



City of Smithville, Missouri
Board of Aldermen – Regular Session Agenda – Amended 10-4

October 5, 2021

7:00 pm – City Hall Council Chambers *Via Videoconference*****

NOTICE: *For public health 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.

For Public Comment, please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be invited via Zoom.

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - Minutes

- September 21, 2021, Board of Alderman Work Session Minutes
- September 21, 2021, Board of Alderman Regular Session Minutes

Join Zoom Meeting

<https://us02web.zoom.us/j/82838914770>

Meeting ID: 828 3891 4770

Passcode: 698477

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. Committee Reports
5. City Administrator's Report

ORDINANCES & RESOLUTIONS

6. **Bill No. 2918-21, Creation of American Rescue Plan Act Fund – 1st Reading**
An Ordinance approving the creation of the ARPA Fund to account for the receipt of and expenditures from that allocation separate from any other monies. 1st reading by title only.
7. **Bill No. 2919-21, FY21 Budget Amendment No. 9 – 1st Reading**
An Ordinance amending the FY21 Budget to add \$1,089,138 in budgeted revenue to the newly created ARPA Fund. 1st reading by title only.
8. **Bill No. 2920-21, Adopting the Fiscal Year 2021-2022 Proposed Budget - 1st Reading**
An Ordinance adopting the Fiscal Year 2021-2022 proposed budget. 1st reading by title only.

9. Bill No. 2921-21, Destruction of Records – 1st Reading

An Ordinance authorizing staff to proceed with the destruction of certain finance records and police records as authorized by the retention and destruction schedule approved by the Secretary of State's Office. 1st reading by title only.

10. Bill No. 2922-21, Amending Section 115.020 Realigning the City Election Wards – 1st Reading

An Ordinance amending Section 115.020 of the Code of Ordinances realigning the City election wards. 1st reading by title only.

11. Resolution 972, Acknowledgement of Change Order for Highland Drive Sewer Main

A Resolution acknowledging an emergency change order to extend the Highland Drive Sewer Main Project with Menke Excavating in the amount of \$20,000.

12. Resolution 973, Acknowledgement of Emergency Purchase

A Resolution acknowledging emergency repair on entire line from lift station to the force main by Mid-America Pump in the amount of \$9,618.90.

13. Resolution 974, Storm Sewer Cleanout

A Resolution authorizing expenditure for the cleanout of the storm sewer on Woods Street to Ace Pipe Cleaning in the amount of \$12,743.

14. Resolution 975, Leak Adjustment

A Resolution approving a leak adjustment for of \$24.94 for residential utility billing customer, Tricia Stock for her July 2021 utility bill.

15. Resolution 976, Disbursement of Fire Loss Insurance Proceeds

A Resolution approving the disbursement of fire loss insurance proceeds to Holly and Brock Burkman from city held funds.

16. Resolution 977, Employee COVID-19 Policy – Pulled

A Resolution approving the Employee COVID-19 Policy, outlining the requirements pertaining to COVID protocol in all City buildings.

17. Resolution 978, Change Order Streetscape II East Project

A Resolution approving a change order for the Streetscape II East Project to extend the mill and overlay to the Wilkerson Creek Bridge for an amount not to exceed \$20,000.

OTHER MATTERS BEFORE THE BOARD

18. Public Comment

Pursuant to the public comment policy, a **request must be submitted to the City Clerk prior to the meeting**. When recognized, please state your name, address and topic before speaking. Each speaker is **limited to three (3) minutes**.

19. Reappointment

Mayor will reappoint Alicia Neth to the Economic Development Committee

20. New Business From The Floor

Pursuant to the order of business policy, members of the Board of Aldermen may request a new business item appear on a future meeting agenda.

21. Adjourn



SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

September 21, 2021, 5:15 p.m.
City Hall Council Chambers

Due to the COVID-19 pandemic this meeting was held via teleconference.

The meeting was streamed live on the city's FaceBook page.

1. Call to Order

Mayor Boley, present via Zoom, called the meeting to order at 5:17 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Kelly Kobylski, Dan Ulledahl, John Chevalier and Dan Hartman. Marv Atkins joined at 5:26 p.m.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chuck Soules, Chief Lockridge, Matt Denton, Stephen Larson, Jack Hendrix, Linda Drummond, Bob Lemley and Gina Pate.

2. Adjournment to Executive Session Pursuant Section 610.021(1)RSMo.

Alderman Hartman moved to adjourn to executive session pursuant Section 610.021(1)RSMO. Alderman Sarver seconded the motion.

Upon roll call vote:

Alderman Atkins – Absent, Alderman Kobylski – Aye, Alderman Hartman – Aye, Alderman Ulledahl – Aye, Alderman Chevalier – Aye, Alderman Sarver – Aye

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session temporarily adjourned at 5:18 p.m.

Work Session Reconvene at 5:49 p.m.

3. COVID Response Discussion

City Administrator, Cynthia Wagner highlighted some information included in the packet. At the meeting on September 7, the Board requested that staff provide information on current response from an employee perspective to COVID, specifically related to information to assist the Board and to review vaccine requirements for other city employees.

Currently we are requiring employees to wear masks any time that they are away from their desk or cannot maintain six feet distance in a closed setting. Outdoors, we are not requiring masks unless employees come in contact with the public. If two employees ride in the same vehicle, they are required to wear their masks. We are trying to reduce the number of in-person meetings by recommending Zoom and

other formats to address those meetings. In group meetings at City Hall, we are requiring masks.

We currently have no requirements related to the vaccine. Staff has been allowed to take time to receive the vaccines and in the case of any adverse reaction to the vaccine, employees have been allowed time off.

Cynthia noted that at the beginning of the pandemic there was leave time required by federal law. That required leave time expired at the end of last year, but the City extended that leave time through this summer and it has now been eliminated.

We do continue to follow CDC guidelines related to quarantine. In following the CDC information, if an employee has close contact with a COVID positive individual, close contact for CDC guidelines right now is defined as within six feet for a period of 15 minutes cumulative over a 24-hour period, vaccinated employees are not required to quarantine, unvaccinated individuals are required to quarantine. So, at this point if an employee has a close exposure and they are vaccinated they do return to work, but the CDC does require masking in those instances. If an employee is not vaccinated, they are required to quarantine at home. At this point in time because we eliminated the administrative leave, any situation where someone has to quarantine or has tested positive, they are using their own approved sick or vacation time.

Mayor Boley asked if we have any corrective action for people that are not that are not masking or consistently not properly wearing a mask?

Cynthia explained that we have not been very strict, but for the most part when staff is reminded, they become compliant.

Mayor Boley asked how the numbers of cases has been this year, is anyone quarantined now, or have we had quite a few this year that have been quarantined?

Cynthia noted that we have had employees quarantined and now we have one due to an exposure and one that was symptomatic but took a test and it came back negative so when their symptoms resolve they will be able to come back. She also noted that it had been a while since we have had anyone quarantined. We have had situations where we have had employees quarantined or had exposure in every department in the organization. Most of those exposures were outside of work, or at work related activities. Cynthia thought the last time we had one employee who was exposed at a work related meeting was in August. She estimated that we average probably one to three a month. Cynthia explained that we did earlier this summer have two employees in one department who were out sick with COVID.

Cynthia went on to outline some of the information in the packet. Currently we have 63% of employees citywide who are vaccinated, and she believes it is a good percentage compared to Clay County and the State of Missouri. She noted that as of

last Thursday 37.5 percent of Clay County were fully vaccinated and just under 47% of Missourians are fully vaccinated. So, our 63% is significantly higher. Cynthia noted that in conversation between department managers and staff, a handful of employees have indicated they have plans to be vaccinated. Another small group of employees indicated that they would if they were offered some type of incentive. Another group indicated that they could potentially seriously consider resignation if a mandate was instituted.

Cynthia explained that she, Anna and Linda had reached out to contacts in their network across the state and Kansas City metro area to survey them on their City's status the vaccine mandate. Responses are in the packet. At this time, there are only two counties in the in the metro area that have mandated the vaccine and that is Johnson County on the Kansas side and Jackson County on the Missouri side. From the research we learned that only two municipalities in Missouri have mandated the vaccine and that is Maryland Heights and Webster Grove, both are located on the St. Louis side. Those mandates were adopted and take effect at the end of this month to allow employees to get vaccinated.

Cynthia noted that on Friday she learned that the City of Lawrence Kansas will be reinstating COVID leave time for vaccinated employees who happen to contract COVID. They will also soon be implementing a requirement for testing for all unvaccinated employees although they have not yet worked out the details on how that will work.

Cynthia explained that there were a couple of things the Board would need to consider if they do mandate the vaccine. The City must pay for the vaccine as well as the time to get the vaccine, which we have done previously through non-mandated requirements. If an employee does have a negative reaction to the vaccine, it would likely be covered under workers compensation. If an employee does opt out or if there is a requirement for testing, the employer would need to cover any cost related to that requirement. She noted that if a vaccine mandate were something that the Board would like to proceed with, staff would like to ensure that we have a timeline outlined on that and what proof will be required in those type of issues. Cynthia said that she had outlined some other considerations in the staff memo. Cynthia noted that from staff perspective and administratively, she had concerns with implementation of a vaccine mandate. While her personal beliefs are that as many people that can be vaccinated should be, she has concerns about employee morale and employee response to a mandate, particularly when we are trying to recruit employees. She explained that she would prefer that we try to encourage vaccination through other means. She personally likes what the City of Lawrence is doing to incentivize vaccinations by encouraging employees to do the right thing. Cynthia added that testing potentially could be an option.

Alderman Kobylski noted that she agreed with Cynthia, that people should be vaccinated but if we were to make it a mandate and someone has an adverse effect and have chronic long-term issues, she does not want to be responsible for that.

Alderman Atkins agreed that we do not need a mandate.

Alderman Hartman agreed with no mandate but added that he would like to see testing on a regular basis for those who have not been vaccinated.

Alderman Chevalier said he is not necessarily in favor of a mandate for general staff. The one area that he is really torn on is with the police. He explained that they go into people's homes, and they have more interaction with the community. He noted that other avenues of life like for nurses in hospitals they are mandating the vaccine for similar reasons. While he knows the Board probably does not feel the mandate is required or necessary, he really thinks that we need to increase some sort of penalties for those that are not wearing masks on a regular basis when they are out in public. Also maybe look at some other things like reinstating the COVID leave for those are vaccinated and obviously weekly testing for those not vaccinated. He suggested maybe we can do into a medical discount on premiums or for those who are vaccinated or some other kind of benefit discounts.

