



Board of Aldermen - Work Session Agenda

November 17, 2020

6:00 p.m. – City Hall *Via Videoconference*****

NOTICE: *Due to the Health Officer’s orders for safety, public meetings and public comment during public meetings will require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the city’s FaceBook page through FaceBook Live. Attendance in person by members of the public will not be permitted.

- 1. Call to Order**
- 2. Discussion Annexation**
- 3. Discussion Second Creek Bridge Options**
- 4. Discussion of CARES Funding Allocation**
- 5. Adjourn**

Agenda Item # 2 – Discussion of Annexation

	STAFF REPORT
Date:	November 12, 2020
Prepared By:	Jack Hendrix
Subject:	Annexation Update

This report is to update the Board on the status of several of Board identified annexation priorities that staff is currently working on.

Annexation of Smith’s Fork Park

First, the Board has directed staff to begin the process with the US Army Corps of Engineers to annex Smith’s Fork Park. Staff initiated that process following some dialog with Corps Staff. Through a formal request letter, the Corps of Engineers is conducting review of the City’s request. Corps staff indicates that this process will take at least 12 months to complete. Given this timeframe, staff does not anticipate response until early spring of 2021.

Pocket/Infill Annexation

In addition to the Smith’s Fork annexation, the Board has directed staff to begin working on cleaning up the pockets of unincorporated Clay County inside the city boundaries as well as cleaning up the borders, generally. This process began in the Lakeside Crossing subdivision. Within this subdivision, 11 of 41 lots were not currently within the city limits. A voluntary annexation of property owners was required by a sewer agreement with the original developer. Earlier this year, the City Attorney sent notice to these 11 property owners of this obligation. In August, the Board approved the first annexation of one of those lots. After some additional time, the Board approved Resolution 839 which authorized legal proceedings to require that lot owners either complete the voluntary annexation process as required by the agreement or to initiate involuntary annexation of the lots. The City’s Attorney then sent an additional notice to the remaining 10 lot owners of this lawsuit.

As a result of that notice, three additional property owners have submitted applications (the latest on November 12, 2020) reducing the outstanding lots to seven. Notice for a Voluntary Annexation Public Hearing has or will occur for each of these lots for a Public Hearing on December 1.

The original Resolution to begin legal proceedings included a public hearing date of November 17. Due to errors by staff, the proper notice for the involuntary annexation public hearing was not provided to the newspaper. As a result, that hearing must be continued/cancelled. Staff placed door hangers on each of the properties subject to the

involuntary annexation public hearing and made telephone calls to each of the remaining lot owners notifying them of the change to the hearing date. A revised Resolution is on the regular session agenda for the Regular Session November 17 meeting to replace Resolution 839 and set this new public hearing date of January 5, 2021.

Annexation Policy

The attached Draft Annexation Policy is for future voluntary annexations only. If a Board in the future seeks to use the statutory involuntary annexation process, there will be an evaluation done at that time to verify compliance with state law. The voluntary annexation process would guide future developers in the Board's priorities as contained in this policy.

At the work session, staff will be seeking Board comment and direction on the draft policy.

Draft Voluntary Annexation Policy

The City of Smithville recognizes the benefits and burdens of adding land to the corporate limits and seeks to set forth a policy to be used to evaluate future annexations to the City. There are two distinct types of annexations in Missouri, involuntary and voluntary. Involuntary annexations are those initiated by the City of Smithville, by and through actions of the elected Board of Aldermen. Voluntary annexations are those completed at the request of the owners of land that is contiguous and compact to the current limits of the City.

The Board of Aldermen has the sole discretion to determine when it will seek to commence an involuntary annexation. This policy is not intended to address the underlying reasons for, or policy behind any such Board decision in the future. The purpose of this policy is to provide guidance to potential developers and other interested parties to determine whether seeking voluntary annexation to the City meets the stated goals and objectives of this policy. The Board of Aldermen reserves the right to amend this policy from time to time, as well as weigh the factors in this policy when deciding whether to accept an annexation request.

Declaration of Intent

The City of Smithville will weigh any request to voluntarily annex properties into its limits using the following reasons:

1. To diversify the economic base and create job opportunities by annexing property for commercial and industrial development.
2. To protect public health, safety, and general welfare.
3. To avoid costly duplication of public facilities and services.
4. To promote orderly growth by facilitating long-range planning for the provision of municipal services and by applying appropriate land use regulations, development standards, property maintenance standards, fire codes, construction codes and environmental regulations.
5. To ensure that residents and businesses outside of the corporate limits who benefit from access to the City's facilities and services contribute property taxes and other revenues to pay for the costs associated with providing and maintaining those facilities and services.
6. To direct, protect and preserve its utility services.
7. To promote intergovernmental cooperation.

