



Wednesday, August 23, 2023

# **Agenda:**

- Accomplishments
- Current Financial Situation
- FY22-23 Budget "Drivers"
- FY23-24 Budget Discussion
  - Budget Elements / History
  - Proposed Tax Rate
  - Tax Note
- Department Project / Expense Overview
- Summary of Budget Highlights / Requests
- Next Steps





Wednesday, August 23, 2023

# **2023 Accomplishments:**

- Published 84R Instrument Approach Procedure (IAP).
- Received "clean" financial audit for 2021-22 fiscal year.
- Completed construction of Loop 230 TA Set-Aside sidewalks.
- Remodeled Smithville Police Department (in-house).
- Received environmental clearance for NW/NE 2nd GLO drainage project.
- Awarded \$300k in GLO CDBG MIT funding for Comprehensive Plan
- Awarded \$3.5M in GLO CDBG MIT MOD funding for SISD drainage project.
- Built four (4) new homes under the TDHCA Home Grant program.
- <u>Completed</u> City Hall Expansion project to add ADA-compliant restrooms and 2 new offices.

THANKS TO ALL COUNCIL MEMBERS, CITY PERSONNEL, AND SUPPORT STAFF!





Wednesday, August 23, 2023

# **Current Situation / FY22-23 Budget "Drivers":**

- Revenues exceed expenditures by \$318k on \$14.2M budget
- COS Health Insurance INCREASED by 19% (\$86k)
- COS Property Insurance INCREASED by 13% (\$27k)
- Hotel Occupancy Tax (HOT) INCREASED by 12.5% (\$45k)
- Sales Tax Revenue DECREASED by 3.72% during 2023 (\$23k)
- COS Property Values INCREASED by 12% or \$49M (\$268k)
- Bonded Debt position INCREASED by 3% to \$7.0M (\$195k)
- Streets & Alleys expenses REDUCED by 20% (\$123k)
- Utility Service Expenses INCREASED by 3.81% (\$139k)
- WMI, Inc. Solid Waste Services Fee INCREASED by 5% (\$66k).
- Interfund Transfer REDUCED by 9.5% (\$118k) to \$1.14M
- Recommend FY23-24 Ad Valorem TAX RATE @ \$0.548952 cents (SLIGHTLY > 2022) with \$3M Tax Note.

\$RED = EXPENSE / \$GREEN = REVENUE



Wednesday, August 23, 2023

### **BUDGET COMPONENTS**

# GENERAL FUND EXPENSES

Admin / Finance
Fire / Police
Municipal Court
Library
Street & Alleys
Drainage
Leaf & Limb / Garbage
Airport
Parks & Rec
Cemetery
Animal Control
Eco Dev



# BONDED DEBT

FY2022/23							
General	Utility	Debt	Total				
\$5,938,301	\$8,029,067	\$746,968	\$14,714,336				
FY2023/24							
General	Utility	Debt	Total				
\$6,245,943	\$8,131,355	\$866,961	\$15,244,259				

40%

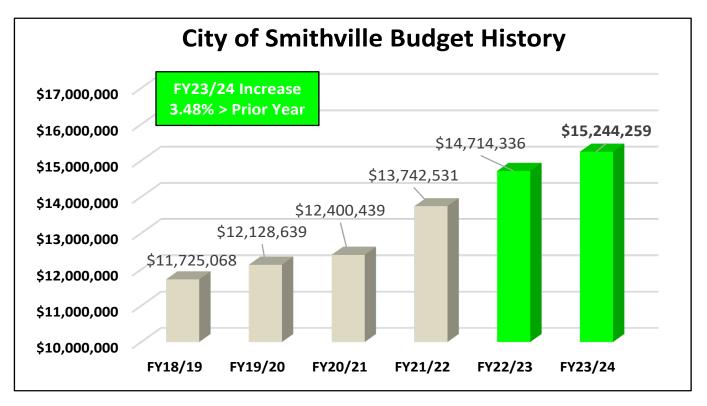
DELTA = \$530k

# UTILITY FUND EXPENSES

Administration
Electrical M&O
Water M&O
Wastewater M&O
Recycling

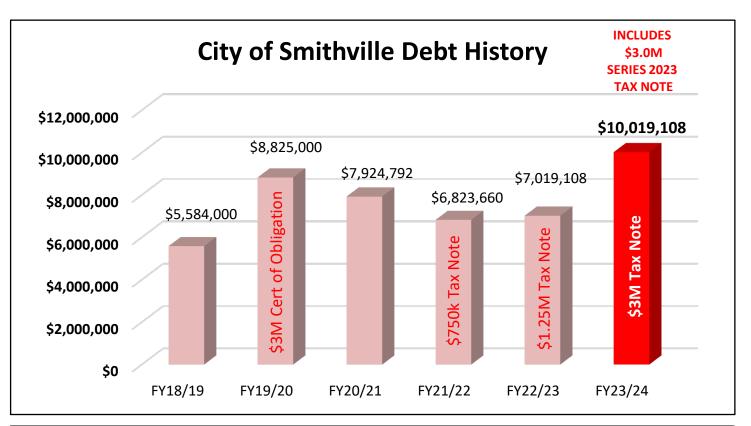
60%





	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
General Fund	\$4,402,116	\$4,654,373	\$5,008,912	\$5,522,767	\$5,938,301	\$6,245,943
Utility Fund	\$6,933,709	\$7,063,851	\$6,982,972	\$7,703,590	\$8,029,067	\$8,131,355
Debt	\$389,243	\$410,415	\$408,555	\$516,174	\$746,968	\$866,961
TOTAL	\$11,725,068	\$12,128,639	\$12,400,439	\$13,742,531	\$14,714,336	\$15,244,259
% Increase / Decrease	1.85%	3.33%	2.19%	9.77%	6.60%	3.48%
Tax Rate	\$0.569000	\$0.569000	\$0.549010	\$0.549000	\$0.548930	\$0.548952
% Increase / Decrease	5.27%	0.00%	-3.64%	0.00%	-0.01%	0.004%





FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
\$5,584,000	\$8,825,000	\$7,924,792	\$6,823,660	\$7,019,108	\$10,019,108

- S&P "AA-Minus" Bond Rating / Low Debt
- \$750k Tax Note (Series 2021) for Capital Equipment (Vehicles for PD & Public Works)
- \$1.25M Tax Note (Series 2022) for Capital Equipment / Infrastructure Upgrades
- \$3M Tax Note for Capital Equipment / Infrastructure Upgrades / Facility Improvements