John Reddoch, City Attorney explained that a medical discount could be problematic and that he is skeptical that we can do that. The City is not the insurer and trying to implement something like that would be a potential issue.

Alderman Chevalier explained that on the Officer Down Memorial page they list a tally of the officers that have been killed in the in the line of duty or died in the line of duty. In 2018, there were 187 deaths, 2019 there were 151 deaths. In the year 2020 there were 372 deaths and 243 of those were COVID related. In 2021 there were 282 and 167 were COVID related. Alderman Chevalier said that is why we need to take care of our officers and make sure they are safe.

Alderman Atkins said that he appreciated Alderman Chevalier's statistics, but people need to be allowed to make their own decisions.

Alderman Sarver stated that he is for mandating the vaccine. He noted that six months ago people were starting to get vaccines, we were still wearing masks and still social distancing and we started seeing the numbers going down. The experts have said we have to get a certain number of people vaccinated and if we do not another variant is going to come. Now a few months down the road we have a new variant, and it is more transmissible, especially to children. Luckily our vaccines work so the vaccinated people are not dying from it. He also noted that 99% of people in our hospitals with COVID are unvaccinated. If we do not get people vaccinated, are we going to keep getting another variant, is the next going to be more transmissible? He said maybe the vaccine will not work on the next or maybe it will be worse for children, we just do not know, but as long as there is a large number of unvaccinated people out there the variants could keep coming. Alderman Sarver said that he hoped he was wrong but at some point, we have to face the facts and have to do something to stop this.

Alderman Ulledahl stated that at this time he is not forcing anyone to get vaccinated. He does believe it would be in their best interests to get vaccinated. He noted that he is vaccinated now but was one of the guys that said he was not going to get the vaccine until some time had passed. He said that now some time has passed, and more factual data has come out as to what is in the vaccine. A lot of the people he has talked to are still saying the same thing, that they do not want to put that in their body. People need to see the light and get this taken care of.

Mayor Boley asked if the Board would be opposed to a first step staff working on a draft policy similar to what the City of Lawrence is doing?

The Board all agreed that staff begin working on a draft policy similar to the City of Lawrence.

4. Discussion of Park Land Use

Assistant City Administrator, Anna Mitchell explained that earlier this year staff was approached by a developer to have an outdoor area in our Courtyard Park. The area that is 111 North Bridge Street known as the alleyway, which is not necessarily an Alleyway right next to Humphreys. The proposal submitted is included in the packet that was sent as well as a map of the area that is being considered for the situation. Staff came to the Board in May at a work session to talk about different options. The Board directed staff to research different options of how to approach the situation. Through that research staff was able to come up with three possible situations for Board review. The proposed land is City land that is part of the adjacent Courtyard Park. The proposal is to construct a patio with no financial help from the City. The assumption with this is that this would be a private use only not a public use area. This proposal has also been reviewed by both the Parks and Recreation committee as well as the Main Street group, with favorable comments coming from both of those groups. Both groups are okay with moving forward in some form or fashion. The three possible paths forward include an option to lease the property, an option to sell the property and an option to do nothing.

Option 1: Lease the property: An RFP would be posted for the lease of the property and a bid process completed.

Pros

- *Any improvement on the property would be accepted as City property at the end of any lease.*
- *Any structure built on the property would be subject to approval from the board*
- *If the restaurant and or owner no longer have an interest in the property, it will still remain the City's property*
- *Insurance and Maintenance would be solely on the private business with the City listed as an additional insured.*
- *Revenue generated according to a lease agreement.*

Cons

- *The land is currently park land where alcohol is not permitted except on a temporary basis for short term events. To allow for the consumption of alcohol on the premises, our legal team would have to do further research as there is no clear way to allow it at this time.*
- *The construction of the patio will decrease parking and ease of accessibility to the parking behind the Courtyard Park Stage.*

Option 2: Sale of property: *An RFP would be posted for the sale of the property and a bid process completed.*

Pros

- *As the property would no longer be public land, the process of doing private business on public land would not be necessary.*
- *Revenue generated according to a purchase agreement.*

Cons

- *The City would not have any say, other than codes set by Planning and Zoning, on what happens with the property.*
- *The construction of the patio will decrease parking and ease of accessibility to the parking behind the Courtyard Park Stage.*
- *New property lot lines would need to be drawn to accommodate the sale.*

Option 3: Do nothing/provide alternatives: *Staff is willing to discuss other alternatives to a patio that is on that specific portion of land. Options may include using the space behind the building or converting the rooftop into outdoor seating.*

Pros

- *Parking would not be decreased, access continues*
- *Existing space that is available is being used by the property owner*
- *Future complications due to possible new restaurant/owner is minimized if not eliminated altogether.*

Cons

- *If the property owner decides not to go with any of the alternatives, the outdoor dining feature would not be available for this restaurant.*

Anna asked for direction from the Board on how they would like staff to proceed.

Alderman Hartman said he was pretty sure there is a separate owner of the building currently and the operator of the business and asked if he was correct?

Anna said he was correct.

Mayor Boley noted that a lot of this parking space is sometimes used by one of the other adjacent businesses for broken down cars. Our other City lots have some rules, and this one does not because it is parkland. The Mayor said Humphrey's customers do use those parking spots, so they are well aware of what they are giving up. He added that two weekends ago we had an incident where someone

had pulled out of that alley and hit a child. Mayor Boley stated that he is all for selling it. That selling it is the easiest cleanest way to do it. He said with all the towns he has visited in the last month looking at the downtowns in the smaller communities in Colorado, Kansas and Missouri, people are dining more outdoors. In Rona Zosa a lot of people enjoy the outdoor dining, the 54th Street Grill is getting ready to expand, they are taking the park behind them and turning in to outdoor dining.

Alderman Kobylski asked if we did decide to go the lease route, how hard would it legally be to change the alcohol use there?

John Reddoch noted that would be an issue. You cannot issue in a general sense an Ordinance that applies to only certain locations.

Alderman Kobylski asked if it could be deemed not parkland?

John Reddoch said if the City sells it.

Mayor Boley noted that alcohol not being allowed was part of the reason the American Legion moved from Heritage Park out to the highway.

Alderman Kobylski said she was all for selling it but wondered what would happen if the developer goes belly-up. Who would be responsible for it?

John Reddoch said it would be no different than any other piece of land.

Mayor Boley suggested the City could buy it back at a discount.

Alderman Chevalier stated he did not have a problem selling it. His issue is that it is really close to the stage and he does not want to see any conflicts. If they hold some sort of an event or something and it coincides with an event at the Courtyard, we would not have any way to prevent that and he thinks that might be a problem.

Mayor Boley noted that has already happened with events at the Courtyard and the Distillery going on at the same time.

Alderman Sarver said that he is okay with selling it and thinks it would be a great addition to our downtown.

Alderman Atkins noted that he liked the selling of the land but if the Board decided to lease it the City would be responsible to take care of what that business left behind, which will be an additional cost to the City. He added that if the Board decides to sell the land, he would like some of the proceeds go toward some sort of partition behind the stage to block the view of the businesses.

Alderman Chevalier asked if the Board decided to sell the land, could a stipulation be added that the purchaser have to build exactly what they are planning?

Mayor Boley said that would be part of the RFP process.

John Reddoch added that if the City sold it in fee the buyer would have all ownership of the land. However, what is built would be subject to the City's zoning regulations. He also clarified that the land would have to be put out to bid (RFP) and then the City will accept the best bid.

Mayor Boley asked if it is done as a land sell then it would not have to be done as a project?

John Reddoch said that was correct. He also explained that if the Board decided to add language that the land would revert back to the City, he could draft the RFP language as such but said that the land would not be worth as much.

Mayor Boley noted that he felt that selling it as a land sell would be the cleanest way.

Alderman Hartman agrees that it should be sold. He asked if there is such a thing as a First Right of Refusal if the landowner closes the doors, or the building changes hands, would there be an opportunity for the City to purchase it back?

John Reddoch said it could be done with the First Right of Refusal or a revision of interest. He again stated that the price paid for the land would be less if requiring that the City buy it back by adding a First Right of Refusal on the sale, meaning if they give up ownership, they have to give the City the right to buy it back at an offered previously agreed price or at least match an offer they received from a third party.

Alderman Kobylski said that she would be for adding the First Right of Refusal.

Alderman Chevalier noted that he believes anything the Board could do to protect the Courtyard stage area should be done. He has concerns if something happens to the business it could impact the events in the Courtyard.

John Reddoch explained that if the City wanted to be able to control the activities on the land a development agreement in a lease for the land would be best.

Alderman Hartman said that he thought that the City's zoning regulations and Ordinances should be able to protect the City's best interests from any disturbances.

Jack Hendrix, Development Director noted that he first thought if the City sold the land, we may have issues trying to do a subdivision of the property to sell that tract separately. In checking the B4 regulations we can do a separate subdivision so that parcel of land would be restricted. Jack explained that the easiest way to do this would be if the land was sold directly to the adjacent property owners to do and we would just to a boundary line adjustment and not a subdivision of land. Jack said he

agreed with John Reddoch that adding the First Right of Refusal would kill the value of the land. He added that if anyone builds a building or structure of any kind there are zoning regulations in place that they will have to follow for construction to make sure that they meet our standards. He explained the City noise ordinance is not enforced until 11:00 p.m.

John Reddoch asked Jack if we use the Right of Refusal or the reversionary clause and we combine the lots, what does that do to those options?

Jack said that if the lots are combined it abrogates the opportunity to the reversion clause because it now becomes one big lot and we have changed the boundaries. To put the reversion clause in the lots would need to be subdivided. He also explained that there is no minimum lot size so the lot could sell to anyone wanting to buy a 20-foot strip of land that is 120-foot long.

Mayor Boley clarified for staff direction that an RFP be drafted to sell the land with the Right of Refusal language added in.

5. Discussion of Ward Boundaries

Jack Hendrix, Development Director, noted that based on the Board work session meeting in August, staff divided the City into three wards, north, south and center. Jack explained that the first step once we received the census data was to add together the current ward numbers to see if we had a deviation greater than the maximum amount of ten percent. Jack said that the current ward boundaries as they set with the 2020 census data are: Ward One - 3,425, Ward Two - 3,088 and Ward Three - 3,893. He explained that the ideal population division per ward would be 3,469.

Jack presented the three options for the ward boundaries outlined in the staff memo.

