

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

July 15, 2025 5:30 p.m.

City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 5:29 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Ronald Russell, Kelly Kobylski and Dan Hartman. Leeah Stone joined via Zoom at 5:45 p.m.

Staff present: Cynthia Wagner, Gina Pate, Chief Lockridge, Chuck Soules, Jack Hendrix, Rick Welch, Madelynn Call and Linda Drummond. Matt Denton was present via Zoom.

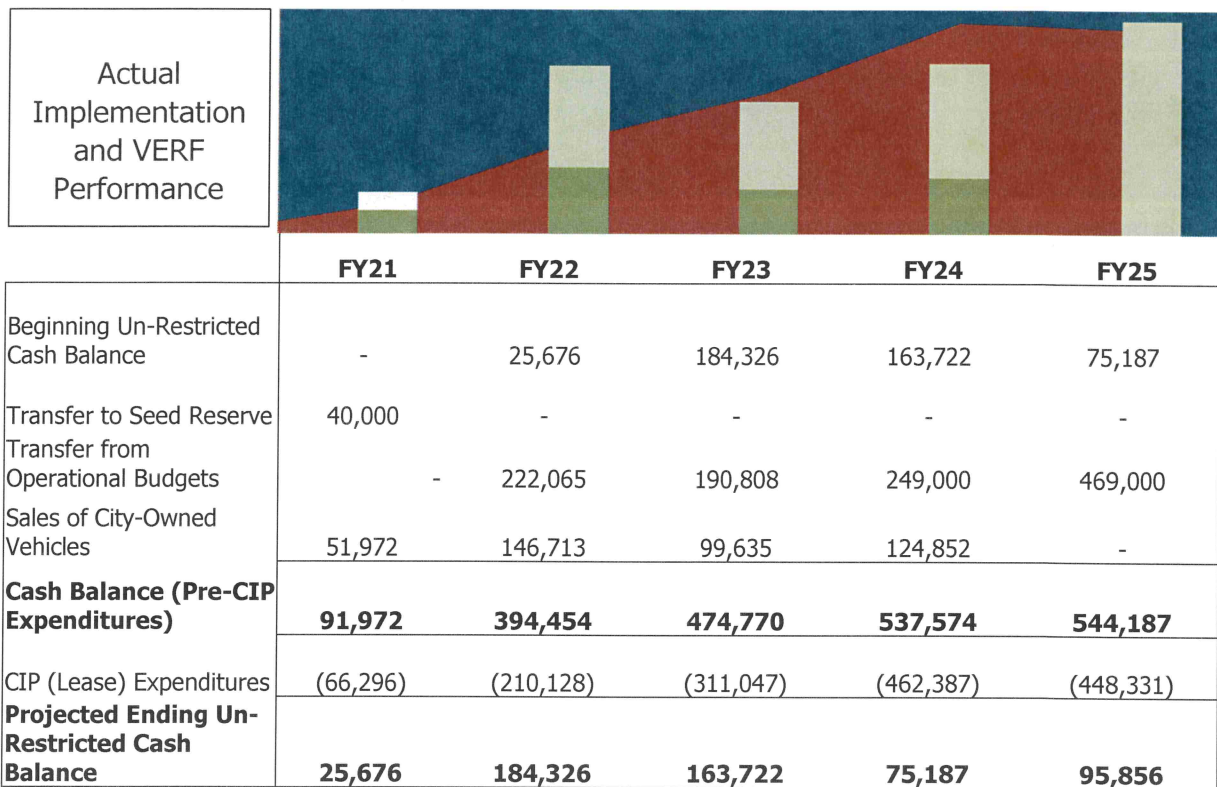
2. Budget Discussion

a) Vehicle and Equipment Replacement Fund (VERF) Update

City Administrator Cynthia Wagner provided a brief history of the Vehicle and Equipment Replacement Fund (VERF), explaining that it is the system used for purchasing and leasing the city's fleet through Enterprise. The VERF program, initiated in 2020, has expanded from its original scope of replacing only the "white fleet" to include police vehicles. Cynthia noted that the program's implementation has been affected by pandemic-related pricing and delays, making direct comparisons to the original plan challenging.

Finance Analyst Madelynn Call presented a review of the last five years. The City began the program in 2020 with a fleet of 12 white vehicles and added three more by 2022. In 2023 12 police vehicles were added to the fleet. The City has seen a achieving a 28% overall cost savings, which is little less than the anticipated 35%. The program has resulted in a higher employee morale, better vehicle conditions, and fewer service disruptions. In order to ensure that the program fulfills its long-term objectives, staff plans to utilize vehicle sales to balance the fund.

<u>Acquisition Schedule</u>		
	Proposed	Actual
2020	12	-
2021	2	6
2022	1	8
2023	12	22
Vehicles	27	36
2024	-	1
2025	-	1
	27	38



Cynthia noted that staff plans to conduct routine evaluations of the program going forward.

Mayor directed staff to provide a list of the average age of the City owned vehicles before we started the fleet program.

Alderman Russell inquired about leasing equipment and heavy duty vehicles.

Cynthia noted staff still needed to research those types of leases.

b) Schedule of Fees

Finance Director Rick Welch presented the proposed changes to the Schedule of Fees for 2026. No changes are proposed for utility rates as a rate study is pending. He noted that recent revisions include impact fees and liquor fees.

Police Department – Proposed Fee Changes

The fee for fingerprinting services provided by the Police Department has been increased from \$10 to \$15 per card.