Guiding Principles for Annexation

Annexation should be advantageous to the property owners and/or residents in the areas being considered for annexation in terms of cost and services received, as well as it should be clearly established that annexation is of value to the City in the realization of its objectives. To this extent, the City of Smithville has set forth the following guiding principles:

- Annexation is the response to growth and is intended to be pursued in a manner whose fiscal impact on the incorporated City is fundamentally positive.
- Annexation shall not generally create enclaves (islands or donut holes) within the City limits.
- Annexation of property shall be at least environmentally neutral or improving.
- Annexation shall be in the best interest of the City.
- Development agreements to ensure these principles are met may be required.

Annexation Priorities

While any area adjacent to the current city limits is subject to potential annexation, the City of Smithville has certain priorities when evaluating potential annexation. The first consideration of annexation is compliance with the City's Comprehensive Plan. The following are the priorities for annexation:

- Areas of undeveloped land for commercial or industrial growth located adjacent to the existing City limits that meet contiguity requirements.
- Unincorporated "Islands" within the existing City limits.
- Areas currently served by City utilities not within the corporate boundary.
- Areas of strategic importance or deemed desirable that are not connected to City utilities.
- Protection of valuable natural resources to protect environmentally sensitive areas.

Annexation Policies

- The City shall pursue a systematic annexation process to promote orderly growth, the provision of municipal services and to preserve the City's fiscal position.
- All annexation should have a positive impact on the City financially. The City shall pursue an annexation program that adds to the economic stability of the City.

- The City shall consider annexation of an area to increase the quality of life, upgrade utility facilities, and provide the necessary services to meet the specific needs of the residents in the development area.
- Areas of unincorporated land that are considered a liability for any reason shall be avoided unless they are of strategic priority or that benefit the City in some fashion that mitigates the financial impact.
- Annexation should be considered based on the availability of utilities. Incremental growth and utility extensions are suggested near existing city limits as municipal utility and departmental capacity permits.
- Annexations that would result in the creation of islands or peninsulas of unincorporated area should be avoided if possible. Annexation of existing unincorporated island or peninsula areas is suggested if it would reduce the size and impact of these areas.
- Annexations of larger than five acres are strongly encouraged in order to avoid smaller piecemeal annexations of single parcels. This encourages the collection of several parcels for annexation at one time.
- The City shall adopt a more proactive position in utilizing the tool of annexation, prior to development, to control the type, quality, and location of development in areas currently outside the City limits.
- That as a part of the decision to annex, a developer should complete an analysis of the downstream sewer impact, as well as water, street, and storm water impacts and should disclose to the city the anticipated needs of utilities and infrastructure improvements, along with a timetable of anticipated development.
- Extensions of main and service lines, shall be chargeable to the property development rather than to the public generally.
- It shall be the responsibility of the development to make necessary improvements, including but not limited to curb and gutter, pavement improvements, turn lanes, sidewalks and storm sewer.
- While a developer MUST annex into the city in order to connect to the city wastewater and water systems (Connections Policy 10-7-2014), nothing in that policy requires the city to accept a voluntary annexation request without meeting the standards in this annexation policy.
- The City shall consider annexation of an area to protect environmentally sensitive areas and to better regulate the quality of the development in the area.

Agenda Item # 3 – Discussion of Second Creek Bridge Options

	STAFF REPORT
Date:	November 12, 2020
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Second Creek Road Bridge Options
Staff Report:	All Departments

The Board of Aldermen has requested discussion of options for use of the bridge to be included in a work session discussion.

Reconstruction of the Second Creek Road bridge was included as a project approved by voters in the April 2018 bond election. Initial discussions of Second Creek Bridge replacement included the possibility of adding a walking trail lane onto the bridge, at an estimated cost of \$350,000. The Board at that time expressed concerns about spending that level for a bridge whose primary benefit was to connect the Metro Green trail from Platte County to Smithville Lake, when limited progress had been made by Platte County in extending the trail. At the same time, the potential of saving the old bridge structure to be used to cross the river to connect trails to Smith’s Fork was also identified as an option.