The first map (Exhibit 1) that followed the natural "north, central and south" layout that the Board directed is shown in the first map. That map used (roughly) 180th Street as the dividing line for the proposed new Ward 2. That map included a total of 3,031 in the new Ward 2, which was significantly over the maximum deviation allowed of 10%. Working from the south, the New Ward 3 could nearly match the existing Ward 3 boundary and contain a total of 3,480. This new Ward 3 boundary was close enough to the ideal ward (+11) that it was used in all new map considerations, which left just Ward 1 and 2 boundary lines to be adjusted to approach 3,469 in each.

The second map (Exhibit 2) added to the proposed Ward 2 the area that included Greyhawke subdivision and adjusted the western line somewhat to reach a new total of 3,485. While this map certainly met the standard deviation goal of less than 10%, it would isolate the Harborview subdivision (in the new Ward 1) away from and not contiguous to other portions of Ward 1. This map seems to be similar to the existing map concerns expressed by the Board.

As a result, a third map was drawn. That map captured the Harborview subdivision population into the new Ward 2 and removed the Wildflower subdivision. Additional adjustments were made on the western side of the new line to make it easier to describe in an ordinance that would allow future annexations without needing to adjust the Ward Boundaries in the future. This third map (Exhibit 3) also made the ward sizes closer than the second map, with a new total in each as follows:

Ward 1 3,476

Ward 2 3,450

Ward 3 3,480

Exhibit 3 approaches near equality in population of each Ward; the districts are relatively compact and contiguous; does not impact existing neighborhood boundaries; retains the Ward 3 boundary as close as possible; and does not impact incumbency of any Alderman. As a result, staff recommends the map in Exhibit 3 become the new Ward Boundaries.

Jack asked for direction from the Board on which exhibit they would recommend and explained that staff would have an Ordinance to bring forward for Board approval in October.

Alderman Hartman thanked Jack for all the work he did on this. He likes how exhibit three falls into place.

Alderman Kobylski agreed that exhibit three was the best plan.

Alderman Atkins agreed with exhibit three.

Alderman Chevalier agreed with exhibit three but asked if we were allowed to consider future growth in this?

Jack stated that we are not allowed. He explained that we can not say where the future growth will be or what ward it will be in.

Mayor Boley noted that if someone built an apartment complex with a lot of units, we have the potential of the population numbers go up in the ward it was built in.

Alderman Sarver noted he is okay with exhibit three.

Jack said that staff will bring the Ordinance before the Board at the October 5 Board meeting for first reading.

Mayor Boley noted that this will need to be completed before candidate filing in December.

Jack said that the goal is to have this done well in advance of the December filing date so candidates will know what ward they need to file in. Jack also noted that with the new ward boundaries there will be no ward changes for the current Board.

6. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:47 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

September 21, 2021, 7:00 p.m.
City Hall Council Chambers

Due to the COVID-19 pandemic this meeting was held via teleconference.

Mayor, Aldermen, and staff attended via Zoom meeting. The meeting was streamed live on the city's FaceBook page. Attendance in person by members of the public was not permitted.

1. Call to Order

Mayor Boley, present via Zoom, called the meeting to order at 7:00 p.m. A quorum of the Board was present via Zoom meeting: Marv Atkins, Steve Sarver, Dan Hartman, Dan Ulledahl, Kelly Kobylski and John Chevalier.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Stephen Larson, Jack Hendrix and Linda Drummond.

2. Pledge of Allegiance led by Chief Jason Lockridge

3. Mayor Boley called for a moment of silence for fallen officer Blaize Madrid-Evans.

4. Proclamation

Mayor Boley proclaimed September 27 through October 3 National Diaper Awareness Week.

5. Mayor Boley called the public hearing for the Property Tax Levy to order 7:03 p.m.

No Public Comment.

6. Adjourn Public Hearing for Property Tax Levy

Mayor Boley declared the public hearing adjourned at 7:03 p.m.

7. Consent Agenda

- **Minutes**

- September 7, 2021, Board of Alderman Work Session Minutes
- September 7, 2021, Board of Alderman Regular Session Minutes

- **Financial Report**

- Finance Report for August 2021

No discussion.

Alderman Atkins moved to approve the consent agenda. Alderman Hartman seconded the motion.

Ayes – 6, Noes – 0, motion carries. The Mayor declared the consent agenda approved.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

8. Committee Reports

Alderman Chevalier reported on the September 14 Planning and Zoning Commission meeting. They discussed and approved the second plat for Liberty Acres that is on the agenda tonight for Board approval. There have been 41 residential and seven commercial permits to date this year. Burger King and Dominos are waiting on power due to Evergy helping with the hurricane outages.

Mayor Boley asked Jack Hendrix, Development Director if the issue with power got resolved at the strip center?

Jack explained that it has been approved and they are waiting for the delivery of their meters.

Mayor Boley acknowledged outgoing Planning and Zoning Commission member Rand Smith for his eight years and eight months service.

9. City Administrator's Report

Cynthia stated that the report is in the packet and noted that progress continues on Streetscape. They are working in the alley across from City Hall, it started yesterday, and they are making good progress.

Cynthia noted that last week after the packet was sent out, she sent communication to the Board with regard to the Hillside sewer project. Staff had identified a significant change and the Change Order is above Cynthia's expenditure authority. She explained that she has approved that Change Order as a Change Order emergency authorization in order to keep that project going. Acknowledgement of that purchase will be on the next agenda.

Staff received word today that the Department of Agriculture inspected Megan's Paws and Claws and we passed with flying colors. Cynthia noted that there was never any doubt about the inspection passing as Melissa Green does an excellent job out there and we are thrilled with that report.

Cynthia explained that she received an email from Fire Chief David Cline of the Smithville Area Fire Protection District. He has been approached by a local citizen who asked that they explore or that they lead an effort to encourage recycling of old smoke detectors/alarms. Mid-America Regional Council (MARC) offers a grant for this purpose and Chief Cline has asked if the City would like to partner on this. The Smithville Area Fire Protection District would be the grant applicant and administer. As a partner the City would be expected to provide communication and information to the public. Cynthia asked if this would be something the Board would be interested in, if so, staff

would bring this back for Board approval to be a sponsoring partner working with the Fire District.

The Board all agreed move forward with the partnership for the grant.

Alderman Chevalier asked if we could also add the prescription drug collection to it?

Cynthia explained that we do collect prescription drugs at City Hall.

Alderman Chevalier clarified that when doing the outreach information for the smoke alarms adding the information about the prescription drug collection.

Cynthia explained that for the Household Hazardous Waste event held on September 11, we had good participation by residents. About 200 vehicles came through. In speaking with the organizers this was down slightly from previous years which is probably due to the numbers being up at the permanent facility at 4707 Deramus Avenue, in Kansas City. We had a significant number of volunteers and those who were there volunteering had a great time! Cynthia thanked the volunteers and thanked Gina Pate, Management Analyst for coordinating the event.

ORDINANCES & RESOLUTIONS

10. Bill No. 2915-21, Annexation of Lot 8, Lakeside Crossing - 2nd Reading

Alderman Sarver moved to approve Bill No. 2915-21, approving the annexation of Lot 8, Lakeside Crossing, 2413 Northeast 157th Street. 2nd reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote:

Alderman Atkins – Aye, Alderman Sarver – Aye, Alderman Kobylski – Aye,
Alderman Chevalier – Aye, Alderman Ulledahl – Aye, Alderman Hartman – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2915-21 approved.

11. Bill No. 2916-21, Amending Certain Sections 600 Alcohol – 2nd Reading

Alderman Sarver moved to approve Bill No. 2916-21, repealing and replacing Section 600.005 through 600.030 and adding Section 600.031 of the City Alcohol Codes pertaining to Sunday sales and Liquor By the Drink To Go. 2nd reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote:

Alderman Sarver – Aye, Alderman Chevalier – Aye, Alderman Atkins – Aye,
Alderman Hartman – Aye, Alderman Ulledahl – Aye, Alderman Kobylski – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2916-21 approved.

12. Bill No. 2917-21, 2021 Property Tax Rate – Emergency Ordinance Sponsored by Mayor Boley – 1st and 2nd Reading

Alderman Sarver moved to approve Bill No. 2917-21, setting the property tax levy on all taxable property within the City of Smithville, Missouri for 2021. 1st reading by title only. Alderman Hartman seconded the motion.

No discussion.

Upon roll call vote:

Alderman Kobylski – Aye, Alderman Sarver – Aye, Alderman Ulledahl – Aye.

Alderman Atkins – Aye, Alderman Hartman – Aye, Alderman Chevalier – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2917-21 approved first reading.

Alderman Hartman moved to approve Bill No. 2917-21, setting the property tax levy on all taxable property within the City of Smithville, Missouri for 2021. 2nd reading by title only. Alderman Kobylski seconded the motion.

No discussion.

Upon roll call vote:

Alderman Chevalier – Aye, Alderman Atkins – Aye, Alderman Kobylski – Aye,

Alderman Ulledahl – Aye, Alderman Sarver – Aye, Alderman Hartman – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2917-21 approved

13. Resolution 969, Notice of Existence of the Use Tax

Alderman Sarver moved to approve Resolution 969, acknowledging the City published the Existence of the City Use Tax in the Courier Tribune and on the City's website as required by the Act of Missouri Statute(s). Alderman Atkins seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 969 approved.

14. Resolution 970, City Surplus Property

Alderman Hartman moved to approve Resolution 970, directing the City purchasing agent to dispose of certain equipment in its possession as surplus and no longer of value. Alderman Atkins seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 970 approved

15. Resolution 971, Second Plat – Liberty Acres

Alderman Chevalier moved to approve Resolution 971, approving the second plat for Liberty Acres to create two lots on 18.79 acres at 525 South Commercial Street with 6.51 acres to have frontage on Liberty Street. Alderman Hartman seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 971 approved.

OTHER MATTERS BEFORE THE BOARD

16. Public Comment

Steven R. Wilson, 302 NE 192nd Street, requested the Board refund his \$50 reconnect fee. He explained that he was out of town for the illness and death of his father and came home to his water being disconnected. He noted he did not believe the design of the Ordinance was meant for residents in his type of situation.

17. New Business from the Floor

None

18. Appointment

The Mayor made the nomination of Melissa Wilson for the Planning and Zoning Commission.

Upon roll call vote:

Alderman Ulledahl – Aye, Alderman Chevalier – Aye, Alderman Hartman – Aye, Alderman Atkins – Aye, Alderman Kobylski – Aye, Alderman Sarver – Aye.

