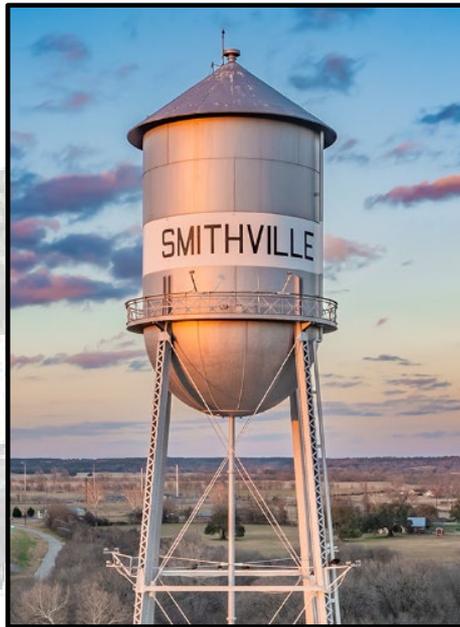


City of Smithville Special-Called Council Meeting / Budget Workshop #1



Wednesday, May 22, 2024

Smithville City Council Workshop

Wednesday, May 22, 2024

Agenda:

- Council Roles & Responsibilities
- Recent Accomplishments
- Future Plans / Projects
- FY23/24 Budget Status / 2023 Tax Note Update
- Enterprise Resource Planning (ERP) Discussion
- FY24/25 Preliminary Budget Overview:
 - Budget Process / Timeline
 - BCAD Preliminary Property Values
 - Proposed Spending (Preliminary) / Debt Position
- Citizen Comments
- Next Steps



Roles & Responsibilities

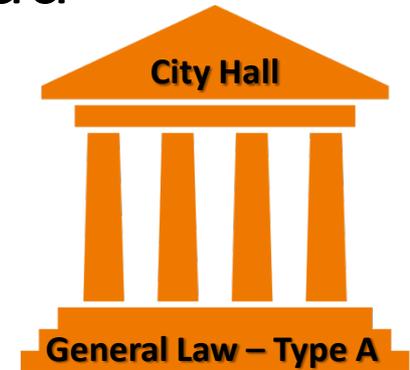


CONGRATULATIONS TO NEWLY-ELECTED AND RE-ELECTED CANDIDATES

Roles & Responsibilities

- The **Mayor** is the political figure-head of the municipality expected to:

- Make appearances at community events;
- Undertake ceremonial functions;
- Maintain presence at City Hall;
- Liaise with local, state, and federal elected officials;
- Create and follow-through with political mandates; and
- Run council meetings, special meetings, and workshops.



- The **City Manager** is the Chief Executive Officer (CEO) of the municipality responsible for:

- Managing daily operations and personnel;
- Recommending strategic direction to Mayor/Council;
- Developing balanced budget for Mayor/Council consideration;
- Partnering with inter-governmental agencies to address local issues;
- Ensuring that policies, programs, and other directions of the Council are implemented;
- Advising and informing the Council on the operation and affairs of the municipality;
- Managing citizen complaints, concerns, and/or requests for information.

Roles & Responsibilities

- The **Mayor Pro-Tem** is selected by majority vote of the Council responsible for:
 - Performing the Mayor’s duties during the Mayor’s incapacity or absence. The Mayor Pro-Tem retains the right to vote on all matters before the council (and not just to break a tie) while performing the duties of the Mayor.
JIMMY JENKINS is the current Mayor Pro-Tem.
- **City Councilmembers** serve as the City’s legislators responsible for:
 - Identifying the needs of local residents;
 - Communicating programs and plans to the community;
 - Adopting budget, setting tax rates, fee schedules, policy making, etc.;
 - Providing feedback to CM regarding accomplishments, issues, future plans;
 - Responding to requests from City Manager and/or City Secretary in timely manner regarding receipt of email, texts, attendance at meetings and/or events;
 - Representing the City at community events (ribbon cuttings, ceremonies, organizational functions, etc.).



Smithville City Council Workshop

Wednesday, May 22, 2024

- **Open Records Request (ORR)** – Ten (10) days to respond. Includes (but not limited to) emails, texts, contracts, reports, and social media posts.
- **Council Agenda** - City Council meets on the second Monday of each month. In order for a matter or an issue to appear as an agenda item for any Regular Meeting of the City Council, a request must be filed with the City Secretary by **12:00 p.m. (noon) on Wednesday** immediately preceding the Regular Meeting of the City Council. Agenda items must receive approval of any two of the following: the Mayor, the City Manager, and/or a Councilperson.
AGENDA MUST BE POSTED 72-HOURS IN ADVANCE.

OTHER “STUFF”



Smithville City Council Workshop

Wednesday, May 22, 2024

- **Walking Quorum** – A “walking quorum” happens when three (3) or more members of the governmental body meet, call, text, or email to discuss public (City) business in private. Violators are subject to civil and criminal penalties under the Texas Open Meetings Act (TOMA).
- **Executive Session** - Executive (CLOSED) sessions are permitted for the discussion of items that legitimately fall within the exceptions stated in the law:
 - Purchase or lease of real property;
 - Consultation with attorney;
 - Personnel matters;
 - Economic development;
 - Certain homeland security and/or cyber-security matters.

