

Item # 14

Ordinance No:2020-593

AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF SMITHVILLE TEXAS FOR THE 2020/2021 FISCAL YEAR; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID.

BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF SMITHVILLE.

SECTION 1.

That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Smithville, upon all property, real, personal and mixed, within the corporate limits of the said city subject to taxation, a tax of \$.549061 on each \$100.00 valuations of property. The M&O portion is .446627; Debt Rate .102434. The Effective Rate (No-New Revenue Tax Rate) is .542752, with an effective maintenance and operation rate of .506817, and the Voter-Approval Rate (rollback tax rate) being .549061.

SECTION 2.

That taxes levied under this ordinance shall be due October 1, 2020, and if not paid on or before February 1, 2020, shall immediately become delinquent.

SECTION 3.

All taxes shall become a lien upon the property against which assessed, and the city assessor and collection of the City of Smithville is hereby authorized and empowered to enforce the collection of such taxes according to the constitution and laws of the State of Texas and Ordinance of the City of Smithville, shall be virtue of the tax rolls fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be appointed to the General Fund of the City of Smithville. All delinquent taxes shall bear interest from the date of delinquency at the rate as prescribed by State Law.

SECTION 4

That this ordinance shall take effect and be enforced from and after its passage.

PASSED AND APPROVED this 14th day of September 2020 at the Council meeting of the City Council of the City of Smithville, there being a quorum present, by ___ yeas, ___ nays, and ___ absences.

Approved:

Scott A Saunders, Jr., Mayor

Attest:

Jennifer Lynch, City Secretary

Item # 15

#2020-09-457

**RESOLUTION OF THE CITY OF SMITHVILLE
CITY COUNCIL**

WHEREAS, Section 322 of the Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5165) requires local governments to develop a hazardous mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects; and,

WHEREAS, the Code of Federal Regulations (CFR) at Title 44, Chapter 1, part 201, requires the jurisdictions to prepare and adopt a local mitigation plan every five years: and,

WHEREAS, the plan incorporates the comments, ideas and concerns of the community and of the public in general, which the plan is designed to protect, ascertained through a series of public meetings, publication of the draft plan, press releases, and other outreach activities; and

WHEREAS, the City of Smithville City Council approved and adopted the 2016 Bastrop County, Texas Hazard Mitigation Plan and resolved to execute the actions in the plan at their October 17th, 2016 City Council meeting; and

WHEREAS, the Federal Emergency Management Agency requires that all projects submitted for hazard mitigation grant funding be included in the Hazard Mitigation Plan per 44 CFR Section 201.6 (2)(C) (3)(i-iv); and

WHEREAS, the City of Smithville has identified additional mitigation actions not included in the plan; and

NOW, THEREFORE, BE IT RESOLVED by the **City of Smithville City Council** that the update of the Recommended Mitigation Actions be included in the year 2016 Bastrop County, Texas Hazard Mitigation Plan, is hereby approved and adopted by the City Council of the City of Smithville and resolves to execute the additional actions in the plan.

ADOPTED by City of Smithville City Council on this 14th day of September 2020.

APPROVED:

Scott A. Saunders, Jr., Mayor

ATTEST:

Jennifer D. Lynch, City Secretary

**TABLE ES-1.
RECOMMENDED MITIGATION ACTIONS**

Action No.	Title	Description	Mitigation Action Ranking	Action Type	Applicable Goals	Responsible Department	Estimated Cost	Potential Funding Sources	Timeline in Months	Benefit
3	2 nd Street Drainage Project	This project reduces repetitive loss to structures in the area by increasing stormwater drainage capacity from flood, hurricane/tropical storms, and investigates soil characteristics to mitigate expansive soil cracking around drain.	3	SIP	G1, G2, G3	Public Works	>\$100,000	TXDOT, City Funds	36	High
4	Brenham Street Crossing	This project reduces repetitive loss to structures in the area by increasing stormwater drainage capacity from flood, hurricane/tropical storms, and investigates soil characteristics to mitigate expansive soil cracking around drain.	4	SIP	G1, G2, G4	Public Works	>\$100,000	ORCA Grant, City Funds, CDBG	60	High
5	Conduct public outreach to educate homeowners	Educate homeowners on how to mitigation their homes from all hazards via: a weekly newsletter and a 24-hour TV station available for use.	5	EAP	G1, G2, G3, G4, G5	Emergency Management	<\$10,000	City Funds, Grants	36	High
CITY OF SMITHVILLE										
1	Expand Smithville Recreation Center to improve shelter-in-place capability	The architecture and design plans will meet the emergency shelter requirements that include administrative area, bathroom, shower and locker facilities, kitchen, pantry, laundry, and gym area to house displaced residents from hazard events.	2	SIP	G1, G2, G4	Public Works	>\$100,000	GLO-HUD	24	Medium

**TABLE ES-1.
RECOMMENDED MITIGATION ACTIONS**

Action No.	Title	Description	Mitigation Action Ranking	Action Type	Applicable Goals	Responsible Department	Estimated Cost	Potential Funding Sources	Timeline in Months	Benefit
2	Educate/inform homeowners about mitigation techniques	Educate homeowners on how to mitigation their homes from all hazards on city website and public forums.	3	EAP	G1, G3, G4	Emergency Management	<\$10,000	City Funds	36	High
3	Conduct city-wide drainage improvements	Obtain engineering cost estimate for city-wide drainage improvements taking into consideration identified repetitive flood-prone areas (residential and commercial). This involves increasing the capacity of drainage system at certain locations.	1	SIP	G2, G3, G6	City Administration	>\$100,000	Federal, State Grants, Revenue Bonds	12	Medium
4	Purchase NOAA All Hazard Radios	City will purchase NOAA All Hazard Radios and distribute to residents.	4	SIP	G1	Emergency Management	<\$10,000	City funds	60	Medium
5	Adopt building code on property perimeter drainage systems	Adopt building code on property perimeter drainage systems around the outside of basement footings for new construction to mitigate the expanding and contracting of expansive soil issues.	5	LPR	G2, G5	City Administration	<\$10,000	City funds	36	Medium

AREA-WIDE MITIGATION ACTIONS AND IMPLEMENTATION

TABLE 19-2.

Action No.	Title	Description	Mitigation Action Ranking	Action Type	Applicable Goals	Responsible Department	Estimated Cost	Potential Funding Sources	Timeline in Months	Benefit
6	City-wide Drainage Improvement to Mitigate Flooding	<p>(1) Upgrade / improve drainage on NE 2nd and NW 2nd Street from Gresham to Hwy 95 South to mitigate repetitive flood loss</p> <p>(2) Construct regional detention pond between Loop 230 East and Woodress Lane to capture sheetflow from LMI area before dispersing into Willow Creek</p> <p>(3) Construct regional detention pond in LMI area (RVICS, Gentry, Anderson) to mitigate repetitive flood loss.</p> <p>(4) Expand SE 2nd drainage ditch and line with concrete to provide additional stormwater runoff capacity from LMI area to Gazley Creek.</p> <p>(5) Construct 60" stormwater line in Byrne / Baker subdivision additions to the Colorado River to alleviate flooding potential.</p>	1	CDBG-MIT	G1, G5, G6	City Administration	\$10,000,000 - \$30,000,000	Federal & State Grants	Long Term 36-48 Months	High
7	Expand Willow Creek Wastewater Treatment Facility	(1) Expand wastewater treatment facilities to provide additional capacity and prevent sewer backflow during flood events	2	CDBG-MIT	G1, G4, G5, G6	City Administration	\$3,000,000 - \$10,000,000	Federal & State Grants	Long Term 36-48 Months	High

Item # 16

RESOLUTION # 2020-09-456

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SMITHVILLE, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION PROJECT APPLICATION TO THE GENERAL LAND OFFICE; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY OF SMITHVILLES EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY OF SMITHVILLES PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM.

WHEREAS, the City Council of the City of Smithville desires to develop a thriving, viable community, strengthen infrastructure, provide a suitable living environment, and expand economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interest of the City of Smithville to apply for funding under the Community Development Block Grant Mitigation Program;

NOW, THEREFORE, BE IT RESOLVED;

Section 1. That a Community Development Block Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development Block Grant - Mitigation Program; and

Section 2. That the application be for the CDBG-MIT Program through the Competition or Method of Distribution Application program to carry out Infrastructure Activities; and

Section 3. That the grant amount be up to the maximum allowed by the CDBG-MIT program and may include a minimum one percent (1%) match; and

Section 4. That the City Council directs and designates the City Manager as the Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and participation in the Community Development & Revitalization Grant Program.

Passed and approved this 14th day of September 2020.

Mayor, Scott Saunders Jr.

Attest:

City Secretary, Jennifer Lynch

Item # 17

CITIZEN PARTICIPATION PLAN

THE CITY OF SMITHVILLE TX

REGARDING THE USE OF GRANT FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This Citizen Participation Plan was prepared in accordance with Section 104(a) of the Housing and Community Development Act of 1974, as amended. The 24 CFR 91.105 federal regulations outline the "citizen participation" requirements.

The plan is to be used to address citizen participation in the **Community Development Block Grant (CDBG) Mitigation (MIT) Program**. With receipt of CDBG-MIT funds, the program will be included under this Citizen Participation Plan.

The Citizen Participation Plan (CPP) sets forth policies and procedures for citizen participation in the development of project specific applications and substantial amendments to these projects with funding.

CERTIFICATION OF COMPLIANCE

The City of Smithville, TX is certifying to the U. S. Department of Housing and Urban Development (HUD) and the Texas General Land office (GLO) administering HUD programs that they have an approved Citizen Participation Plan, which:

- Provides for and encourages citizen participation with emphasis on participation by persons who are residents of slum and blighted areas, by residents in low- and moderate-income neighborhoods, or targeted revitalization areas;
- Provides for and encourages citizen participation of residents of public and assisted housing developments, as well as provides information to the public housing authorities within our jurisdiction activities related to these programs;
- Provides for and encourages citizen participation of persons with disabilities as well as provides documents in a format accessible to persons with disabilities, upon request;
- Provides for and encourages citizen participation of all citizens, including minorities and non-English speaking persons, and identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate;
- Provides citizens with reasonable and timely notification and access to local meetings, information, and records relating to the City's proposed and actual use of federal Community Development Block Grant funds;
- Provides for public hearings and/or public postings to obtain citizen views; to respond to proposals and questions at all stages of the community development program, including at least the development of needs; and the review of proposed activities, and review of program annual performance. If hearings are held, they shall be after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled; and,
- Provides for a timely written response to written complaints and grievances where applicable.

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the CDBG project, such citizens should have 'meaningful access' to all aspects of the CDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents may include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities. For more information, see LEP.gov.

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of HUD's CDBG Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Smithville, PO Box 449/Smithville, TX 78957 (Mailing Address), 512-237-3282, (Phone) during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG program.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG project, whether it is a proposed, ongoing, or completed CDBG project, may during regular business hours submit such complaint or grievance, in writing to the City of Smithville Civil Rights Officer, at PO Box 449/Smithville, TX 78957 (Mailing Address) or may call 512-237-3282 (Phone).
2. A copy of the complaint or grievance shall be transmitted by the Civil Rights Officer to the person/division that is the subject of the complaint or grievance and to the City Manager within five (5) working days after the date of the complaint or grievance was received.
3. The City Manager or their representative shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within fifteen (15) days. The response may be a time extension to further review the complaint or grievance.
4. If the investigation cannot be completed within fifteen (15) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within twenty (20) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the CDBG Program Manager for their further review and comment.