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# **Proposed Projects:**

- Street / Road Repair, Sidewalks, and Misc. Drainage (\$150k)
- Hwy 95 Expansion / Utilities Relocation (\$12.0M TXDOT / COS \$4.2M)
- Re-furbish / rehabilitate city-wide water storage tanks (\$2M C of O).
- Construct TDHCA HOME Grant homes for 2 qualified candidates. City Match = (\$10k + \$11k In-Kind).
- Support TXDOT TA/Set-Aside Projects Main Street ADA ramps / 1st Street Sidewalks. Match = 100k (TAX NOTE).
- Support GLO CDBG-MIT City-wide drainage Improvement Projects \$13M with 1% match (\$130k FY24).
- Support GLO CDBG-MIT Community Resiliency Grant for Comprehensive Plan \$300k with NO MATCH.
- Support FEMA DR-4485 Emergency Generator(s) for Water Plants. Cost = \$650k. Match = \$65k (TAX NOTE)
- Support GLO CDBG-MIT MOD drainage improvement project at SISD and Jones Road = \$3.5M with NO MATCH
- Support Subdivision permitting and construction (M5, Smithville Truck Stop, Enclave, Grove, Garwood Park).
- Complete city-wide AMI system upgrades (customer billing interface) (NO COST Ameresco warranty item)
- Upgrade Communication System at PD (New Dispatch Console) \$200k (2022 TAX NOTE)
- Complete Wastewater Treatment Facility (WWTF) Expansion Study \$165k (ARPA)
- Conduct city-wide road assessment and street sign inventory (2023 Tax Note)
- Support security upgrades (cameras, access doors, panic button) at City Hall
- Conduct ISO Survey of city-wide Fire Protection and Emergency Response Services
- Evaluate cemetery management software suite and digitize cemetery records.
- Complete Mt. Pleasant Cemetery upgrades \$25k (ARPA)







# **City of Smithville Budget - PRELIMINARY**

Wednesday, August 23, 2023



### **Budget Highlights / Requests:**

- Request 3.48% increase over FY22/23 budget. Budget will require \$1.14M Transfer from Utility to General Fund.
- Recommend 2023/24 PROPOSED TAX RATE \$0.548952 (slight increase from last year) with \$3M Tax Note.
- Propose 8.47% EQUITY adjustment for hourly employees (\$185k)
- Propose 5% COLA adjustment for salaried employees (\$48k)
- Implement STEP Compensation adjustment for Smithville PD (\$231k)
- Recommend increasing monthly garbage rate, water rate, and miscellaneous fees to help fund payroll adjustments. (\$381k)

FY2022/23						
General	Utility	Debt	Total			
\$5,938,301	\$8,029,067	\$746,968	\$14,714,336			
	Delta =	>\$530k				

General	Utility	Debt	Total
\$6,245,943	\$8,131,355	\$866,961	\$15,244,259





### Average Impact to City of Smithville Taxpayer Due to Proposed Fee Increases

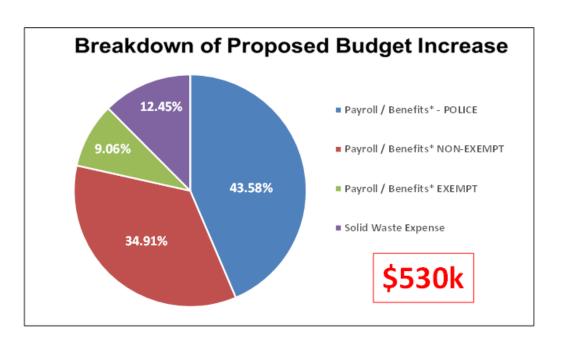
Description of Fee	Current	Proposed	Additional Estimated Revenue	\$\$\$ Taxpayer Impact / Mo	\$\$\$ Taxpayer Impact / Yr	Comments
Water Meter Base Rate	\$18.00	No Change	\$150,000	\$0.00	\$0.00	1863 Active Accounts. Based on average homeowner use of 12,000
Water / 1000 Gallons	\$3.50	\$4.50	\$150,000	\$10.00	\$120.00	gallons / month. Date of last increase - 10/1/21
Sewer Base Rate	\$15.00	No Change	\$0	\$0.00	\$0.00	1626 Active Accounts. Based on average homeowner use of 6,000
Sewer / 1000 Gallons	\$4.00	No Change	ŞU	\$0.00	\$0.00	gallons / month. Date of last increase - 10/1/21
Electric Meter Base Rate	\$10.00	No Change	\$0	\$0.00	\$0.00	2179 Active Accounts (Includes residential and commercial).  Date of last increase - 10/1/21
Garbage Rate Increase	\$38.50	\$48.50	\$231,000	\$10.00	\$120.00	1555 Active Accounts. 2x / wk service, 1x / mo. Bulk + leaf / limb.  Date of last increase - 10/1/21
_		TOTAL	\$381,000	\$20	\$240	

### **Breakdown of Proposed Budget Increase**

Item	Percent	Cost
Payroll / Benefits* - POLICE	43.58%	\$231,000
Payroll / Benefits* NON-EXEMPT	34.91%	\$185,000
Payroll / Benefits* EXEMPT	9.06%	\$48,000
Solid Waste Expense	12.45%	\$66,000
TOTAL	100.00%	\$530,000

<sup>\*</sup> Includes 28% Burden Rate for Benefits + Estimated OT and Part-Time Labor

Increases in Sales Tax, Property Tax, Mics.
Permits, Tap Fees, and Utility Usage will bring in additional \$149k in revenue to make up the difference.





### **Municipal Garbage Rate Comparison**

Garbage Rate Comparison				<b>Waste Connections</b>	WMI	WMI	7	TDS
at 8/16/2023								
		Smit	hville	\$37.18	\$50.40	\$46.20	\$6	55.28
Service Provider		Effective	PROPOSED					
Waste Mgmnt, Inc.	@ July 2023	10/1/2021	10/1/2023					
Contract Expires 2026	# Active Accounts	Resident Charge / bin	Resident Charge / bin	City Of Bastrop	City Of La Grange	City Of Elgin		ity Of latonia
Commercial Carts	82	\$ 40.33	\$ 45.00		\$ 36.76		\$	52.73
Commercial Carts	1	\$ 85.00	\$ 85.00		ψ 30.70		\$	71.10
Residential - Inside	1555	\$ 38.50	\$ 48.50	\$ 18.59	\$ 25.20	\$ 23.10	\$	32.64
Residential - Outside	53	\$ 50.00	\$ 50.00				\$	37.55
Extra Totes - Commercial	5	\$ 6.00	\$ 10.00	\$ 28.02	\$ 19.30		\$	21.77
Extra Totes - Resident Inside	57	\$ 6.00	\$ 10.00	\$ 6.08	\$ 7.40		\$	52.73
Extra Totes - Resident Outside	4	\$ 6.00	\$ 10.00				\$	60.67
How Often Garbage Picked Up		2x week	2x week	1x week	1x week	1x week	1x w	eek/
Bulk Service Charge		\$ -	\$ -	included in mthly bill	Free/included	Included in mthly bill	free/	included
How Often Bulk Picked Up		1x month	1x month	1x week	2x year	1x quarter	2x y	ear
				NOTE: Elgin has a \$0.64	increase every Oct			

- \$10 Increase / month will help pay 5% WMI contract increase and Leaf & Limb
- COS offers 2X per week service with monthly bulk pick-up (4-yards)
- COS offers Weekly Leaf & Limb (No Limit)



