11,000.00	11,000.00	7,150.00	750.00	0.00	3,850.00	65.0
5213 Septic Permits	8,000.00	8,000.00	9,860.00	1,500.00	0.00	-1,860.00	123.3
5219 Sign Permits	1,200.00	1,200.00	485.00	-5.00	0.00	715.00	40.4
5221 Building Permits	22,500.00	22,500.00	24,203.39	3,153.85	0.00	-1,703.39	107.6
5340 Grant Funds	0.00	0.00	229,555.62	0.00	0.00	-229,555.62	0.0
5410 CC Convenience Fees	200.00	200.00	902.73	62.17	0.00	-702.73	451.4
5411 Court Costs, Fees & Charges	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5413 Zoning	7,000.00	7,000.00	12,269.65	2,645.00	0.00	-5,269.65	175.3
5414 Subdivision Fees	1,000.00	1,000.00	1,207.45	0.00	0.00	-207.45	120.7
5416 Building Inspections	22,000.00	22,000.00	19,325.00	2,520.00	0.00	2,675.00	87.8
5417 Bldg Plan Reviews	12,000.00	12,000.00	8,487.50	1,035.00	0.00	3,512.50	70.7
5475 WCC Facility Rentals	30,000.00	30,000.00	3,685.00	1,370.00	0.00	26,315.00	12.3
5611 Interest Revenues	2,500.00	2,500.00	1,817.71	228.49	0.00	682.29	72.7
5701 Other/Misc	345,000.00	345,000.00	162,854.21	33,317.04	0.00	182,145.79	47.2
5799 Operating Transfer In	0.00	341,000.00	0.00	0.00	0.00	341,000.00	0.0
5903 CARES ACT-DESIGNATED FUNDS	0.00	0.00	8,519.64	8,519.64	0.00	-8,519.64	0.0
ADMINISTRATION	1,603,900.00	1,944,900.00	1,347,902.17	199,984.02	0.00	596,997.83	69.3
Revenues							
	1,603,900.00	1,944,900.00	1,347,902.17	199,984.02	0.00	596,997.83	69.3
Expenditures							
Dept: 15 ADMINISTRATION							
6110 S&W- City Administrator	95,000.00	95,000.00	99,542.93	9,384.62	0.00	-4,542.93	104.8
6120 S&W- City Secretary	64,890.00	64,890.00	42,507.26	5,142.08	0.00	22,382.74	65.5
6130 S&W- Financial Clerk	41,200.00	41,200.00	27,778.75	3,460.80	0.00	13,421.25	67.4
6210 Health Care	27,000.00	27,000.00	7,289.46	686.43	0.00	19,710.54	27.0
6220 Payroll Taxes	15,383.00	15,383.00	13,147.83	1,336.76	0.00	2,235.17	85.5
6230 TMRS Contributions	16,228.00	16,228.00	4,562.97	997.91	0.00	11,665.03	28.1
6250 Unemployment Compensation	487.00	487.00	144.00	0.00	0.00	343.00	29.6
6270 Annual/Assoc DUES	3,950.00	3,950.00	2,574.37	1,118.00	0.00	1,375.63	65.2
6340 Technician/Technology Consulta	6,708.00	6,708.00	4,326.24	3,093.75	0.00	2,381.76	64.5
6370 Contract Services	15,000.00	15,000.00	6,418.62	2,969.62	0.00	8,581.38	42.8
6410 Utilities	7,740.00	7,740.00	5,871.25	898.73	0.00	1,868.75	75.9
6411 Telephones	3,150.00	3,150.00	3,754.86	437.59	0.00	-604.86	119.2
6420 Office Cleaning	5,300.00	5,300.00	4,002.45	575.00	0.00	1,297.55	75.5
6430 Bldg Repairs/Maintenance	3,000.00	3,000.00	2,846.67	944.70	0.00	153.33	94.9
6441 Storage Rental	1,200.00	1,200.00	800.00	100.00	0.00	400.00	66.7
6442 Water Cooler	600.00	600.00	295.40	33.99	0.00	304.60	49.2
6443 Equipment Rent/Lease	5,900.00	5,900.00	4,449.66	660.09	0.00	1,450.34	75.4
6444 Parking Lot Lease	1,200.00	1,200.00	800.00	100.00	0.00	400.00	66.7
6500 Grant Expenditures	0.00	0.00	222,353.84	4,551.30	0.00	-222,353.84	0.0
6520 Insurance	26,750.00	26,750.00	23,650.70	0.00	0.00	3,099.30	88.4
6521 Security System	853.00	853.00	728.59	0.00	0.00	124.41	85.4
6531 Public Notices	5,000.00	5,000.00	5,929.69	684.78	0.00	-929.69	118.6
6532 Office Tech/Software	19,700.00	19,700.00	23,735.32	2,638.91	0.00	-4,035.32	120.5
6551 Printing Services	300.00	300.00	134.51	5.41	0.00	165.49	44.8
6562 CC Processing Fees	200.00	200.00	877.39	73.69	0.00	-677.39	438.7
6569 Vehicle Allowance/Moving Exp	6,000.00	6,000.00	7,000.00	500.00	0.00	-1,000.00	116.7
6570 Travel/Hospitality	2,916.00	2,916.00	159.00	159.00	0.00	2,757.00	5.5
6571 Mileage	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
6572 Training	1,050.00	1,050.00	934.00	334.00	0.00	116.00	89.0
6581 Refunds	500.00	500.00	1,865.00	0.00	0.00	-1,365.00	373.0
6589 Records Management	0.00	0.00	1,342.16	802.12	0.00	-1,342.16	0.0
6610 Operating Supplies	2,000.00	2,000.00	606.44	258.84	0.00	1,393.56	30.3
6651 Postage/Shipping	1,000.00	1,000.00	1,065.99	284.47	0.00	-65.99	106.6
6660 Office Supplies	2,000.00	2,000.00	2,280.48	1,105.73	0.00	-280.48	114.0

REVENUE/EXPENDITURE REPORT

Page: 2

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 15 ADMINISTRATION							
6791 Capital Outlay- Technology	0.00	0.00	919.98	0.00	0.00	-919.98	0.0
6792 Capital Outlay - Other	15,000.00	15,000.00	7,524.79	5,000.00	0.00	7,475.21	50.2
6796 Capital Outlay - Winter Storm	0.00	0.00	118,757.23	15,951.03	0.00	-118,757.23	0.0
6903 CARES ACT - EXPENDITURES	0.00	0.00	25,533.13	110.00	0.00	-25,533.13	0.0
6990 Operating Transfer Out	290,500.00	553,002.00	212,001.59	0.00	0.00	341,000.41	38.3
ADMINISTRATION	689,205.00	951,707.00	888,512.55	64,399.35	0.00	63,194.45	93.4
Dept: 16 LEGAL							
6350 Legal	100,000.00	100,000.00	68,670.18	9,164.73	0.00	31,329.82	68.7
LEGAL	100,000.00	100,000.00	68,670.18	9,164.73	0.00	31,329.82	68.7
Dept: 17 COUNCIL/BOARD							
6320 Financial (Contract Svs)	16,200.00	16,200.00	10,800.00	1,350.00	0.00	5,400.00	66.7
6330 Audit Svs	19,400.00	19,400.00	19,400.00	0.00	0.00	0.00	100.0
6541 Public Relations/Receptions	1,000.00	1,000.00	2,055.64	142.48	0.00	-1,055.64	205.6
6572 Training	4,000.00	4,000.00	2,200.00	200.00	0.00	1,800.00	55.0
6590 Elections	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
6591 Planning	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00	0.0
COUNCIL/BOARD	126,600.00	126,600.00	34,455.64	1,692.48	0.00	92,144.36	27.2
Dept: 18 BUILDING							
6360 Contract Inspections	30,000.00	30,000.00	18,042.50	2,925.00	0.00	11,957.50	60.1
6582 Site Plan Reviews	8,000.00	8,000.00	2,062.50	0.00	0.00	5,937.50	25.8
BUILDING	38,000.00	38,000.00	20,105.00	2,925.00	0.00	17,895.00	52.9
Dept: 21 PUBLIC SAFETY							
6370 Contract Services	84,315.00	84,315.00	18,595.00	2,105.00	0.00	65,720.00	22.1
6371 Sanitarian (Contract Labor)	30,000.00	30,000.00	18,170.96	3,156.26	0.00	11,829.04	60.6
6373 Animal Control	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
6574 Event Services	1,750.00	1,750.00	0.00	0.00	0.00	1,750.00	0.0
PUBLIC SAFETY	122,065.00	122,065.00	42,765.96	5,261.26	0.00	79,299.04	35.0
Dept: 25 MUNICIPAL COURT							
6270 Annual/Assoc DUES	0.00	0.00	25.00	0.00	0.00	-25.00	0.0
6380 MC Judge (Contract Labor)	4,000.00	4,000.00	2,666.64	333.33	0.00	1,333.36	66.7
6381 City Prosecutor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
6532 Office Tech/Software	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
6610 Operating Supplies	750.00	750.00	0.00	0.00	0.00	750.00	0.0
MUNICIPAL COURT	14,750.00	14,750.00	2,691.64	333.33	0.00	12,058.36	18.2
Dept: 30 PUBLIC WORKS							
6150 S&W- Code Enforcement	41,200.00	41,200.00	28,528.93	3,539.20	0.00	12,671.07	69.2
6160 S&W- P&D Coordinator	55,000.00	55,000.00	21,179.24	3,846.40	0.00	33,820.76	38.5
6180 S&W- Maintenance	15,450.00	15,450.00	4,351.75	513.50	0.00	11,098.25	28.2
6210 Health Care	18,000.00	18,000.00	9,369.81	1,335.08	0.00	8,630.19	52.1
6220 Payroll Taxes	8,541.00	8,541.00	4,194.47	604.26	0.00	4,346.53	49.1
6230 TMRS Contributions	9,010.00	9,010.00	2,777.99	472.74	0.00	6,232.01	30.8
6250 Unemployment Compensation	487.00	487.00	32.80	0.00	0.00	454.20	6.7
6270 Annual/Assoc DUES	400.00	400.00	0.00	0.00	0.00	400.00	0.0
6370 Contract Services	0.00	0.00	14,082.50	0.00	0.00	-14,082.50	0.0
6431 Vehicle Maint/Insurance	600.00	600.00	1,650.59	561.87	0.00	-1,050.59	275.1
6532 Office Tech/Software	0.00	0.00	194.72	0.00	0.00	-194.72	0.0
6570 Travel/Hospitality	500.00	500.00	0.00	0.00	0.00	500.00	0.0
6571 Mileage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
6572 Training	600.00	600.00	100.00	100.00	0.00	500.00	16.7
6583 Fuel	2,000.00	2,000.00	902.82	201.31	0.00	1,097.18	45.1
6610 Operating Supplies	1,000.00	1,000.00	619.47	7.19	0.00	380.53	61.9
6612 Tools	500.00	500.00	37.49	37.49	0.00	462.51	7.5
PUBLIC WORKS	153,588.00	153,588.00	88,022.58	11,219.04	0.00	65,565.42	57.3