OTHER “STUFF”



Smithville City Council Workshop

Wednesday, May 22, 2024

- **Citizen Comments** – Any member of the public who desires to address the City Council on an agenda item during an **OPEN MEETING** may address the governmental body regarding the agenda item. Individuals that desire to speak on an agenda item must register with the city secretary, or designee thereof, prior to the start of the open meeting.
- **Time Limits for Comments** - Each speaker may address the governmental body for **3-MINUTES**. The Mayor may expand the time limit if the presenter requests an extension and no member of the City Council objects. If a member of the Council objects to a request for extension, then the Council shall vote to approve or disapprove the request for extension.

[City of Smithville Code of Ordinances – General Provisions](#)

OTHER “STUFF”



Smithville City Council Workshop

Wednesday, May 22, 2024

- **General Public Comments (aka “Open Microphone Night”** - Members of the public may speak regarding subjects that are **NOT** on the agenda. Those wishing to speak must complete a comment form and present it to the City Secretary prior to the meeting. Speakers are limited to **3-MINUTES** and should conduct themselves in a civil manner. In accordance with the Texas Open Meetings Act, the City Council cannot take action on items not specifically listed on the meeting agenda and discussion is limited to statements of factual information, statements of existing policy, and/or a proposal to place the subject on the agenda for a future meeting. It is not the intention of the City of Smithville to provide a public forum for demeaning any individual or group. Accordingly, profane, insulting, or threatening language directed toward the City Council and/or any person in the Council's presence will not be tolerated.

OTHER “STUFF”



Smithville City Council Workshop

Wednesday, May 22, 2024

• Citizen Engagement / Communication

- Email / Texts / Phone / VM
- City Website / Facebook Page
- City Staff / City Council / Mayor
- Community Engagement Coordinator
- Monthly City Manager Updates
- Recreation Center Electronic Sign
- Digital Billboard on Hwy 71
- City Council Message Board
- Workshops / Public Forums
- Reverse 911 Notification
- Utility Bill Notices
- See/Click/Fix

OTHER "STUFF"



City of Smithville Special-Called Council Meeting / Budget Workshop #1



Recent Accomplishments

Recent Accomplishments

MLK BB Court Re-stripe



1st Street Sidewalks



Riverbend Park Sign



LCRA
Steps Forward



City of Smithville Special-Called Council Meeting / Budget Workshop #1



Future Plans / Projects

CITY OF SMITHVILLE – FUTURE PLANS / PROJECTS



As of 5/22/24

- 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.

CITY OF SMITHVILLE RECENT ACCOMPLISHMENTS



- **Held** 18th Annual Fly-In.
- **Purchased** 84R Fuel Concession.
- **Held** HHW Collection Event.
- **Completed** Solid Waste Survey.
- **Hired** new Code Compliance Officer.
- **Initiated** Comp Plan Process.
- **Completed** NW 1st Street sidewalks.
- **Updated** / re-designed City Website.
- **Initiated** NE / NW 2nd Drainage Improvement Project (Phase 2).
- **Renewed** PHI Air Medical transport contract agreement for citizens.
- **Completed** City-wide street assessment and sign inventory.
- **Completed** installation of Riverbend Park Entryway Sign.
- **Completed** MLK BB Court upgrades.
- **Repainted** Ornamental Lights on Main Street (LCRA Steps Forward).
- **Initiated** City-wide Mosquito Spraying
- **Completed** 50% Design Review of new Smithville Workforce Training Center (SWTC).



CITY OF SMITHVILLE FUTURE PLANS / PROJECTS



Next 6 Months

- **Publish** Boards / Commissions Policy.
- **Complete** City Hall security upgrades (doors, lobby glass, panic button).
- **Expand** City warehouse facility.
- **Complete** WWTF Expansion Study.
- **Support** Comprehensive Plan Process.
- **Implement** WaterSmart interface for utility customers (formerly Mi.NET).
- **Update** City Personnel Manual.
- **Update** Subdivision & STR Ordinance.
- **Complete** repairs to elevated water tower & ground storage tanks.
- **Begin** construction of SWTC facility.
- **Apply** for TDEM Grid Resiliency Grant.
- **Initiate** city-wide road repair / paving.
- **Document** / adopt Economic Development strategy / initiatives.
- **Install** Playscape at Riverbend Park
- **Begin** construction of new Concession Stand at Dennis Walker Fields
- **Initiate** FY24/25 Budget Process.
- **Adopt** FY24/25 Tax Rate / Budget.



Next 6 Months

CITY OF SMITHVILLE FUTURE PLANS / PROJECTS



Next 1-3 Years

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



Next 1-3 Years

City of Smithville Special-Called Council Meeting / Budget Workshop #1



Current Budget Status / Tax Note Update

Smithville City Council Workshop

Wednesday, May 22, 2024

Current Budget Status:

- Received “**CLEAN**” FY22/23 financial audit.
- FY23/24 Revenues **EXCEEDING** Expenditures by \$379k on a \$15.8M budget.
- 3X Operating in GF Fund Balance.
- **HOT Tax** and **Sales Tax** revenues are STABLE.
- 37% of **\$3M Tax Note** has been spent. \$74k YTD Interest earned.
- FY24/25 budget process currently underway.