Shortly after these discussions, MODOT agreed to build the new Wilkerson Creek bridge with a pedestrian crossing, effectively eliminating the need for a bridge crossing for connection to Smith’s Fork.

Engineering plans for the Second Creek bridge replacement included saving the bridge for later pedestrian use, which was not specified. The plans also called for the bridge to be moved to wastewater plant property.

During construction of the bridge, the City acquired the property at the corner of 169 Highway and Second Creek Road and it was decided to store the bridge there rather than on wastewater plant property.

The bridge replacement project was completed in 2019. Since this time, the Parks and Recreation Committee has had discussion regarding use of the bridge (perhaps at Smith’s Fork Park, Heritage Park or along the Little Platte River). Because cost associated with relocation are unknown, the Committee has never made a formal recommendation.

Two primary options seem to exist for utilization of the bridge: reuse as part of a city project or disposition by sale.

Reuse of the bridge could potentially occur with a future project. Staff estimates that costs relating to a move could range from \$25,000 to \$50,000 and potentially higher depending upon the location and logistics required. Additionally, any use on a waterway would require a hydrologic study to determine impact on water flow and state permit. Identification of use and storage would need to occur in this option.

The second option would be to identify the bridge as surplus and place it for sale. This could be accomplished by a bid process or by placing on a website like govdeals.com or other sites. Staff has had inquiries over the past couple of years and there may be some interest in purchase. It is important to note that scrap metal prices are not what they have been previously, and the bridge may not bring much in disposition.

Finally, representatives from Emery Sapp and Sons has contacted the city regarding disposition of the bridge, indicating they have a potential use for the bridge on a project out of Missouri. They have indicated they will "take it off our hands," but have offered no compensation.

Staff seeks Board direction on next steps.

Agenda Item # 4 – CARES Funding Allocation

	STAFF REPORT
Date:	November 13, 2020
Prepared By:	Cynthia Wagner, City Administrator
Subject:	CARES Act Funding
Staff Report:	All Departments

Background

On May 1, 2020, the Clay County Commission approved Resolution 2020-139. The resolution provides that the City of Smithville will receive \$945,400 to use for eligible expenses incurred between March 1, 2020 and December 30, 2020 to respond to the COVID-19 pandemic. This amount was wired to City accounts in mid-May and a new fund for expenditure of CARES funds has been established for keeping and allocation of those funds.

This memo provides an update on previously approved expenditures and outlines some potential expenditures for the remainder of the funds. At the work session, staff is requesting direction from the Board regarding additional expenditure. As a reminder, the funds are to be utilized by December 30, 2020. Unallocated funds will be returned to Clay County.

Expenditures by Other Clay County Communities

The attached summary outlines how other Clay County communities have allocated or intend to spend the CARES funds received. Excelsior Springs, Gladstone, Kearney, Liberty and North Kansas City have all indicated that they intend to utilize the monies for reimbursement of public safety salaries. The remainder of expenditures are consistent with use in Smithville.

All cities report that they do not anticipate turning back funds to Clay County – they intend to expend all allocated funds on direct expenditures or reimbursement of public safety salary expenses.

Current Status of City Allocation

To date, \$473,379 of the total allocation of \$945,400 has been expended or approved for expenditure. The attached spreadsheet outlines expenditures to date. Currently \$492,021 remains unallocated.

Reimbursement of City Expenditures

To date, \$62,834 has been spent to reimburse the general fund for city expenditures related to mitigation of the spread of COVID-19 (purchase of PPE, cleaning supplies, equipment to facilitate remote work, etc.).

Small Business Grants

The Board has approved two rounds of funding for a small business grant program to assist small businesses with the costs of business interruption caused by required closures. To date, the Board has awarded 28 grants. Including administrative fees, \$141,750 has been spent for this category.

Touchless Fixtures

The Board awarded a bid for purchase and installation of touchless restroom and kitchen fixtures for all city facilities, including parks restrooms. The contractor continues to await delivery of some fixtures and is completing work as fixtures are available. CARES funding for this item totals \$107,657.

Technology in Heritage Park for Livestreaming

Installation of WiFi and equipment to enable streaming of video from ballfields at Heritage Park has been completed, totaling \$30,332.

Upgrades to City Hall Meeting Room to Improve Audio/Visual Quality for Remote Access

This project was completed earlier this month. CARES fund expenditures for this project total \$42,986.