If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City of Smithville shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of CDBG funds. The City of Smithville, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC OUTREACH AND INVOLVEMENT

Citizens will be provided reasonable advance notice of, and opportunity to comment on proposed activities in an application to the state and for grants already made regarding activities which are proposed to be added, deleted, or substantially changed from the entity's application to the state. The public outreach and notification will be accomplished through one or more of the following methods:

- a) Publication of notice in a local newspaper—a published newspaper article may also be used so long as it provides sufficient information regarding program activities and relevant dates.
- b) Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
- c) Posting of notice on the local entity website (if available).
- d) Public Hearing; or
- e) Individual notice to eligible cities and other entities as applicable using one or more of the following methods: Certified mail, Electronic mail or fax, First class (regular mail), Personal delivery (e.g., at a Council of Governments meeting).

These details will be included in the Public Comment Version of the Application, prior to submission.

Citizens, with emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals.

PUBLIC COMMENT PROVISIONS AS REQUIRED BY CERTAIN STATE AGENCIES IN THE ADMINISTRATION OF FEDERAL PROGRAMS

When public notice is the sole required notification process for the submission of an application from a State agency, the following provisions shall be observed the City of Smithville.

A copy of a substantially complete application will be made available to allow for 15 days of local public comment, 15 days of state comment for a total of 30 days and will include, but are not limited to:

- 1. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and any anticipated program income).
- 2. The range of activities that may be undertaken with the CDBG funds.
- 3. The estimated amount of the CDBG- funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate- income persons.
- 4. The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under § 570.488.
- 5. The development of housing and community development needs

When a public hearing is required for submission of an application from a State agency, the following provisions shall be observed by the City of Smithville:

1. As stated in the COVID-19 Disaster Declaration Proclamation dated March 13th, 2020; public hearings may be held virtually or in person, pursuant to Section 418.017 of the code; "authorization to use all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster." Public notice of all hearings must be posted at least seventy-two (72) hours prior to the scheduled hearing.
2. When a significant number of non-English speaking residents are a part of the potential service area of the CDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens. An interpreter should be present to accommodate the needs of the non-English speaking residents at all public hearing where applicable.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City of Smithville must plan for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing, when required by a Federal Program, shall be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. If the agency requires a public hearing for submission, then a public notice shall be posted at city hall and the community's website notifying the public of the project selected at least 5 days prior to the submission of the application.

The City of Smithville shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

Scott A. Saunders, Jr., Mayor

Date

Item # 18

STATEMENT OF FINANCIAL GOALS AND POLICIES

CITY OF SMITHVILLE, TEXAS

ORGANIZATIONAL GOAL STATEMENT

The overall financial and service goals of the City of Smithville, TX (COS) are to provide the full range of statutorily required services to its citizens while maintaining the lowest prudent property tax rate. The COS intends to continue to expand non-tax revenues to allow for budgetary growth as dictated both by the growth in the COS's population and the growth in the demand for the County's services. The COS will ensure that budgetary growth is balanced by increases in demand for services. COS will provide for expansion and renewal of its infrastructure through the use of long-term debt when it is considered appropriate and fiscally responsible.

I. GENERAL POLICIES

The COS will operate on a fiscal year which begins on October 1 and ends on September 30.

The COS will conduct its financial affairs in conformity with State and Federal laws, and this Statement of Financial Policy, which shall be approved by Smithville City Council and reviewed on an annual basis as part of the budget process.

II. ACCOUNTING, AUDITING, AND FINANCIAL PLANNING

The COS Auditor's Office will continue to maintain records on a basis consistent with accepted principles and standards for local government accounting, as determined by GASB and GFOA.

Regular monthly and annual financial reports are issued summarizing financial activity by fund, and department, and comparing actual resources and expenditures with budgeted amounts. The Auditor's Office provides monthly reports on the total cost of specific services by type of expenditure and by fund

A financial audit will continue to be performed annually by an independent public accounting firm and an official opinion and annual financial report will continue to be published and issued, as authorized by the Revised Statutes of Texas Article 103.001.

COS will continue to identify areas for evaluation efforts, by either staff, committees, or consultants, in order to judge the effectiveness and efficiencies of COS services.

Cost benefit studies will be conducted, where appropriate and applicable, on non-recurring expenditures and capital project.

Full disclosure will continue to be provided in the annual financial and budget reports and bond representations.

III. BUDGETING POLICIES

Budgetary Basis – The COS's budgetary basis and accounting records are maintained on a modified accrual basis and organized and operated on a fund basis in accordance with generally accepted accounting principles. Encumbrance accounting is utilized for materials, goods and services documented by purchase orders or contracts. The COS will increase the subsequent year's appropriations, but only if necessary, to complete these transactions. The approved annual budget with amendments as approved by the Smithville City Council is the management control device utilized by the COS. Annual appropriated budgets are adopted for the General, Special Revenue, and Debt Service funds. All annual appropriations lapse at fiscal year-end. Encumbrance accounting, under which funds are reserved from purchase orders, contracts, and other commitments, is employed in these funds and as of September 30, encumbrances are subject to re-appropriations in the budget of the subsequent year.

The COS budgets resources on a fiscal year which begins October 1 and ends on the following September 30.

Budget manuals are distributed, and budget module training sessions are held, for annual budget preparation, which includes forms and instructions are distributed to COS Departments in June each year. Departments and Elected Officials must return their proposals no later than July in that year.

The recommended budget shall be prepared and distributed to the Smithville City Council members before the September City Council Meeting of the preceding fiscal year.

The proposed budget estimate shall be presented in the following format:

- Revenue estimates by major item.

- Operating and maintenance expenditures by object code, major expense categories, functionally related departments, and program summaries.

- Debt Service summarized by issues detailing principal, interest, and reserve amount by fund.

The proposed budget estimate shall also contain information regarding:

- Proposed personnel staffing levels.

- A detailed listing of capital equipment to be purchased by each department.

- A detailed schedule of capital projects.

- Any additional information, data, or analysis requested by the Smithville City Council.

The proposed budgeted revenues shall be provided by the Finance Director's including ad valorem taxes, grant revenues, and inter-fund transfers.

The Smithville City Council shall adopt the budget prior to October 1.

The COS budgeting procedures attempt to identify distinct functions and activities performed by the COS and to allocate budget resources adequate to perform these functions and activities at a specified level of service.

The COS will continue to integrate performance measurement and productivity indicators with the budget process where appropriate.

The committed, but not yet received purchases as of September 30 will be re-appropriated in the subsequent fiscal year per a list prepared by the COS Finance Director with appropriate Budget Amendment.

The City Manager shall have authority to transfer expenditure appropriations from any department category of object codes to any other department or non-departmental major object code category. Transfers of such funds amount to a new appropriation and therefore must be adjusted prior to expenditure of such amounts.

IV. BUDGET AMENDMENT POLICY

COS Policy allows a Department Head, Appointed or Elected Official or his/her designees to request budget amendments throughout the fiscal year as follows:

BUDGET AMENDMENT STATUTE:

Pursuant to Local Government Code Chapter 102, the Smithville City Council may spend COS funds only in strict compliance with the budget. The Smithville City Council may amend the budget to transfer an amount budgeted for one item to another budgeted item without authorizing an emergency expenditure.

INTRA-DEPARTMENTAL OPERATING TRANSFER:

Transfers may be made up to \$1,000 (cumulative total for Intra-Departmental Operating Transfers for the fiscal year) between operating line items and surplus funds from capital items within an individual departmental budget. When a line item will be increased or decreased by more than \$1,000 (cumulative total for Intra-Departmental Operating Transfers for the fiscal year), or if a new capital items is requested, the amendment must be presented to the City Manager for consideration and action as a separate agenda item.

ROUTINE BUDGET AMENDMENTS:

Includes transfer of funds within the maintenance and operations line items within the elected official or department head budget(s). These items can be placed directly on the consent agenda.

NON-ROUTINE BUDGET AMENDMENTS:

Inter-Departmental – Any amendment which moves funds from one department head's budget to another department heads budget must be presented to City Manager for consideration and action.

Inter-Fund – Where permitted by law, any amendment which moves funds from one fund to another fund must be presented to City Manager for consideration and action.

Personnel – Requests to transfer funds from any salary or benefit account are allowed for the specific purpose of salary related expenditures such as contract labor. Budget amendment requests for capital and operating accounts from personnel line items are allowed if there are no other funds available in that department's budget and City Manager deems it to be necessary.

Capital – Any request for additional capital equipment must be justified and specified in detail with cost estimates. Requests for additional capital items not included in the adopted budgeted or substitution of one item for another also requires approval from Smithville City Council. Surplus funds in a budgeted capital item can be transferred to cover a shortage up to \$1,000 in another budgeted line item with an Intra-Departmental Operating Transfer.

The re-appropriation at the beginning of a fiscal year of funds committed under valid Purchase Orders of the COS but unspent by September 30 or the prior fiscal year requires a budget amendment from fund balance. These budget amendments have no net effect on spending but simply changes the accounting year for expenditures.

Pursuant to Local Government Code the Smithville City Council may authorize a contingency item. The item must be included in the itemized budget under Section 111.004(a) in the same manner as a project for which an appropriation is established in the budget. Budget amendment(s) may be made against this item during the year in case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention.

Pursuant to Local Government Code when revenues not included in the original budget are received, such as proceeds of bonds or other obligations, grant or aid money, revenue from intergovernmental contract, and pledging revenues as security for bonds and other obligations, a budget amendment is required to expend those funds. The adopted COS wide budget will increase however the revenues should exceed or equal the expenditure. This type of amendment must be submitted to City Manager for consideration and action.

Any transfer that creates an increase in budgetary commitment for the next fiscal year must be presented to Smithville City Council for consideration and action.

New employee positions cannot be created without Smithville City Council consideration and action. Creation of a new position within a departmental budget will require that the Smithville City Council declare an emergency unless the actual line item under which that new position would be categorized currently exists within that specific budget. New employee requests outside of the budget process must include substantial written justification for the position.

New line items can only be created for Contracts or Grant-based programs. For any other department, the creation of a new line item that has not been previously created for the specific department will require that the Smithville City Council declare an emergency in order to establish a new line item.

RESTRICTED LINE ITEM TRANSFERS:

Certain line items have restrictions, which are only allowed for specific purposes.

Council ordered expenditures can only be transferred to other council ordered line items.

Vehicle related expenditures can only be transferred to other vehicle related line items.

Salary related expenditures – See Non-routine Budget Amendments / Personnel.

Body Armor – only excess funds from items requested and purchased can be transferred to another line item.

PROCEDURES:

Any request for a budget amendment must be justified and submitted to the Finance Director

Budget Amendment transfer authorization may be delegated by the City Manager to other employees. Notification of signature authority must be on file in the Finance Director's office before requests are accepted.