FUND BALANCE

GF = \$549k

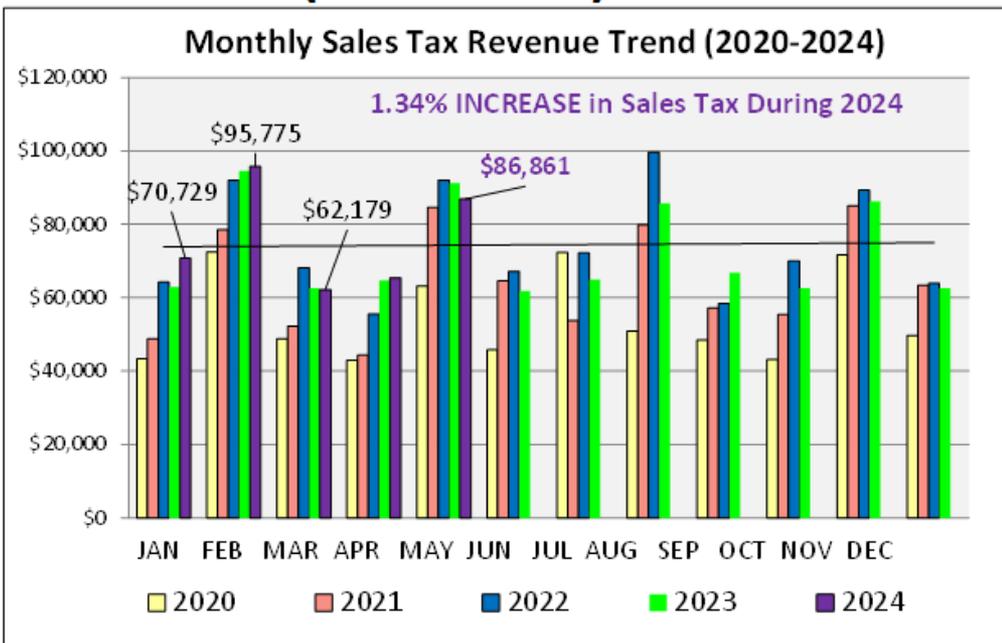
>\$1,631,514

3X Operating

**Completed 67%
(8-months) of Fiscal Year**

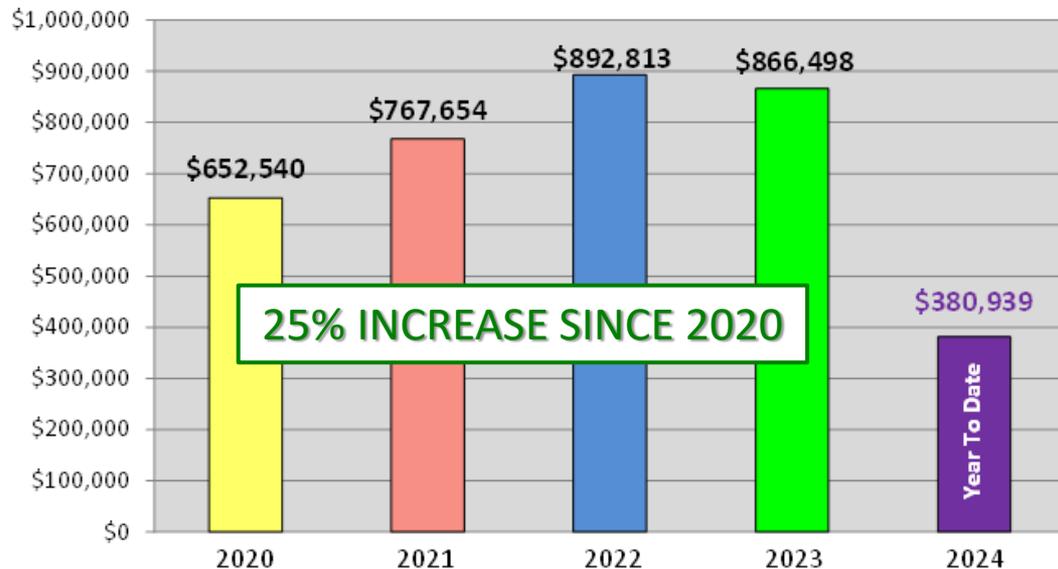
Smithville Sales Tax Revenue (2020-2024)

	2019	2020	2021	2022	2023	2024
JAN	\$39,325	\$43,347	\$48,759	\$64,226	\$62,860	\$70,729
FEB	\$59,926	\$72,422	\$78,459	\$92,024	\$94,558	\$95,775
MAR	\$36,333	\$48,809	\$52,210	\$68,204	\$62,561	\$62,179
APR	\$39,391	\$42,977	\$44,438	\$55,574	\$64,717	\$65,395
MAY	\$60,837	\$63,095	\$84,622	\$92,007	\$91,169	\$86,861
JUN	\$43,545	\$45,779	\$64,516	\$67,197	\$61,809	
JUL	\$43,536	\$72,352	\$53,723	\$72,234	\$64,911	
AUG	\$58,843	\$50,878	\$79,858	\$99,610	\$85,733	
SEP	\$47,330	\$48,442	\$57,169	\$58,446	\$66,831	
OCT	\$40,562	\$43,150	\$55,398	\$69,994	\$62,501	
NOV	\$57,870	\$71,574	\$85,087	\$89,312	\$86,235	
DEC	\$48,244	\$49,714	\$63,415	\$63,985	\$62,613	