REVENUE/EXPENDITURE REPORT

Page: 3

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - General Fund							
Expenditures							
Dept: 31 ROADS							
6432 Road Maintenance	80,000.00	80,000.00	11,155.00	1,028.00	0.00	68,845.00	13.9
6433 Equipment Maintenance	250.00	250.00	0.00	0.00	0.00	250.00	0.0
6470 Engineering - Roads	10,000.00	10,000.00	1,500.00	0.00	0.00	8,500.00	15.0
6584 Mowing/Trimming	8,000.00	8,000.00	1,423.45	775.00	0.00	6,576.55	17.8
6611 Signs/Barricades	4,000.00	4,000.00	1,038.99	278.00	0.00	2,961.01	26.0
6795 Capital Outlay - Roads	100,000.00	100,000.00	5,800.00	0.00	0.00	94,200.00	5.8
ROADS	202,250.00	202,250.00	20,917.44	2,081.00	0.00	181,332.56	10.3
Dept: 33 WATER/WASTEWATER							
6586 Quality Testing WW	1,860.00	1,860.00	1,551.00	0.00	0.00	309.00	83.4
6588 Public Restroom WW	36,000.00	36,000.00	32,661.42	4,243.72	0.00	3,338.58	90.7
WATER/WASTEWATER	37,860.00	37,860.00	34,212.42	4,243.72	0.00	3,647.58	90.4
Dept: 51 COMMUNITY CENTER							
6140 S&W- Director	40,000.00	40,000.00	26,781.98	3,169.21	0.00	13,218.02	67.0
6180 S&W- Maintenance	25,000.00	25,000.00	8,128.77	1,567.01	0.00	16,871.23	32.5
6210 Health Care	9,000.00	9,000.00	5,405.89	671.05	0.00	3,594.11	60.1
6220 Payroll Taxes	4,973.00	4,973.00	2,702.40	362.32	0.00	2,270.60	54.3
6230 TMRS Contributions	5,246.00	5,246.00	1,577.76	202.20	0.00	3,668.24	30.1
6250 Unemployment Compensation	487.00	487.00	61.73	0.00	0.00	425.27	12.7
6270 Annual/Assoc DUES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
6370 Contract Services	0.00	0.00	934.00	0.00	0.00	-934.00	0.0
6410 Utilities	18,200.00	18,200.00	10,596.03	1,356.74	0.00	7,603.97	58.2
6411 Telephones	931.00	931.00	1,600.35	192.50	0.00	-669.35	171.9
6430 Bldg Repairs/Maintenance	5,000.00	5,000.00	3,157.60	1,212.25	0.00	1,842.40	63.2
6521 Security System	2,000.00	2,000.00	1,024.51	99.00	0.00	975.49	51.2
6532 Office Tech/Software	2,500.00	2,500.00	1,344.82	157.48	0.00	1,155.18	53.8
6540 Advertising	3,000.00	3,000.00	1,749.05	0.00	0.00	1,250.95	58.3
6551 Printing Services	200.00	200.00	0.00	0.00	0.00	200.00	0.0
6610 Operating Supplies	3,000.00	3,000.00	1,183.27	243.99	0.00	1,816.73	39.4
6651 Postage/Shipping	100.00	100.00	0.00	0.00	0.00	100.00	0.0
6660 Office Supplies	500.00	500.00	79.01	0.00	0.00	420.99	15.8
6794 Capital Outlay - Equipmt/Other	0.00	0.00	999.00	0.00	0.00	-999.00	0.0
6797 Capital Outlay - Facilities	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
COMMUNITY CENTER	130,237.00	130,237.00	67,326.17	9,233.75	0.00	62,910.83	51.7
Dept: 52 PARKS							
6410 Utilities	1,500.00	1,500.00	932.71	164.28	0.00	567.29	62.2
6430 Bldg Repairs/Maintenance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
6585 NATURE TL / OLD BALDY	0.00	0.00	425.00	425.00	0.00	-425.00	0.0
6610 Operating Supplies	600.00	600.00	41.96	0.00	0.00	558.04	7.0
PARKS	4,100.00	4,100.00	1,399.67	589.28	0.00	2,700.33	34.1
Expenditures	1,618,655.00	1,881,157.00	1,269,079.25	111,142.94	0.00	612,077.75	67.5
Net Effect for General Fund	-14,755.00	63,743.00	78,822.92	88,841.08	0.00	-15,079.92	123.7
Change in Fund Balance:			78,822.92				

BALANCE SHEET

Page: 2

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 200 - Blue Hole Parkland**Assets**

1011 Petty Cash	95.00
1022 BH Parkland - ONB	674,608.58

Total Assets	674,703.58
--------------	------------

Liabilities

2010 Accounts Payable	8,742.26
2016 BHP Security Deposits	2,500.00
2021 Accrued Wages Payable	4,972.61
2022 Payroll Deductions Payable	1,683.14
2074 TMRS Payable	826.13
2080 Due to General	6,273.89

Total Liabilities	24,998.03
-------------------	-----------

Reserves/Balances

3600 Fund Balance - Uncommitted	523,677.17
3650 Net Excess (Deficit)	126,028.38

Total Reserves/Balances	649,705.55
-------------------------	------------

Total Liabilities & Balances	674,703.58
------------------------------	------------

REVENUE/EXPENDITURE REPORT

Page: 4

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 200 - Blue Hole Parkland							
Revenues							
Dept: 52 PARKS							
5472 Reservations/Gate Fees	378,000.00	378,000.00	315,182.22	96,244.72	0.00	62,817.78	83.4
5474 Facility Rentals	10,000.00	10,000.00	7,870.00	4,985.00	0.00	2,130.00	78.7
5476 Special Events	69,000.00	69,000.00	40,015.49	10,714.88	0.00	28,984.51	58.0
5479 Vending/Merchandise	4,000.00	4,000.00	262.39	497.95	0.00	3,737.61	6.6
5611 Interest Revenues	150.00	150.00	170.85	26.80	0.00	-20.85	113.9
5701 Other/Misc	3,800.00	3,800.00	903.55	0.00	0.00	2,896.45	23.8
PARKS	464,950.00	464,950.00	364,404.50	112,469.35	0.00	100,545.50	78.4
Revenues	464,950.00	464,950.00	364,404.50	112,469.35	0.00	100,545.50	78.4
Expenditures							
Dept: 52 PARKS							
6181 S&W- Parks PT	85,000.00	85,000.00	31,380.79	4,063.90	0.00	53,619.21	36.9
6182 S&W- Parks Maintenance Tech	57,680.00	57,680.00	22,772.79	2,284.80	0.00	34,907.21	39.5
6183 S&W-Programs & Operations Mngr	40,000.00	40,000.00	23,199.10	1,788.00	0.00	16,800.90	58.0
6184 S&W-Programs & Events Special	28,840.00	28,840.00	22,714.40	0.00	0.00	6,125.60	78.8
6185 S&W-Nat'l Resource Park Mngr	40,000.00	40,000.00	24,925.68	2,692.80	0.00	15,074.32	62.3
6210 Health Care	45,000.00	45,000.00	16,717.01	1,976.18	0.00	28,282.99	37.1
6220 Payroll Taxes	19,241.00	19,241.00	10,004.00	1,122.69	0.00	9,237.00	52.0
6230 TMRS Contributions	13,438.00	13,438.00	5,425.14	599.40	0.00	8,012.86	40.4
6250 Unemployment Compensation	1,299.00	1,299.00	635.60	0.00	0.00	663.40	48.9
6374 Contract Services	21,400.00	21,400.00	17,729.50	380.00	0.00	3,670.50	82.8
6410 Utilities	15,000.00	15,000.00	9,485.12	699.60	0.00	5,514.88	63.2
6411 Telephones	2,400.00	2,400.00	1,941.28	245.72	0.00	458.72	80.9
6431 Vehicle Maint/Insurance	300.00	300.00	977.74	0.00	0.00	-677.74	325.9
6433 Equipment Maintenance	1,200.00	1,200.00	783.44	615.20	0.00	416.56	65.3
6443 Equipment Rent/Lease	1,000.00	1,000.00	1,049.92	0.00	0.00	-49.92	105.0
6532 Office Tech/Software	10,720.00	10,720.00	1,329.92	169.99	0.00	9,390.08	12.4
6562 CC Processing Fees	13,000.00	13,000.00	10,031.35	626.70	0.00	2,968.65	77.2
6570 Travel/Hospitality	3,680.00	3,680.00	0.00	0.00	0.00	3,680.00	0.0
6571 Mileage	1,475.00	1,475.00	0.00	0.00	0.00	1,475.00	0.0
6572 Training	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
6581 Refunds	1,000.00	1,000.00	9,487.61	6,107.61	0.00	-8,487.61	948.8
6583 Fuel	800.00	800.00	757.00	123.78	0.00	43.00	94.6
6589 Records Management	0.00	0.00	650.85	41.95	0.00	-650.85	0.0
6610 Operating Supplies	18,000.00	18,000.00	15,668.62	4,962.65	0.00	2,331.38	87.0
6613 Materials	4,000.00	4,000.00	1,961.77	0.00	0.00	2,038.23	49.0
6615 Bldg & Maint Supplies	1,500.00	1,500.00	1,609.22	57.52	0.00	-109.22	107.3
6616 Programs	8,000.00	8,000.00	2,543.19	1,256.97	0.00	5,456.81	31.8
6651 Postage/Shipping	50.00	50.00	0.00	0.00	0.00	50.00	0.0
6660 Office Supplies	500.00	500.00	148.93	0.00	0.00	351.07	29.8
6794 Capital Outlay - Equipmt/Other	2,250.00	2,250.00	599.99	0.00	0.00	1,650.01	26.7
PARKS	439,273.00	439,273.00	234,529.96	29,815.46	0.00	204,743.04	53.4
Expenditures	439,273.00	439,273.00	234,529.96	29,815.46	0.00	204,743.04	53.4
Net Effect for Blue Hole Parkland Change in Fund Balance:	25,677.00	25,677.00	129,874.54 126,028.38	82,653.89	0.00	-104,197.54	505.8

BALANCE SHEET

Page: 3

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 201 - Municipal Court

Assets

1023 Municipal Court - ONB

2,975.72

Total Assets

2,975.72

Liabilities

2076 MC Payable to State

712.35

Total Liabilities

712.35

Reserves/Balances

3600 Fund Balance - Uncommitted

2,262.37

3650 Net Excess (Deficit)

1.00

Total Reserves/Balances

2,263.37

Total Liabilities & Balances

2,975.72

REVENUE/EXPENDITURE REPORT

Page: 5

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

Fund: 201 - Municipal Court

Revenues

Dept: 00

5611 Interest Revenues

0.00

0.00

1.00

0.13

0.00

-1.00

0.0

Dept: 00

0.00

0.00

1.00

0.13

0.00

-1.00

0.0

Revenues

0.00

0.00

1.00

0.13

0.00

-1.00

0.0

Net Effect for Municipal Court

0.00

0.00

1.00

0.13

0.00

-1.00

0.0

Change in Fund Balance:

1.00

BALANCE SHEET

Page: 4

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 202 - Wastewater Fund

Assets

1027 Wastewater - ONB	208,026.55
1150 Accounts Receivable	6,602.00
1152 Tax Notes 2013-Restricted Cash	32,550.35
1310 Due from WW Project Fund	108,332.00
1729 WW Reclamation Facility	575,646.67
1730 Utility Plant - WW	223,970.00
1731 Accumulated Deprec.-Bldgs	-51,813.50

Total Assets

1,103,314.07

Liabilities

2010 Accounts Payable	816.48
-----------------------	--------

Total Liabilities

816.48

Reserves/Balances

3600 Fund Balance - Uncommitted	769,099.00
3610 Net Invest in Capital Assets	204,704.15
3650 Net Excess (Deficit)	128,694.44