The City Manager reserves the right on a case by case basis, where legally permissible, to curtail a departments right to make Intra-Departmental Operating Transfers if the budget transfers appear to be making a programmatic change that was not approved by the Smithville City Council in budget hearings or if the financial condition of the department and/or the COS warrants such a curtailment.

Notification of approved Budget Amendments and Intra-Departmental Operating Transfers will be e-mailed to the appropriated department(s) after the amendment is posted. The Finance Director is responsible for posting budget amendments.

Budget Amendment Requests for new capital equipment must be submitted to the Finance Director for the current fiscal year by October 1. This will allow the Purchasing Department to secure bids and order equipment prior to the end of the fiscal year.

Budget Amendment Requests other than capital requests for the current fiscal year must be submitted to the Finance Director no later than August 31. Exceptions to the deadlines will be placed on the Agenda for consideration by the City Council.

Any request for placement on the agenda of a budget amendment or Intra-Departmental Operating Transfers, past the amendment deadlines, request a separate memo from the requesting department stating the urgency of the request.

V. REVENUES AND TRANSFERS AND POLICIES

COS will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source by doing the following:

Establishing user charges and fees as permitted by law at a level related to the cost of providing that service including indirect costs.

Pursuing legislative change, where necessary, to permit increases in user charges and fee.

Aggressively collecting property tax revenues, including the filing of suit where appropriate and necessary, as authorized by the Texas Property Tax Code.

COS will pay for all current expenditures with current resources as required by Article XI, Section 7 of the Constitution, and by Article 111.091-111.092 of the Revised Statutes of Texas.

Transfers of monies between funds will only be accomplished after approval of the Finance Director.

VI. CONTINGENCY FUND POLICIES

The COS will maintain an unappropriated contingency to provide for small increases in service delivery costs as well as unanticipated needs that may arise throughout the year.

THEREFORE, IT WILL BE NECESSARY FOR OFFICIALS AND DEPARTMENT HEADS TO REVIEW AND CONTROL EXPENDITURES SUCH THAT THE RATE OF EXPENDITURE DOES NOT EXCEED THE APPROVED BUDGET.

Cases of anticipated material deviation should be covered by a request for a budget amendment. Such requests should be submitted to the Finance Director for initial review, they will then process the request and forward to Smithville City Council for their consideration and approval.

VII. PERSONNEL POLICIES

The number of employees on the payroll shall not exceed the total number of positions approved unless authorized by City Council/Commissioners Court. All personnel actions shall at all times be in strict conformance with applicable federal, state, and COS policies.

Deletion and downgrades of positions may occur at any time during the fiscal year at the department heads or City Manager request or if a review of workload statistics indicates that a reduction in force is practical in a department. Reductions in elected official's budgeted positions will only be accomplished with their approval after the budget is adopted.

Additions, position reclassifications, reorganizations, and equity adjustments must be presented with the initial budget request. Exceptions to this policy will only be allowed with Council approval.

The Council may institute a freeze during the fiscal year on hiring, promotions, transfers, and capital equipment purchases. Such action will be used arbitrarily and will allow for exceptions in

appropriate areas to comply and emergency needs such as natural disasters and/or loss of major revenue source.

VIII. FIXED ASSET POLICES

All purchases of physical assets with a value of \$5,000 (five thousand dollars) except computer software shall be placed on the COS inventory.

The COS will maintain these assets at a level adequate to protect COS 's capital investment and to minimize future maintenance and replacement costs by:

Providing for adequate maintenance of capital equipment and equipment replacement under the above stated amount in the annual operating budget.

Capital expenditures for projects and equipment are budgeted by item or project and must be spent accordingly. Any request for unbudgeted capital equipment or projects throughout the fiscal year must be submitted to the Finance Director and approved by the City Manager as a budget amendment prior to a requisition being presented to Purchasing.

Where possible, items in good useable condition placed in surplus will be used:

To supplement expenditure for new, budgeted capital purchases.

To supplement expenditure for replacement/budgeted capital purchases.

To supply needed unbudgeted new and replacement equipment.

IX. DEBT MANAGEMENT POLICIES

COS recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt, and it provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated.

POLICY SUMMARY

COS will adhere to the following specific policy statements with regards to (1) conditions for debt issuance; (2) restrictions on debt issuance; (3) debt service limitations; (4) limitations on outstanding debt; (5) debt structure; (6) the debt issuance process; and (7) debt maintenance procedures.

Conditions for debt issuance – The COS will consider the use of debt financing only for one-time capital improvement projects. Long-term borrowing will not be used to finance current operations or normal maintenance. Debt financing may include general obligation bonds, revenue bonds, certificate of obligation, certificates of participation, tax notes, lease/purchase agreements, and other obligations permitted to be issued or incurred under Texas law. The COS shall consider refunding outstanding bonds if one or more of the following conditions exist: (1) present value savings are at least 3% with certain exceptions, of the par amount of the refunding bonds; (2) the

bonds to be refunded have restrictive or outdated covenants; or ((3) restructuring debt is deemed to be desirable.

Restrictions on debt issuance - Proceeds from long-term debt will not be used for current ongoing operations.

Debt Service Limitations – In evaluating debt capacity, general-purpose annual debt service payment should generally not exceed 20% of the COS's total budgeted expenditures for all funds.

Limitations on Outstanding Debt - As provided in the Constitution of the State of Texas, the Net Bonded Debt of COS shall not exceed twenty-five percent (25%) of the net value of the taxable real property of the COS.

Characteristic of Debt Structure – The COS will design the repayment of its overall debt so as to recapture rapidly its credit capacity for future use. The COS shall strive to repay at least 20 percent of the principal amount of its general obligation debt within five years and at least 40 percent within ten years. The scheduled maturity of individual debt issued shall not exceed the expected useful life of the capital project of asset(s) financed. Also, the COS shall consider purchasing bond insurance for debt issues when the present value of the estimated debt service savings from insurance (to be derived)) is equal to or greater than the insurance premium.

Debt Issuance Process – The COS shall use a competitive bidding process in the sale of debt unless market conditions the nature of the issue, such as refunding bonds, warrants a negotiated sale. The COS will employ outside financial specialists, including financial advisors and bond counsel, to assist it in developing a bond issuance strategy, preparing bond documents and marketing bonds to investors.

Debt Maintenance Responsibilities – The COS will seek to maintain and, if possible, improve our current bond ratings to minimize borrowing costs and preserve access to credit. COS will adhere to a policy of full public disclosure with regard to the issuance of debt, and the COS will meet all requirements for continuing disclosure on debt of the COS.

X. BONDED DEBT COMPLIANCE MANAGEMENT POLICY

COS acknowledges and will abide by any federal or state law regarding tax-exempt bonds.

POLICY SUMMARY

COS will adhere to the following specific policy statement with regards (1) separate record keeping per bond issuance; (2) not mingling bond issuance money; (3) the use of bond proceeds only for their approved purposes; (4) the intent to use bond funds within three (3) years of issuance; (5) meeting post-issue reporting requirements; (6) keeping interest earning with bond principal or debt service; (7) maintaining an interest and sinking fund for all tax-exempt debt; and (8) maintaining the tax-exempt status of all outstanding bonded debt of COS.

Separate Accounting – The COS will keep separate financial records of each bond issuance. A construction fund will be maintained for each bond issuance in the COS's general ledger, the fund will be accounted for separately from all other funds of the COS, and the fund will be used solely to pay costs of the projects for which the debt obligations were issued.

Not Mingling Bond Funds – Bond proceeds will not be co-mingled with any other COS funds.

Approved Purposes – Bond proceeds will only be used for allowable purposes as specified by bond election and bond order authorizing the issuance of the bonds.

Intent to Use within Three Years of Issuance – COS intends to use bond proceeds for their approved purposes within three (3) years of their issuance.

Post-Issue Reporting Requirements – The COS will adhere to all reporting requirements and deadlines that are applicable to tax exempt bonds. Specifically, COS will comply with the requirements of Securities and Exchange Commission Rule 15c2-12 which requires the filing of annual financial reports and other financial data and the filing of any required material events notices with each agency designated as an information repository. COS will also comply with US Treasury Regulation Section 148 which requires the computation and payment of any arbitrage rebate owed no less frequent than five (5) years after issuing any tax-free debt.

Interest Earned Remains with Principal or Debt Service – Interest earned on bond proceeds will remain with the bond principal and will be used only to pay any cost overruns on approved projects, to fund new projects meeting the usage criteria in the original bond indentures, or it will be specified to go towards the payment of Debt Service.

Interest and Sinking Fund – COS will levy a tax on all taxable property in the COS to pay principal of and interest on bonds or debt instruments issued. Amounts collected from the tax levied will be deposited to the credit of the Interest and Sinking Fund maintained in the accounting records of the COS. COS will maintain its Interest and Sinking Fund in a manner to a proper matching of revenues and debt service payments on its debt issues. Specifically, the Interest and Sinking fund will be depleted at least once each bond year to the amount of the allowable carryover, all amounts deposited to the fund will be expended within twelve months of receipt, and all amounts received from the investment of the fund will be deposited to the fund and expended within twelve months.

Maintenance of Tax-Exempt Status - COS shall not use, permit the use, or omit the use the gross proceeds of any debt issuance in a manner which if allowed or omitted would cause the interest on any bond or debt instrument of the COS to become includable in the gross income of the owner of the bond for federal income tax purposes. The COS specifically will comply with bond covenants which prohibit: (1) private use or private payments of assets constructed or acquired with debt proceeds; (2) private loans of bond proceeds to any person other than a state or local government; (3) investment of bond proceeds in any investment with a yield that exceeds that of the bonds; (4) taking any actions that would cause the bonds to be federally guaranteed within the meaning of section 149(b) of the Internal Revenue Code; and (5) taking any unauthorized action having the effect of diverting arbitrage profits from payment to the US Treasury, COS will maintain its financial records until three (3) years after final payment of all bonds to show compliance with federal and state laws regarding tax-exempt debt.

XI. INVESTMENT AND CASH MANAGEMENT

The Finance Director will continue to collect, disburse, and deposit all funds on a schedule which insures optimum cash availability.

The COS Finance Director shall handle all original reconciliation of COS bank accounts with the Depository Bank and shall resolve any financial difference between COS and the Depository Bank.

The COS Finance Director is the Investment Officer of COS as authorized by the Smithville City Council and shall invest the funds of COS to achieve the highest and best yield, while at the same time maintaining the security and integrity of said funds.

COS shall maintain a written COS Investment Policy, as approved by the Smithville City Council, to achieve the highest and best yield, while at the same time, maintaining the security and integrity of said funds.

The COS Finance Director will maintain an original copy of all security and/or surety pledges made by the Depository Bank in behalf of COS funds.

The COS Finance Director will maintain an original copy of all security advice for all COS investment transactions.

COS conducts its treasury activities with financial institution(s) based upon written contracts which specify compensating balances, service charges, term, and other conditions as authorized by the Local Government Code inclusive of the Revised Statutes of Texas.