Ayes – 6, Noes – 0, nomination approved. Mayor Boley declared Melissa Wilson a member of the Planning and Zoning Commission.

19. New Business from the Floor

Mayor Boley asked if the City still did the robo calling or send out text messages for residents before disconnecting?

Stephen Larson, Finance Director explained that we send out text messages for those who sign up for the notice.

Alderman Atkins asked if we should consider mailing a notice?

Stephen said that could be an option we look in to.

Mayor Boley noted he did not think that mailing a notice would be a good idea considering the issues we have with the mail service. He said it probably would not arrive in a timely fashion. He suggested an email or a text.

Mayor Boley said the Board could look into this at the Board retreat or a work session.

20. Adjourn

Alderman Sarver moved to adjourn. Alderman Ulledahl seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:22 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor



City Administrator's Report

September 30, 2021

Police Department Records Management System (RMS) Implementation

Police Department staff continue regular meetings with the vendor and working to complete implementation tasks for which the City is responsible. Department wide training on the new system is scheduled for the week of October 11. This will include training for officers, supervisors, all staff, evidence technicians, and administrative staff. "Go Live" is scheduled for October 19.

Police Facility Needs Study

TreanorHL, has requested some documents from the department to begin review and work on this project. The first on-site visit for this project is scheduled for the week of October 4. The consultants will tour and assess the current facility, as well as discuss issues with several individuals within the department.

Highland Drive Sanitary Sewer Project

Sewer work is complete on this project. Road repairs will begin by mid-October.



Request for Proposals for GIS System

Proposals for a GIS system were due Wednesday, September 29. Five submissions were received. A review committee comprised of Mayor Boley, Alderman Chevalier and

public works and development staff will review the submittals to identify two to three firms to interview. Interviews likely will occur in November.

Contract Snow Removal

Proposals for contract snow removal were due Tuesday, September 28. No proposals were received, so the deadline was extended to Friday, October 1. Staff has been in ongoing communication with local landscaping companies which have indicated interest and it is anticipated proposals will be received.

Public Works Website Updates

The following public works pages on the website have been updated:

The Senior Discount and Bag Tag program have been added to the Trash & Recycling page on the city's website:

<https://smithvillemo.municipalone.com/pview.aspx?id=2587&catID=0>

The senior discount agreement form has been added to the website, as well as FAQs, and informational flyers about the new programs.

Link to agreement form:

<https://smithvillemo.municipalone.com/files/documents/SeniorDiscountAgreementForm1327124905092221PM.pdf>

Link to senior discount info flyer:

<https://smithvillemo.municipalone.com/files/documents/SeniorDiscountFAQ1327034452092421PM.pdf>

Link to bag tag program info flyer:

<https://smithvillemo.municipalone.com/files/documents/BagTagProgramFAQ1327041358092921PM.pdf>

These programs will begin November 1, 2021.



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 2918-21, FY21 Creation of ARPA Fund. 1st reading by title only.

REQUESTED BOARD ACTION:

A motion to approve Bill No. 2918-21, FY21 Creation of ARPA Fund.

SUMMARY:

Congress passed, and the President signed, the American Rescue Plan Act (ARPA) of 2021 on March 11, 2021. The ARPA appropriates \$19.53 billion to states for distribution to non-entitlement units of local government. The State of Missouri received an allocation of \$450,143,657 for distribution.

On August 17, 2021, the Board of Alderman approved Resolution 955 to approve the disbursement of ARPA Funds from the State of Missouri to the City of Smithville. On September 2, 2021, the State of Missouri sent notice of a deposit of funds in the amount of \$1,089,137.62. These funds were received in the bank account shortly thereafter.

Approving this Ordinance allows for the creation of the ARPA Fund to account for the receipt of and expenditures of ARPA monies separate from any other City monies.

Staff receipted the ARPA funds of \$1,089,137.62 into the General Fund. Once the ARPA Fund is formally approved and created in INCODE, staff would complete a journal entry to move the funds to a grant revenue line item in the ARPA Fund.

In addition, the expenditures supported by the ARPA revenues will be subject to a single audit, so creating a separate fund to track these revenues is necessary for those purposes.

PREVIOUS ACTION:

Resolution 955 was approved to apply for ARPA Funds and funds have been received.

POLICY OBJECTIVE:

N/A

FINANCIAL CONSIDERATIONS:

Provide a separate fund to account and track ARPA monies.

ATTACHMENTS:

☒ Ordinance

☐ Contract

- ☐ Resolution
- ☒ Staff Report
- ☐ Other:

- ☐ Plans
- ☐ Minutes

AN ORDINANCE CREATING THE ARPA FUND

WHEREAS, Congress passed, and the President signed, the American Rescue Plan Act (ARPA) of 2021 on March 11, 2021; and

WHEREAS, the ARPA appropriates \$19.53 billion to states for distribution to non-entitlement units of local government with an allocation of funds to the State of Missouri of \$450,143,657

WHEREAS, on August 17, 2021, the City of Smithville Board of Alderman approved Resolution 955 to approve disbursement of ARPA Funds from the State of Missouri to the City of Smithville; and

WHEREAS, Resolution 955 identifies an estimated allocation amount for the City of Smithville of \$2,178,000 and at this time, \$1,089,137.62 has been received by the City through the first disbursement of funds; and

WHEREAS, establishment of a separate fund which allows for accounting of the receipt and expenditure of these stimulus monies is desired.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:

The ARPA Fund is hereby established in the City's treasury and shall be held and administered by the City's Finance Director.

Passed this 19th day of October, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/05/2021

Second Reading: 10/19/2021



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 2919-21, FY21 Budget Amendment No. 9. 1st reading by title only

REQUESTED BOARD ACTION:

A motion to approve Bill No. 2919-21, FY21 Budget Amendment No. 9.

SUMMARY:

The Board of Alderman has directed staff to receive ARPA Funds via the approval of Resolution 955 on August 17, 2021. Staff submitted the necessary documents and materials to receive ARPA funds. The ARPA disbursements will be allocated to the City in two payments. On September 2, 2021, the City was notified of the first ARPA disbursement in the amount of \$1,089,137.62. This amount was accounted for in daily banking activity the following week. A budget amendment of \$1,089,138 to the revenue budget will be sufficient to account for the amount received. A second ARPA disbursement is expected no later than 12 months from the date of the first disbursement of funds.

PREVIOUS ACTION:

The Board approved Resolution 955 which allowed staff to submit an application to received ARPA funds.

POLICY OBJECTIVE:

N/A

FINANCIAL CONSIDERATIONS:

Amend the FY21 Budget to Receive ARPA revenues into the ARPA Fund

ATTACHMENTS:

- | | |
|--------------------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

BILL NO. 2919-21

ORDINANCE NO. XXXX-21

AN ORDINANCE AMENDING THE FY21 OPERATING BUDGET TO ADD \$1,089,138 TO THE REVENUE BUDGET

WHEREAS, pursuant to Ordinance 3074-20, passed on October 20, 2020, the City approved the fiscal year ending October 31, 2021 Budget; and

WHEREAS, the Board of Alderman has directed staff to receive ARPA Funds via Resolution 955 approved on August 17, 2021 and the first payment from the State of Missouri in the amount of \$1,089,137.62 has been received by the City of Smithville; and

WHEREAS, an amendment to the ARPA Fund, which is to be approved and established in a separate Ordinance, is required at this time.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:

THAT the fiscal year ending October 31, 2021 Budget is hereby amended to add:

- \$1,089,138 is added to the ARPA Fund

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 19th day of October 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/05/2021

Second Reading: 10/19/2021



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 2920-21, Adopt FY2022 Annual Operating Budget - 1st reading by title only.

REQUESTED BOARD ACTION:

A motion to approve Bill No. 2920-21, Adopt FY2022 Annual Operating Budget.

SUMMARY:

City staff have worked collectively since January 2021 to determine the needs for the FY2022 Budget. The City Administrator and Finance Director presented the proposed FY2022 Budget at the August 17, 2021 Board of Aldermen Work Session. Fund cashflow for major budgeted funds were presented, the five year CIP was reviewed, and significant one-time expenses for the General Fund were reviewed. This budget document incorporates Board direction from budget work sessions as well as ongoing board goals and recommendations of recently completed planning processes.

Attached is the Draft FY2022 Proposed Budget Book. This document will be finalized with updates to performance measures, as well as some other final additions to fulfill GFOA (Government Finance Officer's Association) financial reporting criteria. After approval of the budget, the final budget document will be posted to the City website under the "Annual Operating Budgets" page found under Finance Department.

Finance staff have enhanced the FY2022 Budget Book with additional information which improves transparency and brings clarity to the budgeted funds. Finance staff discussed these changes with Finance Committee during the September 2021 meeting. Additions to the budget book include an area where long range financial planning and forecasting is discussed which showcases the projected five year cashflow and projected five year receipts for 1% City Sales Tax and City Use Tax. In addition, five year consolidated financial schedules have been added for each budgeted fund. This section of the Budget Book is formally known as the "Fund Summaries" and serves as a resource for the total fund budgets for each fund. This section clearly indicates the actual beginning and ending fund balances for previous years while also indicating the projected beginning and ending balances for the budget year being approved by the Board.

An updated five year Capital Improvement Plan has also been added.

Staff has incorporated some changes to the budget following the August 17, 2021 work session which includes unspent FY2021 expenditures in the Fiscal Year 2022 Budget:

- **Records Management System for the Police Department:** The contract for the RMS system with Centralsquare Technologies is \$91,579. To date, \$73,263 has been expended, leaving about \$18,315 left to spend. Chief Lockridge is anticipating this expense to occur in FY22. Therefore, the FY22 proposed budget includes \$19,000 to pay for remaining expense for the RMS system.
- **Transportation Master Plan:** The contract for the plan is \$99,433 with Toole Design Group. To date, \$31,350 has been expended, leaving about \$68,082 left to spend on the contract. Public Works Director, Chuck Soules, is anticipating to spending another \$8,500 which leaves \$60,000 left to occur. Therefore, the FY22 proposed budget includes \$60,000 to pay for remaining expense for the Transportation Master Plan.
- **GIS & Asset Management System:** At this time, Public works staff is not anticipating any expense related to the GIS & Asset management system in FY21. The RFQ for the GIS/Asset management system is currently posted to the public website and closes September 28, 2021. After selection, payment will likely come in FY22. Public works staff is expecting a total cost of \$200,000. \$200,000 was budgeted in the FY21 budget so this does not affect the overall cashflow of the General Fund since the planned expenditures are simply being shifted from one year to the next.
- **Engineering for Parks & Streets Facility:** \$70,000 will be spent in FY21 to complete a space, layout, and needs assessment for the new facility. \$250,000 is included in the FY22 proposed budget for the engineering for the facility.
- **Police Radio Replacement:** \$86,000 was added to the FY21 Budget for police radio replacement. At this time, about \$63,000 has been spent on the radios, leaving about \$23,000 left to spend. Currently, Chief Lockridge is looking to spend the remaining \$23,000 in FY21, but this is entirely dependent on the timing of the invoice. Therefore, a budget of \$23,000 will be added to the FY22 Budget to provide adequate authority to complete radio replacement.
- **Highland Drive Sewer Improvements:** The contract for this project is \$154,199 with Menke Excavation. At this time, \$35,293 has been expended. Public Works staff is expecting to expend about \$25,000 more in FY21, leaving \$100,000 to be budgeted in FY22 in the CWWS Fund.