Total Reserves/Balances

1,102,497.59

Total Liabilities & Balances

1,103,314.07

REVENUE/EXPENDITURE REPORT

Page: 6

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 202 - Wastewater Fund							
Revenues							
Dept: 04 WATER/WASTEWATER							
5400 WW Service Fees	241,888.00	241,888.00	85,968.00	11,072.00	0.00	155,920.00	35.5
5611 Interest Revenues	75.00	75.00	64.28	9.06	0.00	10.72	85.7
5799 Operating Transfer In	290,500.00	290,500.00	290,500.00	0.00	0.00	0.00	100.0
WATER/WASTEWATER	532,463.00	532,463.00	376,532.28	11,081.06	0.00	155,930.72	70.7
Revenues	532,463.00	532,463.00	376,532.28	11,081.06	0.00	155,930.72	70.7
Expenditures							
Dept: 04 WATER/WASTEWATER							
6270 Annual/Assoc DUES	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	0.0
6374 Contract Services	246,391.00	246,391.00	174,151.53	7,596.20	0.00	72,239.47	70.7
6410 Utilities	6,000.00	6,000.00	5,375.53	980.03	0.00	624.47	89.6
6411 Telephones	1,800.00	1,800.00	314.27	0.00	0.00	1,485.73	17.5
6589 Records Management	0.00	0.00	25.00	0.00	0.00	-25.00	0.0
6792 Capital Outlay - Other	0.00	0.00	17,053.63	0.00	0.00	-17,053.63	0.0
6799 Project Manager-WW Project	38,000.00	38,000.00	1,350.00	0.00	0.00	36,650.00	3.6
6900 Wastewater Debt Service - Prin	160,000.00	160,000.00	0.00	0.00	0.00	160,000.00	0.0
6901 Wastewater Debt Service - Int	78,920.00	78,920.00	36,588.06	0.00	0.00	42,331.94	46.4
6990 Operating Transfer Out	0.00	0.00	12,979.82	0.00	0.00	-12,979.82	0.0
WATER/WASTEWATER	532,361.00	532,361.00	247,837.84	8,576.23	0.00	284,523.16	46.6
Expenditures	532,361.00	532,361.00	247,837.84	8,576.23	0.00	284,523.16	46.6
Net Effect for Wastewater Fund	102.00	102.00	128,694.44	2,504.83	0.00	-128,592.44	26,171.0
Change in Fund Balance:			128,694.44				

BALANCE SHEET

Page: 5

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 205 - Hotel Occupancy Tax

Assets

1019 Hotel Occupancy Tax

123,425.29

Total Assets

123,425.29

Reserves/Balances

3560 FB Committed-Emergency Plan

5,000.00

3600 Fund Balance - Uncommitted

137,344.58

3650 Net Excess (Deficit)

-18,919.29

Total Reserves/Balances

123,425.29

Total Liabilities & Balances

123,425.29

REVENUE/EXPENDITURE REPORT

Page: 7
7/12/2021
9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 205 - Hotel Occupancy Tax							
Revenues							
Dept: 15 ADMINISTRATION							
5611 Interest Revenues	0.00	0.00	46.71	5.37	0.00	-46.71	0.0
ADMINISTRATION	0.00	0.00	46.71	5.37	0.00	-46.71	0.0
Revenues	0.00	0.00	46.71	5.37	0.00	-46.71	0.0
Expenditures							
Dept: 15 ADMINISTRATION							
6792 Capital Outlay - Other	6,000.00	60,495.00	18,966.00	0.00	0.00	41,529.00	31.4
ADMINISTRATION	6,000.00	60,495.00	18,966.00	0.00	0.00	41,529.00	31.4
Expenditures	6,000.00	60,495.00	18,966.00	0.00	0.00	41,529.00	31.4
Net Effect for Hotel Occupancy Tax	-6,000.00	-60,495.00	-18,919.29	5.37	0.00	-41,575.71	31.3
Change in Fund Balance:			-18,919.29				

BALANCE SHEET

Page: 6

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 600 - BHP Development Projects

Assets

1025 BH Development - ONB

11,665.81

Total Assets

11,665.81

Reserves/Balances

3550 FB Committed - Soccer Fields

109,279.00

3600 Fund Balance - Uncommitted

-94,218.03

3650 Net Excess (Deficit)

-3,395.16

Total Reserves/Balances

11,665.81

Total Liabilities & Balances

11,665.81

REVENUE/EXPENDITURE REPORT

Page: 8

7/12/2021

9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - BHP Development Projects							
Revenues							
Dept: 00							
5611 Interest Revenues	20.00	20.00	4.84	0.50	0.00	15.16	24.2
Dept: 00	20.00	20.00	4.84	0.50	0.00	15.16	24.2
Revenues	20.00	20.00	4.84	0.50	0.00	15.16	24.2
Expenditures							
Dept: 00							
6798 Capital Outlay-Development	0.00	0.00	3,400.00	0.00	0.00	-3,400.00	0.0
Dept: 00	0.00	0.00	3,400.00	0.00	0.00	-3,400.00	0.0
Expenditures	0.00	0.00	3,400.00	0.00	0.00	-3,400.00	0.0
Net Effect for BHP Development Projects	20.00	20.00	-3,395.16	0.50	0.00	3,415.16	16,975.8
Change in Fund Balance:			-3,395.16				

BALANCE SHEET

Page: 7

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 602 - DONATIONS/SIDEWALKS**Assets**

1026 Donations/Sidewalks

63,594.21

Total Assets

63,594.21**Liabilities**

2080 Due to General

8,519.64

Total Liabilities

8,519.64**Reserves/Balances**

3600 Fund Balance - Uncommitted

55,054.80

3650 Net Excess (Deficit)

19.77

Total Reserves/Balances

55,074.57

Total Liabilities & Balances

63,594.21

REVENUE/EXPENDITURE REPORT

Page: 9
7/12/2021
9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 602 - DONATIONS/SIDEWALKS							
Revenues							
Dept: 00							
5611 Interest Revenues	2.00	2.00	19.77	2.56	0.00	-17.77	988.5
Dept: 00	2.00	2.00	19.77	2.56	0.00	-17.77	988.5
Revenues	2.00	2.00	19.77	2.56	0.00	-17.77	988.5
Expenditures							
Dept: 00							
6990 Operating Transfer Out	0.00	55,054.80	0.00	0.00	0.00	55,054.80	0.0
Dept: 00	0.00	55,054.80	0.00	0.00	0.00	55,054.80	0.0
Expenditures	0.00	55,054.80	0.00	0.00	0.00	55,054.80	0.0
Net Effect for DONATIONS/SIDEWALKS	2.00	-55,052.80	19.77	2.56	0.00	-55,072.57	0.0
Change in Fund Balance:			19.77				

BALANCE SHEET

Page: 8

7/12/2021

9:58 am

City of Wimberley

As of: 5/31/2021

Balances

Fund: 604 - WW Collection & Treatment Plan

Assets

1032 WW Bond Reserve Funds	58,397.28
1033 BOK Financial (82-2435-02-0)	251,660.79
1034 BOK Financial (82-2435-01-2)	1,128,547.76
1728 WW Project - Const in Progress	2,591,541.18
1729 WW Reclamation Facility	1,754,039.14

Total Assets

5,784,186.15

Liabilities

2010 Accounts Payable	579,121.37
2011 Debt Forgiveness Funds	243,005.00
2086 Due to WWOP	108,332.00
2140 Accrued Interest Payable	21,265.75
2560 N TX General Obligation	4,780,000.00
2561 Bonds - Current	160,000.00

Total Liabilities

5,891,724.12

Reserves/Balances

3600 Fund Balance - Uncommitted	-1,555,698.49
3610 Net Invest in Capital Assets	2,185,666.99
3650 Net Excess (Deficit)	-737,506.47

Total Reserves/Balances

-107,537.97

Total Liabilities & Balances

5,784,186.15

REVENUE/EXPENDITURE REPORT

Page: 10
7/12/2021
9:59 am

City of Wimberley

For the Period: 10/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 604 - WW Collection & Treatment Plan							
Revenues							
Dept: 00							
5799 Operating Transfer In	0.00	0.00	275,481.41	0.00	0.00	-275,481.41	0.0
Dept: 00	0.00	0.00	275,481.41	0.00	0.00	-275,481.41	0.0
Dept: 04 WATER/WASTEWATER							
5611 Interest Revenues	0.00	0.00	272.21	58.34	0.00	-272.21	0.0
5612 Investment Income	0.00	0.00	177.17	0.00	0.00	-177.17	0.0
WATER/WASTEWATER	0.00	0.00	449.38	58.34	0.00	-449.38	0.0
Revenues	0.00	0.00	275,930.79	58.34	0.00	-275,930.79	0.0
Expenditures							
Dept: 04 WATER/WASTEWATER							
6374 Contract Services	0.00	0.00	50,016.27	20,232.50	0.00	-50,016.27	0.0
6410 Utilities	0.00	0.00	2.46	0.00	0.00	-2.46	0.0
6792 Capital Outlay - Other	0.00	0.00	598,778.53	131,708.40	0.00	-598,778.53	0.0
6799 Project Manager-WW Project	0.00	0.00	23,640.00	6,840.00	0.00	-23,640.00	0.0
6990 Operating Transfer Out	0.00	341,000.00	341,000.00	0.00	0.00	0.00	100.0
WATER/WASTEWATER	0.00	341,000.00	1,013,437.26	158,780.90	0.00	-672,437.26	297.2
Expenditures	0.00	341,000.00	1,013,437.26	158,780.90	0.00	-672,437.26	297.2
Net Effect for WW Collection & Treatment Plan	0.00	-341,000.00	-737,506.47	-158,722.56	0.00	396,506.47	216.3
Change in Fund Balance:			-737,506.47				
Grand Total Net Effect:	5,046.00	-367,005.80	-422,408.25	15,285.80	0.00	55,402.45	



AGENDA ITEM:	Approval of local funds to GLO contract
SUBMITTED BY:	Erin Thompson
DATE SUBMITTED:	7/9/21
MEETING DATE:	7/15/21

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

This request is to consider, discuss and possibly approve the addition of \$59.77 to cover the construction contract overrun balance between DPR McHam and the City of Wimberley for the GLO CDBG-DR Grant #19-229-000-B673 – City of Wimberley Infrastructure Improvement Project.”

Summary; The allotted GLO construction budget for this project was \$252,866.00. A Construction contract was awarded to the lowest most qualified bidder (DPR McHam) on October 15, 2020 in the amount of \$260,584.46. The Contract was signed executed on November 12, 2020. Change Order #1 was executed to bring down the cost for construction to \$252,925.77, however, a \$59.77 overage remained after using all GLO grant funds. At the time, Paul Parker, interim City Administrator said the City could cover this \$59.77 overrun, however, no item was placed on the agenda at that time. We are asking for official approval from council now to complete grant closeout and balance the grant budget.

REQUESTED ACTION

- Motion ☒
- Discussion ☒
- Ordinance ☐
- Resolution ☐
- Other ☐

FINANCIAL

- Budgeted Item ☐ Original Estimate/Budget: \$
- Non-budgeted Item ☒ Current Estimate: \$ 59.77
- Not Applicable ☐ Amount Under/Over Budget: \$

STAFF RECOMMENDATION

ATTACHMENT/S

Construction Contract
Change Order #1

CONSTRUCTION CONTRACT

THIS AGREEMENT made this the 12th day of November, 2020, by and between DPR McHam, LLC hereinafter called the "Contractor", and City of Wimberley hereinafter called the "City."