XII. GENERAL FUND UNRESERVED FUND BALANCE POLICY

GENERAL FUND UNRESERVED FUND BALANCE POLICY

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning. In most cases, discussions of fund balance will properly focus on a government's general fund.

Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unreserved fund balance for state and local governments.

POLICY

The Governmental Accounting Standards Board (GASB) released Statement 54, "Fund Balance Reporting and Governmental Fund Type Definitions". This Statement is intended to improve the usefulness of the amount reported in fund balance by providing more structured classifications.

The purpose of this policy is to establish operating and reporting guidelines for the fund balances of the governmental funds for COS, Texas.

The COS governmental-fund financial statements will present fund balances classified in a hierarchy based on the strength of the constraints governing how those balances can be spent. These classifications are listed below in descending order of restrictiveness:

Nonspendable Fund Balance: This classification includes amounts that cannot be spent because they: (a) are not in spendable form (e.g., inventories and prepaid items); (b) are expected to be converted into cash within the current period or at all (e.g., long-term receivables); or (c) are legally or contractually required to be maintained intact (e.g., the non-spendable corpus of an endowment).

Restricted Fund Balance: This classification includes amounts subject to usage constraints that have either been: (a) externally imposed by creditors (e.g., through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance: This classification includes amounts that are constrained to use for specific purposes pursuant to formal action of Smithville City Council. These amounts cannot be used for other purposes unless the Council removes or changes the constraints via the same a type of action used to initially commit them.

Assigned Fund Balance: This classification includes amounts intended by the COS for use for a specific purpose, but which do not qualify for classification as either restricted or committed. The intent can be expressed by Smithville City Council or by a Council designee (e.g., City Manager, COS, Finance Director). This classification applies to the positive unrestricted and uncommitted fund balances of all governmental funds except the General Fund.

Unassigned Fund Balance: This classification applies to the residual fund balance of the General Fund and to any deficit fund balances of other governmental funds.

Order of Spending: Where appropriate, COS will typically use restricted, committed, and/or assigned fund balances, in that order, prior to using unassigned resources, but it reserves the right to deviate from this general strategy.

Minimum Fund Balance: COS generally aims to maintain the following minimum fund balance:

General Fund: Unassigned fund balance of 3 months of budgeted expenditures for the fiscal year, to be used for unanticipated needs.

1. A commitment of fund balance requires formal action as to purpose but not as to amount; the latter may be determined and ratified by the Council at a later date. This is often important near year-end, when a purpose or need is known but a cost is not.

2. An assignment of fund balance implies intent of Smithville City Council, but operationally, the ability to implement the intent may be delegated to one or more persons.

PROCEDURES

A goal of each year's budgeting process will be to adopt a budget that maintains compliance with the stated General fund unreserved fund balanced policy.

Specific COS financial conditions, economic conditions, or special initiatives may be considered reasons for temporary non-compliance with this policy.

In the event of either planned or unplanned non-compliance, it is the COS's intention to take action during the annual budget process to reach compliance with.

Actions in the budget process available to increase the unreserved General Fund balance may include increasing taxes, decreasing spending in specific areas, dedicating one-time revenues to fund reserves, or making transfers of excess fund balances from other funds.

In the event that the level of unreserved General Fund balance is judged to be in excess of the amount acquired by this policy, amounts over that required may be used to fund one-time, non-recurring expenditures such as acquisition of capital items. Excess fund balances will not be used to fund recurring operating expenditures.

XIII. CAPITAL BUDGET IMPACT ON OPERATING BUDGET

All Capital Improvement Program requests must include the operating budget impact of the request including but not limited to additional staffing, operating expenses as well as any cost savings anticipated if the request is approved and funded.

A Capital Improvement request form must be submitted with the overall capital project justification and operating expenses data. Projects without sufficient data will not be considered.

Operating expenses for capital projects will be funded on a pay-as-you-go basis for annual, recurring maintenance type expenses.

XIV. INTERNAL GUIDELINES FOR MANAGEMENT OF FEDERAL AND/OR STATE FUNDS

All costs charged by the COS must be necessary, reasonable, allowable, and allocable to all Federal and/or State grant programs received administered by the COS. The COS must assure that all costs are appropriate and eligible including but not limited to the following areas of concern:

- Administrative requirements - Including duplication of benefits requirements, provisions related to charging pre-award costs, conflict of interest, reporting fraud, and distinction between agencies/government components, contractors, developers, and beneficiaries;
- Recordkeeping and Reporting requirements - Including records retention and financial reporting requirements;
- Procurement requirements - Including requirements related to bonding, insurance, suspension, and debarment;
- Contract conditions;
- Force Account - Including requirements for tracking, documenting, and charging personnel costs and applicable fringe benefits and classification, purchasing, tracking,

insuring, and disposing of equipment, supplies, and federally purchased tangible and intangible property;

- Contract amendments;
- Contract closeout;
- Monitoring and Quality Assurance - Including requirements related to preventing fraud, waste, and abuse;
- Audit - Including Single Audit or program-specific audit requirements

The following is a list of key federal and state regulations governing financial management of grant programs:

- 24 CFR § 570 Subpart I- governs the state CDBG-DR program;
- 2 CFR § 200, including all of Subpart E Cost Principles;
- Uniform Grant Management Standards (UGMS) - Texas Comptroller of Public Accounts and guidance under 2 CFR § 200;
- Texas Local Government Code Chapter 171

It is the COS's responsibility to be knowledgeable and compliant with these requirements to ensure the appropriate, effective, timely, and eligible use of all funds related to Federal and/or State Programs. The COS is responsible for monitoring vendors and projects and compliance with applicable financial management standards, for processing payment requests for funds, and for audit review.

A cost objective is a pool of related costs, which could be related based on the COS's departments, function, eligible, activity, agreement with State and/or Federal agencies or any other basis. The term is used to capture a variety of scenarios in which costs may be categorized for purposes of cost allocation or eligibility determinations.

As per of 2 CFR § 200.303, the COS has established this and other written policies and procedures for internal controls and guidance documentation for responsible financial management of federal and/or state funds and include the adherence to the following:

- All federal, state, and local conflict of interest provisions, including the requirements of Texas Local Government Code Chapter 171;
- The COS has an established internal control system and documented segregation of duties. Including the appropriate segregation of duties as follows:
 - o No person has complete control over every phase of a significant transaction. For example, the person who authorizes payments to contractors should not draft and issue the payment check and the person who writes a payment check should not reconcile associated bank records;
 - o Monthly bank reconciliation and/or direct deposit monthly statements are reviewed by someone who is not responsible for handling cash or issuing checks;

o the person issuing checks for grant expenses does not also handle payroll preparation/issuance of paychecks;

- The COS will take prompt action when an instance of noncompliance is identified internally or through audit findings;
- The COS takes reasonable measures to safeguard protected personally identifiable information (PII) and other information that the COS considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality;

Per 24 CFR § 570.502, through established budgets and accounting records, the COS is responsible for ensuring all Federal and/or State expenditures are authorized in an approved, documented budget and do not exceed the total budget amount and do not exceed the amount in the COS's grant agreement(s).

The COS will use one of two general methods available to draw federal and/or state grant funds to pay for project and vendor costs: the reimbursement method and the cash advance method.

- The reimbursement method entails a transfer of grant funds to the COS based on actual expenditures already incurred by the COS before it requests a draw;
- The cash advance method entails the transfer of grant funds from the federal and/or state agency based upon the COS's received invoices before the actual cash disbursements have been made by the COS.

The COS establishes a separate account for each grant it receives. When using a cash advance basis process, the COS will ensure that all received grant funding is held in an insured, interest-bearing account (2 CFR § 200.305(b)). Distinct accounting information for each grant is created. Accurate records of encumbrances/obligations against distinct line items within each grant for vendor contracts are made. Accurate records on grant awards, unobligated balances, assets, liabilities, expenditures, program income (if any), and applicable interest are kept and supported by sources documentation, including vendor contracts, invoices, and purchase orders.

Pursuant to 2 CFR § 200.302(a), the COS's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, are sufficient to permit the preparation of reports required to demonstrate compliance with general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the COS's State and/or Federal grant agreement(s).

COS through its annual audit process has proven effective control over, and accountability for, all funds, property, and other assets in its possession. The COS makes every effort to adequately safeguard all assets and assure that they are used solely for their intended purpose.

Financial Records for all Federal and/or State grant programs include the following:

- Transaction registry documenting:
 - o All invoices associated with each Request for Payment; and
 - o Source of funds for each invoice (grant funds by activity, matching funds, and/or other funds)
- Source documentation, including the following:
 - o Copies of Requests for Payment;
 - o Addendum record of direct deposit payments;
 - o Verification of deposits;
 - o Monthly bank statements
 - o Check register/transaction ledger;
 - o Employee timesheets (as applicable);
 - o Equipment time record sheets (as applicable);
 - o Property inventory;
 - o Purchase orders, invoices, and contractor requests for payments;
 - o Electronic Transfer Form (EFT);
 - o All original source documents

The COS for each grant agreement received establishes Responsible Persons. Through resolution, the COS identifies the Responsible Persons (at least 2, preferably 4 by job title) responsible for both contractual documents (executed COS agreement(s), associated amendments, and various program certifications) and financial documents (requests for payment, issuance of check).

The COS, where allowable by the Federal and/or State funding program, will authorize direct deposit to receive payments from the agency(ies) to post directly to the COS's local bank account.

The COS will ensure that there exists staff and contractor capacity necessary to manage all grant funds under its control. The COS may procure a Grant administrator to assist with management of grant compliance, subject to 2CFR200 procurement guidelines and requirements.

Eligible/Allowable Costs: All costs charged to the COS's grant agreement(s) will be deemed eligible as identified in each Grantor's agreement/implementation manual. Eligible costs are those that conform to the federal/state requirements, including limitations and waivers described in applicable Federal Register Notices, comply with federal cost principles, and align with all associated cross-cutting federal requirements (Davis Bacons and Related Acts, Environmental requirements, etc.) and State and Local law.

The COS will assure pursuant to 2 CFR § 200.403, costs meet the following general criteria to be allowable as a charge against any Federal award:

- Costs must be necessary and reasonable for the performance of the Federal award and be allocable to that award and not to a different award;
- Costs must conform to any limitations or exclusions set forth in 2 CFR § 200 or in the Federal award as to types or amount of cost items;

- Costs must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the COS;
- Costs must be accorded consistent treatment;
 - A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost;
- Costs must be determined in accordance with generally accepted accounting principles (GAAP);
- Costs must be adequately documented

Reasonable Costs (2 CFR § 200.404): A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration will be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the COS or the proper and efficient performance of the State and/or Federal award;
- The restraints or requirements imposed by such factors as: sound business practices; arms-length bargaining; Federal, state, local, and other laws and regulations; and terms and conditions of the State and/or Federal award;
- Market prices for comparable goods or services for the geographic area;
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the COS, its employees, the public at large, the State Government and/or Federal Government;
- Whether the COS significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the cost

The COS will insure that all grant reimbursement requests meet the definition of Allocable Costs (2 CFR § 200.405 and § 200.406) A cost is allocable to a particular grant, COS agreement, vendor contract, program, or other cost objectives if the goods or services involved are chargeable or assignable to that cost objective in accordance with relative benefits received. This standard is met if the cost:

- Is incurred specifically for that cost objective; • Benefits both that cost objective and other work of the COS and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the COS and is assignable in part to the specified cost objective in accordance with 2 CFR § 200.