Rental/Utility Assistance Grants

In August, the Board approved an agreement with the Northland Assistance Center to administer a program providing funds to those in need of housing and utility assistance. \$25,000 was provided to NAC later that month. To date, \$22,565 has been allocated, providing assistance to 18 Smithville households. An additional \$1,250 has been allocated for administration of the program.

Reimbursement of School District Expenses

In September, the Board authorized expenditure of \$58,130 in funds to reimburse the School District for costs of purchasing supplies and equipment relating to mitigation of the spread of COVID in elementary schools.

Purchase of Public Safety Equipment

The City has worked with Northland Regional Ambulance District and Smithville Area Protection Fire District to purchase foggers for these entities to clean their equipment and facilities. The total expenditure for these purchases is \$3,440.

Other Potential Expenditures

Additional Reimbursement of School District Expenses

Attached is the listing of expenditures the School District provided earlier this summer. The \$58,130 allocation previously approved by the Board includes the bell covers for band instruments and a portion of the \$100,000 identified as supplies for COVID-19 Protection. The district received a direct allocation from Clay County totaling \$250,000.

Water District #9 Request for Funding

In late October, staff received a request from Water District #9 for funds to assist with purchase of PPE and other items for the district to respond to COVID-19. The request, which is attached, totals \$4,545.40. In conversation with District representatives, staff has determined that the District currently has 910 customers, 143 (15.7%) of which are in the city limits of Smithville.

Reimbursement for Public Safety Salaries

As noted in previous discussion of CARES funding, a Department of Treasury FAQ on allowable CARES utilization has been provided indicating that CARES Funds may be used to reimburse cities for the cost of public safety employees on the City payroll. Until this updated guidance (in the form of an administrative accommodation), it had been widely understood that CARES Funds could not be used for previously budgeted expenses such as this.

Treasury has supplemented this guidance to clarify that public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel.

The accounting firm of BKD, LLP, which has a relationship with the City of Liberty, and is the auditing firm for the State of Missouri for CARES Funding, sent a message to the City of Liberty which stated that this guidance clarified that **all** public health and public safety payroll related expenses are eligible for reimbursements through CARES funding. Other U.S. Treasury Department guidance staff has reviewed also seems to say this. Discussions with city attorneys are also consistent with this direction.

BKD information notes that many governments that have been hoping to replace lost revenue with Coronavirus Relief Funds will find this as a helpful alternative. Governments expend a significant amount of general resources for payroll costs for public health and safety departments. Governments will now be able to use the Coronavirus Relief Fund money for these services during the covered period, allowing governments to use general resources for other priorities.

As noted earlier in this memo, all other Clay County communities intend to utilize this reimbursement to account for the remaining allocation of CARES funding.

Staff Recommendation/Action Requested

In order to facilitate discussion and based on information from other Clay County communities, staff recommends the following relating to the \$492,021 remaining in the CARES fund at this time.

Reimbursement for Public Safety Salaries

As noted earlier, all public safety payroll related expenses are reimbursable through CARES funding. Since April 1, 2020, \$975,866.76 has been spent on Police Department payroll, all of which could be reimbursed. Payroll costs for the three-month time period of the stay home order totals \$418,200. Staff recommends that the city submit for reimbursement of this amount.

As noted in the memo to the Board regarding CARES for the October 17 work session, staff recommends that these funds remain in the CARES Fund to be used for COVID-related expenditures beyond December 30, 2020. Such expenditures could include, but are not limited to:

- additional utility and housing assistance grants administered through the NAC,
- additional economic development grants should additional business interruptions occur through the winter months,
- funding of vaccine administration for staff or residents should that be deemed a need,
- reimbursement of the General Fund or Utility Fund for employee time off related to quarantine (to date, approximately \$16,000 has been spent on employee payroll hours in this area).

Staff does recommend that any utilization of these funds be provided to the Board of Aldermen on a monthly basis for review and approval for use.

Should the Board concur with this recommendation, \$73,821 would remain for allocation.

Staff seeks the following direction:

- Does the Board concur with the public safety allocation reimbursement of \$418,200?
- Does the Board wish to provide additional funding to the School District? If so, at what level?
- Does the Board wish to provide funding for the Water District #9 request? If so, at what level?
- Does the Board wish to return funds to Clay County? If so, at what level?

Utilization of CARES funding – Clay County Communities
As of November 9, 2020

Excelsior Springs – \$1,062,000 allocation

- PPE
- Building Cleaning
- Park Signage
- Computers for remote work, scheduling building inspections online and ability to accept credit cards for permit fees
- COVID Sick Leave reimbursement
- Agreement with Chamber, Downtown Excelsior Partnerships to cover income losses, remarket to tourism & assist businesses
- Agreements with Community Theater, Museum, Good Samaritan Center for losses
- Filtration equipment in building HVACs
- Public safety salaries

Gladstone – \$2,520,000 allocation.