**2X** 

### **Municipal Water Rate Comparison**

Smithville				
Meter Effective PROPOSED	City of	City of	City of	City of
Size 10/1/2021 10/1/2023	La Grange	Flatonia	Giddings	Bastrop
Residential - Inside City Limits	Residential	Residential - Inside City Limits	Residential - Inside City Limits	Residential - Inside City Limits
Pase includes 1st 2,000 gallons	Rase includes 1st 2,000 gallons	Rase includes 1st 3,000 gallons		75: 0 0770
.75 in \$ 18.00 \$ 18.00	.75 in \$ 30.69	Minimum \$ 22.00	Minimum \$ 23.25	.75 in \$ 27.72
1 in 1.5 in 2 in 2.5 in 3 in 4 in 1.5 in	\$30.69	\$22.00	\$23.25	1 in 1.5 in 2 in 3 in 47.13 87.24 136.01 3 in \$ 255.02 4 in \$ 379.24 6 in \$ 819.06
per 1,000 gal \$ 3.50 \$ 4.50 \$ 4.50	2,001 to 10,000 gal	3,000 to 10,000 gal 10,001 and above \$3.50 per 1,000 gal \$3.50 per 1,000 gal	0 to 5,000 gal \$1.90 per 1,000 gal 5,001 to 10,000 gal 10,001 to 15,000 gal 15,001 and above \$2.40 per 1,000 gal \$2.60 per 1,000 gal	0 to 3,000 gal \$2.85 per 1,000 gal \$3,001 to 5,000 gal 5,001 to 10,000 gal 10,001 to 20,000 gal 20,001 to 50,000 gal over 50,000 gal \$3.69 per 1,000 gal \$3.87 per 1,000 gal
Commercial - Inside City Limits	Commercial	Commercial - Inside City Limits	Commercial - Inside City Limits	Commercial
Base includes 1st 2,000 gallons .75 in \$ 18.00 \$ 18.00 1 in \$ 25.00 \$ 25.00 1.5 in \$ 50.00 \$ 50.00 2 in \$ 75.00 \$ 75.00 2.5 in \$ 125.00 \$ 125.00 3 in \$ 175.00 \$ 175.00 4 in \$ 300.00 \$ 300.00	Base includes 1st 2,000 gallons .75 in \$ 30.69	Base includes 1st 3,000 gallons Minimum \$ 22.00	Minimum \$ 28.25	.75 in \$ 27.72 1 in \$ 47.13 1.5 in \$ 87.24 2 in \$ 136.01 3 in \$ 255.02 4 in \$ 379.24 6 in \$ 819.06

- Increase Water Usage Rate \$1.00 per 1000 gallons).
- Avg. impact to Citizens will be \$10 / month increase.
- Other municipal Base Rates are significantly higher.



The average American family of four uses
400 gallons of water per day. On
average, approximately 70 percent of that
water is used indoors, with the bathroom
being the largest use.



Wednesday, August 23, 2023

### **Proposed Compensation:**

- COS Entry-level worker makes **\$15.45 / hour**.
- Request **8.5% EQUITY** to bring minimum base wage up to \$16.76 / hour. (\$185k)
- Request 5% COLA for salaried employees. (\$48k)
- Smithville PD to implement **STEP** compensation program (\$231k)
- Health Reimbursement Account (HRA) = \$25k
- Total Cost / Impact = \$376k (Includes 28% burden & OT)

**BEFORE** 

**AFTFR** 

City	Hourly Rate \$
Bastrop	\$18.53
Elgin	\$18.00
Gonzales	\$15.75
Smithville	\$15.45
Flatonia	\$15.00
LaGrange	\$14.00
Giddings	\$13.00

	, <u>-</u>	•••	
City	Hourly Rate \$	% Increase Proposed	\$\$\$ Increase Proposed
Bastrop	\$19.08	3%	\$0.55
Elgin	\$18.90	5%	\$0.90
Smithville	\$16.76	8.47%	\$1.31
Gonzales	\$16.75	6.34%	\$1.00
Flatonia	\$15.75	5%	\$0.75
Giddings	\$15.00	15.30%	\$2.00
LaGrange	\$14.70	5%	\$0.70

**BEFORE** 

**AFTFR** 

Company	Hourly
Company	Rate
Bluebonnet	\$20.56
McCoy's	\$18.00
Chick-fil-a	\$16.50
HEB	\$15.50
City of Smithville	\$15.45
Hyatt	\$15.00
Buc-ees	\$14.00
Walmart	\$12.00
Smithville Auto Parts	\$11.00
Subway	\$10.00
Dairy Queen	\$9.75

/ \\							
Company	Hourly Rate						
Bluebonnet	\$20.56						
McCoy's	\$18.00						
City of Smithville	\$16.76						
Chick-fil-a	\$16.50						
HEB	\$15.50						
Hyatt	\$15.00						
Buc-ees	\$14.00						
Walmart	\$12.00						
Smithville Auto Parts	\$11.00						
Subway	\$10.00						
Dairy Queen	\$9.75						

**Private** Sector Hourly Rate





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### Tax Note - Capital Equipment / Infrastructure / Facilities:

- TAX NOTE A debt instrument that a city may sell to finance the construction of public works, purchase capital equipment, or improve facilities.
- Max term is 7 years at fixed interest rate.
- Repaid with property taxes from the I&S portion of debt service.
- Request \$3M Tax Note to purchase capital equipment, upgrade infrastructure, and improve facilities.

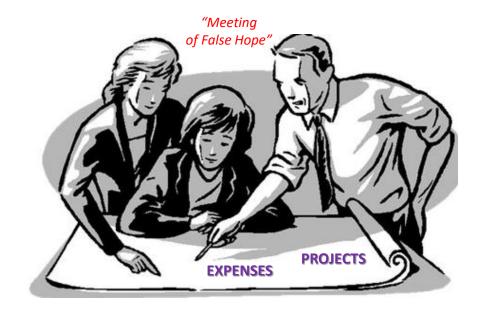
	Police Departm	ent	
Qty	Description	Unit Cost	Total
1	Micellaneous Equipment	\$85,000	\$85,000
4	Patrol Vehicles	\$65,000	\$260,000
1	New HVAC	\$20,000	\$20,000
1	Animal Control Vehicle	\$55,000	\$55,000
13	Mobile CAD Units for Patrol Cars	\$6,250	\$81,250
			\$501,250
	Public Works / Ut	ilities	
Qty	Description	<b>Unit Cost</b>	Total
1	Chipper Truck	\$85,000	\$85,000
1	Sewer Pump Truck	\$200,000	\$200,000
1	Small Bucket Truck	\$190,000	\$190,000
2	Utility Trucks (F-250)	\$80,000	\$160,000
1	Tractor w/ Shredder	\$40,000	\$40,000
1	Warehouse Roof Repair	\$100,000	\$100,000
1	Rack Storage System (Warehouse)	\$25,000	\$25,000
1	Miscellaneous Tools / Equip.	\$100,000	\$100,000
1	Streets/Drainage/Sidewalks/Curbs	\$200,000	\$200,000
			\$1,100,000
	General		
Qty	Description	<b>Unit Cost</b>	Total
1	Airport Lighting System	\$150,000	\$150,000
1	Downtown Lighting Upgrade	\$500,000	\$500,000
1	Fire DepartmentTanker Truck	\$275,000	\$275,000
1	Playground Equipment	\$100,000	\$100,000
1	Misc. City Facility Upgrades	\$100,000	\$100,000
1	Grant Match for Infrastructure	\$275,000	\$275,000
			\$1,400,000







# 2023-24 Top 3-5 Projects / Departmental Expense Overview





# **Department Names / Numbers:**

- Twenty-two (22) Budget Cost Centers (Departments)
  - 17 General Fund
  - 5 Utility Fund
- Department manager or supervisor responsible for oversight of revenue / expenditures.
- Non-budgeted expenses in excess of \$1000 in any Cost Center require year-end budget amendments that must be approved by Council.