Any cost allocable to a particular cost objective may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the COS from shifting costs that are allowable under two or more cost objectives in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Costs should only be charged net of all applicable credits. Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the cost objective. Examples include:

- Purchase discounts;
- Rebates or allowances;
- Recoveries or indemnities on losses;
- Insurance refunds or rebates; and
- Adjustments of overpayments or erroneous charges

To the extent that such credits accruing to or received by the COS relate to allowable costs, they must be credited to the State and/or Federal award either as a cost reduction or cash refund, as appropriate. These credits do not constitute program income.

The COS will submit a draw request for eligible costs as often as is needed, subject to limitations in grant agreements and at least quarterly throughout the life of a project. The COS will submit costs to a Grantor for draw within 60 days of receipt of invoices as allowable.

Pursuant to 24 CFR § 570.489(c), 2 CFR § 200.305(b), and 31 CFR § 205, the COS when utilizing the cash advance method will minimize the time elapsing between the transfer of funds from the Federal or State agency and the disbursement by the COS for eligible costs. This period must not exceed 5 business days from the date of receipt/deposit of funds.

Item # 19



APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)

-OR-

_____ City Council (e.g., Austin City Council)

-OR-

_____ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

Telephone Number

Fax Number

Email address (General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)

Check One:

_____ Reappointment

_____ Filling Vacancy

_____ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on _____.

Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Please fax this form to 512-916-6001 or email it to dbrea@capcog.org. For questions about completing this form, call Deborah Brea at 512-916-6018.

Item # 20

ORDINANCE _____

AN ORDINANCE AMENDING
CHAPTER 14, ZONING ORDINANCE OF
THE CITY OF SMITHVILLE CODE OF ORDINANCE

Chapter 14 Zoning, Article 4, Section 4

Purpose: *To document and make changes to the Zoning Ordinance of a section inserted in error.*

Whereas the City Code of Ordinance, Chapter 14 Zoning, Article 4, Section 4.1.4 Placement of Manufactured Homes.

Be it ordained by the City Council of the City of Smithville, Texas that the following revision be made to Chapter 14 Zoning Ordinance.

Article 4, Section 4.1.4:

Remove: "and Mixed Residential" from the area addressing the Placement of Manufactured Homes within the city limits.

Passed and Approved this 14th day of September, 2020.

Scott A. Saunders, Jr., Mayor

Attest:

Jennifer D. Lynch, City Secretary

The owner of the manufactured home park is responsible for the general cleanliness of his property. Grass must be cut by the owner in common areas and caused to be cut by his tenants. Accumulations of rubbish in or around individual manufactured homes or in common areas shall be removed by the owner or cause the same to be done by his tenants.

D. Fire Precautions.

No open fires will be permitted in manufactured home parks except in outdoor cooking containers designed to be used as outdoor cookers. The owner of the manufactured home park shall inspect periodically to ensure that the skirting required is intact and functioning so as to prevent the accumulation of flammable material.

4.1.4. Placement of manufactured homes outside areas zoned as Planned Development Districts, Manufactured Home Parks, Manufactured Home Subdivisions and Mixed Residential.

- A. If on the date of adoption of this Zoning Ordinance there exists a HUD Code Manufactured Home on any lot or in any zoning district of the city, it may be replaced with a HUD Code Manufactured Home provided that (1) the new home can be placed on the lot so as to meet the area and setback requirements for that zoning district; (2) the new home is newer than the manufactured home that it is replacing; and (3) the new home is at least as large as the manufactured home that it is replacing. A time limit of six (6) months shall not lapse from the time the Manufactured Home is moved off a lot and another new HUD Manufactured Home is moved onto the lot. If six (6) months elapse, the Manufactured Home shall not be allowed to be placed on the lot.
- B. Any home brought into the city under these conditions must be permanently tied to piers or runners and must be skirted with fire resistant material. The skirting will have the appropriate number of vents and accesses.
- C. A fee set by resolution and approved by City Council will be charged for each home brought into the area under this provision. Additionally, the owner or their contractor must obtain a building permit, electrical permit and a plumbing permit.

4.2. Garage Apartments

- 4.2.1. A garage apartment shall share at least one (1) common wall with or be located above a private garage of a single-family residential dwelling.
- 4.2.2. A garage apartment may only be used as a dwelling unit for one (1) family.
- 4.2.3. Where garage apartments are permitted, the rental, lease, or receipt of compensation for the use of a garage apartment is allowed.
- 4.2.4. Where garage apartments are permitted, the use of a garage apartment as a permanent residence is allowed.
- 4.2.5. Installation of a separate gas or electrical meter in a garage apartment is not prohibited.
- 4.2.6. One additional off-street parking space shall be required when a property has a garage apartment.
- 4.2.7. All property development regulations applicable to the principal residence shall be applicable to the garage apartment, including, but not limited to, setbacks, yards and height limitations.

4.3. Guest House/Studio

1.3. Placement of manufactured homes (as defined) outside areas zoned as Planned Development Districts, Manufactured Home Parks and Manufactured Home Subdivisions. ~~not in this~~

- (a) If on the date this Article 14 to the Zoning Ordinance is passed by the City Council there exists a HUD Code Manufactured Home on any lot or in any zoning district of the city, it may be replaced with a HUD Code Manufactured Home providing the new home can be placed on the lot so as to meet the area and setback requirements for that zoning district. No time shall elapse between the times the old manufactured home is moved off the lot and the new HUD Code Manufactured Home is moved on to the lot.
- (b) Any home brought into the city under these conditions must be permanent tied to piers or runners and must be skirted with fire resistant material. The skirting will have the appropriate number of vents and accesses.
- (c) A fee of twenty dollars (\$20) will be charged for each home brought into the area under this provision. Additionally, the owner or their contractor must obtain a building permit, electrical permit and a plumbing permit.

(Ordinance 9906-341 adopted 6/14/99)

ARTICLE 15 EFFECTIVE DATE

This Ordinance shall become effective immediately upon its passage and publication, as the law in such cases provides, and it is accordingly so ordained.

DULY PASSED BY THE CITY COUNCIL OF THE CITY OF SMITHVILLE, TEXAS,
on the 9th day of February, 1998.

APPROVED:

Vernon Richards
Mayor

DULY ENROLLED:

Brenda Page
City Secretary

Item # 21

ORDINANCE _____

AN ORDINANCE AMENDING
CHAPTER 14, ZONING ORDINANCE OF
THE CITY OF SMITHVILLE CODE OF ORDINANCE

Chapter 14 Zoning, Article 2 Zoning Categories

Purpose: *To document and make changes to the Zoning Ordinance, SF-1 Single Family, of a requirement that was omitted in error. This is in SF2 but omitted in error from SF1.*

Whereas the City Code of Ordinance, Chapter 14 Zoning, Article 2 Zoning Categories, Section 2.2, Subsection 2.2.1 SF-1 Single Family Residential District

Be it ordained by the City Council of the City of Smithville, Texas that the following revision is made to Chapter 14 Zoning Ordinance.

Article 2, Section 2.2, Subsection 2.2.1 SF-1 Single Family Residential District:

Insert: "Minimum setback of accessory building from front property line is 65 Feet.

Passed and Approved this 14th day of September, 2020.

Scott A. Saunders, Jr., Mayor

Attest:

Jennifer D. Lynch, City Secretary

2.2. Zoning Categories. The following regulations apply within the indicated zoning districts. Uses indicated "by right" are permitted by right within the relevant district, provided that such uses and the land on which they are located otherwise comply with this Ordinance. Uses indicated "SUP" are permitted within the relevant district following the issuance of a special use permit and provided that such uses and the land on which they are located otherwise comply with this Ordinance. Uses not listed or otherwise authorized within a zoning district are prohibited.

2.2.1. SF-1 – Single-Family Residential District

A. Description

The SF-1 Single Family Residential District, or SF-1 District, is the most restrictive zoning district. The principal use of land is for single-family dwellings. These residential areas are appropriate to residential environment. Internal stability, attractiveness, order and efficiency are encouraged by providing for adequate light, air and open space for dwellings and related facilities and through consideration of the proper functional relationship of the different uses.

B. Uses

USE	BY RIGHT	SUP
Single family dwelling	X	
Accessory buildings	X	
Private garage	X	
Home-based business		X
Religious Facility		X
Public Safety Facility	X	
Public Recreation Facility	X	
Child care center		X
Educational facility		X
Bed and breakfast		X
Boarding house		X
Country inn		X
Guest house/studio		X

C. Dimensions

DIMENSION	STANDARD	ALTERNATE
Maximum Height	2 ½ stories	or 35 feet
Minimum front yard setback	25 feet	
Minimum side yard setback, primary building	7 ½ feet (one story building)	or 10 feet for buildings over one story

exceed a height of four (4) feet, and any fence, hedge, or enclosure wall on a corner lot, and situated within fifteen (15) feet of the intersections of the two (2) street lines, shall not exceed a height of three (3) feet.

2.2.2. SF-2 – Single Family and Duplex District

A. Description

The SF-2 Single Family and Duplex District, or SF-2 District, is slightly less restrictive than the SF-1 District. The principal use of land is for single-family dwellings and duplexes. These residential areas are intended to be defined and protected from the encroachment of uses which are not appropriate to residential environment. Internal stability, attractiveness, order and efficiency are encouraged by providing for adequate light, air and open space for dwellings and related facilities and through consideration of the proper functional relationship of the different uses.

B. Uses

Cumulative rights of use. All uses permitted in the SF-1 district are permitted in the SF-2 district. All permissible uses in addition to those permitted in SF-1 are listed in the table below.

USE	BY RIGHT	SUP
Duplex or two-family dwelling	X	
Garage apartment	X	

C. Dimensions

DIMENSION	STANDARD	ALTERNATE
Maximum Height	2 ½ stories	or 35 feet
Minimum front yard setback	25 feet	
Minimum setback of accessory building from front property line	65 feet	
Minimum side yard setback, primary building	5 feet (one story building)	or 10 feet for buildings over one story
Minimum side yard setback, corner lots, first 65ft from front property line	15 feet	25 feet when abutting another corner lot
Minimum side yard setback, corner lots, >65ft from front property line	5 feet	or 10 feet for buildings over one story
Minimum side yard setback, churches	25 feet	
Minimum side yard setback, accessory building	3 feet	
Minimum rear yard setback (min. setback is the smaller of the two)	20 feet	or 20% of lot depth

Item # 22

MAYOR
SCOTT SAUNDERS JR

MAYOR PROTEM
JOANNA MORGAN

COUNCIL MEMBERS
BILL GORDON
CASSIE BARRIENTOS
SHARON FOERSTER
JASON HEWITT

CITY MANAGER
ROBERT TAMBLE



317 MAIN STREET
P.O. BOX 449
SMITHVILLE, TX 78957

(512) 237-3282
(512) 237-4549 fax

TO: Mayor and City Council
FROM: Cynthia White
DATE: September 11, 2020
RE: August Financial Reports

Please find attached the Financial Report for August. Major expenditures included:

- ❖ BEFCO Engineering services for Highway 95 water/wastewater project - \$36,630
- ❖ purchase of transformers and electrical supplies - \$16,635
- ❖ street paving/patching of various streets around town - \$13,195
- ❖ repair of city hall A/C and retrofit of Airport Pilot's Lounge A/C - \$6,971
- ❖ purchase of a self-prime pump for lift station - \$6,077
- ❖ purchase of piping and valves for water department - \$5,661
- ❖ repair waterlines at Oak Hill Cemetery - \$4,011
- ❖ installation of wayfinding signs - \$2,214
- ❖ drainage repairs at First & Marburger - \$1,980
- ❖ mowing of Oak Hill and Mt. Pleasant cemetery (monthly fee) - \$6,000
- ❖ and the monthly payments for fuel, city employee benefits, and garbage services.