- \$130,000 for small business grants
- \$ 30,000 for portable ambulance ventilators
- \$ 25,000 for PPE, cleaning, etc.
- \$ 30,000 for sick leave reimbursement
- \$ 45,000 resident assistance grants for utility/rent relief

The balance is anticipated to be used to offset public safety salaries as allowed in recent guidance.

Kearney – \$964,600 allocation.

- \$131,500 for a small business program
- \$50,000 to Liberty Hospital for isolation room project
- \$308,500 to Kearney School District for Computers for School from Home solutions
- \$13,500 for work from home solutions, PPE and related expenses for City and Kearney
- \$100,000 fire department expenditures and public safety salary reimbursement for fire salaries
- \$70,000 City Hall/Police HVAC improvements
- \$291,086 public safety salary reimbursement

Liberty – \$2,931,400 allocation

- \$225,000 to Liberty Hospital
- \$175,000 to Liberty Public Schools

- \$100,000 to William Jewell College
- Up to \$250,000 for Small Business Grant Program
- \$534,000 for City COVID-19 Expenditures (PPE, signage, etc)
- 2020 Public Safety Salary Proposed Allocation = \$1.2 million (preliminary)
- 80 Hours COVID-19 Mandatory Pay = estimated \$150,000 (preliminary place holder)
- 2/3 Emergency COVID-19 FMLA = estimated \$150,000 (preliminary place holder)

North Kansas City – \$418,000 allocation.

- \$294,000 for Small Business Assistance
- \$47,250 for Emergency Aid to Individuals and Families
- \$58,500 for Remote Work Support, staff PPE and disinfecting supplies for public buildings, supplies to help departments enforce social distancing such as signage for curbside pickup, or maintenance of 6 feet separation
- \$18,250 for public safety salaries

Smithville – \$945,000 allocation.

- \$100,000 earmarked for city expenses (PPE, remote work technology, legal review of COVID policies and funding, cleaning equipment and supplies, etc.) \$51,500 spent to date, additional \$40,000 max potential exposure.
- \$108,000 for touchless fixtures
- \$31,000 for ballpark livestream capability
- \$43,000 for City Hall meeting room audio/visual upgrades
- \$141,500 for small business grants
- \$25,000 for utility and housing assistance grants
- \$60,000 to date to school district for equipment purchases

Determining amount to turn back. Potential additional funding/under review:

- FFCRA leave potential
- HVAC improvements to city facilities
- Public safety salary offset

CARES Expenses Through 11/12/2020

	<i>Amount Board Authorized</i>
City Response Expenses	\$ 62,834
Legal review of policies, legislation	\$ 8,881
Additional Laptops/Equipment for work from home	\$ 33,227
Public Health Information (Utility Bill Inserts; signs)	\$ 1,278
Citywide PPE, Materials, Prevention, & Cleaning Supply Expenses	\$ 19,447
Employee FFCRA Leave Time (EPSL, EFMLA)	\$ -
City Mitigation Expenses	\$ 180,975
Citywide Automatic Kitchen / Bathroom Fixture replacements	\$ 107,657
Technology in Heritage Park for Livestream	\$ 30,332
Audio/Video Upgrades at City Hall to Enhance Remote Viewing	\$ 42,986
Small Business Grants	\$ 141,750
Small Business Grants	\$ 135,000
5% Administrative Fee	\$ 6,750
Utility and Housing Assistance Grants	\$ 26,250
Housing and Utility Assistance Grants	\$ 25,000
5% Administrative Fee	\$ 1,250
Community Needs	\$ 61,570
NRAD and SAFD Equipment	\$ 3,440
School District Reimbursement	\$ 58,130
Combined Total	\$ 473,379
<i>Total Allocation</i>	<i>\$ 965,400</i>
<i>Amount Available</i>	<i>\$ 492,021</i>