- Streetscape Phase 2 East:** The contract for Streetscape Phase 2 East through Change Order #1 is \$1,168,358.10. The approval of Resolution 978, which provides change order of \$20,000 is expected to be added to this contract (which will be expended from the Capital Projects Fund). At this time, \$487,950 has been expended. The Public Works Director, Chuck Soules, is expecting to spend another \$300,000 on Streetscape Phase 2 expense prior to the end of the fiscal year, which brings the total expected spend in FY2021 to \$787,951. The following is a breakdown of unspent funds and where budget will be placed in FY2022:

Funding Source	Allocation Based Upon Contract and Budget	FY2021 Expected Spend	FY2022 Budget
General Fund	105,000.00	-	105,000.00
Transportation Sales Tax Fund	169,000.00	-	169,000.00
Capital Improvement Sales Tax Fund	410,060.00	410,060.00	-
Capital Projects Fund	404,298.10	277,891.00	127,000.00
Parks and Stormwater Sales Tax Fund	100,000.00	100,000.00	-
Grand Total	1,188,358.10	787,951	401,000

Contract Amount	1,188,358.10
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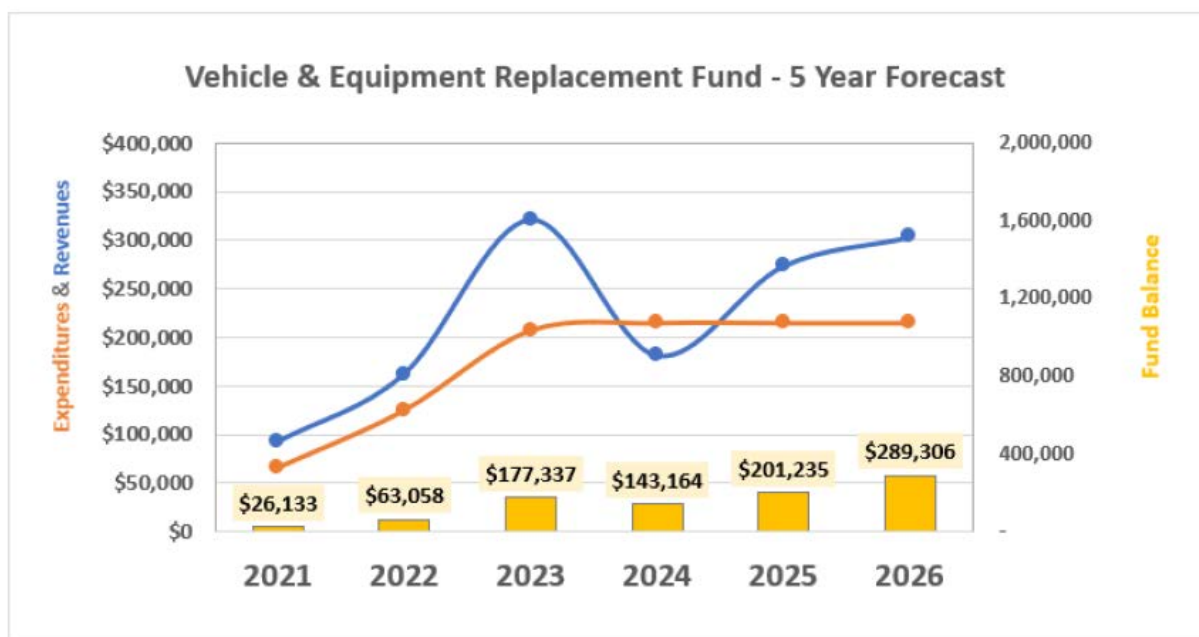
- General Fund: \$105,000 Budgeted in FY2021 for project; these unspent funds of \$105,000 will be reallocated to FY2022.
- Transportation Sales Tax Fund: \$169,000 Budgeted in FY2021 for project and these unspent funds will be reallocated to FY2022. \$50,000 was budgeted in FY2021 for a Transfer to the Capital Projects Fund to pay for Streetscape Phase 2 but this transfer budget will not be needed for FY2022.
- Capital Projects Fund: \$523,440 was budgeted in FY2021 for the project and \$404,298.10 is allocated based upon the contract. Only \$127,000 is expected to be unspent by the end of the fiscal year based upon the amount of \$277,891 which is expected to be spent in FY2021. Therefore, \$127,000 in revenue budget and expense budget will be reallocated to FY2022 to finish paying for the project.
- Capital Improvement Sales Tax: \$410,060 was budgeted in FY2021 for project and this entire amount will be expended in FY2021. FY2021 included a budgeted transfer of \$200,000 in FY2021 to the Capital Projects Fund to pay for the project, but none of this transfer will be made by the end of FY2021 since final project expenses will not be spent until FY2022. The entire \$200,000 is not needed, and therefore, only \$127,000 in transfers will be budgeted in FY2022.

- Park and Stormwater Sales Tax Fund is paying \$100,000 for the Alley portion of the project which helps avoid needing all of the transfer budget set aside in 2021 for the Capital Improvement Sales Tax Fund and Transportation Sales Tax Fund. This amount was budgeted in the FY2021 Capital Improvement Plan as a “Stormwater Project”.

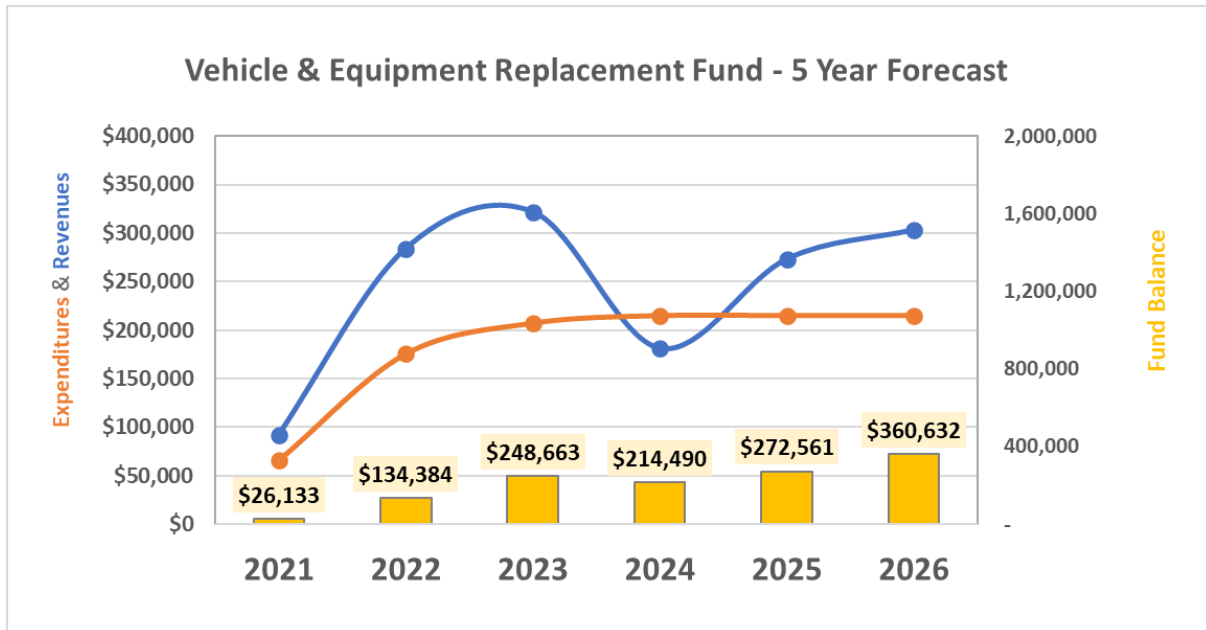
Other Changes to the Budget:

- **Neighborhood Beautification Grant (General Fund):** Per Board directive, staff has added \$25,000 to the FY2022 budget for a neighborhood beautification grant.
- **Vehicle and Equipment Replacement Fund:** Enterprise Fleet Management has provided an updated budget estimate. The updated estimates are based upon changes in the estimated value of selling City fleet vehicles as well as expenditure updates based upon pricing of the vehicle. The proposed cashflow budget outlook has improve after receiving the updated budget estimate from Enterprise. Please see the following cashflow charts for changes to cashflow (which improves the FY2022 budgeted ending fund balance from \$63,058 to \$134,384):

August 17, 2021 – Proposed FY2022 Budget Work Session



October 5, 2021 – Update to Cashflow for VERF



Special Allocation Fund

Staff updated the proposed FY2022 budget for the Special Allocation Fund. The Special Allocation Fund features a full budgeted disbursement of forecasted funds available (\$1,166,888 budgeted) in FY2022 based upon revenue projections for the Smithville Marketplace (CID Sales Tax, TIF EATs Sales Tax, Property Taxes Due to Special Allocation Fund). This budget change was made based upon staff knowledge that a disbursement back to the developer will not be made in FY2021.

The All Funds FY2022 Proposed Budget Summary (which sets forth the total expenditure authority for each fund) is presented as below. The CAREs Fund is not included in the FY2022 budget because all CAREs revenues have been completed expended. 11 budgeted funds are featured below in the budget summary.