WITNESSETH, that the Contractor and the City for the considerations stated herein mutually agree as follows:

ARTICLE 1. Statement of Work. The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, including utility and transportation services, and perform and complete all work required for the construction of the Improvements embraced in the Project; namely, Hoots Holler Drainage Improvements for the City of Wimberley Texas Community Development Block Grant (TxCDBG) project, all in strict accordance with the contract documents including all addenda thereto, numbered dated (no addenda issued) all as prepared by BEFCO Engineering, Inc. acting and in these contract documents preparation, referred to as the "Engineer".

ARTICLE 2. The Contract Price. The City will pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed at the *unit prices* stipulated in the Bid for the several respective items of work completed subject to additions and deductions hereof, the sum of Two Hundred Sixty Thousand Five Hundred Eighty-Four & 46/100 Dollars (\$260,584.46)

ARTICLE 3. The Contract. The executed contract documents shall consist of the following components:

a. This agreement (pgs. 1-2)	q. Contractor's Visit Affidavit
b. Addenda (0)	r. Non-collusion Affidavit
c. Invitation for Bids	s. Statement of Bidder's Qualifications
d. Instructions to Bidders	t. Certification Regarding Lobbying for Contracts, Grants & Loans
e. Signed Copy of Bid	u. Safety Record Questionnaire & Statement of Bidder's Safety Experience
f. EJCDC Standard General Conditions	v. Conflict of Interest Questionnaire
g. General Conditions, Part I	w. State Reciprocal Agreement
h. Special Conditions, Special Notes	x. Contractor's Local Opportunity Plan
i. Technical Specifications	y. Form 1295
j. Drawings (<i>as listed in the Schedule of Drawings</i>)	z. Contractor's Certificate Regarding Civil Rights
k. Notice of Award	aa. Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements
l. Notice to Proceed	bb. Chapter 2271 Verification
m. All Permits and Approval Conditions	cc. Chapter 2252 Certification
n. Performance Bond	
o. Payment Bond	
p. Bid Bond	

ARTICLE 4. Performance. Work, in accordance with the Contract dated November 12, 2020, shall commence on or before November 23, 2020, and Contractor shall complete the WORK within Ninety (90) consecutive calendar days thereafter. The date of completion of all WORK is therefore February 20, 2021.

This Agreement, together with other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the parties

hereto. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this ARTICLE 3 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four (4) original copies on the day and year first above written.

DPR McHam, LLC

Contractor

Paul McClintock

By Paul McClintock

Title CFO

City of Wimberley

City

Paul Parker

By Mr. Paul Parker

Title Interim City Administrator

Corporate Certifications

I, Paul McClintock, certify that I am the secretary of the corporation named as Contractor herein; that Paul McClintock, who signed this Agreement on behalf of the Contractor, was then TREASURER of said corporation; that said Agreement was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Corporate
Seal

DPR McHam LLC

Paul McClintock
Corporate Secretary



COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

NOTE: Texas Local Government Code Sec. 262.031 "CHANGES IN PLANS AND SPECIFICATIONS" regulations apply. Generally, a cumulative increase in the contract price in excess of 25% or a cumulative decrease in excess of 18% are disallowed.

Subrecipient GLO Contract Number: Date:

Engineer Name Address & Phone

Subrecipient Name, Address, & Phone Number:

Contractor Name, Address & Phone Number:

BEFCO Engineering, Inc.
P.O. Box 615
La Grange, TX 78945
(979) 968-6474

City of Wimberley
221 Stillwater
Wimberley, TX 78676
(512) 847-0025

DPR McHam, LLC
6390 FM 1102
New Braunfels, TX 78132
(806) 745-6300

Project #: Bid Package #: Change Order #:

Contract Origination Date Project Description:

You are hereby requested to comply with the following changes from the contract plans and specifications.

Item No.	Description of Changes: Quantities, Units, Unit Prices, Change in Completion Schedule etc.	Decrease in Contract Price	Increase in Contract Price
8	Reduce quantity of Line Item No. 8 (Stone Riprap) by 31 square yards. Unit price for Line Item No. 8 is \$93.49 / square yard.	\$2,898.19	
9	Reduce quantity of Line Item No. 9 (Traffic Rail) by 50 linear feet. Unit price for Line Item No. 9 is \$95.21 / linear foot.	\$4,760.50	
	Extend length of contract 30 days to account for lead time of storm inlets.		

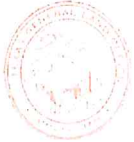
See sheet 2 to add additional entries

Change in Construction Contract Price

Original Contract Price:
Cumulative Previous Change Order(s) Total:
Contract Price Prior to this Change Order:
Net Increase/Decrease of this Change Order:

Change in Contract Time (Calendar Days)

Original Contract Time in Days:
Net Change from Previous Change Order(s) in Days:
Contract Time Prior to this Change Order in Days:
Net Increase/Decrease of this Change Order in Days:

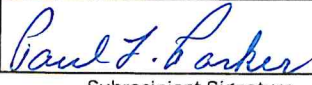
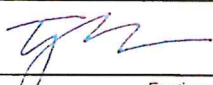
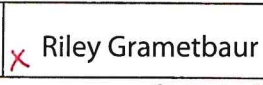
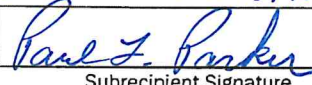
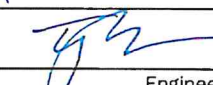
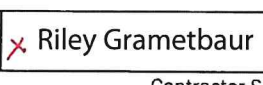


COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

Contract Price with All Approved Change Orders:	\$252,925.77	Contract Time with All Approved Change Orders in Days:	120
Cumulative Percent Change in Contract Price (+/-)	-2.94%	Subrecipient Contract End Date:	
Construction Contract Start Date:	23-Nov-20	Construction Contract End Date:	22-Mar-21

Reimbursements of costs included in this change order are subject to review by GLO-CDR.

*This document may be executed prior to submission for GLO-CDR review, but all parties involved will be held responsible if the change order or amendment warranted as a result of this change order is not in compliance with CDBG or HUD Requirements

 Subrecipient Signature	 Engineer Signature	 Contractor Signature
PAUL F. PARKER Subrecipient Name and Title (Printed) CITY ADMINISTRATOR	Timothy L. Sanders, Project Engineer Engineer Name and Title (Printed)	Riley Grametbaur Contractor Name and Title (Printed)
 Subrecipient Signature	 Engineer Signature	 Contractor Signature

Justification for Change Order

1. Will this change order increase or decrease the number of beneficiaries? ☐ Increase ☐ Decrease ☒ No Change

If there is a change, how many beneficiaries will be affected?

Total LMI

2. Effect of this change on the scope of work: ☐ Increase ☐ Decrease ☐ No Change

3. Effect on operation and maintenance costs: ☐ Increase ☐ Decrease ☒ No Change

4. Are all prices in the change order dependent upon unit prices found in the original bid? ☒ Yes ☐ No

If "no", explain:

N/A

5. Has the change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction? ☐ Yes ☐ No

If "yes", is an environmental assessment required?

N/A



COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

-
6. Is the Texas Council on Environmental Quality (TCEQ) clearance still valid (if applicable)? ☒ Yes ☐ No
7. Is the CCN permit still valid? (sewer projects only) ☐ Yes ☐ No
8. Are the disability access requirements/approval still valid (if applicable)? ☐ Yes ☐ No
9. Are other Disaster Recovery contractual special condition clearances still valid? ☐ Yes ☐ No

If "no", explain:

N/A

Disclaimer: The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.



AGENDA ITEM:	Temporary Structure - Knights of Columbus
SUBMITTED BY:	Nathan Glaiser, Planning and Development Coordinator
DATE SUBMITTED:	7/12/2021
MEETING DATE:	7/15/2021

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

The Wimberley Knights of Columbus have submitted a temporary structure application to obtain permission to set up a large tent in the parking lot of the St. Mary's Catholic Church at 14711 RR 12. This tent will house their annual fundraising event from October 4th, 2021 to October 25th, 2021.

REQUESTED ACTION

Motion ☒
 Discussion ☒
 Ordinance ☐
 Resolution ☐
 Other ☐

FINANCIAL

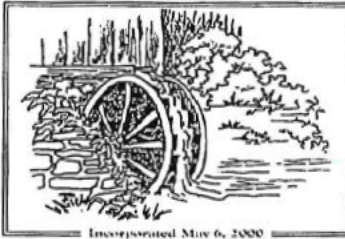
Budgeted Item ☐ Original Estimate/Budget: \$
 Non-budgeted Item ☐ Current Estimate: \$
 Not Applicable ☒ Amount Under/Over Budget: \$

STAFF RECOMMENDATION

Staff recommends that Council approve this temporary structure permit.

ATTACHMENT/S

Temporary Structure Application



City of Wimberley

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

Temporary Structure Planning & Development

Date: 7/12

Staff Review: _____

Permit No.: _____

Council Hearing: 7/15

Applicant: WIMBERLEY KNIGHTS OF COLUMBUS - COUNCIL 9151

Mailing Address: [REDACTED] City: [REDACTED] State: [REDACTED]

Phone: _____ Email: _____

(If different from above)

Property Owner: ST. MARY CATHOLIC CHURCH

Mailing Address: 14711 RR 12 City: WIMBORNE State: TX Zip: 78676

Phone: 512.847.9181 Email: OFFICE@SMWIMBERLEY.ORG

Subject Property Address: 11711 RR12

Purpose/Use of Structure: ANNUAL FUND RAISER

Requested Installation Date: October 17, 2021 Requested Removal Date: OCTOBER 25, 2021

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 ☒

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: BILL KAMMERER [REDACTED] Date: 7/12/2021

City Official: _____ Date: _____ ☐ Approved ☐ Denied

St. Mary's Catholic Church

14711 Ranch Road 12

Wimberley TX, 78676

Office 512-847-9181

Fax 512-847-5573

office@smwimberley.org

July 9, 2021

John Provost

City of Wimberley

221 Stillwater

Wimberley, TX 78676

Dear Mr. Provost:

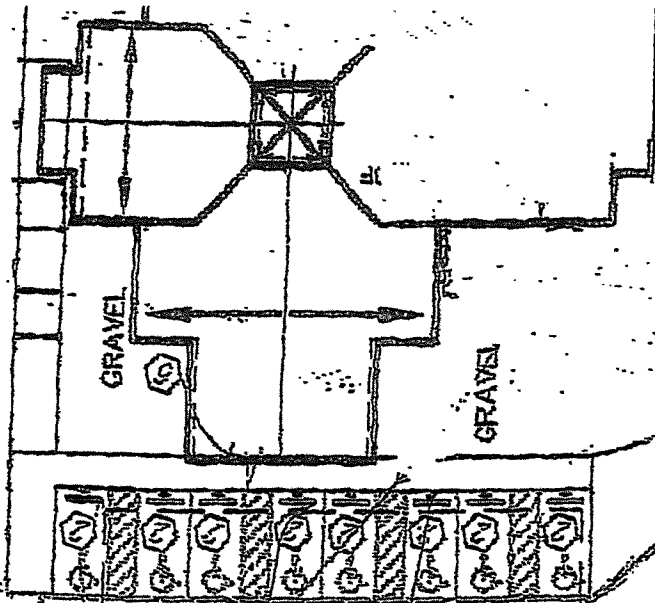
The Knights of Columbus Council 9151 have permission to use the property of St. Mary Catholic Church for their annual fundraiser. If there are any questions or concerns, please feel free to contact me at 512-847-9181.