Dept#	Department Name	Responsible Supr / Mgr.	Fund
100	General Administration	Tamble / Lynch	General
105	Finance	White	General
110	Police Department	Repka	General
115	Animal Control	Repka	General
120	Municipal Court	Hernandez	General
130	Volunteer Fire Department	Tamble	General
140	Library	Bergeron	General
150	Parks & Recreation	Balusek	General
152	Recreation Center	Garrison	General
155	Community Services	Tamble	General
160	Street & Alley	Balusek	General
170	Solid Waste	Balusek	General
175	Enforcement & Inspections	Balusek	General
180	Cemetery	Balusek	General
190	Airport	Tamble	General
200	Maintenance	Balusek	General
300	Grants & Eco Dev	Strube	General

Dept#	Department Name	Responsible Supr / Mgr.	Fund
610	Utility Administration	Tamble / Lynch	Utility
620	Electrical	Balusek	Utility
630	Recycle Center	Balusek	Utility
640	Water	Balusek	Utility
660	Wastewater	Balusek	Utility



### City of Smithville AUGUST 2023

Mayor: Sharon Foerster Mayor Pro-Tem: Tom Etheredge

City Council Members: Janice Bruno, Jimmy Jenkins, Tyrone Washington, Mitchell Jameson

Municipal Judge: Raymah Davis City Manager: Robert Tamble Associate Judge: Anna Hernandez

Administration

City Secretary

Jennifer Lynch

Assistant City Secretary

Tracie Dzenowski

Accounting Asst./Gen Clerk

Tracia Ford

General Clerk

Spring Lively

Court Clerk

Anna Hernandez

Code Enforc/Inspect

Lisa Pierce

**Finance** Finance Director

Cvnthia White

AP/Payroll Clerk

Tiffany Scallorn

**Accounting Assistant** Jessica Cleghom

Utility Billing Supervisor

Nadine Harris

**Utility Clerk** 

Rosalie Johnson

Police / Animal Control

Chief of Police

David Repka

**Detective Lieutenant** 

Jadwin Hubbard

Detective Sergeant

Cary Alexander Richard Hernandez Christopher Landrum Anthony Nolen

Police Sergeant OPEN POSITION Danny Wofford OPEN POSITION

Denver Donaghe (Cadet)

Officers

Jeremy Schelsteder

School Resource Officer

Glenn Addison Reserve Officers Frederico Salazar Phillip Ascebedo

Raul Delgado Gregg Goddard

Police Dispatch Jordan Murray Supervisor Steve Ou

Mylissa Hemandez Steven Tyler Dustin Werley

Police Dispatchers

Marisa Facile Jennifer Fernow

Paul Lowery

Rose Tyler Johnathan Dishonghe **Animal Control** Officer William Dildine

Economic Development & **Grant Administration** 

Director

Jill Strube, PhD

Community Engagement Coordinator

OPEN POSITION

Library Library Director

Judy Bergeron

Library Assistant Director

Jason Lynch

Library Clerks - F/T

Stella Pease Lisa Duty

Library Assistant - P/T

Marisela Dominguez-Aguilar Andra Sparks Kristal Webster

Literacy Coordinator

Roxanne Shell

Rec Center Rec

Rec Center Director Ashley Garrison

Rental/Sp Events Coordinator

Alexis Peck

**Program Coordinator** 

Patricia Hurst

Rec Laborer P/T

Tanya Baucum Alicia Flam Rose Gutierrez Kyndra Lovekamp

Payton Simon

After School Program P/T

Jade Flam Sheila Wilson Shelbi Young Parks / Public Works / Utilities

Public Works Director

Edward Balusek Jr

Public Works

Parks Foreman Scott Saunders

Parks

Parks Laborer

James Boethel Daniel Rinehart Bobby Rowe

Timothy Shannon

Cemetery

Carlton Dambrosky Christopher McDonald

**Public Works Foreman** 

David Kalisek

**Equipment Operator** 

Kayden Faycosh (training)

Streets & Alleys

Ken Knebel

Shawn Hernandez

Solid Waste

Vincent Adams Johnathon Brooks

Armando Rodriguez Jr Delvin McDow

Solid Waste P/T OPEN POSITION

Laborer P/T

Wayne Washington

Maintenance **Brad Burnham** 

**Buildings Custodian** 

Patrick Vinklarek

Utilities

Electric Foreman Trey Clemons

Electric Lineman

Tyler Balusek

Electric Laborer

Jose Cervantes Jr

Matt Lara III Zachary DeFriend

Water/Wastwater Foreman

Paul Espinoza

Water Laborer

Kevin Barnes

Cade Balusek

Wastewater Systems Operator Odis Pfeiffer

Wastewater Systems Laborer

Timothy John

Recycle Center Laborer

Mike Jimenez Jr

# Budgeted EE's @ 10/01/2023

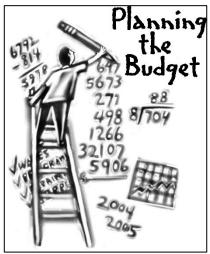
13 Part-Time 71 Full-Time

84 Total

Wednesday, August 23, 2023

- Top 3-5 Projects / Priorities
- Department Expense Overview:
  - General Admin Jennifer Lynch
  - Finance Cynthia White
  - PD / Animal Control David Repka
  - Municipal Court Anna Hernandez
  - <u>Library</u> Judy Bergeron
  - Recreation Center Ashley Garrison
  - Grants / Eco Dev Jill Strube
  - Public Works, Parks, & Utilities –
     Edward Balusek







# **TOP 3-5 Projects (2023-2024) - Jennifer:**

- <u>Update</u> Personnel / Policy Manual
- **Update** Subdivision and Short Term Rental Ordinance
- **Update** Boards and Commissions Policy
- <u>Coordinate</u> the upgrade of Video Surveillance Systems
- <u>Upgrade</u> Council Room Microphone System
- Implement a Citizen Services Suite
  - Planning and Zoning
  - Permitting & Licensing
  - Short Term Rental



# TOP 3-5 Projects (2023-2024) - Cynthia:

- Develop FY24/25 Balanced Budget
- Work with Auditor to Complete Annual City Audit

  Provide information for auditor to prepare Annual Financial Report and perform Single Audit.
- Research new Enterprise Resource Planning (ERP) software.