	2022 Projected Beginning Balance	2022 Proposed Revenues	2022 Proposed Expenditures	2022 Projected Ending Balance
General Fund	3,456,205	4,918,620	5,721,850	2,652,974
Capital Improvement Sales Tax Fund	210,270	627,555	575,550	262,275
Capital Projects Fund	6,250	137,000	127,000	16,250
Combined Water/Wastewater Fund	4,643,050	5,119,400	6,485,415	3,277,035
Debt Service Fund	243,592	351,550	339,213	255,929
Park and Stormwater Sales Tax Fund	340,960	627,555	485,000	483,515
Sanitation Fund	58,374	849,530	836,450	71,454
Special Allocation Fund	596,888	570,000	1,166,888	(0)
Transportation Sales Tax Fund	425,196	569,160	782,630	211,727
Vehicle And Equipment Replacement Fund	26,133	284,000	175,749	134,384
American Rescue Plan Act Fund	1,089,138	1,089,162	2,178,300	-
Grand Total	\$ 11,096,056	\$ 15,143,531	\$ 18,874,045	\$ 7,365,543

PREVIOUS ACTION:

The Board of Alderman approved the FY2021 Budget last October.

POLICY OBJECTIVE:

Approval of operating and capital budget to achieve Board of Aldermen goals in FY2022

FINANCIAL CONSIDERATIONS:

Adopting expenditure and revenue budget for FY2022 which establishes for spending authority for the City in FY2022.

ATTACHMENTS:

- | | |
|--------------------------------------------------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: FY22 City of Smithville Budget Book | |

BILL NO. 2920-21

ORDINANCE NO. XXXX-21

AN ORDINANCE ADOPTING THE FY2022 ANNUAL OPERATING BUDGET FOR THE CITY OF SMITHVILLE, MISSOURI, AND AUTHORIZING THE EXPENDITURES OF FUNDS FOR MUNICIPAL SERVICES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT, for the purpose of financing the conduct of affairs of the City of Smithville, Missouri during the fiscal year from November 1, 2021, and ending October 31, 2022 inclusive, the budget of the City's revenue and expenses for such period prepared and submitted to the Smithville Board of Aldermen by the City Administrator is hereby approved and adopted as the Official Budget of the City of Smithville, Missouri; and

THAT, the amounts set forth in the various funds are hereby appropriated to such uses, and authority is hereby given to the City Administrator of the City of Smithville to expend the amounts shown for the purposes indicated; and

THAT, the amounts for each fund, as shown in the Annual Budget shall not be increased or decreased except by the Board of Aldermen approval, but the various objects of expenses comprising the total appropriation for any fund may be increased or decreased at the discretion of the City Administrator, providing the adjustments shall not increase the total amount appropriated for that fund.

INTRODUCED, READ, PASSED AND ADOPTED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE THIS ____ DAY OF OCTOBER 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/05/2021

Second Reading: 10/19/2021



A community with growing spaces, that is going places, the City of Smithville, Missouri is comfortably uncomplicated. While the City is closely connected to the Kansas City metropolitan area, Smithville is serene and far from routine.

FY2022

ANNUAL

OPERATING

BUDGET





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Smithville
Missouri**

For the Fiscal Year Beginning

November 01, 2020

Christopher P. Morill

Executive Director

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FY22 BUDGET MESSAGE

FY2022 Budget Message

Honorable Mayor and City of Smithville Board of Aldermen:

It is my pleasure to present the City of Smithville Fiscal Year 2022 Operating and Capital Budget. This budget reflects the cooperation and dedicated work of staff, Mayor Boley, and the Board of Aldermen in achieving the goals and needs of our community.

I believe the FY2022 Budget reflects an appropriate allocation of resources allowing for the continuation of all City services while implementing priorities identified by the citizens of Smithville and the Board of Aldermen.

The budget as presented incorporates recommendations from the Community Visioning and Strategic Planning process completed in 2019; update of the City's Comprehensive Plan completed in 2020; and the Parks and Recreation Master Plan completed in 2021. The budget also reflects the vision and goals of the Board of Aldermen as outlined at the May 2021 Strategic Planning Retreat.

At the retreat, the Board revised its vision statement as follows:

**Smithville builds its future by
embracing growth, encouraging commerce and
cultivating its natural surroundings**

These goals are supported by three key performance areas:

**Growth
Community Life
Infrastructure**

This vision and the key performance areas guide staff review of needs and presentation of recommendations to the Board of Aldermen.

The FY2022 Budget process began this spring with internal discussion and departmental budget meetings to review priorities. Board direction on capital and ongoing operational expenditures was provided as necessary in summer work sessions targeted in specific areas. A draft document was presented to the Board in August. The document presented for adoption at this time reflects Board adjustments directed throughout the review process. For the first time, the budget reallocates previously approved, but unspent funds for projects or programs approved in the FY2021 Budget. This provides staff the opportunity to complete projects initiated in FY2021, but not yet completed without having to seek amendment to the FY2022 budget.

FY22 BUDGET MESSAGE

Incorporation of unspent FY2021 resources results in a structurally unbalanced budget as FY2022 expenditures exceed FY2022 revenues in many cases. However, ending fund balance is relatively unaffected as the expenditures are simply moved from FY2021 to FY2022.

Expenditures

The FY2022 Budget totals \$18,874,045 in expenditures across all funds and includes \$7,778,063 in capital improvements to improve infrastructure and City programs.

The General Fund accounts for the majority of personnel, programs and services in the City and totals \$5,721,850 in expenditures.

The expenditure budget reflects no cost-of-living adjustment (COLA) to the compensation plan; a 3% merit pool for salary increases effective May 1, 2022; a presumptive 10% increase in medical insurance; and a 3% increase in utility expenses. No new positions are included in the budget. Changes to the compensation plan approved mid-year in FY2021 are reflected in the budget (addition of a Management Analyst position in the Public Works Department and the reclassification of a Management Assistant into a Finance Analyst with a move from the Administration Department to the Finance Department). As was noted in budget discussions, positions in public works maintenance, parks maintenance and parks marketing are not included in the budget. There are still existing needs in these areas which will merit discussion in the development of future budgets.

The FY2022 Budget also includes:

- \$135,000 for the replacement of three police vehicles.
- \$40,000 in transfers of funds (\$20,000 from the General Fund and \$20,000 from the Combined Water/Wastewater Systems Fund) to the Vehicle Equipment Replacement Fund to build up reserve in the fund to continue a vehicle replacement leasing program through Enterprise.
- \$14,000 to conduct a DirectionFinder Citizen Survey.
- \$200,000 in unspent funds from FY2021 (\$100,000 from General Fund and \$100,000 from the Combined Water and Wastewater Systems Fund) for GIS/Asset Management.
- \$20,000 to purchase 10 patrol rifles.
- \$25,000 to implement a neighborhood beautification grant program.

Expenses related to the implementation of a Classification and Compensation Study, which is currently underway, are not included and are anticipated to have budgetary impact. Results of this study are anticipated later this year and will be presented to the Board for approval. It is expected this would result in the need to amend the adopted budget.

FY22 BUDGET MESSAGE

Revenues


The General Fund revenue budget projects a 2% increase in sales tax revenue; a 2.5% increase in use tax revenue; and 1.5% increase in property tax revenue.

The Combined Water and Wastewater revenue budget projects a 5% increase in water sales revenue and a 10% increase in wastewater sales revenue. These projected revenue increases are based upon proposed increases in utility rates for water and wastewater volume charge increases and water and wastewater fixed charge increases.

The revenue budgets for the Transportation Sales Tax Fund, Capital Improvement Sales Tax Fund, and Park and Stormwater Sales Tax fund also project a 2% increase in sales tax revenue. Each of these funds receive a 0.5% sales tax as their only source of revenue.

This budget reflects the combined efforts of all department directors. I wish to extend special thanks to Finance Director Stephen Larson for his effort in providing budgetary information in a transparent and informative format. I look forward to working with staff, citizens of Smithville and the Board of Aldermen to accomplish the goals funded through this budget.

Sincerely,



Cynthia M. Wagner
City Administrator

COMMUNITY HISTORY

The City of Smithville is located in Clay and Platte Counties in Missouri, just to the north of Kansas City, Missouri. Smithville is a 16.25 square-mile community that is home to over 11,000 residents who enjoy living in a peaceful, yet growing community. Operating separately from the City, the Smithville R-II School District operates three elementary schools, one middle school, and one high school. Smithville has a branch of the Mid-Continent Public Library.



Smithville was named for Humphrey and Nancy Smith, who came west with their six sons and daughter from New York state in 1822 to find land and build a home. They settled alongside the Little Platte River. In 1824, the Smith's established Smith's Mill, the first water-powered flour mill in Clay County. By the 1830s, a town site was laid out and Smith's Mill became Smithville.

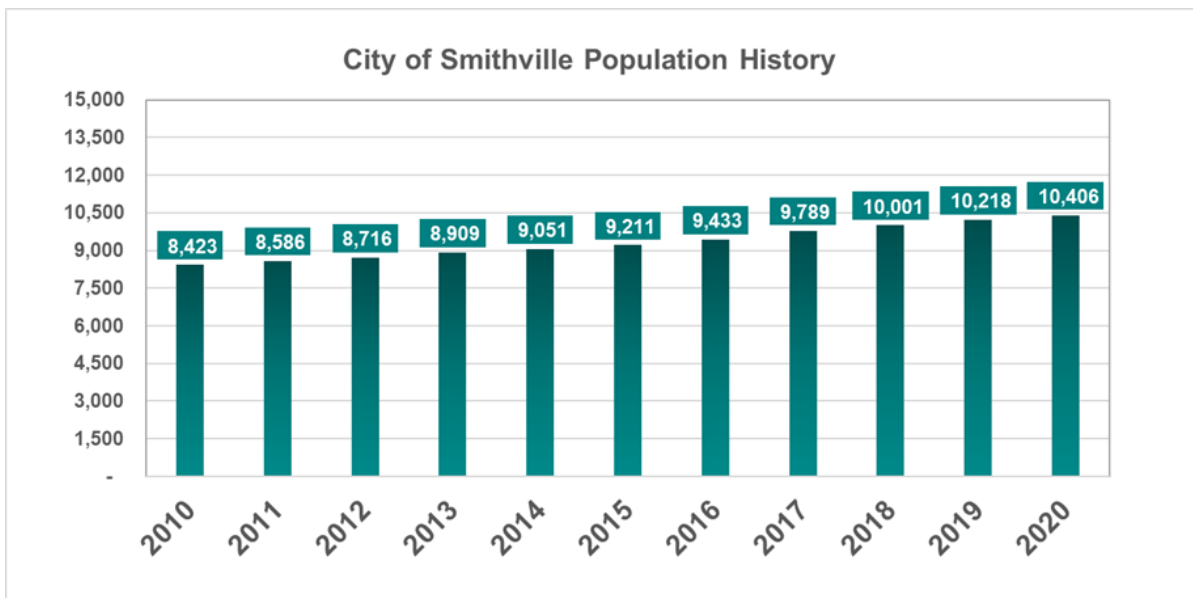
On July 6, 1868, the town of Smithville was incorporated. The City currently operates as a council/administrator form of government. The governing body of the City is the Board of Alderman, which is comprised of six members elected by ward (two alderman per ward), and a Mayor elected at large. The Mayor and each Alderman are elected for two-year terms.