Respectfully,



Rev. Chris Unachukwu Msp

ST. MARY
PARISH
ACTIVITY
CENTER



TREE

ST. MARY
CHURCH

CLUMP OF
CEDARS

TENT
FOOTPRINT
82' X 150'
12,300 sq ft

BEER
TENT
20 X 40

ICE TRAIL
WALKWAY

PORTA
POTTIES

ST. MARY
PARKING LOT →

1

TREE

GRASS

QUEEN'S
THROW

CYPRESS CREEK LANE

ENK

höcker
offered by
TENTS OF THE SOUTHWEST

The width of this structure is 25M (82') on center, (83') overall.

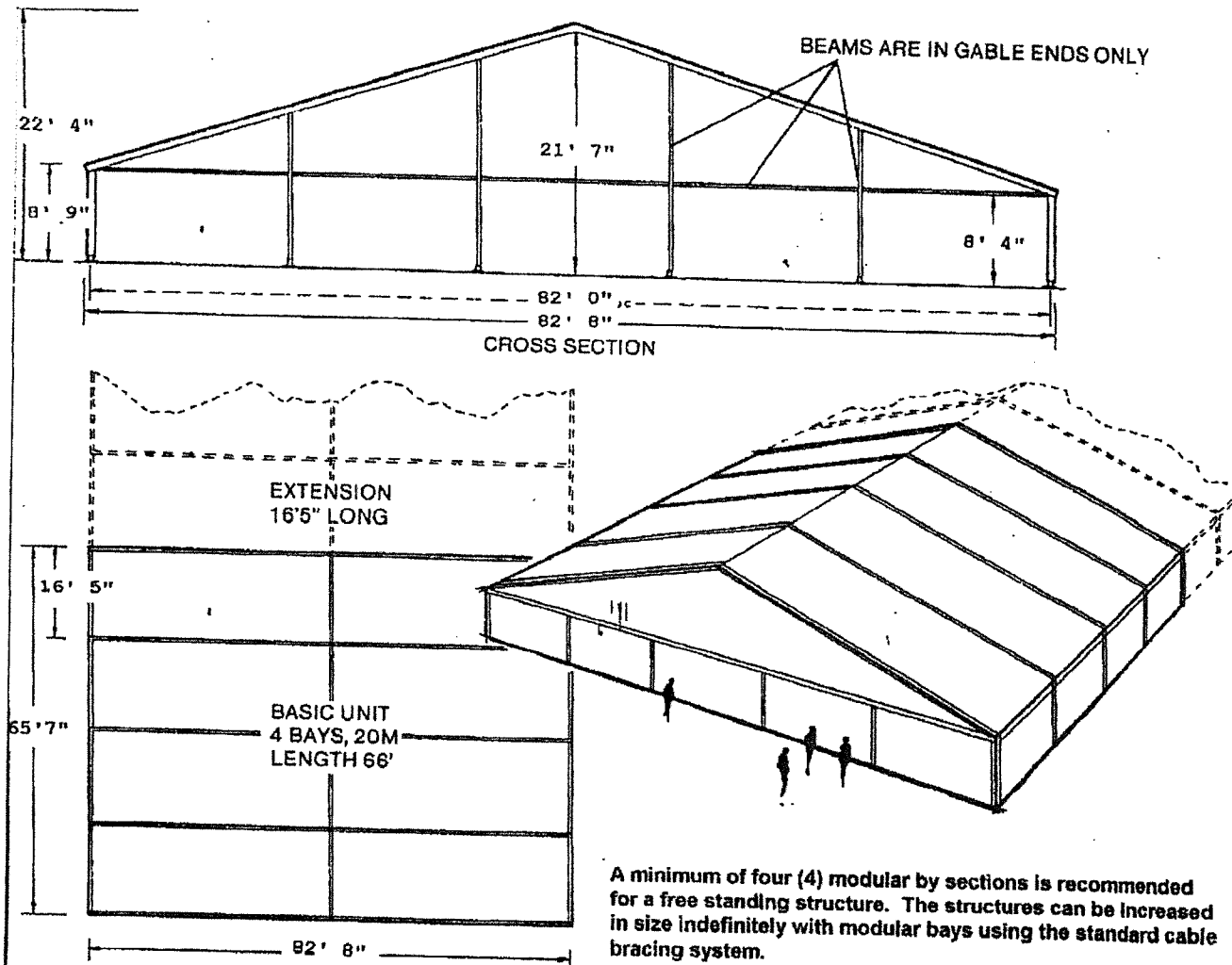
Length of the longest part: 10.62M (34'10")

Frame Weight of a basic unit, length 25M (82'): 4,985 pounds

Weight of a 5M extension, complete: 860 pounds

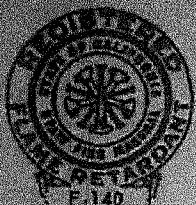
25M / 82'

*All specified dimensions and weights are approximate.



A minimum of four (4) modular bay sections is recommended for a free standing structure. The structures can be increased in size indefinitely with modular bays using the standard cable bracing system.

40



Certificate of Flame Resistance

REGISTERED FABRIC NUMBER

140.01

ISSUED BY
SNYDER MANUFACTURING, INC.
3001 PROGRESS STREET
DOVER, OHIO 44622

Date manufactured

01/11/18

This is to certify that the materials described below are flame-retardant and inherently nonflammable.

FOR TENTS OF THE SOUTHWEST INC

ADDRESS 5920 KILLOUGH

CITY HOUSTON

STATE TX 77086



The articles described below are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

The Flame Retardant Process Used WILL NOT Be Removed By Washing

* FABRIC MEETS THE REQUIREMENTS OF THE SPECIFICATIONS LISTED BELOW INDICATED BY ☒

☒ NFPA-701-2015 (Large Scale)

☐ MIL-C-43006

☐ FMVSS-302

☐ CAN/ULC-S109-2014

☐ CPAI-84

☐ A-A-55308

SNYDER MANUFACTURING INC.

By

Michael D. Engle

Title

Supervisor, Quality Control

STYLE PRV 1310Q WHITE 61" HI GLOSS

CONTROL NO. 18033

CUSTOMER ORDER NO. RANDY

SNYDER S-ORDER NO. 250962

DATE PROCESSED 01/11/18

YARDS OR QUANTITY 760

DATE CERTIFIED 02/01/18

8-2-10-35F

Sent from Yahoo Mail for iPhone



AGENDA ITEM:	Wastewater System Maintenance Provider
SUBMITTED BY:	M. Boese, City Administrator
DATE SUBMITTED:	July 13, 2021
MEETING DATE:	July 15, 2021

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Currently the City uses Inframark to maintain the wastewater treatment system. Once the new wastewater collection system is complete the city will decommission the wastewater treatment facility and end our current agreement with Inframark. The city needs to select a new professional services provider that will operate and maintain the new wastewater collection system.

City Administrator Mike Boese talked with 4 separate service providers to determine their ability to manage the City's wastewater collection system. Professional General Management Services, Inc. (PGMS) is best positioned to partner with the city to provide maintenance for the new wastewater collection system. PGMS can also provide billing and collection services for the city.

REQUESTED ACTION

Motion	☒
Discussion	☒
Ordinance	☐
Resolution	☐
Other	☐

FINANCIAL

Budgeted Item	☒	Original Estimate/Budget: \$ 60,000
Non-budgeted Item	☐	Current Estimate: \$ 33,696
Not Applicable	☐	Amount Under/Over Budget: \$ 26,304

STAFF RECOMMENDATION

Staff recommends City Council approve engaging PGMS as the wastewater collection system provider including billing and collection.

ATTACHMENT/S

Professional General Management Services, Inc.

***Water utility management, Project management,
Planning, Training, Consulting***

26550 Ranch Road 12, Suite 1 * Dripping Springs, Texas 78620 * phone (866) 643-3472 * fax (512) 894-3310

Patrick C. King, Principal
pck@pgms.net

July 9, 2021

Mr. Mike Boese, City Administrator
City of Wimberley
221 Stillwater
Wimberley, Texas 78676

Re: City of Wimberley / Letter of Introduction / Statement of Qualification / Response to
Request for Proposal to provide wastewater collections field operations, maintenance,
customer billing, collections and ongoing superior customer service.

Dear Mr. Boese;

Professional General Management Services, Inc. appreciates the opportunity to provide this letter of introduction and statement of qualifications in response to your request for our proposal to provide the services listed above.

About Professional General Management Services, Inc.

Professional General Management Services, Inc. ("PGMS, Inc.") was formed in 1996 as a Texas Corporation to provide public water and wastewater systems with qualified professional management and dependable field operational and maintenance services. As state and federal regulations for public water systems continue to increase, public water systems become more challenged to respond and maintain compliance and high levels of customer satisfaction. PGMS, Inc. is dedicated to efficient, compliant water and wastewater utility operational services, customer support services and professional utility management.

PGMS, Inc. currently employs over 23 skilled, technical and professional staff. Our corporate office is located in Dripping Springs, Texas. Collectively, our management and technical staff have over a century of experience in all facets of the water utilities industry. From performing daily field operations and maintenance services to formal planning of capital improvement projects, PGMS, Inc. is your full service water utilities professional. Please visit our web site at <http://www.pgms.net>.

Mr. Mike Boese, City Administrator
City of Wimberley
July 9, 2021
Page 2

Membership Affiliations

PGMS, Inc. is an active member of the American Water Works Association, the Texas Rural Water Association, the Texas Water Conservation Association, the Texas Utilities Association and former member of the Association of Water Board Directors. Through our associate memberships, PGMS, Inc. is able to keep our client water utilities current with the latest in water and wastewater utility technologies, regulations and issues of public policy.

Client Utility Systems

Since 1996, PGMS, Inc. has provided an array of professional management, operational and maintenance services to water supply corporations, water districts, privately owned water utilities, county and local governmental entities. Below is a representative list of a few of our valued clients.

- La Ventana Water System, (Hays County)
- Goldenwood West Water Supply Corporation (Hays County)
- Ruby Ranch Water Supply Corporation (Hays County)
- Lost Springs Water Supply Corporation, (Hays County)
- Vista del Rio (Burnet County)
- Stonewall Water Control and Improvement District (Gillespie County)
- Cade Lakes Water Supply Corporation (Burleson County)
- Central Washington County Water Supply Corporation
(Washington County)

We believe there is substantial value added by entrusting your water and wastewater utility management needs to PGMS, Inc. Our staff takes a central team management approach to carry out our client's responsibilities and to properly manage its assets. We encourage the City of Wimberley to contact representatives of our client utility systems directly to find out more about the PGMS approach to utility management, operational and maintenance services and superior customer support service.

Mr. Mike Boese, City Administrator
City of Wimberley
July 9, 2021
Page 3

Key Personnel

The PGMS, Inc. philosophy underscores the concept that a service provider can be no better than its people empowered to provide those services. To assure the highest level of customer satisfaction, we are dedicated to providing continuing education and ongoing training opportunities to its most valued resource, its personnel. Included below is a brief biography of key personnel that we bring to work on behalf of the City of Wimberley.

- **Professional Management**

Patrick C. King serves as CEO and also serves as general manager for several of our client utilities. Patrick brings over 40 years of experience in the water utility industry to work for our client water systems. This experience has been in various capacities, including tenured service in the public sector with the *Texas Water Commission* and its successor agency, the *Texas Commission on Environmental Quality*. Patrick has also served as an officer of the court as an appointed receiver to water systems with regulatory enforcement difficulties.

- **Operations Management**

Mr. Timothy O. Young serves as our General Manager and oversees our Central Texas utility staff. Mr. Young has gained over 18 years of experience in waterworks operations and carries “A” level certifications in water operations and “C” level wastewater operations. Mr. Young currently supervises an operations staff of 5 seasoned operators and office staff of 5. We are please to bring Mr. Youngs experience to work on behalf of the City of Wimberley.