Research new General Ledger, Utility Billing, A/P, Cash Receipts, Permits, Budget, and Payroll/Timesheet software. Prepare for possible conversion.

Complete Open Enrollment for Benefits

Set up Open Enrollment Day. Update payroll to reflect any changes in employees benefits. Notify benefit providers of any changes in employees benefits.

Create Asset Inventory List

Create an inventory record/book listing all buildings, equipment, automobiles, infrastructure, land, etc. owned by the city.

Cross-Train Employees / Succession Planning

Continue to cross-train Accounting Staff on duties assigned to Finance Director.



# TOP 3-5 Projects (2023-2024) — David:

### Work on and attain accreditation through TPCA

- Accreditation through TPCA is achieved via compliance with Texas best practices for Law Enforcement.
- This process will eventually become mandatory by the State, we will work through the process to attain this status, this will be of benefit to the City, citizens and employees.

### Texas HB3 Integration with SISD

- Work with Supt. Burns to come up with a strategic plan for incorporating SPD police officers over a prescribed period.
- Evaluate costs of doing above project

### Relocate and update Evidence Room

assess and purge evidence room contents to get in line with best practices. Retrofit old jail area to accommodate
growing evidence inventory, modernize evidence record keeping and retention schedules.

### Update Patrol Car equipment

- Add necessary vital equipment to patrol units. Spike strips and Window guards to prevent damage and escape.

### Continue Organizational Development and Planning

- Promote continuing education for PD staff and provide opportunities for advancement / retention.







### SMITHVILLE POLICE LAW ENFORCEMENT STEP PAY SCALE

Law enforcement officer pay is outlined in the chart below. Salary figures reflect base pay annual rates and do not include any overtime which officers earn after completing the required field training period as established by the Smithville Police Department. Officers will be eligible for merit raises individually; however, cost of living and other special salary increases will be added to each step.

	Step 1	Step2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Police	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Officer	59,100	60,900	62,700	65,385	64,500	66,300	68,100	69,900	71,700	73,500	75,300	77,100	78,900
					\$	\$	\$	\$	\$	\$	\$	\$	\$
Sergeant					67,000	69,500	72,000	74,500	77,000	79,500	82,000	84,500	87,000
						\$	\$	\$	\$	\$	\$	\$	\$
Lieutenant						77,000	79,500	82,000	84,500	87,000	89,500	92,000	94,500
							\$	\$	\$	\$	\$	\$	\$
Asst. Chief							82,000	84,500	87,000	89,500	92,000	94,500	97,000

Annual step progression is awarded after the completion of a service year in the assigned rank and is calculated as of 10/01 of every year and based on the time from the most recent appointment in that rank. Step progressions may be delayed if eligibility requirements are not met and maintained.

Employees will receive step progression in the pay period that coincides with the start of each fiscal year, following completion of full-service year in assigned rank and step if the following criteria are met; Employee is not under investigation for any policy violation; Employee has not received a written reprimand at any time during the preceding 180 days of service year completion; and employee was not suspended for more than 2 scheduled work days during the previous 12 months. Employee has not received and unsatisfactory rating on the most recent annual employee evaluation.

If an employee has ever been disciplined for policy violations related to insubordination, dishonesty, neglect of duty or any subversive act that interfered with the good working order of the department, any future step progressions may be delayed indefinitely at the discretion of the Chief of Police.

NOTE: any delayed step increase as a result of discipline can be made retroactive by one step.

Internal/External; lateral transfers. The Smithville Police Department recognizes experience and allows applicants to enter our pay plan based on continuous service as paid law enforcement officers. Lateral transfers must be approved by the Chief of Police.









### SMITHVILLE POLICE COMMUNICATIONS STEP PAY SCALE

Dispatch personnel pay is outlined in the chart below. Salary figures reflect base pay annual rates and do not include any overtime which officers earn after completing the required field training period as established by the Smithville Police Department. Officers will be eligible for merit raises individually; however, cost of living and other special salary increases will be added to each step.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
Telecommunicator	\$47,000	\$48,800	\$50,600	\$52,400	\$54,200	\$56,000	\$57,800	\$59,600	\$61,400	\$63,200	\$65,000	\$66,800	\$68,600
Administrative / Operational Manager					\$53,000	\$55,500	\$58,000	\$60,500	\$63,000	\$65,500	\$68,000	\$70,500	

Annual step progression is awarded after the completion of a service year in the assigned rank and is calculated as of 10/01 of every year and based on the time from the most recent appointment in that rank. Step progressions may be delayed if eligibility requirements are not met and maintained.

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# **Pay Comparison 7+ Year Officers**

### **POLICE**

	Start	Max	POLICE
Bastrop PD	\$64,777	\$73,255	
Elgin PD	\$69,366	\$80,415	
BCSO	\$69,367	\$85,313	(7% this year possible)
Smithville PD	\$59,100 entry 1 <sup>st</sup> Year ( 2Y \$64,500 STEP 5)	\$78,900	(PROPOSED)

### DISPATCH

Bastrop County	\$50,856 entry	\$72,509	
Smithville PD	\$47,000	\$68,600	(PROPOSED)

- 2 consecutive year rollout to place staff into step they should be in (step 5+)
- STEPS will increase across the scale at the rate the City gives COLA (after 2-yrs)





# **TOP 3-5 Projects (2023-24) – Anna:**

- Cross-train personnel to assist Court Clerk
- Evaluate old cases for payment or dismissal
- <u>Document</u> Municipal Court policies & procedures
- Schedule / coordinate court appearances with City Prosecutor.
- <u>Serve</u> as City of Smithville Associate Municipal Judge / Magistrate and complete professional development training.
- Oversee installation of "Panic Button" and Security Upgrades @ City Hall



# TOP 3-5 Projects (2023-2024) - Judy:

### Maintain Accreditation Status:

- Ensure timely submittal of state and federal reports, adequate local financing, quality programming
- Work with COS and state organizations to ensure compliance

### Continue Libraries for Health programs (SDF grant):

- Implement peer support specialist services at the library
- Develop programs to provide broader community access to mental health resources

### Continue Developing Library's Role in Community Partnerships:

- Increased programming and services at Smithville Community Gardens Community Center
- Formalizing Smithville Whole Health Partnership/Rural Health Collaborative
- Defining structure of Richard D Latham Cultural District

### Plan New Library:

- Seek public input for final design plans for new library building
- Assess community growth/economic development to grow library in parallel

### Continue Organizational Development and Planning

- Promote continuing education for library staff and provide opportunities for advancement / retention
- Coordinate mental wellness training for library and other City staff and volunteers