Sales Tax Revenue	2019	2020	2021	2022	2023	2024
	\$575,742	\$652,540	\$767,654	\$892,813	\$866,498	\$380,939

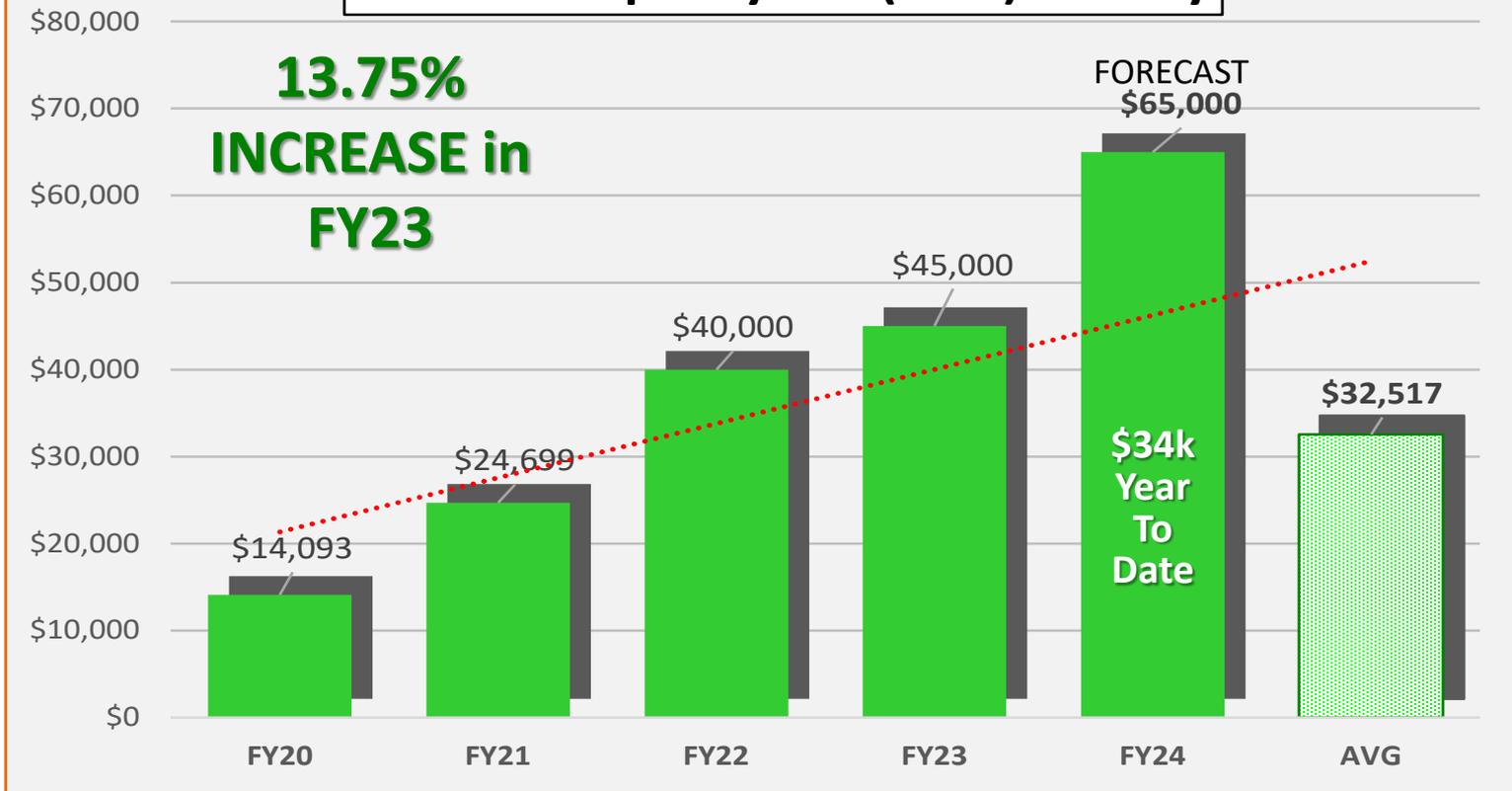
Smithville Sales Tax Revenue 2020-2024



2024 YTD COMPARISON

County/City	% Change
Bastrop	2.89%
Elgin	5.10%
Smithville	1.34%
Bastrop County	6.49%

Hotel Occupancy Tax (HOT) History



- FY23 Annual Hotel Occupancy Tax Revenue = \$45,500
- Thirty (30) hotel / lodging / STR establishments currently paying HOT
- 7% of Taxable Receipts with 1% Discount if paid before the quarterly DUE DATE

City of Smithville Special-Called Council Meeting / Budget Workshop #1



ERP System Discussion

Smithville City Council Workshop

Wednesday, May 22, 2024

ERP System Discussion:

- Current ERP system vendor (STW/OpenGov) contract ends 9/30/24.
- Payroll being phased out in CY25 which would require the city to outsource.
- Multiple Vendors and municipalities vetted with Staff evaluation of individual modules.
- Incode (Tyler Technologies) identified as preferred vendor.