COMMUNITY HISTORY (CONTINUED)

In October 1979, the U.S. Army Corps of Engineers began impounding Smithville Lake, creating what is today a roughly 7,200-acre lake with more than 175 miles of shoreline. Smithville Lake, provides flood damage reduction, recreational opportunities, and water supply and storage capabilities for the City.



Smithville's population has gone through a significant increase over the last twenty years. The population more than doubled from 1990 to 2000, and since 2000, the population has increased by an annual growth rate of about 3.95%. The population growth has been driven by a high performing school district, popular recreational amenities, and proximity to Kansas City, while maintaining a rural feel.



Almost 40% of the Smithville population is comprised of students. Young families are moving to the City to enroll their children into the schools, and this school-age-family subgroup drives the family-friendly nature of the community and the common desire for a safe and secure community. It is expected that Smithville's population will continue to grow, and may even grow faster, given its proximity to the Kansas City International Airport and the construction of the new airport terminal.

COMMUNITY HISTORY (CONTINUED)

City of Smithville Demographic Profile

Demographic Indicators (Data from 2030 Comprehensive Plan)				
Households	Average Household Size	Median Age	Median Household Income	Median Home Value
3,773	2.69	40.2	\$87,826	\$222,510

Demographic indicators for the City of Smithville are shown above which have been sourced from the 2030 Comprehensive Plan.

The City's largest employers are the Smithville School District, Saint Luke's Hospital, and Cosentino's Price Chopper. The City's economy is strong, with the top taxpayers being the Price Chopper, Evergy, Heritage Tractor, Coleman Equipment, and Major Lumber. The Kansas City Metropolitan area is considered broad and diverse, and the City's recent growth will likely lead to future commercial development.

In 2014, the Downtown Smithville Historic District was included in the National Register of Historic Places. In 2019, the City was accepted into the Missouri Main Street Connection program with thanks to additional funding from the Smithville Chamber of Commerce and the Smithville Heritage Business District Association, provides on-site visits from Missouri Main Street Staff, work plan development, regional training, reference materials, and networking to revitalize downtown Smithville.



CITIZEN ENGAGEMENT

2019 DirectionFinder Survey

In 2019, the City of Smithville contracted with ETC Institute, a national leader in market research, which focuses on helping governmental organizations gather survey data to enhance organization performance with an emphasis on customer satisfaction surveys.

The purpose of the survey was to:

- ◇ Objectively assess citizen satisfaction with City services
- ◇ Gather input from residents to help set community priorities
- ◇ Compare the City's current performance to the performance metrics and levels of other communities
- ◇ Assess trends within the community over time

More than 670 DirectionFinder surveys were completed. Responses indicated that Smithville residents generally have a positive perception of the City. Satisfaction with the overall quality of major City services in Smithville rated **9%** above the U.S. average and **14%** above the Missouri and Kansas regional average. Smithville rated at or above the U.S. average in 26 of the 52 specific areas assessed and was at least 5% over the U.S. average in 16 of those areas.

A full priorities report was issued in February 2019 summarizing findings of the survey. Future DirectionFinder surveys will be discussed during each budget process to periodically reassess the citizen opinion of City services and departmental performance. The FY22 Budget includes funds to administer a survey in 2022.

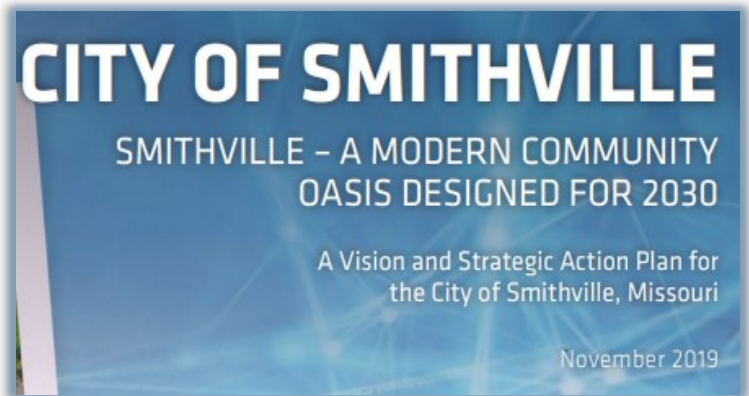


STRATEGIC PLANNING

2019 Citizen Based Strategic Plan

The City of Smithville embarked upon a visioning and strategic planning process in 2019 by contracting with Future IQ, a research and consulting company which specializes in foresight and scenario-based strategic planning, to guide a process to develop a Community Vision and Strategic Action Plan for Smithville.

The Community Vision represents the views of all aspects of the community, reflects core community values, addresses emerging trends and issues, imagines a preferred future, and promotes local action. The Strategic Action Plan directs efforts and resources toward a defined vision for the future, employing a roadmap that is realistic, achievable, and sustainable.



The visioning and strategic planning process aimed to provide responses to the following questions:

- ◇ **What should the City of Smithville become?**
- ◇ **What makes the City of Smithville unique and special and how can the City use these characteristics to prepare for the future?**
- ◇ **How will community stakeholder preferences fit into this vision?**

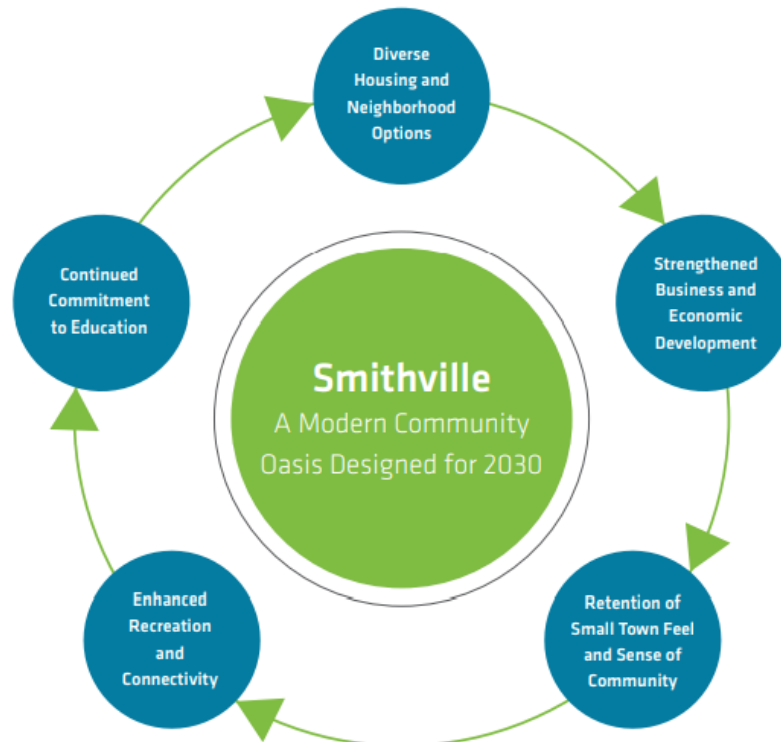
The process included a community survey, a Think Tank workshop, six community engagement sessions, and specific engagement sessions with Smithville High School students to explore the citizen perception of future trends and implications.

STRATEGIC PLANNING (CONTINUED)

This process identified the following vision for the future of Smithville to create along with five strategic pillars to support that vision.

Smithville - A Modern Community Oasis Designed for 2030

- ◇ Continued Commitment to Education
- ◇ Enhanced Recreation and Connectivity
- ◇ Diverse Housing and Neighborhood Options
- ◇ Strengthen Business and Economic Development
- ◇ Retention of Small-Town Feel and Sense of Community



In late September 2019, a Think Tank Reconvene was held, which brought together approximately 50 dedicated community members and stakeholders who have been actively involved in the community visioning project. The Think Tank Reconvene reviewed and validated the initiative's vision and engagement process and began work on the strategic pillars that will serve as the building blocks of the Community Vision and Strategic Action Plan. A full [Vision and Strategic Action Plan](#) was issued in November 2019 identifying a preferred future for the City and strategic actions structured into a proposed roadmap.

STRATEGIC PLANNING (CONTINUED)

2020 Comprehensive Plan

The City of Smithville completed an update of the Comprehensive Plan in 2020 by contracting with Future IQ. The Comprehensive Plan is a foundational document that will guide land-use and planning decisions over the next 10 years while also steering the evolution, look, and feel of the community. The plan is a thoughtful, achievable, and sustainable roadmap for community aspirations. The process had a strong emphasis on community input and engagement. A [Community Portal](#) was created to be the “go-to” place for the Comprehensive Planning process, with results of work to date and the draft maps and plans.



The process involved significant engagement with the community by means of public sessions and task forces with inclusion of the youth voice. To provide continuity to the recent planning process, the Comprehensive Plan update centers its planning elements are the same five strategic pillars that emerged from the 2019 Citizen-based Strategic Plan.

In January 2020, approximately 40 people attended the Comprehensive Planning Launch, which included a recap of the strategic pillars, an introduction to the planning approach and process, and a breakout into interactive working groups to identify the key topic areas involved in each strategic pillar.

In July and August 2020, volunteers who have a particular interest in those key topic areas participated in two rounds of virtual task force meetings to work on integrating the topic areas of the strategic pillars into the comprehensive planning process. The City's Comprehensive Plan was adopted by the Board of Alderman on November 17, 2020.

In July 2021, the Board of Aldermen adopted the Parks & Recreation Master Plan. The Parks & Recreation Master Plan outlines recommendations with future planning for the design and construction of neighborhood parks, recreational amenities, and use of natural space in Smithville.

In 2021, the Board of Aldermen adopted the Transportation Master Plan to identify approaches to addressing the direction of Smithville's transportation future. The plan will provide an overall approach to safety and connectivity for people of all ages who walk, drive, bike, and use other transportation modes.