# TOP 3-5 Projects (2023-2024) - Ashley:

### Implement Facility Report Card System

- · Get involvement from selected groups/individuals/organizations
- Helps determine how to prioritize areas of concern throughout the city
- Offers a guideline to stay consistent with maintenance

### Update/Upgrade infrastructure throughout building

• Use information from Report Card System to identify areas of concern

### Evaluate Security/Camera System

- exit to outside from offices
- Panic button
- Better camera system program/company

### Continue Organizational Development and Planning

- Annual Conference
- Online courses

### Continue outside beautification projects

- Bench donations and birdhouse installation (Norman Jones)
- Flowers for front (Garden Club) ongoing (potted and beds)
- Continue to look for grants to help cover costs of patio coverers for both sides



# TOP 3-5 Projects (2023-2024) - Jill:

### ECONOMIC DEVELOPMENT PLANNING/IMPLEMENTATION:

- Continue to support the Smithville Workforce Training Center as Board Chair/Member of the Executive Committee to oversee strategic planning, programming, and grants
- Assist in the efforts to plan, strategize, and develop priorities and coordinate opportunities with Economic Development organizations throughout the County and in the region
- Coordinate grant activities specifically around Community and Economic Development
- Seek and implement opportunities for the community to learn more about economic development
- Develop economic packets for investors/developers & respond to requests from Opportunity Austin
- Prepare, distribute, and analyze an update to the Economic Development Survey
- Serve as City liaison for coordination, development, and distribution of Comprehensive Plan

### GRANTS PROGRAM:

• Work with the City Department Heads, SWTC, LPAA, Chamber, and other partners to seek funds for equipment, projects, and programs to improve quality of life for all in Smithville

### COMMUNITY OUTREACH COORDINATOR SUPERVISION:

- Continue to supervise the "Community Outreach Coordinator" position
- Encourage multi-channel communication & netweaving efforts
- Support efforts and projects as "co-created" with community members

### CITY WEBSITE UPDATE:

Manage and coordinate City Website update together with Community Outreach Coordinator



# TOP 3-5 Projects (2023-2024) - Edward:

### Support Infrastructure Improvement Projects

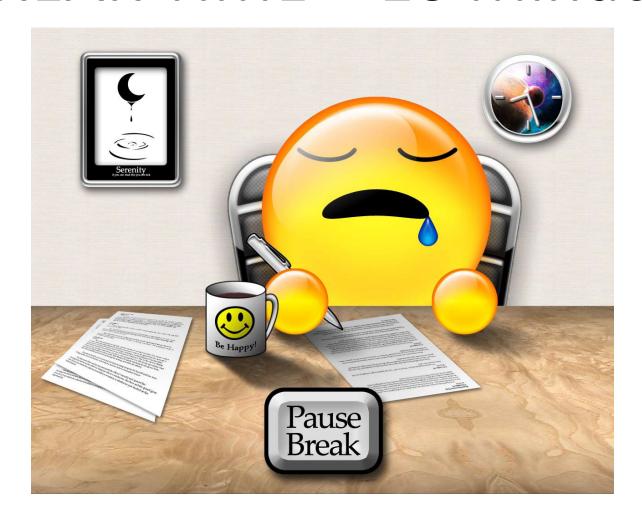
- Support Wastewater Plant Expansion Study
- Complete city-wide Water Meter Replacement / AMI System upgrade (Ameresco)
- Complete refurbishment of elevated water towers and ground storage tanks
- Support City-wide drainage improvement, road repair, and paving
- Conduct Street Sign & Road Inventory
- Support Hwy 95 Expansion

# Clean and Organize City Barn / Maintenance Yard

- Replace roof on warehouse and insulate
- Install commercial shelving to store seasonal items.
- Remodel of offices, office furniture and restrooms (add another restroom/Urinal)
- Add commercial vacuums and wash bays to clean vehicles.
- Purchase Capital Equipment (re: 2023 Tax Note)
- Keep the Lights On, Water Running, & Toilets Flushing



# BREAK TIME – 10 Minutes





Wednesday, August 23, 2023



YELLOW SHEET REVIEW







# Citizen Comments

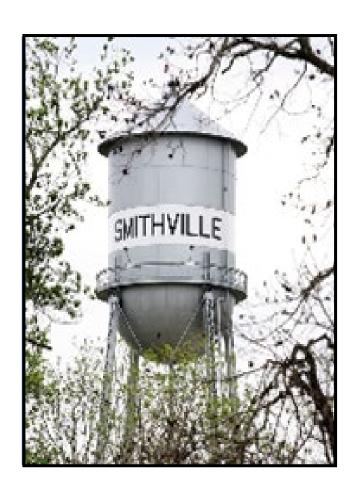




Wednesday, August 23, 2023

# **Next Steps:**

- <u>Update</u> budget as recommended by Council.
- <u>Conduct</u> Public Hearing on Tax Rate & Budget / Workshop #2 (September 6th)
- Adopt 2023-24 Tax Rate / Budget (September 11th)
- <u>Finalize</u> 2023-24 Departmental Goals / Objectives.









# Back Up



### **CITY OF SMITHVILLE – STRATEGIC ROADMAP**





### **Next 6 Months**



### **Next 1-3 Years**

- Initiated FY23/24 Budget Process.
- Published 84R Instrument Approach.
- **Updated** P&Z Ordinance
- <u>Completed</u> construction of Loop 230 TA Set-Aside sidewalks.
- <u>Remodeled</u> Smithville Police Department (in-house)
- Initiated City Hall expansion project.
- <u>Received</u> environmental clearance for NW/NE 2<sup>nd</sup> drainage project.
- <u>Signed</u> contract to purchase a 3.5 acre tract for regional detention pond off of Loop 230.
- <u>Awarded</u> \$3.5M in GLO CDBG MIT MOD funding for SISD drainage project (Jones Road)
- <u>Completed</u> construction of four (4) new homes under the TDHCA Home Grant program.
- <u>Completed</u> City Hall Expansion project to add ADA-compliant restrooms and 2 new offices.



- Initiate Comprehensive Plan process
- <u>Implement</u> WaterSmart interface for utility customers (formerly Mi.NET)
- Sign Smithville Solar II PPA
- <u>Begin</u> construction of Marburger TA Set-Aside sidewalks projects.
- **Update** City Personnel Manual.
- **Update** Subdivision Ordinance.
- Update Short-Term Rental Ordinance.
- <u>Initiate</u> NE / NW 2<sup>nd</sup> Drainage Improvement Project (Phase 2).
- <u>Complete</u> repairs to elevated water and ground storage tanks.
- **Replace** Rec Center Bleachers.
- <u>Complete</u> improvements at Mt. Pleasant Cemetery.
- Obtain \$3M Series 2023 Tax Note
- Adopt FY23/24 Tax Rate and Budget
- Hold HHW collection event

- Adopt updated Comprehensive Plan.
- <u>Continue</u> drainage improvements and road repairs.
- Update all City ordinances
- Expand Willows WWTP
- Replace Airport Lighting System
- Manage construction of regional flood mitigation projects using \$13M in GLO-CDBG MIT funding.
- <u>Complete</u> NE 2nd Drainage Improvement Project (Phase 2).
- Evaluate EDC and ESD creation.
- <u>Complete</u> Dispatch system radio / console upgrade.
- <u>Complete</u> SH95 Utilities Relocation and Expansion (TXDOT funded).
- Expand Workforce Training Center
- <u>Promote</u> / support Economic Development initiatives.
- <u>Recruit</u> developers / investors to bring housing, jobs, and new business to our community.