- **Field Maintenance**

Our maintenance team comes under the direction by Mr. Armando Delgado. Mr. Delgado come to PGMS after earning a Bachelor Degree in Education from Texas State University and tenured service in the United States Coast Guard. We continue to look to Mr. Delgado’s leadership capabilities for each of our client utilities.

Mr. Mike Boese, City Administrator
City of Wimberley
July 9, 2021
Page 4

- **Billing, Collections and Customer Care Services.**

Our customer service team comes under the supervision of Ms. Liza Nevarez. PGMS, Inc. currently provides monthly billing, collections and customer support services to about 4,000 water and wastewater utility connections. Those services are performed by our fully staffed, fully equipped billing department located at our corporate office in Dripping Springs, Texas.

Our office is staffed from 9:00 A.M. to 5:00 P.M. five days each week, excluding holidays. We also employ a 24 hour answering service to take customer calls at all times, when our office is closed. The cornerstone of our success is providing superior customer service and we take great pride in our accomplishments in this regard.

We currently accept customer payments by check, money order, bank auto-draft as well as on line credit card payments. Payments are received, promptly posted and deposited no less than weekly into the client's depository bank. Billing reports are rendered monthly or at other times as may be requested.

Summary

Professional General Management Services, Inc. is sufficiently staffed with seasoned professionals and technically trained team members with depth and breadth to perform water and wastewater utility management, operations and maintenance services. In addition, PGMS, Inc. has the proven capability to respond to special needs that arise in the water utility environment with specialized professional management services. These specialized capabilities enable Professional General Management Services, Inc. to remain uniquely qualified to serve as Utility Management on behalf of the City of Wimberley.

Insurance

PGMS, Inc. carries commercial general liability, auto and workers compensation insurance with coverage of \$1,000,000. Commercial general liability has an aggregate coverage amount of \$2,000,000. In addition, a separate fidelity bond is always in force to ensure the safe keeping of our client's public funds. (See Certificate of Insurance attached).

Financial Viability

PGMS, Inc. has a demonstrated track record of responsible growth over the past twenty four years and this trend continues today. We have earned a *Dunn and Bradstreet* rating that surpasses the industry average over the past sixteen years. This enables PGMS, Inc. to take on larger projects as a matter of routine and to respond to catastrophic events as a matter of necessity. In addition, PGMS, Inc. was selected by *Goldman Sachs* to be profiled in its Water Sector Primer Report of June 15, 2005. This long-term favorable rating, recognition in the market place, and sound, disciplined management are the keys to our continued success. We believe this also speaks well for our clients.

Scope of Services

A. Field Operations.

From our limited field survey of the facilities on July 7, 2021, we understand your wastewater facilities include two lift stations and collection system consisting of gravity and force main lines sufficient to transport and divert domestic wastewater to treatment facilities that are owned and operated by others, Aqua-Texas. As was discussed, we propose to participate with start-up operations once construction is completed. We anticipate performing 3 site visits per week routinely to each lift station to ensure they continue to work as designed. We propose to provide those services at a monthly fee of **\$2,808.00.**

In addition, we understand there will be additional operational or maintenance needs that may arise during the course of our work, such as leak repair, pump or motor maintenance or responding to system failures. We proposed to provide those additional services as may be later defined on a time and materials basis in accordance with the attached Standard Hour and Unit Costs schedule, (See attachment "A").

B. Billing, Collection and Customer support Services.

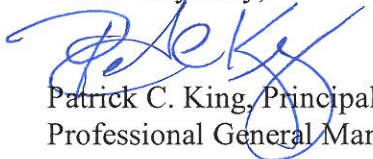
PGMS, Inc. understands that customers are to be added intermittently to the wastewater collection system once construction is completed, to total about 120 customers. We propose to perform billing, collections and customer support services for a monthly fee of **\$568.00.** This fee excludes the costs of billing supplies and postage, which are billed monthly at costs plus 15%.

Mr. Mike Boese, City Administrator
City of Wimberley
July 9, 2021
Page 6

The monthly fees quoted herein excludes the costs of chemicals, electricity, parts, laboratory testing, regulatory fees, outside specialty services such as electricians, pump or instrumentation control specialties. Since costs of those items cannot readily be determined in advance, they are billed when those costs are incurred, at costs plus 15%. Alternatively, the City may pay for those outside services directly with no mark up in costs.

Professional General Management Services, Inc. appreciates the opportunity to provide this proposal for your consideration in retaining professional water utility management, field operations and customer support services. If I may provide additional information, please do not hesitate to contact me by calling (512) 894-3322, or e-mail me directly at pck@pgms.net.

Yours very truly,



Patrick C. King, Principal
Professional General Management Services, Inc.

Enclosures/ Attachment "A", Standard Hourly and Unit Costs
 2021 Certificate of Insurance
 TCEQ Wastewater Operations Company certificate

Attachment "A"

Professional General Management Services, Inc.
Standard Hourly and Unit costs
(Revised January 2021)

Personnel and Equipment Rates

Classification	Cost per hour
Skilled Labor *	\$ 33.61
Field Operator *	\$ 46.58
Technician *	\$ 52.75
Field Supervisor *	\$ 58.03
Construction Inspection	\$ 58.03
Office Manager	\$ 52.75
Operations Manager	\$ 68.41
Regulatory Management	\$ 72.29
Professional Management	\$ 89.52

*** After hours, weekends and holidays, 1.5 time hourly cost**

Service Truck / hour	\$ 22.06
Hoist Truck / hour	\$ 59.58
Air compressor	\$ 38.32
Backhoe / Excavator Unit	\$ 72.43 <i>(two hour minimum)</i>
Other Equipment	15% over invoiced cost

Unit Pricing

Outside Services, Supplies, Postage, Materials & Parts	15% over invoiced costs
---	-------------------------



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SWBC Insurance-Austin 2028 E. Ben White Blvd Ste 510 Austin TX 78741	CONTACT NAME: Certificate Team PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: certificate.team@swbc.com
INSURED Professional General Management Services, Inc. 26550 Ranch Road 12 Dripping Springs TX 78620	INSURER(S) AFFORDING COVERAGE INSURER A: The Cincinnati Insurance Company INSURER B: The Cincinnati Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10677 23280

COVERAGES**CERTIFICATE NUMBER:** 21/22 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			ENP0518457	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			ENP0518457	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		EWC0518459	01/01/2021	01/01/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability includes a blanket automatic additional insured endorsement which provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder which requires such status. General Liability and Workers' Compensation include a blanket automatic Waiver of Subrogation endorsement only when there is a written contract between the named insured and the certificate holder which requires it.

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



Be it known that

PROFESSIONAL GENERAL MANAGEMENT SERVICES INC

has fulfilled the requirements in accordance with the laws of the State of Texas for

WASTEWATER OPERATIONS COMPANY

Registration Number: OC0000011

Issue Date: 08/08/2019

Expiration Date: 08/08/2022

A handwritten signature in black ink, appearing to read "T. G. Bahr", written over a horizontal line.

*Executive Director
Texas Commission on Environmental Quality*



AGENDA ITEM:	Professional Auditing Services – Neffendorf & Blocker, P.C.
SUBMITTED BY:	Laura Calcote, City Secretary
DATE SUBMITTED:	July 8, 2021
MEETING DATE:	July 15, 2021

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

The City recently sought proposals for professional auditing services from qualified CPA firms to audit its financial statements for the fiscal year ending September 1, 2021 and each of the two subsequent fiscal years (FY 22-FY23), with the option of auditing its financial statements for an additional two fiscal years, for a potential total of five years.

Six proposals were received on Friday, June 18, 2021, at 10:00 a.m. Based on evaluation criteria, including positive references from surrounding cities, City staff is recommending the selection of Neffendorf & Blocker, P.C. for professional auditing services for Fiscal Years 2021-2023, with the option of two additional fiscal years.

REQUESTED ACTION

Motion	☒
Discussion	☒
Ordinance	☐
Resolution	☐
Other	☐

FINANCIAL

Budgeted Item	☒	Original Estimate/Budget:	\$
Non-budgeted Item	☐	Current Estimate:	\$ 19,000 (FY 21)
Not Applicable	☐	Amount Under/Over Budget:	\$

STAFF RECOMMENDATION

Selection of Neffendorf & Blocker, P.C.

ATTACHMENT/S

- Bid Tabulation Form
- Neffendorf & Blocker, P.C.'s proposal



CITY OF
WIMBERLEY

REQUEST FOR PROPOSALS – PROFESSIONAL AUDITING SERVICES BID TABULATION FORM

BID TITLE: Professional Auditing Services

DATE OF BID OPENING & TIME: Friday, June 18, 2021, at 10:00 a.m.

BIDDER'S NAME ADDRESS BIDDER'S PHONE EMAIL	BIDDER #1	BIDDER #2	BIDDER #3	BIDDER #4
	Singleton, Clark + CO. 800-272-9922 Ext 709 Robert@singletonclark.com	Pattillo, Brown + Hill 401 W SH G Waco, TX 76710 254-772-4901 skmanning@pbhc.com	Beasley, Mitchell + Co. 575-528-6700 brad@bmc-cpa.com	Armstrong, Vaughn + ASSC. 941 W. Byrd #101 Universal City, TX 78148 210-658-6229 Brian@ava.cpa.com
AMOUNT OF BID:	\$ 19,500	\$ 33,550	\$ 49,680	\$ 19,780
yr 2022	\$ 19,900	\$ 33,550	\$ 51,065	\$ 20,306
yr 2023	\$ 20,300	\$ 33,550	\$ 52,492	\$ 20,780
Total	\$ 59,700	\$ 100,650	\$ 153,237	\$ 60,866

BIDDER'S NAME ADDRESS BIDDER'S PHONE EMAIL	BIDDER #5	BIDDER #6	BIDDER #7	BIDDER #8
	Neffendorf + Blocker 512 S Adams St Fredericksburg, TX 78624 830-997-3348 info@nb-cpa.com	Donald L. Allman CPA 4749 Williams Dr. #322 Georgetown, TX 78633 512-422-3700 Dallman@donallmancpa.com		
AMOUNT OF BID:	\$ 19,000	\$ 19,000	\$	\$
yr 2022	\$ 19,750	\$ 19,000		
yr 2023	\$ 20,500	\$ 19,000		
Total	\$ 59,250	\$ 57,000		

**CITY OF
WIMBERLEY, TEXAS**

PROPOSAL FOR AUDIT SERVICES

***YEARS ENDED
SEPTEMBER 30, 2021,
2022, AND 2023***

CITY OF WINBERLEY, TEXAS

PROPOSAL FOR AUDIT SERVICES

YEARS ENDED SEPTEMBER 30, 2021, 2022 AND 2023,

Submitted by:

Neffendorf & Blocker, P.C.

P.O. Box 874

Fredericksburg, Texas 78624

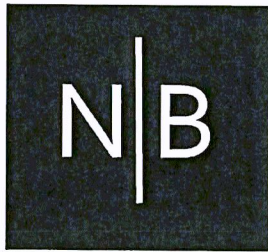
830/997-3348

Contact: Keith Neffendorf, C.P.A.

June 16, 2021

TABLE OF CONTENTS

Transmittal Letter.....	1
I. EXECUTIVE SUMMARY.....	2
II. TECHNICAL COMPONENT.....	4
A. Firm Qualifications and Experience.....	5
B. Affirmations.....	6
C. Partner and Staff Qualifications and Experience.....	7
D. Similar Engagements with Other Governmental Entities.....	8
E. Peer Review Report.....	9
F. Specific Audit Approach.....	12
G. Task/Activity Plan.....	13
H. Identification of Potential Audit Problems.....	15
III. FEE ESTIMATE.....	16
A. AUDIT COST FEE ESTIMATE.....	17
IV. REFERENCES.....	21
V. SAMPLE PROGRESS REPORT.....	22



NEFFENDORF & BLOCKER, P.C.