Smithville City Council Workshop

Wednesday, May 22, 2024

ERP Companies Researched:

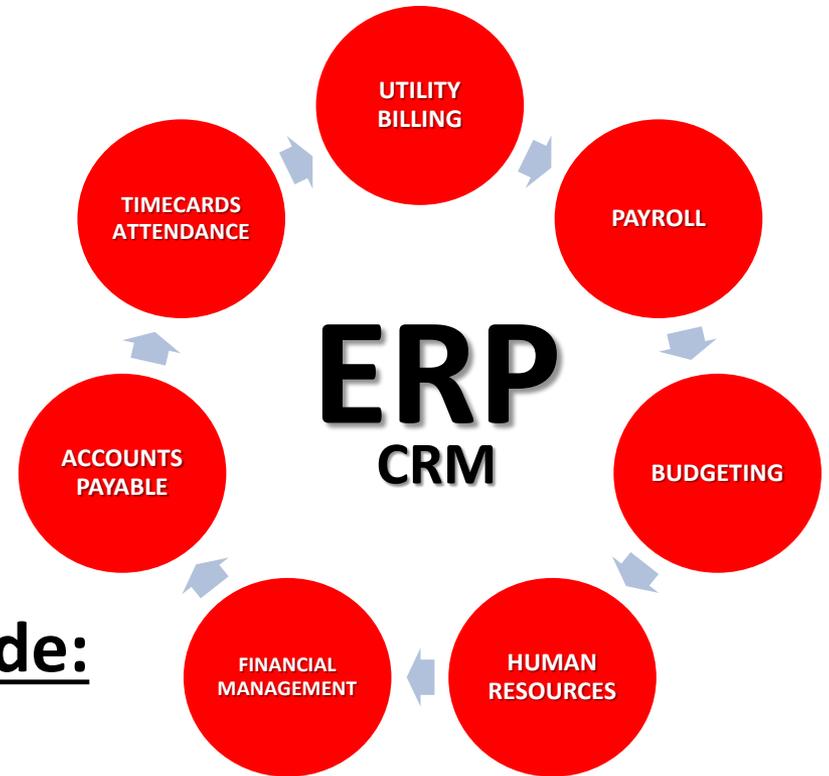
- Incode (Tyler Technologies)
- STW / OpenGov
- Fund View
- Edmunds GovTech

Cities in Texas Using Incode:

- 47% (575 out of 1225)

Surrounding Cities Using Incode:

- Bastrop
- Elgin
- La Grange
- Giddings
- Flatonia



Smithville City Council Workshop

Wednesday, May 22, 2024

ERP System Discussion:

- OpenGov 1-year contract extension 10/1/24 = \$29k.
- Encode (Tyler Technologies) 1-time conversion fee (with 1st Year license) = \$198k
- \$66k annually thereafter (FY25/26).
- Using Tax Note to fund ERP will defer expense from FY24/25 budget.
- Request **\$200k reallocation** of Tax Note funds to upgrade City Enterprise Resource Planning (ERP) system.



City of Smithville \$3M Series 2023 Tax Note

Police Department

Qty	Description	Unit Cost	Total	Actual	Remain	Received	Comments
1	Micellaneous Equipment	\$85,000	\$85,000	\$52,339	\$32,661	WIP	Weapons, Ammunition, Tasers, Office Equipment, Computers, etc.
2	Patrol Vehicles	\$65,000	\$130,000	\$0	\$130,000	Ordered	Two (2) fully outfitted patrol vehicles (estimated Dec 2024)
2	Offline F150 Responder PU	\$65,000	\$130,000	\$122,684	\$7,316	YES	Offline (un-marked) vehicles for PD
1	New HVAC	\$20,000	\$20,000	\$10,707	\$9,293	YES	Replace / repair HVAC to improve efficiency and reduce cost
1	Animal Control Vehicle	\$55,000	\$55,000	\$53,770	\$1,230	YES	Replace old vehicle with new holding pins for animals
13	Mobile CAD Units for Patrol Cars	\$6,250	\$81,250	\$0	\$81,250	WIP	Mobile access to BADGE system and other LE databases.
			\$501,250	\$239,500	\$261,750		