Certificate of Obligations, Series 2019 expenses included:

- ❖ Citywide Tank Rehab Projects – site inspection fees and CFG Industries repair fees for the water plant's 50K gallon storage tank - \$86,090

Grant expenditures for August included:

- ❖ HMGP DR-4272-011 (2nd St Detention Pond): WJC Constructors & BEFCO - \$125,912 (75% reimbursable by grant \$94,434 and 25% city match paid with 2019 CO's funds \$31,478)
- ❖ TDA Economic Development Pilot Planning Program: fee for Economic Development Strategic Plan and consulting services - \$12,780
- ❖ HOME Grant: Farmers Insurance policy for two homes - \$1,245
- ❖ HOME Grant: R M Quality Construction sitework for two homes - \$10,000 (city match)

Have a safe and relaxing weekend!

Cynthia

ESTIMATED FUND BALANCES

@ August 31, 2020

General Fund

Total Expenditures divided by 12 times 3 equals Recommended Fund Balance

Note: the recommended fund balance for fiscal year 2019-2020 based on the General Fund's budgeted expenditures is:

4,654,373 divided by 12 times 3 equals \$ 1,163,593

Beginning Fund Balance @ October 1, 2019 \$ 1,345,230

Statement of Rev & Exp (YTD) @ August 31, 2020
Revenues Over/Under Expenditures \$ 405,639

Estimated Fund Balance @ August 31, 2020 \$ 1,750,869

Estimated Fund Balance Over/Under Recommended \$587,276

Utility Fund

Total Expenditures divided by 12 times 3 equals Recommended Fund Balance

NOTE: the recommended fund balance for fiscal year 2019-2020 based on the Utility Fund budgeted expenditures is:

7,063,851 divided by 12 times 3 equals \$ 1,765,963

NOTE: Recommended fund balance for utility fund should be compared to the current cash and investment balances.

Balances @ August 31, 2020

CASH:

Petty Cash Utility	\$ 500
Checking: Utility Operating	\$ 55,131
Checking: Utility Credit Card	\$ 305,706

INVESTMENTS:

CD: Utility - Operations	\$ 132,512
CD: Utility - Operations #2	\$ 108,543
CD: Designated Customer Deposits	\$ 96,041
CD: Utility - Customer Deposits	\$ 33,565
CD: Utility - '01 CO/SWS FNMA	\$ 119,396
LSIP: Utility - Operations	\$ 56,323

TOTAL CASH & INVESTMENTS: \$ 907,217

Estimated Fund Balance Over/Under Recommended (\$858,746)

CITY OF SMITHVILLE			
CASH BALANCES & RESERVES		@ 8/31/20	@ 8/31/19
CASH OPERATING ACCOUNTS:			
General Fund	49,507		110,196
Utility Fund	55,131		178,268
Credit Card Pmts	316,229		428,554
Economic Development (IDF)	62,568		61,759
Fireman's Pension	31,727		33,686
HOMES Grant Fund	201		201
HRA Trust Fund	62,939		74,200
Library Contributions Fund	190,425		188,177
Railroad Park	1,070		1,056
TxCDBG Project	61		61
COPS Hiring Grant	0		0
Grants Account	41,721		1,227
HMGP Grants	0		16,618
TAP Loop 230 Sidewalks	0		0
Police Seized Assets	2,488		2,456
Smithville Tx Veterans Memorial Park	25,157		3,470
Independence Park	5,900		5,824
Smithville Cares	3,720		3,672
Total Cash on Hand	848,843		1,109,425
INVESTED FUNDS			
		<i>Matures</i>	
CERTIFICATES OF DEPOSIT:			
General - Operations	52,587	Aug-22	51,675
General - Library Contributions	130,775	Sep-20	127,945
General - Library Contributions	111,720	Nov-21	110,208
Utility - Operations	132,512	Oct-20	129,009
Utility - Operations #2	108,543	Aug-21	106,766
Utility - Designated Customer Dep	96,041	Apr-22	97,257
Utility - Customer Deposits	33,565	Mar-22	33,259
Economic Development (IDF)	53,665	Dec-21	53,037
Utility-'01 CO/SWS FNMA	119,396	Oct-21	117,604
INVESTMENT POOL ACCOUNTS			
General - Operations	1,007		993
Utility - Operations	56,323		20,674
Capital Replacement Fund	35		35
Interest & Sinking	378,239		382,288
'01 CofO Project Funds	32,279		31,824
'07 CofO Project Funds	75		74
'19 CofO Project Funds	2,435,206		2,981,436
SAVINGS ACCOUNT			
Airport Fly-In	5,131		5,064
PEG Capital	18,104		17,870
TOTAL INVESTED FUNDS:	3,765,204		4,267,018
ACCOUNTS RECEIVABLE			
Gen/Util - Miscellaneous	155,680		167,122
Utility Billings - Current	803,204		742,699
Utility Billings - Delinquent	141,103		88,743
Total Accounts Receivable	1,099,987		998,565
TOTAL CASH & RECEIVABLES	5,714,034		6,375,008
RESERVE AMOUNTS			
Res Bond Debt Service	378,239		382,288
Res Bond Project Funds	2,467,560		3,013,334
Res Customer Deposits	112,032		105,882
Res Economic Development	116,233		114,796
Res Firemen's Pension	31,727		33,686
Designated Court Technology	0		0
Designated Library	432,920		426,330
Designated Police Ed/Op	1,293		0
Designated VFD Donations	0		0
Designated COPS Hiring Grant	0		0
Designated Grants Account	41,721		1,227
Designated HMGP Grants	0		16,618
Designated TAP Loop 230 Sidewalks	0		0
Designated Police Seized Assets	2,488		2,456
Designated-Veterans Memorial Park	25,157		3,470
Designated-Independence Park	5,900		5,824
Designated Smithville Cares	3,720		3,672
Total Reserve Amounts	3,618,989		4,109,581
ACCOUNTS PAYABLE			
General	79,758		127,376
Utility	351,013		344,146
Total Accts Payable	430,771		471,522
TOTAL RESERVES & PAYABLES	4,049,761		4,581,103
UNRESTRICTED CASH & RECEIVABLES	1,664,274		1,793,905

CITY OF SMITHVILLE
SUMMARY REVENUE / EXPENSE STATEMENT
FISCAL YEAR 2019-20 @ August 31, 2020

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @ 08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
REVENUES:						
General Fund	5,049,344	4,654,373	108.49%	4,373,384	4,702,947	92.99%
Utility Fund	6,128,769	7,063,851	86.76%	6,113,717	6,848,603	89.27%
Maintenance Fund	64,403	100,369	64.17%	75,765	88,046	86.05%
Int & Sinking Fund	420,255	410,415	102.40%	426,703	436,096	97.85%
TOTAL REVENUES	11,662,771	12,229,008	95.37%	10,989,569	12,075,692	91.01%
EXPENSES:						
General Fund	4,643,706	4,654,373	99.77%	3,953,729	4,486,892	88.12%
Utility Fund	6,274,434	7,063,851	88.82%	6,647,364	6,848,603	97.06%
Maintenance Fund	96,250	100,369	95.90%	85,764	88,046	97.41%
Int & Sinking Fund	410,415	410,415	100.00%	400,649	400,649	100.00%
TOTAL EXPENSES	11,424,805	12,229,008	93.42%	11,087,507	11,824,190	93.77%
Revenues Over/(Under) Expenses						
				(123,992)		
M&O Funds	228,126			26,054		
I&S Fund	9,840			(97,938)	251,502	
Total Over/(Under)	237,967	0				

**CITY OF SMITHVILLE
GENERAL FUND RECAP
2019-2020
FOR MONTH OF: August**

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
REVENUES:						
Taxes	2,011,241	2,053,986	97.92%	1,928,151	1,988,408	96.97%
Licenses & Permits	89,982	54,100	166.33%	55,014	58,099	94.69%
Services	888,388	1,020,447	87.06%	915,543	1,003,664	91.22%
Court	47,698	70,200	67.95%	71,088	75,579	94.06%
Miscellaneous	1,372,396	1,400,500	97.99%	1,349,775	1,474,648	91.53%
Contributions	639,639	55,140	1160.03%	53,813	102,549	52.48%
TOTAL REVENUES	5,049,344	4,654,373	108.49%	4,373,384	4,702,947	92.99%
EXPENSES:						
Administration	305,493	304,569	100.30%	283,678	338,380	83.83%
Finance	88,702	98,423	90.12%	82,333	91,751	89.74%
Police	1,127,713	1,314,274	85.81%	1,032,284	1,180,515	87.44%
Animal Control	52,047	58,009	89.72%	49,243	55,266	89.10%
Court	54,767	76,434	71.65%	61,859	70,562	87.67%
Fire	74,302	89,751	82.79%	81,675	89,316	91.45%
Library	274,030	307,642	89.07%	283,293	316,634	89.47%
Community Service	42,861	43,196	99.23%	41,807	42,489	98.39%
Parks & Recreation	359,929	324,049	111.07%	294,567	320,143	92.01%
Recreation Center	284,156	341,329	83.25%	270,087	303,808	88.90%
Street & Alley	478,828	522,689	91.61%	501,621	573,382	87.48%
Solid Waste	746,313	833,892	89.50%	627,027	744,808	84.19%
Enforcement/Insp	106,548	122,169	87.21%	88,561	102,128	86.72%
Cemetery	52,192	93,834	55.62%	67,736	76,279	88.80%
Airport	529,038	43,241	1223.46%	116,465	102,899	113.18%
Economic Development	66,787	80,872	82.58%	71,493	78,532	91.04%
TOTAL EXPENSES	4,643,706	4,654,373	99.77%	3,953,729	4,486,892	88.12%
Revenues Over/(Under) Expenses	405,639	0		419,655	216,055	