Honorable Mayor and City Council Members
City of Wimberley, Texas
221 Stillwater Drive
Wimberley, TX 78676

Honorable Mayor and City Council Members,

We are pleased to submit our proposal to provide audit services to the City of Wimberley for the year ending September 30, 2021. This proposal is for performing the annual audit of the City in accordance with AICPA, OMB and GASB standards, and the single audit on state and federal grants in conformance with Uniform Guidance.

We also have attached a list of references for City audit clients. We are members of the Private Companies Practice Section of the AICPA's Division for CPA firms and the Government Audit Quality Center. It is our policy to regularly attend continuing professional education conferences pertaining to governmental accounting, auditing and financial reporting.

We confirm that we are independent of any obligations and interests that might conflict with the best interests of the City of Wimberley, Texas and our ability to provide the desired services on a timely basis. We will assign partners, managers and staff who are experienced with the unique demands of governmental accounting, to ensure that the annual audit is completed in an effective, efficient and timely manner. We confirm that the statement of qualifications is a firm and irrevocable offer for three years, with an option to extend for an additional two subsequent fiscal years.

We believe that we are the best qualified to perform the audit because of our experience and knowledge.

We will be happy to discuss this proposal with you and are ready to assist you in your accounting and financial reporting needs at your request. Any questions should be addressed to Keith Neffendorf at the address or telephone number shown above.

Sincerely,

A handwritten signature in blue ink that reads 'Keith Neffendorf'.

Keith Neffendorf, C.P.A.
NEFFENDORF & BLOCKER, P.C.

June 16, 2021

TEL: 830 997 3348

EMAIL: info@nb-cpa.com

P.O. Box 874 · 512 S Adams Street, Fredericksburg, TX 78624

MEMBER AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS & TEXAS SOCIETY OF CPAs

I. EXECUTIVE SUMMARY

I. EXECUTIVE SUMMARY

- Scope of Services – We will perform the financial audit for the City of Wimberley for the year ended September 30, 2021 in accordance with AICPA, U.S General Accounting Office's Government Auditing Standards, GASB, State of Texas Single Audit Circular, Texas Government Code and OMB standards. We will prepare the final report and 10 copies as well as one electronic PDF copy of all the required reports.
- Timing – We will be able to perform the fieldwork during November and December (complete by December 15, 2021). We will prepare the draft financial statements, notes, all supplementary schedules and other reports by January 15, 2022.
- Independence – We are independent of any professional relationships with the City.
- Licenses – We are properly licensed to practice in Texas.
- Quality Control Review – We received an unqualified opinion on our peer review.
- Firm Qualifications and Experience – We have experienced staff with the appropriate knowledge and training.
- Partner and Staff Qualifications and Experience – All partners and staff have substantial experience in municipal auditing. We also maintain our skills through training and continuing education.
- Experience – We audit several cities that have electric utility funds, water and sewer funds, golf course funds and component units. We perform several single audits annually as well as a separate statement of financial assurance for a landfill.
- Specific Audit Approach – We have the knowledge and experience to adjust our audit procedures for the assessed risk.
- We are familiar with the Fund Balance software system as we have another city client that uses this system.

What makes our firm uniquely qualified for this engagement? We are a small firm that concentrates on governmental auditing and accounting. All our clients are important to us! We enjoy working with people and serving our client's best interest. We are different from other firms in that the partners do a substantial part of the actual auditing and report writing. We do not send inexperienced staff out on audits; we know what we're doing to provide timely services

We would be able to hold the required conferences and present the audit to the City Council.

II. TECHNICAL COMPONENT

II. A. FIRM QUALIFICATIONS AND EXPERIENCE

Neffendorf & Blocker, P.C. is a local public accounting firm in Fredericksburg, Texas.

The firm is composed of 3 shareholders, 4 professional staff and 2 administrative personnel. The firm, its officers and certified personnel are members in good standing with the Texas State Board of Public Accountancy, the American Institute of Public Accountants (AICPA), and the Texas Society of Certified Public Accountants (TSCPA).

We have been a member of the AICPA's Private Companies Practice Section (PCPS) since 1988. Our most recent peer review was completed in December, 2019 by the firm of Condley & Company, L.L.P., 993 North Third Street, Abilene, Texas 79604. An unqualified opinion, dated December 30, 2019 was issued by Condley & Company, L.L.P. The peer review included three government engagements. We confirm that we have not had any disciplinary action taken or pending during the past three years by any state regulatory body or professional organization. We also have not been involved in any litigation. We also confirm that neither the firm or its principals are presently debarred, suspended, proposed for debarment, declared negligible, or voluntarily excluded from participation in the transaction by any Federal department or agency.

It is the policy of Neffendorf & Blocker, P.C. to undergo a peer review every three years. In the interim years, it is firm policy that we conduct our own in-house review using the same guidelines as an actual peer review.

It is also firm policy to retain audit workpapers for 5 years and are available to the City or their designees upon request.

We anticipate using two partners, two professional staff and one administrative personnel on this engagement. All partners and staff would be on a full-time basis.

It is also firm policy that all professional staff complete 40 hours of continuing education each year. For personnel involved in governmental auditing, 24 hours must be in the governmental environment to fulfill the GAO Yellow Book requirements.

We are members of the Government Audit Quality Center and have access to all resources needed for our audits. We make these available to all our audit clients upon request or as needed.

The firm uses outside specialists and consultants when needed. We do not anticipate such a need for the audit of the City of Wimberley, Texas.

Since we are a small firm and the partners do a substantial amount of the work, staff rotation is limited to existing staff available for rotation.

We will provide a listing of audit materials we will need. We can also provide the City's staff a copy of spreadsheets we use. The City staff can also provide the deposits, invoices and journal vouchers we select for our sample.

II. B. AFFIRMATIONS

LICENSE

The firm, its officers and certified personnel are members in good standing with the Texas State Board of Public Accountancy, the American Institute of Public Accountants (AICPA), and the Texas Society of Certified Public Accountants (TSCPA).

INDEPENDENCE

We confirm that we are independent of the City as defined by generally accepted auditing standards and U.S. General Accounting office's Government Auditing Standards. We also confirm that we are independent of any professional relationships involving the City for the past (5) years.

We have performed no prior engagements with the City of Wimberley, Texas. We confirm that we have no relationships that constitute a conflict of interest for performing the proposed audit.

SUBSTANDARD AUDIT WORK

We confirm that we have no record of substandard audit work. We received the best rating of pass on our peer review.

II. C. PARTNER AND STAFF QUALIFICATIONS AND EXPERIENCE

All partners are licensed to practice as Certified Public Accountants in Texas and specialize in governmental auditing.

The proposed audit team will be as follows:

Partner-in-Charge – Keith Neffendorf, C.P.A.
CPA License #: 16066

Mr. Neffendorf is a Certified Public Accountant. He received his BBA from the University of Texas at Austin in 1974. Prior to owning his own practice, he worked as an assistant state auditor for the State Auditor's office in Austin from 1974 to 1980. He has been involved in municipal and governmental auditing for over forty years. He is a member of the American Institute of Certified Public Accountants, and the Texas Society of Certified Public Accountants.

Co Partner- In-Charge – Hayley Blocker, C.P.A.
CPA License #: 112581

Ms. Blocker is a Certified Public Accountant. She received her MSA from Texas Tech University in 2017. She has experience in municipal and governmental auditing. She is a member of the American Institute of Certified Public Accountants and the Texas Society of Certified Public Accountants.

The staff member who will be responsible for overall audit planning, fieldwork direction and reporting is Keith Neffendorf. Should the engagement become a multi-year contract, it is anticipated that the audit team would remain the same.

We are always available to the City's management and financial employees. In fact, we encourage our clients to contact us about any questions or problems.

Since two partners perform most of the auditing, the quality of the staff will remain the same over the term of the audit.

II. D. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Donna Langehennig, Finance Officer
City of Mason
P.O. Box 68
Mason, TX 76856
325/347-6449

Audit – Year Ended 9/30/20
of hours: 200
Partners – Keith Neffendorf, CPA
Tracie Neffendorf, CPA

Garvene Adams, Asst City Secretary
City of Junction
730 Main St.
Junction, TX 76849
325/446-2622

Audit – Year Ended 9/30/20
of hours: 180
Partners – Keith Neffendorf, CPA
Tracie Neffendorf, CPA

Will Daves, City Administator
City of Blanco
300 Pecan St.
Blanco, TX 78606
830/833-4525

Audit – Year Ended 9/30/20
of hours: 200
Partners – Keith Neffendorf, CPA
Tracie Neffendorf, CPA

Amber Kinsey, City Treasurer
City of Bandera
P.O. Box 896
Bandera, TX 78003
830/796-3765

Audit – Year Ended 9/30/20
of hours: 220
Partners – Keith Neffendorf, CPA
Hayley Blocker, CPA

Johnnie Thompson, City Manager
City of Meadowlakes
177 Broadmoor, Suite B
Meadowlakes, TX 78654
830/693-2951

Audit – Year Ended 9/30/20
of hours: 200
Partners – Keith Neffendorf, CPA
Tracie Neffendorf, CPA

II. E. PEER REVIEW REPORT

III. F. SPECIFIC AUDIT APPROACH

- A. Effective for 2011 fiscal year audits, new auditing standards (Statement No. 104 through 111) require the use of risk assessment. To comply with these new standards, we use PPC's software SMART Practice for risk assessments, to assess risk and generate audit programs specifically designed to audit these risks.

The audit programs are designed to utilize a comprehensive and systematic plan that focuses directly on the assessment of audit risk and integrates statistical theory with the use of audit judgement. The plan provides for the translation of subjective audit judgements into quantitative terms for the following features:

- Tolerable error
 - Reliance on internal control
 - Evidence from analytical review or other related substantive procedures
 - Inherent risk associated with the engagement and the specific items to be sampled
- B. We obtain an understanding of the City's internal control structure by the use of organizational charts; manuals and procedures; financial and billing systems and programs; and questionnaires. We also use a separate questionnaire for fraud.
- C. We use preliminary analytical review for all accounts to determine our subsequent tests and sampling. We use final analytical review for all accounts to explain all significant variances. The preliminary and final analytical reviews include comparison of actual revenues and expenditures to budgeted amounts (both original and final amended budgets).
- D. After reviewing internal control and performing our preliminary analytical review, we determine materiality. Generally, we use 3% of assets or revenues for each major fund as our materiality amount.
- E. Sample size and type of statistical sampling depend on internal control evaluation and fraud risk assessment factors. We usually use a combination of random sampling; about 15 to 20 per cent for cash receipts, cash disbursements, billings and purchases. We use judgmental sampling for large dollar transactions and preliminary analytical review variances.
- F. We use a combination of random and judgmental sampling for compliance for grants and programs. The type of sampling we use varies with the type of grant or program.
- G. We test for compliance with laws and regulations in several areas: budget, taxes, investments, purchasing, expenditures and grants.
- H. We will need several reports at year-end for our reporting software. We will use computer audit tools for general ledger, utility billing and municipal court.
- I. We will be in constant communication with the City Administrator throughout the audit process.