Public Works / Utilities

Qty	Description	Unit Cost	Total	Actual	Remain	Received	Comments
1	Chipper Truck	\$85,000	\$85,000	\$0	\$85,000	Ordered	Replace older chipper truck (estimated delivery July 2024)
1	Sewer Pump Truck	\$200,000	\$200,000	\$0	\$200,000	WIP	Truck needed to pump clogged sewer lines and/or lift stations
1	Small Bucket Truck	\$166,155	\$166,155	\$166,155	\$0	YES	Use for tree trimming and cleaning alleys + back-up when needed (Dec 1)
2	Utility Trucks (F-250)	\$80,000	\$160,000	\$131,718	\$28,282	YES	Replace older trucks in current fleet (1 Received / 1 estimated delivery July 2024)
1	Tractor w/ Shredder	\$37,205	\$37,205	\$36,300	\$905	YES	Additional tractor to mow at Airport and Riverbend Park (Est. Dec 1)
	Mini Excavator	\$37,000	\$37,000	\$37,000	\$0	YES	needed for utility department
1	Warehouse Roof Repair	\$100,000	\$100,000	\$82,500	\$17,500	WIP	New roof w/ spray insulation to repair leaks help with heating / cooling
1	Rack Storage System (Warehouse)	\$14,640	\$14,640	\$14,640	\$0	YES	Rack storage system will provide additional space in warehouse
1	Miscellaneous Tools / Equip.	\$100,000	\$100,000	\$25,030	\$74,970	WIP	Mowers, Weed-eaters, Chainsaws, Tools, Tire Balancer, Industrial Vacuum
1	Streets/Drainage/Sidewalks/Curbs	\$200,000	\$200,000	\$38,160	\$161,840	WIP	Road repair / paving. Street Assessment. Sidewalks / curbs. Small drainage projects.
			\$1,100,000	\$531,503	\$568,497		

General

Qty	Description	Unit Cost	Total	Actual	Remain	Received	Comments
1	Airport Lighting System	\$150,000	\$150,000	\$154,500	-\$4,500	PAID	Upgrade runway lighting system. Est. cost = \$1.5M w/ 10% Grant Match.
1	Security Camera Upgrade	\$50,000	\$50,000	\$0	\$50,000	WIP	Now \$50k for Parks and Recycling Center camera installation.
1	City ERP System	\$200,000	\$200,000	\$0	\$200,000	WIP	Enterprise Resource Planning (ERP) system for payroll, budget, billing, HR, timecards.
1	Fire Department Tanker	\$275,000	\$275,000	\$0	\$275,000	WIP	Purchase Fire Tanker for SVFD
1	Baseball Field / Park Upgrades	\$50,000	\$50,000	\$0	\$50,000	WIP	Facility upgrades at Little League/Baseball Fields (Keilberg, Riverbend, Dennis Walker).
1	Cemetery CRM Platform	\$25,000	\$25,000	\$12,777	\$12,223	WIP	Purchase cemetery inventory management system / customer interface
1	Playground Equip / Park Upgrades	\$200,000	\$200,000	\$98,620	\$101,380	WIP	Playground equipment for Riverbend Park (\$45k + \$35k Installation). MLK Park BB Court(s) +\$50k
1	Misc. City Facility Upgrades	\$285,000	\$285,000	\$66,325	\$218,675	WIP	Security doors / counter glass / panic buttons @ City Hall (\$45k). HVAC repairs @ Rec Center. Upgrade microphones in Council Chambers.
1	Grant Match for Infrastructure	\$165,000	\$165,000	\$0	\$165,000	WIP	GLO Drainage (\$130k) / TXDOT Main Street ADA Ramps & Sidewalks (\$35k).
			\$1,400,000	\$332,222	\$1,067,778		

Totals: \$3,001,250 \$1,103,225 \$1,898,025

As of 5/22/24

Current Request:

Request Reducing Security Camera Upgrade from \$250k to \$50k. Added \$200k for ERP / CRM System

Citizen Comments



City of Smithville Special-Called Council Meeting / Budget Workshop #1



FY24/25 Preliminary Budget Overview

Smithville City Council Workshop

Wednesday, May 22, 2024

Budget Timeline:

- Five (5) Budget Workshops scheduled.
- Process increases in scope and complexity over time.
- 2024 BCAD Property Values certified in **JULY**.
- Department level projects, plans, and spending detail will be presented @ the 8/21/24 workshop.
- Council will VOTE on **9/9/24** to Adopt FY24/25 Tax Rate & Budget

FY24/25 Budget Workshop Schedule			
Date	Description	Location	Time
5/22/2024	Budget / Council Workshop #1	City Hall	5:30 PM
6/12/2024	Budget / Council Workshop #2	City Hall	5:30 PM
7/10/2024	Budget / Council Workshop #3	City Hall	5:30 PM
8/21/2024	Budget / Council Workshop #4	City Hall	5:30 PM
9/4/2024	Budget / Council Workshop #5	City Hall	5:30 PM