**CITY OF SMITHVILLE
GENERAL FUND REVENUE RECAP
2019-2020**

FOR MONTH OF: August

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @ 08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
REVENUES:						
TAXES						
Property Taxes	1,239,093	1,297,786	95.48%	1,210,397	1,214,452	99.67%
Franchise Taxes	106,979	96,300	111.09%	100,751	100,751	100.00%
Sales Taxes	646,703	635,000	101.84%	590,521	645,219	91.52%
Hotel/Motel Taxes	14,093	20,000	70.46%	20,064	20,064	100.00%
Mixed Beverage Tax	4,374	4,900	89.27%	6,417	7,922	81.00%
Total Tax Revenues	2,011,241	2,053,986	97.92%	1,928,151	1,988,408	96.97%
LICENSES & PERMITS						
Misc. Licenses	241	200	120.25%	433	433	100.00%
Alcohol Permits	5,262	1,000	526.20%	1,950	1,950	99.97%
Building Permits	46,120	26,500	174.04%	22,027	23,126	95.25%
Electrical Permits	9,479	12,500	75.84%	15,303	15,888	96.31%
Plumbing Permits	9,251	12,500	74.01%	14,267	15,647	91.18%
Misc. Permits/Film Permits	19,630	1,400	1402.14%	1,035	1,055	98.10%
Total L/P Revenues	89,982	54,100	166.33%	55,014	58,099	94.69%
SERVICES						
Inspections	150	1,050	14.29%	0	0	0.00%
Cemetery	2,767	4,500	61.48%	3,405	3,845	88.56%
Police	3,219	1,800	178.83%	1,452	1,470	98.78%
Code Enforcement	0	750	0.00%	0	91	0.00%
Streets	1,575	1,000	157.50%	5,300	12,656	41.88%
Leaf & Limb	550	200	275.00%	0	250	0.00%
Sanitation	761,877	824,040	92.46%	748,393	817,943	91.50%
Warehouse	7,257	17,400	41.71%	14,846	16,037	92.57%
Parks & Recreation	17,730	26,000	68.19%	27,990	29,000	96.52%
Library	3,065	6,500	47.16%	6,142	6,676	92.01%
Airport	41,947	45,257	92.69%	15,534	16,615	93.49%
Recreation Center	48,251	91,950	52.48%	92,481	99,081	93.34%
Total Svc Revenues	888,388	1,020,447	87.06%	915,543	1,003,664	91.22%
COURT REVENUES						
Fines	33,294	48,500	68.65%	48,553	51,876	93.59%
Admin Fees	459	900	51.03%	1,278	1,305	97.94%
CJP Arrest Fees	3,117	5,500	56.68%	5,050	5,282	95.61%
Court Costs	9,376	14,500	64.66%	13,402	14,146	94.74%
Remedies	350	800	43.75%	820	880	93.18%
Court Technology	1,101	0	0.00%	1,984	2,090	94.95%
Total Court Revs	47,698	70,200	67.95%	71,088	75,579	94.06%
MISC. SALES & REVS						
Cemetery Plots	15,123	15,000	100.82%	21,197	21,488	98.64%
Franchise Fee - Utility	160,417	175,000	91.67%	160,413	174,996	91.67%
Interest Income	12,384	19,500	63.51%	18,014	19,883	90.60%
Rents	0	0	0.00%	0	0	0.00%
Credit Card Usage Fee	2,144	4,000	53.60%	3,831	4,115	93.10%
Misc Rev/Ins Recovery	65,488	25,000	261.95%	104,071	117,166	88.82%
Sale of Fixed Assets	7,062	5,000	141.24%	0	0	0.00%
Transfer in from Utility	950,583	1,037,000	91.67%	1,042,250	1,137,000	91.67%
Other Rev-Lease Purchase	159,194	120,000	132.66%	0	0	0.00%
Total Misc. Revs	1,372,396	1,400,500	97.99%	1,349,775	1,474,648	91.53%
CONTRIBUTIONS						
Public Sources	12,318	11,000	111.98%	12,630	12,632	99.98%
Private Sources	6,838	6,500	105.20%	6,717	6,742	99.63%
Grants	591,435	7,640	7741.30%	5,720	52,679	10.86%
Volunteer Fire Dept	21,296	22,000	96.80%	20,217	21,966	92.04%
B. Hewatt	7,752	8,000	96.90%	8,530	8,530	100.00%
Tucker Foundation	0	0	0.00%	0	0	0.00%
Total Contributions	639,639	55,140	1160.03%	53,813	102,549	52.48%
TOTAL REVENUES	5,049,344	4,654,373	108.49%	4,373,384	4,702,947	92.99%

**CITY OF SMITHVILLE
GENERAL FUND EXPENSE RECAP
2019-20
FOR MONTH OF: August**

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @ 08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
ADMINISTRATION						
Personnel	158,729	174,283	91.08%	147,701	166,653	88.63%
Services	89,555	79,981	111.97%	68,867	85,695	80.36%
Supplies & Materials	15,381	19,750	77.88%	31,474	44,560	70.63%
Other	41,828	30,555	136.89%	35,636	41,472	85.93%
Capital	0	0	0.00%	0	0	0.00%
Transfer to TAP Loop 230 Grant	0	0	0.00%	0	0	0.00%
Total Admin Expense	305,493	304,569	100.30%	283,678	338,380	83.83%
FINANCE						
Personnel	66,425	72,088	92.14%	60,400	68,836	87.74%
Services	21,285	25,235	84.35%	20,979	21,815	96.17%
Supplies & Materials	992	1,100	90.14%	955	1,100	86.77%
Other	0	0	0.00%	0	0	0.00%
Total Finance Expense	88,702	98,423	90.12%	82,333	91,751	89.74%
POLICE						
Personnel	919,685	1,089,430	84.42%	847,292	982,225	86.26%
Services	29,737	40,934	72.65%	37,537	41,468	90.52%
Supplies & Materials	86,870	97,875	88.76%	95,595	103,879	92.03%
Other	34,768	36,035	96.48%	51,860	52,943	97.95%
Capital Expenditures	56,654	50,000	113.31%	0	0	0.00%
Total Police Expense	1,127,713	1,314,274	85.81%	1,032,284	1,180,515	87.44%
ANIMAL CONTROL						
Personnel	38,409	43,154	89.00%	35,627	40,060	88.94%
Services	9,241	9,935	93.02%	9,585	10,285	93.19%
Supplies & Materials	2,976	4,500	66.14%	3,610	4,500	80.23%
Other	1,420	420	338.20%	421	421	99.92%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Animal Control Exp	52,047	58,009	89.72%	49,243	55,266	89.10%
COURT						
Personnel	43,198	56,466	76.50%	42,840	48,178	88.92%
Services	9,949	19,048	52.23%	18,146	19,891	91.23%
Supplies & Materials	1,555	850	182.90%	807	2,427	33.26%
Other	66	70	93.77%	66	66	99.45%
Total Court Exp	54,767	76,434	71.65%	61,859	70,562	87.67%
FIRE						
Personnel	1,481	1,481	0.00%	1,081	1,081	99.98%
Services	9,983	11,925	0.00%	13,611	14,612	93.15%
Supplies & Materials	27,399	36,350	0.00%	28,995	35,417	81.87%
Other	35,439	39,995	0.00%	37,989	38,206	99.43%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Fire Expense	74,302	89,751	82.79%	81,675	89,316	91.45%
LIBRARY						
Personnel	207,205	230,864	89.75%	204,808	229,836	89.11%
Services	24,695	27,259	90.59%	22,595	25,091	90.05%
Supplies (includes Donation/Grant exp)	38,811	46,200	84.01%	52,648	58,465	90.05%
Other	3,319	3,319	100.00%	3,242	3,242	99.99%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Library Expense	274,030	307,642	89.07%	283,293	316,634	89.47%
COMMUNITY SERVICE						
Allocated Support	42,861	43,196	99.23%	41,807	42,489	98.39%
Total Community Svc Exp	42,861	43,196	99.23%	41,807	42,489	98.39%
PARKS & RECREATION						
Personnel	192,126	211,558	90.81%	177,499	199,457	88.99%
Services	31,137	33,790	92.15%	29,415	32,290	91.10%
Supplies & Materials	77,232	46,825	164.94%	80,860	81,403	99.09%
Other-Special Projects	43,474	16,876	257.61%	6,993	6,993	99.99%
Capital Expenditures	15,960	15,000	106.40%	0	0	0.00%
Total Parks & Recr Exp	359,929	324,049	111.07%	294,567	320,143	92.01%

11/12th of budget would be 91.67%

**CITY OF SMITHVILLE
GENERAL FUND EXPENSE RECAP
2019-20
FOR MONTH OF: August**

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @ 08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
RECREATION CENTER						
Personnel	170,979	206,857	82.66%	164,533	186,036	88.44%
Services	65,344	72,759	89.81%	64,854	71,921	90.17%
Supplies & Materials	36,096	46,750	77.21%	26,473	31,624	83.71%
Other-Special Projects	11,735	14,963	78.43%	14,227	14,227	100.00%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Recreation Center Exp	284,156	341,329	83.25%	270,087	303,808	88.90%
STREET & ALLEY						
Personnel	136,751	178,173	76.75%	117,200	133,877	87.54%
Services	128,769	83,650	153.94%	142,519	154,309	92.36%
Supplies & Materials	123,701	233,180	53.05%	166,561	182,638	91.20%
Other-Special Projects	60,975	7,686	793.33%	3,073	3,575	85.96%
Capital Expenditures	28,631	20,000	143.16%	0	26,716	0.00%
Transfer to HMPG Grant	0	0	0.00%	72,267	72,267	100.00%
Total Street & Alley Exp	478,828	522,689	91.61%	501,621	573,382	87.48%
SOLID WASTE						
Personnel	191,551	212,077	90.32%	155,868	179,026	87.06%
Services	413,913	517,300	80.01%	400,648	485,146	82.58%
Supplies & Materials	47,929	47,750	100.38%	55,237	65,363	84.51%
Other-Special Projects	21,439	21,765	98.50%	15,273	15,273	100.00%
Capital Expenditures	71,480	35,000	204.23%	0	0	0.00%
Total Solid Waste Exp	746,313	833,892	89.50%	627,027	744,808	84.19%
ENFORCEMENT & INSPEC						
Personnel	73,058	74,427	98.16%	63,780	71,050	89.77%
Services	25,912	41,350	62.66%	18,774	22,850	82.16%
Supplies & Materials	7,016	5,830	120.34%	5,442	7,563	71.96%
Other	561	562	99.86%	564	665	84.83%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Enforcement/Insp Exp	106,548	122,169	87.21%	88,561	102,128	86.72%
CEMETERY						
Personnel	3,324	60,669	5.48%	43,772	49,713	88.05%
Services	41,341	22,015	187.78%	10,953	11,773	93.03%
Supplies & Materials	7,183	10,805	66.47%	12,642	14,423	87.65%
Other	345	345	99.99%	370	370	100.04%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Cemetery Expense	52,192	93,834	55.62%	67,736	76,279	88.80%
AIRPORT						
Services	31,080	32,775	94.83%	48,994	33,948	144.32%
Supplies & Materials	9,058	3,700	244.82%	3,035	4,200	72.26%
Other	10,076	6,766	148.91%	6,436	6,751	95.33%
Capital Expenditures	478,825	0	0.00%	58,000	58,000	100.00%
Total Airport Expense	529,038	43,241	1223.46%	116,465	102,899	113.18%
GRANTS & ECONOMIC DEVELOPMENT						
Personnel	36,753	41,888	87.74%	34,060	38,409	88.68%
Services	4,492	9,884	45.44%	14,550	17,240	84.39%
Supplies & Materials	0	700	0.00%	30	30	101.03%
Other	25,542	28,400	89.94%	22,853	22,853	100.00%
Capital Expenditures	0	0	0.00%	0	0	0.00%
Total Grant & Eco Development Exp	66,787	80,872	82.58%	71,493	78,532	91.04%
TOTAL EXPENSES	4,643,706	4,654,373	99.77%	3,953,729	4,486,892	88.12%
TOTAL REVENUES	5,049,344	4,654,373	108.49%	4,373,384	4,702,947	92.99%
<i>Revenues Over/Under Expenses</i>	405,639	0		419,655	216,055	