Development Department – Proposed Fee Changes

Staff is proposing a fee be added to the Schedule of Fees for Voluntary Annexation Petitions. Currently, city code requires a deposit of \$150 staff recommended to increase the fee to \$250 to help cover staff time.

Parks and Recreation

Staff recommends has several program name revisions. Eliminate the deposit requirement while maintaining the 50% discount for City employees. Staff is proposing a fee to be added for Block Party, with an associated fee of \$100.00/Party + \$200.00 Damage Deposit.

Finance Department

Staff anticipates changes to credit card processing fees following the implementation of Tyler Technologies credit card processing system, scheduled for late July 2025. Once implemented staff will propose a revised processing fee.

Public Works

Staff proposes changes made by clarifying details to the rate fees under both residential and commercial water and wastewater fees. Staff also proposes eliminating the Misc Fees – Requested Services at \$30.00/Hour under Stormwater Fees & Miscellaneous Fees.

Sanitation Fee

Staff proposes the Regular Trash Rate charge be increased to \$21.43 per month, reflecting the 1.7% increase in GFL costs and funding of the Household Hazardous Waste Program. The Senior Discount is a 15% discount from the Regular Trash Rate, resulting in the Senior Trash Rate of \$18.21.

The budget process for 2026 will continue with discussions in August and September, followed by readings in October.

Alderman Hartman requested staff that the fee for Open Record Requests be added to the Schedule of Fees.

c) Compensation and Benefits

Assistant City Administrator Gina Pate presented staffs recommended employee compensation and benefits for FY2026. Staff proposes a 4% salary increase for current employees and a 2.4% adjustment to the compensation plan based on CPI. Staff also recommends moving to a higher benefit multiplier (2%) for the LAGERS retirement plan to improve recruitment and retention.

Salary adjustment changes would have a budget impact of \$98,376.09 to the General Fund and \$40,029.36 to the CWWS Fund. With the compensation adjustments the LAGERS enhancements would have a budget impact of \$71,359.68 to the General Fund, \$33,114.25 to the CWWS Fund and \$50,804.28 Public Safety Sales Tax Fund.

Based on the employee benefits committee's recommendation staff is proposing to add a wellness stipend or reimbursement program for employees.

A wellness stipend or reimbursement program \$300/year would have an estimated annual budget impact of \$19,200.

Rick presented the FY2026 budget impact for the proposed adjustments to the General Fund, Combined Water and Wastewater Fund and the Public Safety Sales Tax Fund.

FY2026 Estimated Increases to the General Fund

	Salary Only	Salary Only and LAGERS to 2.00%
0%		\$ 68,733.95
1%	\$ 24,594.03	\$ 93,984.41
2%	\$ 49,188.05	\$ 119,234.86
3%	\$ 73,782.06	\$ 144,485.31
4%	\$ 98,376.09	\$ 169,735.77

Staff noted the request for increase to the competitive compensation, benefits and retirement was to improve employee retention and recruitment.

The Board directed staff to include the following in the FY2026 budget for future discussion:

- LAGERS from L7 to L6 (2%).
- Salary increase of 4% for non-represented employees
- Wellness reimbursement of \$300 annually

Staff asked for direction for the FY2026 budget requested items.

Additional Staff:

Department	Additional Staffing	Cost
Streets	GIS / IT Tech (GF portion)	\$ 41,729
Parks and Rec	Building & Facilities Manager	\$ 91,038
CWWS	GIS / IT Tech	\$ 41,729
		\$ 174,497

Requested Items:

Department	New Budget Items	Cost
Administration	World Cup	\$ 40,000
Streets	Mini Excavator	\$ 105,000
Streets	Walk behind saw	\$ 15,000
Streets	GPS / Snowplow Tracking	\$ 25,000
Streets	PCI Software	\$ 25,000
Streets	Zero turn mower	\$ 23,000
Police	Rapid Warning	\$ 50,000
Finance	Financial Transparency Platform	\$ 25,000
Parks and Rec	Golf cart	\$ 15,000
Parks and Rec	Toolcat bucket	\$ 6,000
Parks and Rec	Senior Center Updates	\$ 10,000
Parks and Rec	Billy Goat Leaf Vac	\$ 3,500
Parks and Rec	Park Maintenance Updates	\$ 10,000
Elected Officials	Strategic Planning Process	\$ 50,000
Elected Officials	Outside Funding Requests	\$ 25,000
		\$ 427,500
	Total	\$ 601,997

The Board directed staff to include the FY2026 budget for future discussion:

- Strategic Planning Process
- Additional Staffing
- Equipment – Mini Excavator, Walk Behind Saw, Zero Turn Mower, Golf Cart, Toolcat Bucket, Billy Goat Leaf Vac – based on staff's prioritization.
- Rapid Warning
- Outside Funding
- World Cup

Mayor Boley recommended staff look into partnering with the senior to do fundraiser for the Senior Center Improvements.

The Board directed staff to move to unfunded:

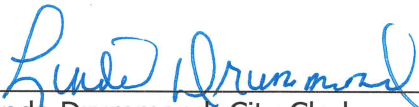
- GPS /Snowplow tracking
- PCI Software
- Financial Transparency Platform
- Parks Maintenance Updates

Cynthia noted the next FY2026 budget discussion will be during the August 19 work session.

3. Adjourn

Alderman Hartman moved to adjourn. Alderman Russell seconded the motion.

Ayes – 5, Noes – 0, motion carries. The Mayor declared the meeting adjourned at 6:58 p.m.



Linda Drummond, City Clerk



Damien Boley, Mayor