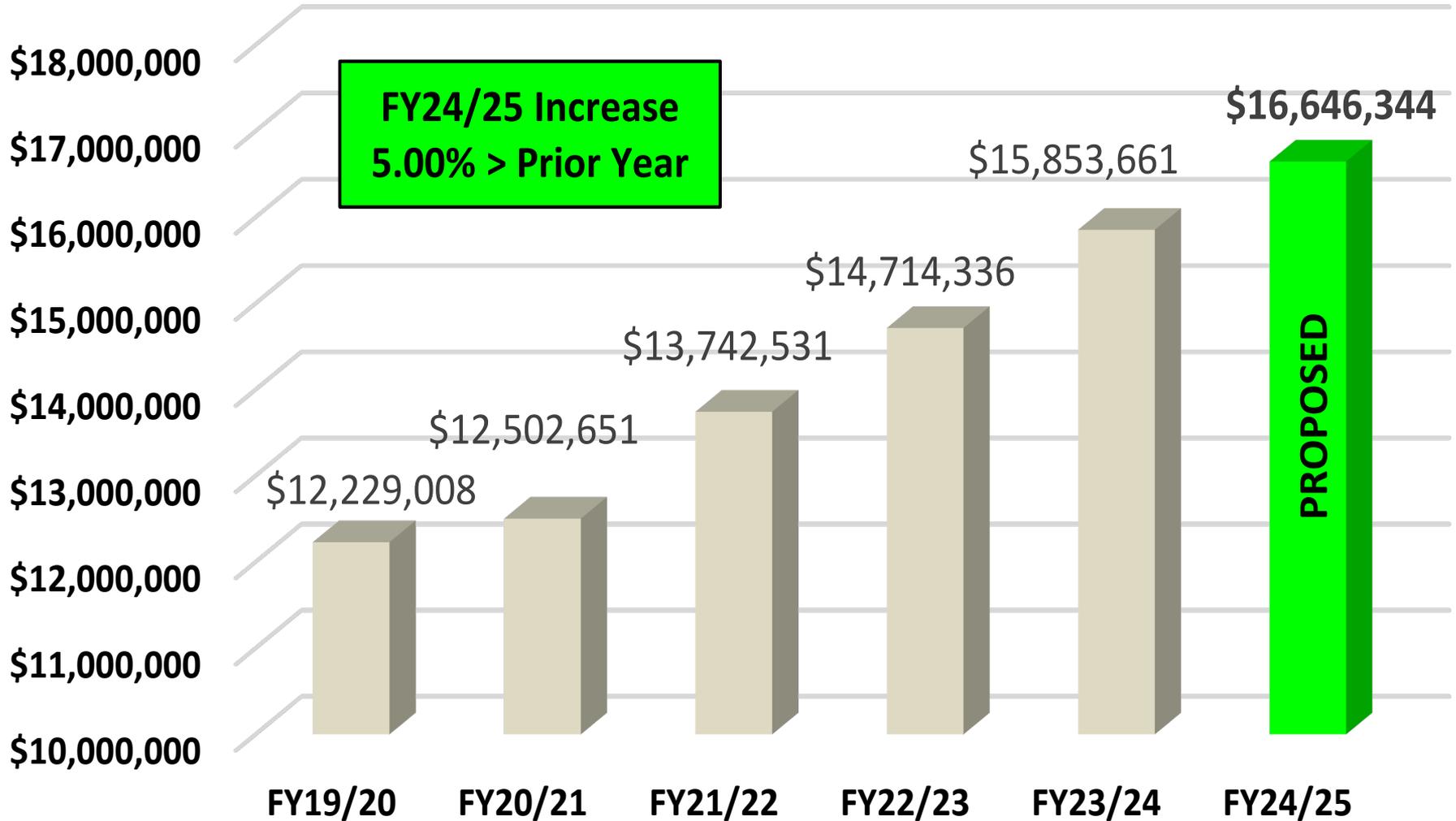
Department Names / Numbers:

- 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 Budget History

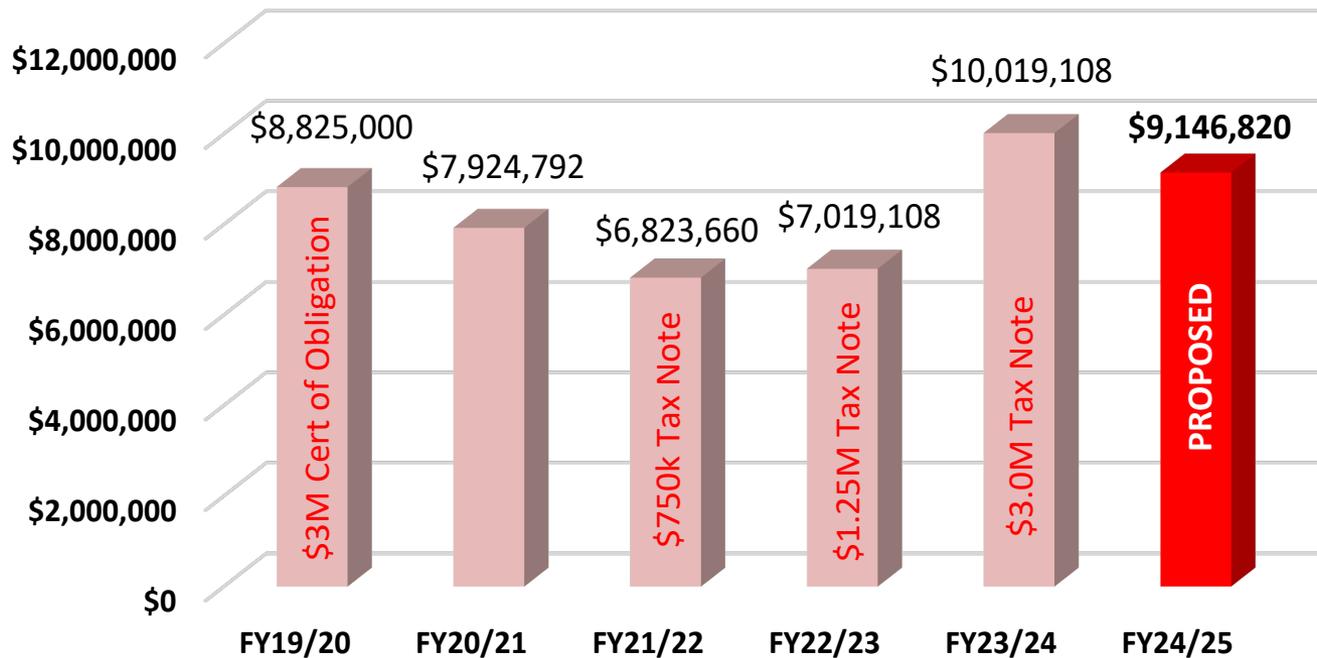


City of Smithville Budget History

	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
General Fund	\$4,654,373	\$5,008,912	\$5,522,767	\$5,938,301	\$6,526,057	\$6,852,360
Utility Fund	\$7,063,851	\$6,982,972	\$7,703,590	\$8,029,067	\$8,320,855	\$8,736,898
I&S Debt	\$410,415	\$408,555	\$516,174	\$746,968	\$866,961	\$910,309
Maintenance Fund	\$100,369	\$102,212	\$104,252	\$117,868	\$139,788	\$146,777
TOTAL	\$12,229,008	\$12,502,651	\$13,742,531	\$14,714,336	\$15,853,661	\$16,646,344
% Increase / Decrease	4.30%	2.24%	9.92%	7.07%	7.74%	5.00%
Tax Rate	\$0.569000	\$0.549010	Stable Tax Rate \$0.549000	\$0.548930	\$0.548952	TBD
% Increase / Decrease	0.00%	-3.64%	0.00%	-0.01%	0.004%	TBD

- Typically Target 5% Year-over-Year Budget Increase = \$792k
- Current FY23/34 Tax Rate is \$0.548952 per \$100.00 valuation.
- Proposed Tax Rate is UNAVAILABLE until BCAD Certifies the Tax Roll in July

City of Smithville Debt History



FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
\$8,825,000	\$7,924,792	\$6,823,660	\$7,019,108	\$10,019,108	\$9,146,820

- \$3M Certificate of Obligation (C of O) for Water Tower / Wastewater Improvements
- \$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

2024 BCAD Assessed Property Values / Tax Rate

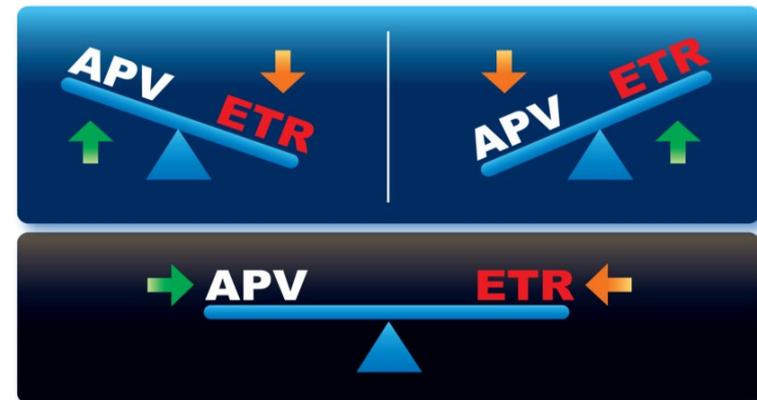
- 2024 BCAD net taxable property values (PRELIMINARY) in Smithville total **\$479,955,113**.
- **6.27% increase** over last year's net taxable value of \$451,637,286.
- This could add **\$155,445** of revenue to the FY24/25 General Fund.
- Increase due to the number of remodeled buildings, newly constructed homes, and assessed value adjustments (BCAD Comps).

BCAD Property Valuation & City Tax Rate Comparison - PRELIMINARY									
Year	Assessed Valuation	% Change in Value	Avg Home Value	Avg City Tax Paid	M&O Rate	I&S Rate	Total Tax Rate	% Change	
2024	\$479,955,113	6.27%	\$255,778	TBD					
2023	\$451,637,286	14.48%	\$236,085	\$1,290	\$0.3765	\$0.1724	\$0.5489	0.00%	
2022	\$394,511,444	20.20%	\$208,432	\$1,144	\$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%	

*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 (FY23) using this year's (FY24) assessed values.*

Seesaw Effects

APV: Appraised Property Value ETR: Effective Tax Rate



Citizen Comments



City of Smithville - City Council Workshop

Wednesday, May 31, 2023

Next Steps:

- Address workshop comments and/or action items.
- Next workshop is scheduled for **Wednesday, June 12, 2024:**
 - Review Current Budget Status
 - FY24/25 Preliminary Budget Update
 - Short Term Rental Ordinance Update
- Other Topics for Future Discussion:
 - Infrastructure Projects Overview
 - Development Projects Overview
 - Economic Development Strategy
 - WWTF Expansion Study Results
 - Other Topics as Requested