II. G. TASK/ACTIVITY PLAN

	Estimated # Hours	Performed By	Source Materials
<u>Phase I: Risk Assessment/Planning</u>			
Timeline: September & October 2021			
Planning	15	Partners/Staff	Financial Reports, Minutes, Confirmations, Contracts, Leases, Prior Audit Reports
Internal Control/Preliminary Risk Assessment Procedures	15	Partners/Staff	Organization Chart, Policies & Procedures Manual, Questionnaires, Fraud Inquiries, Walk Throughs
Interim Field Work - Preliminary Analytical Review	5	Partners/Staff	Financial Reports
Test of Transactions	15	Partners/Staff	Deposits, Invoices, Journal Vouchers, Payroll, Personnel Files
<u>Phase II: Final Audit Procedures</u>			
Timeline: November & December, 2021			
Cash and Investments	10	Partner/Staff	Investment Policy, Statements & Reconciliations
Receivables/Revenues	10	Partner/Staff	Tax Reports, Utility Billing System, Municipal Court Reports, Deposits & Receipts
Capital Assets	10	Partner/Staff	Depreciation Schedule, Invoices
Other Assets	5	Staff	Listing & Support; Inventory Listing & Invoices; Customer Deposits
Liabilities/Expenditures	10	Partner/Staff	
Payroll	20	Partner/Staff	Payroll System, IRS Reports, Retirement Reports, Benefit Invoices
Long Term Debt	15	Partner/Staff	Debt Schedule & Payments; Bond Orders
Fund Balance/Equity	3	Partner	GASB #54 Policy
Budget	8	Partner	Original & Amended; Minutes
Grants/Compliance	20	Partner/Staff	Contracts, Agreements, Reimbursement Requests, Invoices

<u>Estimated # Hours</u>	<u>Performed By</u>	<u>Source Materials</u>
------------------------------	-------------------------	-----------------------------

Phase III: Report Preparation

Timeline: January 2022

Final Risk Assessment Procedures	10	Partner	Audit Procedures Evaluated
Final Analytical Review Procedures	10	Partner/Manager	Financial Reports
Audit Report Preparation	<u>30</u>	Partner/Admin	Financial Reports
 TOTAL HOURS	 <u>211</u>		

II. H. IDENTIFICATION OF POTENTIAL AUDIT PROBLEMS

We do not anticipate any potential audit problems.

III. FEE ESTIMATE

AUDIT COST FEE ESTIMATE

A. Total All-Inclusive Maximum Price

Name of Firm: Neffendorf & Blocker, P.C.

Certification: Keith Neffendorf, President, is authorized to represent the firm, empowered to submit the fee estimate and authorized to sign a contract with the City.

Maximum Price (All-Inclusive Not-to-Exceed)

FY 2021 – Appendix A – Page 1	\$19,000
FY 2022 – Appendix A – Page 2	19,750
FY 2023 – Appendix A – Page 3	20,500

B. Rates for Additional Professional Services

Any other professional services would require a separate engagement letter which would include our estimated time at standard billing rates.

C. Manner of Payment

Our standard billing procedure is to send one invoice at the conclusion of the audit (delivered to City Council). We will not bill the City for out-of-pocket expenses, however, should they arise, the firm will be reimbursed at the rates used by the City for its employees.

City of Wimberley
Request for Qualifications
Annual Financial Audit

APPENDIX A
PAGE 1
DOLLAR COST FEE ESTIMATE

FOR THE AUDIT OF THE 2021 FINANCIAL STATEMENTS

	Hours	Hourly Rates	Total
Audit of Financial Statements for City of Wimberley			
Partner(s)	80	\$120	\$9,600
Supervisory Staff			
Staff	104	80	8,320
Other (specify) Admin	27	40	1,080
Subtotal			\$19,000

Total for Services \$19,000

Out of Pocket Expenses:

Meals and Lodging _____

Transportation _____

Other: (specify) _____

Total all- inclusive not-to-exceed dollar cost fee estimate \$ 19,000

City of Wimberley
Request for Qualifications
Annual Financial Audit

APPENDIX A
PAGE 2
DOLLAR COST FEE ESTIMATE

FOR THE AUDIT OF THE 2022 FINANCIAL STATEMENTS

	Hours	Hourly Rates	Total
Audit of Financial Statements for City of Wimberley			
Partner(s)	80	\$125	\$10,000
Supervisory Staff			
Staff	110	85	9,350
Other (specify) Admin	10	40	450
Subtotal			\$19,750

Total for Services \$19,750

Out of Pocket Expenses:

Meals and Lodging _____

Transportation _____

Other: (specify) _____

Total all- inclusive not-to-exceed dollar cost fee estimate \$ 19,750

City of Wimberley
Request for Qualifications
Annual Financial Audit

APPENDIX A
PAGE 3
DOLLAR COST FEE ESTIMATE

FOR THE AUDIT OF THE 2023 FINANCIAL STATEMENTS

	Hours	Hourly Rates	Total
Audit of Financial Statements for City of Wimberley			
Partner(s)	80	\$125	\$10,000
Supervisory Staff			
Staff	110	90	9,900
Other (specify) Admin	12	50	600
Subtotal			\$20,500

Total for Services \$20,500

Out of Pocket Expenses:

Meals and Lodging _____

Transportation _____

Other: (specify) _____

Total all- inclusive not-to-exceed dollar cost fee estimate \$ 20,500

IV. REFERENCES

Karrie Cummings, Finance Director
City of Cottonwood Shores
3808 Cottonwood Dr.
Cottonwood Shores, TX 78657
830/693-3830

Audit – Year Ended 9/30/20
of hours: 130
Partners – Keith Neffendorf, CPA
Hayley Blocker, CPA

Sandy Penshorn, Comptroller
City of Sunrise Beach Village
124 Sunrise Beach
Sunrise Beach, TX 78643
325/388-6438

Audit – Year Ended 9/30/20
of hours: 100
Partners – Keith Neffendorf, CPA
Hayley Blocker, CPA

Jeannie Grueztner, City Secretary
City of Highland Haven
510 A Highland Dr.
Highland Haven, TX 78654
830/598-8314

Audit – Year Ended 9/30/20
of hours:90
Partners – Keith Neffendorf, CPA
Hayley Blocker, CPA

Tina Linder, City Secretary
Village of Briarcliff
302 Sleat Drive.
Briarcliff, TX 78669
512/264-2274

Audit – Year Ended 9/30/20
of hours:90
Partners – Tracie Neffendorf, CPA

V. SAMPLE PROGRESS REPORT

City of Sample Planning Checklist

General

_____ Completed Engagement Letter
_____ Internal Controls Documented

Confirmations

_____ Confirmations signed and returned.
_____ New Debt:
_____ New Bank Accounts:

Fraud Questionnaires

_____ All client fraud questionnaires have been completed and returned.
_____ Preliminary Analytics:
_____ Current to Prior Year Comparison
_____ Budget to Actual Comparison
_____ Status of Funds
_____ Report of Major Fund Calculations
_____ Materiality Planning Report
_____ Review of City Council Minutes

Reports Requested:

_____ OCA Report
_____ TMRS GASB 68 Report
_____ TMRS Rate Sheet
_____ TMRS CAFR
_____ TMRS Actuarial Report
_____ Current Year Adopted Budget
_____ Current Year Amended Budget
_____ Subsequent Year Budget

Requested Documents from Client

Cash and Investments:

1. All Bank Statements to prepare the worksheet for adequate Pledged Securities
2. All Bank reconciliations.

Governmental Revenues and Receivables:

1. Hotel Motel Reports Received from Hotels for the fiscal year. Subsequent reports received after year end for the period under audit (to calculate the receivable).
2. Utility System Report for last month of fiscal year to verify the Garbage Receivable.
3. Sales Tax Paid Reports for Garbage Revenue Tax
4. Comptroller Payment Report from Comptroller website
5. Sales Tax Revenue Monthly Reports from Comptroller
6. Quarterly Mixed Beverage Reports
7. Franchise Receipts

Municipal Court:

1. State Criminal Costs and Fees for the all Quarters under audit
2. Municipal Court Report – Filed Cases for fiscal year
3. Citation w/ Balance All Citations report for fiscal year
4. Receipt Listings and Distribution Reports – for receipt testing

Expense/Expenditure and Accounts Payable:

1. Check Run reports for subsequent month to test for unrecorded liabilities

Payroll and Related Liabilities:

1. Payroll Summaries for both funds for fiscal year
2. Payroll Summary for first payroll paid in subsequent month with period covered (to determine if payroll accrual is necessary)
3. Listing of accrued vacation as of fiscal year end by person (to adjust accrued compensated absences).
4. Census Data from TMRS website for GASB 68 testing.
5. 941 and TWC reports for fiscal year

Utility Revenues and Receivables:

1. System Total Report for last month of fiscal year
2. Last month of fiscal year end Billing Register Summary
3. Last month of fiscal year end Adjustment Report
4. Subsequent month Allocation of Receipts Report – for subsequent receipt testing in lieu of confirmations
5. Subsequent System Total Report
6. Summary of Billings Total –at fiscal year end
7. Fiscal year end Allocation of Receipts Report
8. Fiscal Year end Monthly Operating Report
9. Changes in Deposit Report fiscal year end
10. New Accounts Report – fiscal year end

Debt:

1. All payments made

Miscellaneous:

TML Property and Liability Insurance Policy for fiscal year

Audit Wrap-Up-Cities

_____ Exit Meeting: Review of Internal Control Deficiencies or Issues discovered during audit with Management

_____ Draft Audit Report sent to City management for review

APPENDIX A

- A. Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas corporations).
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Wimberley.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Name: Keith Neffendorf

Title: President

Firm: Neffendorf & Blouker, P.C.

Date: 06-16-21

Signature: Keith Neffendorf



AGENDA ITEM:	Code of Conduct – Conflict of Interest Policy Pertaining to Procurement Procedures
SUBMITTED BY:	Laura Calcote, City Secretary
DATE SUBMITTED:	July 8, 2021
MEETING DATE:	July 15, 2021

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

As a grant recipient of federal or state grant funds, the City of Wimberley is required to have an effective Code of Conduct relating to a Conflict of Interest Policy Pertaining to Procurement Procedures on file as a part of federal procurement requirements. The Policy does not have to be sent to an agency at this time but should be retained as an official document.

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

Adoption of the Code of Conduct – Conflict of Interest Policy Pertaining to Procurement Procedures

ATTACHMENT/S

- Code of Conduct

CODE OF CONDUCT
CONFLICT OF INTEREST POLICY PERTAINING TO PROCUREMENT PROCEDURES

As a Grant Recipient of a federal or state grant contract (including TxCDBG), the City of Wimberley shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the federal or state grant contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Wimberley shall participate in the selection, award, or administration of a contract supported by federal or state grant funds (including TxCDBG) if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Wimberley shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving federal or state grant funds (including TxCDBG), that has any grant-related function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the federal or state grant activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award, or that is required to complete some or all work under the federal or state grant contract in order to meet any National Program Objectives.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award (including TxCDBG), or that is required to complete some or all work under the federal or state grant contract in order to meet a National Program Objective, that might potentially receive benefits from the federal or state grant award may not participate in the selection, award, or administration of a contract supported by federal or state grant funding.

Any alleged violations of these standards of conduct shall be referred to the City of Wimberley's Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Gina V. Fulkerson, Mayor

Date



AGENDA ITEM:	Request for Leave of Absence
SUBMITTED BY:	David Cohen, Place Five
DATE SUBMITTED:	June 21, 2021
MEETING DATE:	July 15, 2021

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Councilmember David Cohen will need to miss three consecutive Council Meetings in August and September, as he will be out of state for that period of time. He requests consent to do so in order to avoid his Council seat being declared vacant.

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

ATTACHMENT/S