CITY OF SMITHVILLE
GENERAL FUND EXPENSE RECAP
2019-20
FOR MONTH OF: August

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @ 08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
Maintenance Fund						
Revenues	64,403	100,369	64.17%	75,765	88,046	86.05%
Personnel Expense	57,858	66,515	86.99%	56,015	61,451	91.15%
Services Expense	3,412	4,505	75.74%	3,774	4,595	82.14%
Supplies Expense	34,685	29,055	119.38%	25,679	21,700	118.33%
Other Expense	294	294	100.00%	296	300	98.65%
Capital Expense	0	0	0.00%	0	0	0.00%
Total Maint Fund Exp	96,250	100,369	95.90%	85,764	88,046	97.41%
<i>Revenues Over/Under Expenses</i>	<i>(31,847)</i>	<i>0</i>		<i>(10,000)</i>	<i>0</i>	

**CITY OF SMITHVILLE
UTILITY FUND RECAP**

2019-2020

FOR MONTH OF: August

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/19 @ 08/31	AMENDED 2018/19 BUDGET	2018/19 % OF BUDGET USED/COLLECTED
REVENUES:						
Electric	4,315,310	4,936,255	87.42%	4,286,897	4,839,360	88.58%
Water	761,655	845,850	90.05%	719,844	807,283	89.17%
Wastewater	601,436	715,135	84.10%	621,563	674,480	92.15%
Miscellaneous	450,369	566,611	79.48%	485,413	527,480	92.02%
TOTAL REVENUES	6,128,769	7,063,851	86.76%	6,113,717	6,848,603	89.27%
EXPENSES:						
Administration	1,344,188	1,554,665	86.46%	1,386,093	1,347,844	102.84%
Electric	2,533,016	3,139,257	80.69%	2,884,502	3,106,090	92.87%
Recycle	58,152	53,959	107.77%	45,541	51,290	88.79%
Water	464,760	328,600	141.44%	310,823	350,202	88.76%
Wastewater	843,985	863,370	97.75%	796,017	639,031	124.57%
Transfers	1,030,333	1,124,000	91.67%	1,224,388	1,354,146	90.42%
TOTAL EXPENSES	6,274,434	7,063,851	88.82%	6,647,364	6,848,603	97.06%
Revenues Over/(Under)	(145,666)	0		(533,648)	0	
Expenses:						

CITY OF SMITHVILLE
UTILITY FUND REVENUE RECAP
2019-2020
FOR MONTH OF: August

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
REVENUES:						
ELECTRIC						
Residential Electric	2,551,562	2,868,215	88.96%	2,455,266	2,801,866	87.63%
Small Genl Electric	365,529	435,000	84.03%	367,860	412,724	89.13%
Large Genl Electric	1,220,267	1,450,000	84.16%	1,233,428	1,376,033	89.64%
Public Lighting	12,297	10,700	114.92%	9,609	10,505	91.47%
Interdepartmental	126,663	149,460	84.75%	127,718	141,720	90.12%
Electric Opt Out Fees	2,420	2,880	84.03%	2,850	3,080	92.53%
Charge for Svcs - Electric	36,573	20,000	182.86%	90,166	93,432	96.50%
Total Electric Revs	4,315,310	4,936,255	87.42%	4,286,897	4,839,360	88.58%
WATER						
Metered Sales	721,638	809,850	89.11%	685,438	770,877	88.92%
Unmetered Sales	1,517	1,000	151.66%	1,406	1,406	100.01%
Water Taps	38,500	35,000	110.00%	33,000	35,000	94.29%
Total Water Revs	761,655	845,850	90.05%	719,844	807,283	89.17%
WASTEWATER						
Flat Rate Charge	573,936	685,135	83.77%	592,813	645,730	91.81%
Sewer Taps	27,500	30,000	91.67%	28,750	28,750	100.00%
Total WasteW Revs	601,436	715,135	84.10%	621,563	674,480	92.15%
MISC. SALES & REVS						
Utility Service Transfer Fee	950	1,400	67.86%	1,325	1,400	94.64%
Rents	20,722	20,563	100.77%	20,238	20,238	100.00%
Grants	0	0	0.00%	0	0	0.00%
W/WW Imp Fee - '19 CO's	134,406	147,500	91.12%	98,808	111,050	0.00%
Drainage/System Imp Fees	128,205	137,000	93.58%	126,394	137,912	91.65%
Utility Penalties	90,597	125,000	72.48%	106,009	120,140	88.24%
Interest Income	17,610	25,000	70.44%	24,043	25,690	93.59%
Credit Card Usage Fee	10,848	18,000	60.27%	16,945	18,509	91.55%
Misc Income/Ins Recovery	11,663	11,600	100.54%	13,555	14,444	93.85%
QECB Treasury Subsidy	33,399	65,548	50.95%	70,251	70,251	100.00%
Sale of Fixed Assets	1	5,000	0.02%	0	0	0.00%
Sale of Recyclables	1,967	10,000	19.67%	7,846	7,846	99.99%
Total Misc. Revs	450,369	566,611	79.48%	485,413	527,480	92.02%
TOTAL REVENUES	6,128,769	7,063,851	86.76%	6,113,717	6,848,603	89.27%

**CITY OF SMITHVILLE
UTILITY FUND EXPENSE RECAP
2019-2020**

FOR MONTH OF: August

	2019/2020 Y-T-D	2019/2020 BUDGET	2019/2020 % OF BUDGET USED/COLLECTED	2018/2019 @08/31	AMENDED 2018/2019 BUDGET	2018/2019 % OF BUDGET USED/COLLECTED
REVENUES	6,128,769	7,063,851	86.76%	6,113,717	6,848,603	89.27%
EXPENSES						
ADMINISTRATION						
Personnel	535,224	602,817	88.79%	568,798	628,625	90.48%
Services	195,211	202,860	96.23%	159,571	173,017	92.23%
Supplies & Matls	13,879	16,125	86.07%	14,838	16,347	90.77%
Other	599,874	732,863	81.85%	642,886	529,855	121.33%
Capital	0	0	0.00%	0	0	0.00%
Transfer to USDA SH95	0	0	0.00%	7,500	7,500	100.00%
Transfer to I & S	79,750	87,000	91.67%	79,750	87,000	91.67%
Transfer to General	950,583	1,037,000	91.67%	1,042,250	1,137,000	91.67%
Total Admin Exp	2,374,521	2,678,665	88.65%	2,515,593	2,579,344	97.53%
ELECTRIC						
Personnel	222,402	275,073	80.85%	197,344	218,107	90.48%
Services	91,874	59,840	153.53%	81,403	81,700	99.64%
Supplies & Matls	2,155,590	2,742,535	78.60%	2,564,238	2,768,535	92.62%
Other	63,150	61,809	102.17%	41,518	37,748	109.99%
Capital	0	0	0.00%	0	0	0.00%
Total Electric Exp	2,533,016	3,139,257	80.69%	2,884,502	3,106,090	92.87%
RECYCLE						
Personnel	34,898	38,495	90.66%	33,148	37,159	89.20%
Services	9,003	1,550	580.83%	1,359	1,473	92.28%
Supplies&Matls	10,146	5,550	182.80%	4,814	5,666	84.97%
Other	4,105	8,364	49.08%	6,220	6,992	88.96%
Capital	0	0	0.00%	0	0	0.00%
Total Recycle Exp	58,152	53,959	107.77%	45,541	51,290	88.79%
WATER						
Personnel	115,193	127,815	90.12%	120,677	136,723	88.26%
Services	46,416	68,855	67.41%	81,364	84,740	96.02%
Supplies & Matls	96,644	61,500	157.14%	57,929	77,262	74.98%
Other	199,655	70,430	283.48%	50,853	51,477	98.79%
Capital	6,853	0	0.00%	0	0	0.00%
Transfer to CDBG	0	0	0.00%	94,888	122,646	77.37%
Total Water Exp	464,760	328,600	141.44%	405,710	472,848	85.80%
WASTEWATER						
Personnel	124,974	142,356	87.79%	118,396	133,591	88.63%
Services	178,948	180,130	99.34%	184,009	206,590	89.07%
Supplies & Matls	126,749	114,100	111.09%	94,768	105,956	89.44%
Other	406,462	426,784	95.24%	398,844	192,894	206.77%
Capital	6,853	0	#DIV/0!	0	0	0.00%
Total W/Water Exp	843,985	863,370	97.75%	796,017	639,031	124.57%
TOTAL EXPENSES	6,274,434	7,063,851	88.82%	6,647,364	6,848,603	97.06%
REVENUES OVER/(UNDER) EXPENSES:	(145,666)	0		(533,648)	0	

CITY OF SMITHVILLE

Utility Department

Report For The Month Of:	August 2020

Number Of Electric Customers:	2254

Number Of New Customers:	35

Number Of Customers Leaving The City:	32

Number Of Customers Penalized:	504

Number of Customers "Cut-Off" For Non-Payment:	0 (Covid-19)

**CITY OF SMITHVILLE
DEBT SERVICE RECAP
FOR MONTH OF: August, 2020**

	2019/2020		2019/2020		2019/2020	2018/2019		AMENDED	2018/2019
	Y-T-D	BUDGET	% OF BUDGET	USED/COLLECTED		Y-T-D	BUDGET	% OF BUDGET	USED/COLLECTED
REVENUES:									
Property Taxes *	337,061	323,415	104.22%			331,660	333,141	99.56%	
Drainage/System Imp Utility Fees	79,750	87,000	91.67%			79,750	87,000	91.67%	
Interest	3,445	0	0.00%			15,293	15,955	95.85%	
Total Revenues	420,255	410,415	102.40%			426,703	436,096	97.85%	
EXPENSES:									
Bond P&I Pymts '05 C of O's (refin '01)	212,090	212,090	100.00%			214,792	214,792	100.00%	
Bond P&I Pymts '18 C of O's (refin '09)	175,275	175,275	100.00%			174,447	174,447	100.00%	
Bond P&I Pymts '19 C of O's	23,050	23,050	100.00%			11,410	11,410	100.00%	
Total Expenses	410,415	410,415	100.00%			400,649	400,649	100.00%	
NET OF REVENUES OVER (UNDER) EXPENSES	9,840	0				26,054	35,447		

* 2018-19 values include \$9,358 excess collections from FY 2017
* 2019-20 values include \$15,804 excess collections from FY 2018