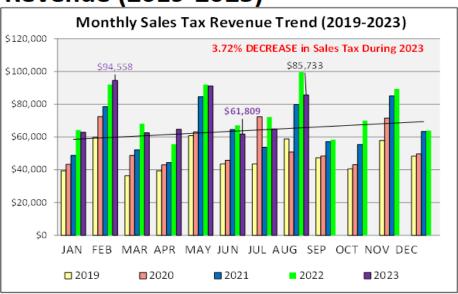
As of 8/23/23

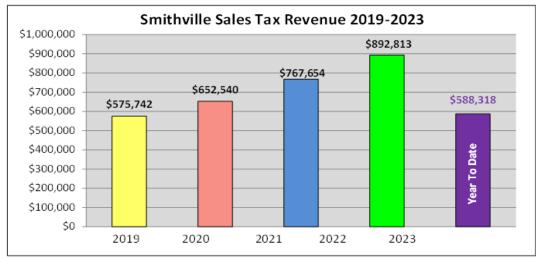
- Much has been accomplished but still much to be done.
- Strategic Focus Infrastructure Improvement, Eco Development, and Fiscal Responsibility.
- Partner with the Community, Chamber, and County to proactively manage growth in a manner that preserves and protects our small-town look, charm, and feel.

Smithville Sales Tax Revenue (2019-2023)

	2018	2019	2020	2021	2022	2023
JAN	\$48,401	\$39,325	\$43,347	\$48,759	\$64,226	\$62,860
FEB	\$64,805	\$59,926	\$72,422	\$78,459	\$92,024	\$94,558
MAR	\$36,869	\$36,333	\$48,809	\$52,210	\$68,204	\$62,561
APR	\$35,610	\$39,391	\$42,977	\$44,438	\$55,574	\$64,717
MAY	\$55,277	\$60,837	\$63,095	\$84,622	\$92,007	\$91,169
JUN	\$38,393	\$43,545	\$45,779	\$64,516	\$67,197	\$61,809
JUL	\$40,403	\$43,536	\$72,352	\$53,723	\$72,234	\$64,911
AUG	\$55,210	\$58,843	\$50,878	\$79,858	\$99,610	\$85,733
SEP	\$39,823	\$47,330	\$48,442	\$57,169	\$58,446	
OCT	\$38,093	\$40,562	\$43,150	\$55,398	\$69,994	
NOV	\$66,784	\$57,870	\$71,574	\$85,087	\$89,312	
DEC	\$46,626	\$48,244	\$49,714	\$63,415	\$63,985	

Sales Tax	2018	2019	2020	2021	2022	2023
Revenue	\$566,295	\$575,742	\$652,540	\$767,654	\$892,813	\$588,318





Data Source: https://comptroller.texas.gov/transparency/local/allocations/sales-tax/cities.php

### **SHOP LOCAL**

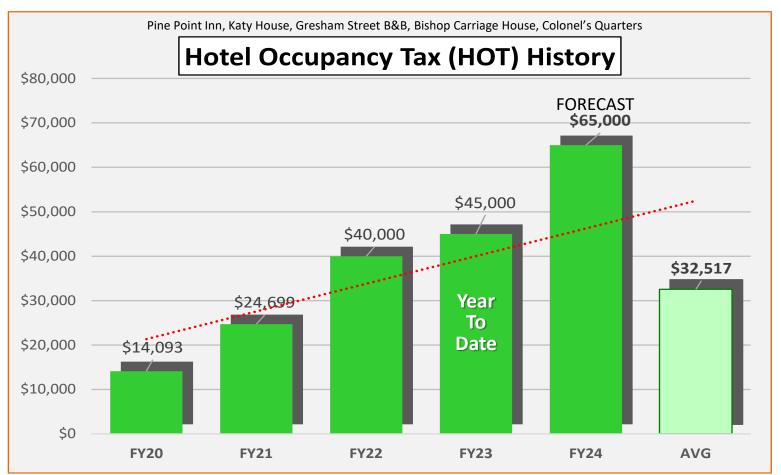
It makes a difference!!!

Sales Tax Revenue helps pay for Fire, Police, Street Repairs, Library, and Animal Control





### 12.5% INCREASE in FY23



- FY23 Annual Hotel Occupancy Tax Revenue = \$45,043
- Six (6) hotel / lodging establishments currently paying HOT
- 7% of Taxable Receipts with 1% Discount if paid before the quarterly DUE DATE





### City of Smithville \$3M Series 2023 Tax Note

	Police Department							
Qty	Description	<b>Unit Cost</b>	Total	Actual	Comments			
1	Micellaneous Equipment	\$85,000	\$85,000		Weapons, Ammunition, Tasers, Office Equipment, Computers, etc.			
4	Patrol Vehicles	\$65,000	\$260,000		Two (2) fully outfitted vehicles + two (2) offline vehicles			
1	New HVAC	\$20,000	\$20,000		Replace / repair HVAC to improve efficiency and reduce cost			
1	Animal Control Vehicle	\$55,000	\$55,000		Replace old vehicle with new holding pins for animals			
13	Mobile CAD Units for Patrol Cars	\$6,250	\$81,250		Mobile access to BADGE system and other LE databases.			
			\$501,250	\$0				

		s / Utilities			
Qty	Description	Unit Cost	Total	Actual	Comments
1	Chipper Truck	\$85,000	\$85,000		Replace older chipper truck
1	Sewer Pump Truck	\$200,000	\$200,000		Truck needed to pump clogged sewer lines and/or lift stations
1	Small Bucket Truck	\$190,000	\$190,000		Use for tree trimming and cleaning alleys + back-up when needed
2	Utility Trucks (F-250)	\$80,000	\$160,000		Replace older trucks in current fleet
1	Tractor w/ Shredder	\$40,000	\$40,000		Additional tractor to mow at Airport and Riverbend Park
1	Warehouse Roof Repair	\$100,000	\$100,000		New roof w/ spray insullation to repair leaks help with heating / cooling
1	Rack Storage System (Warehouse)	\$25,000	\$25,000		Rack storage system will provide additional space in warehouse
1	Miscellaneous Tools / Equip.	\$100,000	\$100,000		Mowers, Weed-eaters, Chainsaws, Tools, Tire Balancer, Industrial Vacuum
1	Streets/Drainage/Sidewalks/Curbs	\$200,000	\$200,000		Road repair / paving. Sidewalks, curbs, and gutters. Small drainage projects.
			\$1,100,000	\$0	