High School Virtual Learning Fees **\$120,000.00**

For students of all ages, we have offered the opportunity to learn virtually this school year in an effort to limit the number of students in each building and to provide extra protection from infection for our Warrior families. At the high school, this creates a challenge for students with unique classes in their schedules, specifically those with only one teacher who teaches the course. If we do not have a teacher who is able to take on the additional responsibility of virtual students along with their in-person teaching responsibilities, we will contract with our virtual learning partners to offer these unique courses. The fee for each course per semester is at least \$245. We currently have 124 high school students enrolled in virtual learning. After a review of their schedules, we anticipate that, on average, each student will need two courses per semester to complete their schedules that will require contracting with one of our virtual learning partners. This request will help us pay those fees without further deficit spending. Any amount awarded toward this expense is greatly appreciated even if it is not the full amount.

iReady Site License Upgrade for Virtual Learning **\$26,700.00**

This is an online supplement to our mathematics program for grades 1-6. It allows teachers to easily differentiate instruction to best meet student needs via a diagnostic assessment and computer assigned skills lessons. It will not take the place of the teacher or whole group lessons but it will allow all students to work purposefully while teachers instruct in small skill-based groups.

Bell Covers for Band Instruments **\$2,210.00**

This is an additional layer of protection for our band students who are participating in one of the most risky classes that we offer in the COVID-19 world. The bell covers actually fit over the end of the instrument so that the aerosol generated when playing a brass or woodwind instrument is not released into the air. This purchase will allow our band students to experience band in a way very similar to pre-COVID.

Supplies for COVID-19 Protection **\$100,000.00**

We are in the process of ordering additional layers of protection for students and staff in the forms of plexi-glass dividers, clear face masks, face shields, cloth face masks, portable desks for flexible seating while social distancing, and cleaning supplies.

Extra Power Cords for Kindergarten Devices **\$12,000.00**

This purchase would allow us to send home an extra charger with kindergarten students for virtual snow days or an extended absence that requires virtual learning for elementary students.

Screencastify **\$7500.00**

This product allows teachers to create instructional videos for use in virtual learning. A site license would enable all of our teachers to use this resource.

TOTAL **\$268,410.00**



DISTRICT OFFICE
 655 SOUTH COMMERCIAL AVENUE, SMITHVILLE, MO 64089
 P: (816) 532-0406
 F: (816) 532-4192
 SmithvilleSchoolDistrict.net

INVOICE

Smithville R-II School District

655 S. Commercial Avenue
 Smithville, MO 64089
 Phone (816) 532-0406, FAX (816) 532-4192

**INVOICE
 NO. 1118**

DATE 9-9-20

FED ID # 43-0829832

TO: City of Smithville

Description	TOTAL
Bell Covers for High School & Middle School Band Instruments	\$2,288.35
Table Guards for Classroom Tables	8,969.10
Mobile Barriers for Classrooms	5,115.00
Isolation Tents for Health Rooms	403.68
Sneeze Guards for Classroom Desks/Tables	2,124.45
Clear Masks for Speech Language Pathologists and Teachers	4,796.00
Foldable Desk Barriers	22,726.65
Reusable Cloth Masks for Students and Staff	7,000.00
Portable Desks for Social Distancing in Classrooms	4,706.76
TOTAL	\$58,129.99

Please make checks payable to: Smithville R-II School District. If you have questions, please contact

MK

**WATER DISTRICT #9
OF CLAY COUNTY, MO**
P.O. Box 278
102 W. Church Street
Smithville, MO 64089
pwsd9@sbcglobal.net
www.pwsd9claycounty.org
816-532-3803

October 30, 2020

Cynthia Wagner
City of Smithville
107 W Main St
Smithville, MO 64089

Dear Ms. Wagner,

I am writing to request Covid-19 grant funds for assistance with purchasing PPE and other items for the Water District in order to provide protection against the spread of the virus for both customers and employees.

PWSD#9 of Clay County is a political subdivision with our office in the down town area of Smithville. We are a small district with currently 912 customers. We have 2 employees considered full time and 1 part time employee as well as 5 board members.

Items we have purchased or will be purchasing with the funds are:

• 2 free standing safety partitions	\$ 811.40 *
• Micro Server to allow for telecommuting	\$ 1,165.00
• Laptop for zoom meetings and telecommuting	\$ 1,050.00
• Software for Customer Web/Payment Portal	\$ 1,000.00
• Desk for customers to fill out paperwork with social distancing	\$ 79.00*
• Air purifier	\$ 240.00
• PPE, wipes, hand sanitizer, spray, masks, gloves	<u>\$ 200.00</u>
Total	\$ 4,545.40

An * indicates already purchased/ordered.

Please let me know if additional information is required.

Thank you for your consideration.

Lauri Perkins
PWSD #9