	General								
Qty	Description	<b>Unit Cost</b>	Total	Actual	Comments				
1	Airport Lighting System	\$150,000	\$150,000		Upgrade runway lighting system. Est. cost = \$1.5M w/ 10% Grant Match.				
1	Downtown Lighting Upgrade	\$500,000	\$500,000		Upgrade ornamental lighting with Dark-skies compatible LED lighting				
1	Tanker Truck	\$275,000	\$275,000		Fire Tanker for SVFD				
1	Playground Equipment	\$100,000	\$100,000		Playground equipment for City Parks w/ weatherproof padding				
1	Misc. City Facility Upgrades	\$100,000	\$100,000		Public restroom remodel. Security doors @ City Hall. Video surveillance.				
1	Grant Match for Infrastructure	\$275,000	\$275,000		GLO Drainage (\$130k) / TXDOT Main Street ADA Ramps & Sidewalks (\$145k)				
			\$1,400,000	\$0					

Grand Total \$3,001,250





### 2022 BCAD Assessed Property Values / Tax Rate

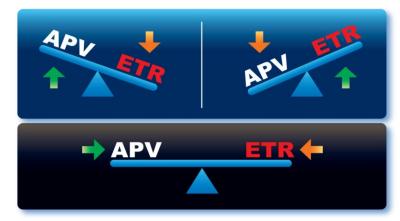
- BCAD property values (net taxable minus exemptions) in Smithville for 2023 is \$445,962,142.
- 12.6% increase over last year's net taxable value of \$396,028,750.
- This will add \$167,925 of revenue to the FY23-24 General Fund.
- Increase due to the number of remodeled buildings, newly constructed homes, and BCAD appraisal adjustments.

The No-New Revenue Tax Rate (aka
Effective Tax Rate) is the tax rate the City
would pass to collect the same tax
revenue as last year (FY22) using this
year's (FY23) appraised values.

	BCAD Property Valuation & City Tax Rate Comparison									
Year	Assessed Valuation	% Change in Value	Avg Home Value	Avg City Tax Paid	M&O Rate	I&S Rate	Total Tax Rate	% Change		
2023	\$445,962,142	12.61%	\$235,015	\$1,290	\$0.3765	\$0.1724	\$0.5489	0.00%		
2022	\$396,028,750	20.66%	\$211,533	\$1,161	\$0.3831	\$0.1659	\$0.5489	-0.01%		
2021	\$328,207,972	12.44%	\$186,277	\$1,023	\$0.4194	\$0.1296	\$0.5490	0.00%		
2020	\$291,892,810	6.06%	\$170,086	\$933	\$0.4466	\$0.1024	\$0.5490	-3.52%		
2019	\$275,208,274	10.97%	\$162,541	\$925	\$0.4525	\$0.1165	\$0.5690	0.00%		
2018	\$247,999,239	4.63%	\$151,444	\$862	\$0.4455	\$0.1235	\$0.5690	5.57%		
2017	\$237,025,717	13.85%	\$142,363	\$767	\$0.4166	\$0.1224	\$0.5390	-4.77%		
2016	\$208,184,234	6.03%	\$128,688	\$728	\$0.4276	\$0.1384	\$0.5660	2.28%		

### Seesaw Effects

**APV:** Appraised Property Value **ETR:** Effective Tax Rate







Wednesday, August 23, 2023

# **Debt Service:**

• FY23/24 budget includes \$866k in <a href="Debt Service">Debt Service</a> payments.

# **Property Tax Rate:**

- 2023 Certified Assessed Valuation = \$394,511,444
- 2023/24 PROPOSED Tax Rate = \$0.548952 (SLIGHTLY >)

PROPOSED TAX RATE	PRECEDING YEAR'S RATE			PROJECTED REVENUE
\$0.548952	\$0.548934	\$0.511747	\$0.548952	\$167,925

# **Average Impact to Homeowners:**

• \$129 Increase over 2022-23 Payment \$1144.00 (Avg. HV=\$235k)



### WITH NEW DEBT FOR 2023

CITY OF SMITHVILLE 2023 Property Tax Calculation Worksheet For Fiscal Year 2023-2024 Budget as of 7/24/2023

> \$1,511,314 2022-23 M&O Collection Budget 0.383085 2022-23 M&O Tax Rate 0.165849 2022-23 Debt Service Tax Rate 0.548934 2022-23 Total Tax Rate

2023 No-New-Revenue Tax Rate (Effective Tax Rate)	0.511747	
2023 Voter-Approval Tax Rate (Rollback Tax Rate)	0.548952	
2023 De Minimis Rate	0.642155	
2023 PROPOSED TAX RATE	0.548952	

Collection Basis	2023	2022
Certified Net Taxable-Approved	428,687,252	396,028,750
less Freeze Taxable (Ceiling)	(9,057,752)	
Certified Net Taxable-Under Review	21,593,613	
less allowance for contested (20%)	4,318,723	
Adjusted Net Taxable	445,962,142	396,028,750

M&O Increased By	2023 New M&O Rate	2023 Debt Svc Rate*	2023 Total Rate	2023 M&O Revenue**	Increase Over	Increase Over	Avg Homestead*** Property Tax Paid 2023-24 Tax Rate	
De Minimis Rate	0.469746	0.172409	0.642155	\$2,094,889	\$583,575	\$347.98	\$1,509	
PROPOSED - Voter-Approval Tax Rate	0.376543	0.172409	0.548952	\$1,679,239	\$167,925	\$128.94	\$1,290	
Current Tax Rate No-New-Revenue Tax Rate	0.376525 0.339338		0.548934 0.511747	\$1,679,159 \$1,513,319	\$167,845 \$2,005	<b>\$12</b> 8.90 <b>\$41.</b> 51	\$1,290 \$1,203	

2023 Debt Service Revenue: \$ 768,881

\*Debt Service Revenue: = (Adjusted Net Taxable/100) x Debt Svc Rate x Collection Rate

\*\*M & O Revenue: = (Adjusted Net Taxable/100) x M&O Rate x Collection Rate

Calculations based on: 100% collection rate with an Adjusted Net Taxable of \$445,962,142

\*\*\*Average Homestead Value: average taxable 2022 (FY 2022-2023) \$211,533 average taxable 2023 (FY 2023-2024) \$235,015

2023-2024 Debt Service (General/I &S)	
Payments:	
2018 CO's (refi 98, refi 05)	\$ 319,489
2019 CO's	\$ 26,175
Tax Note, Series 2021	\$ 105,254
Tax Note, Series 2022	\$ 191,420
Tan Note, Series 2023 (PROPOSED)	\$ 224,623
	\$ 866,961
Collections:	
Util Drainage/System Impv Fees	\$ 87,000
Property Tax Levy	\$ 768,881
Prop Tax excess 2022	\$ 11,080
	866,961

2023-24 Debt Service (Utility) Payments:							
2007 CO's	\$	344,325					
2019 CO's	\$	148,625					
	\$	492,950					
Collections: Utility Revenue	\$	492,950					