MISSION, VISION, AND VALUES

City Vision Statement

The City of Smithville Board of Aldermen has a strong history of strategic planning. The Board has proactively identified a vision for the community, established key performance areas, and set priority goals. The Board uses this process to allocate resources, track progress, and evaluate how emerging issues will affect the success of the City and organization.

In 2019, Smithville citizens participated in a community visioning process, augmenting and complementing the work of the governing body. In 2021, the Governing Body once again gathered to not only identify its priorities but also to ensure those priorities were aligned with the feedback generated by the community visioning process.

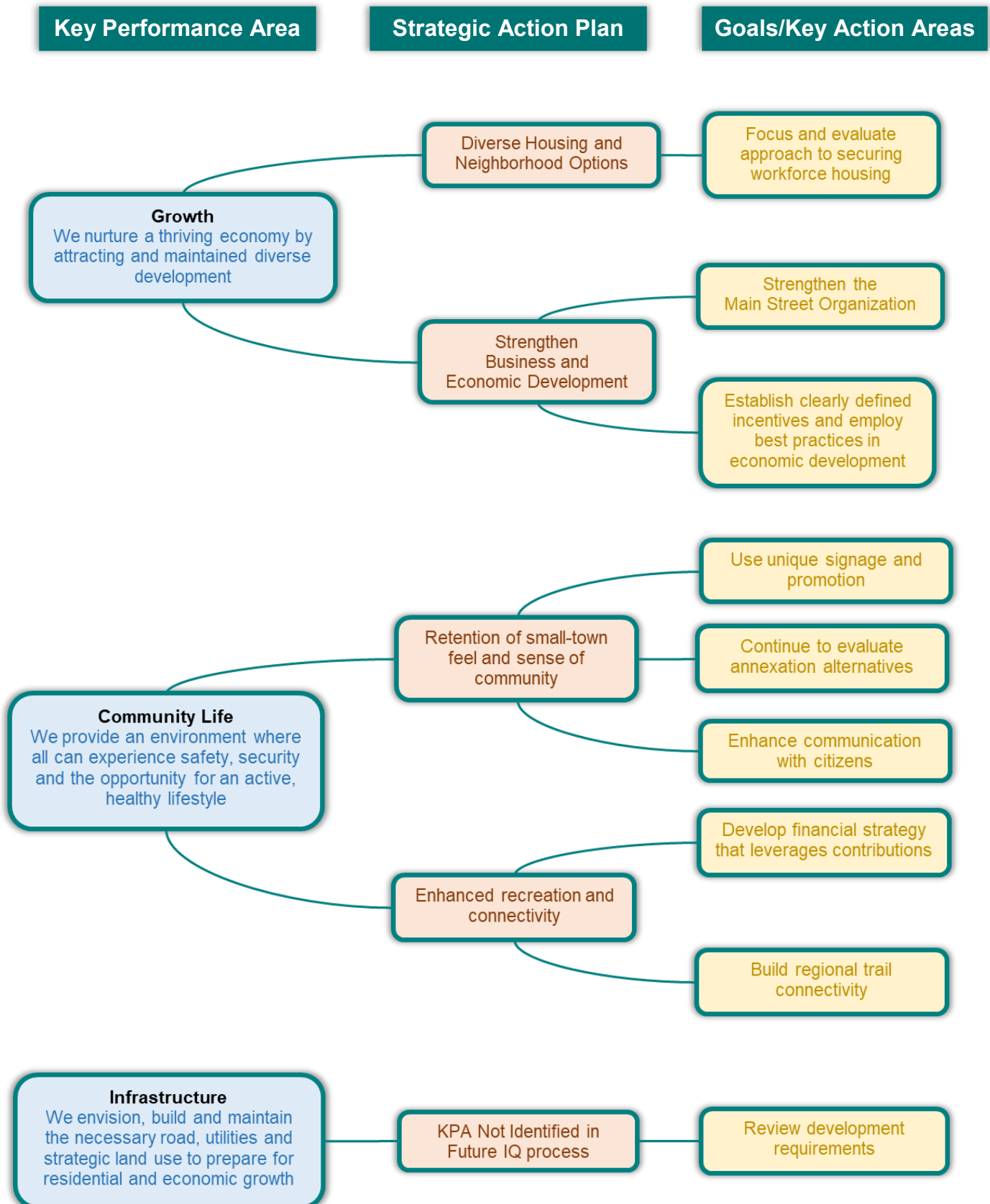
**Smithville builds its future
by embracing growth, encouraging commerce
and cultivating its natural surroundings**

Key Performance Areas

Three years ago, the Governing Body identified five key performance areas - those areas in which the community must have success to move forward. As seen in the table below, growth, community life, and infrastructure are the three key performance areas with governance and finance as the two remaining key areas as values on which the board achieves its work:

	Growth	We nurture a thriving economy by attracting and maintaining diverse development
	Community Life	We provide an environment where all can experience safety, security, and opportunity for an active, healthy lifestyle.
	Infrastructure	We envision, build, and maintain the necessary road, utilities, and strategic land use to prepare for residential and economic growth.
	Governance	We act as a cohesive team, providing the human and physical resources to advance the goals and betterment of the community
	Finance	We maintain public trust through fiscally sound investment of public revenues and resources.

PRIORITY GOALS



GOVERNING BODY

Form of Government

The City of Smithville operates as a council/administrator form of government. The Governing Body of the City is the Board of Aldermen, which is comprised of six members elected by ward (two Aldermen per ward), and a Mayor elected at large. The Mayor and each Alderman are elected to two-year terms.

Municipal elections are held annually in April. To be eligible to qualify for the office of Mayor or Alderman, a candidate must be at least 21 years of age, a citizen of the United States, a resident and inhabitant of the City of Smithville for at least one year prior to the election date, a registered voter, and not owe any outstanding debts to the City of Smithville. Residents who desire to be a candidate must file with the City Clerk annually in December.

A Ward map is depicted on the following page. Ward boundaries were recently redrawn as is the case every ten years with census data review.

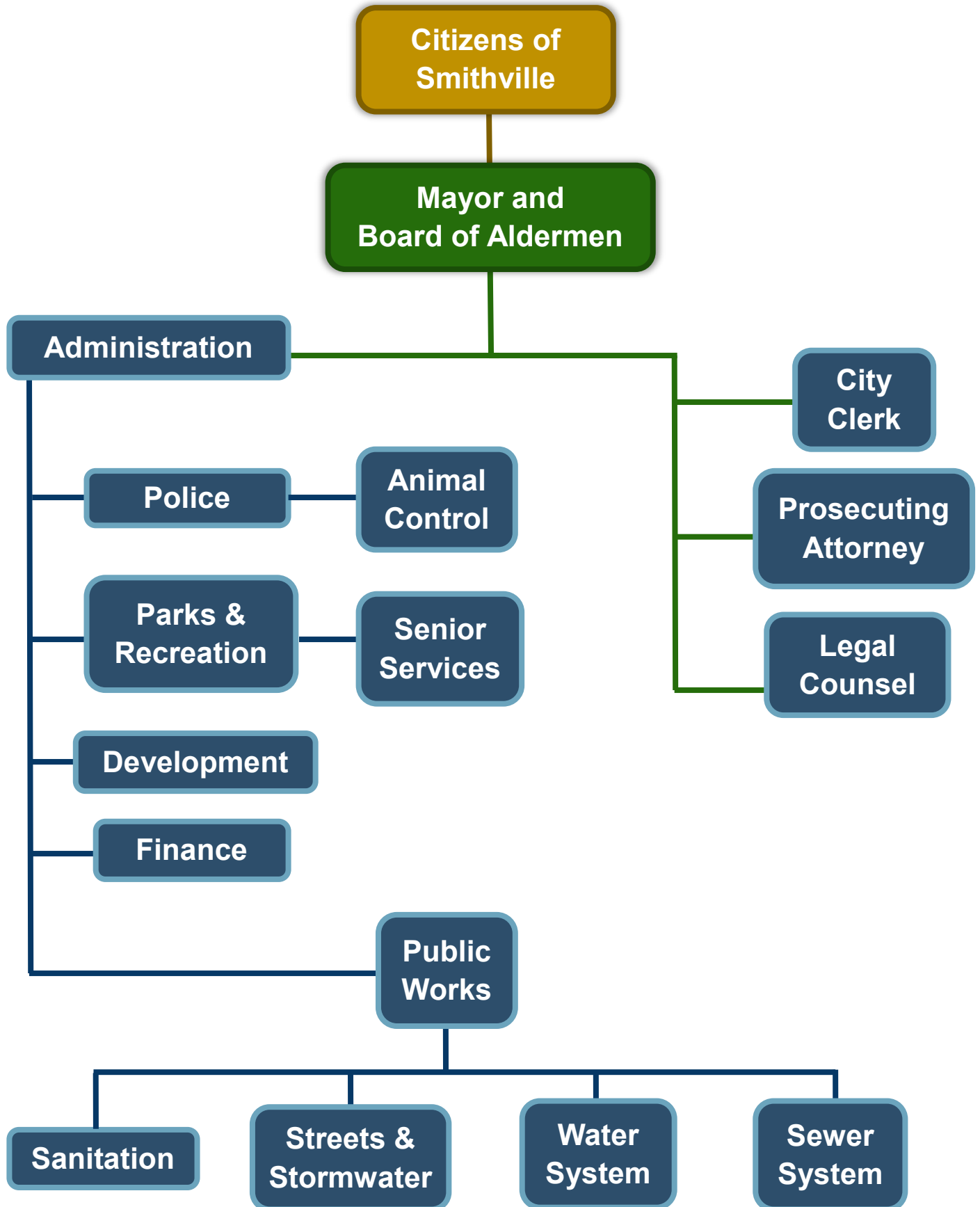
City of Smithville Mayor and Board of Alderman

Representation	Elected Official	Term Length
Mayor	Damien Boley	Term Expires April 2022
Alderman - Ward 1	Dan Ulledahl	Term Expires April 2022
Alderman - Ward 2	Steve Sarver	Term Expires April 2022
Alderman - Ward 3	Marvin Atkins	Term Expires April 2022
Alderman - Ward 1	Dan Hartman	Term Expires April 2023
Alderman - Ward 2	John Chevalier, Jr.	Term Expires April 2023
Alderman - Ward 3	Kelly Kobylski	Term Expires April 2023



Board Chamber (Recently Renovated in 2020)

CITY ORGANIZATIONAL CHART



MANAGEMENT/LEADERSHIP TEAM

City Administrator

Cynthia Wagner

Assistant City Administrator

Anna Mitchell

City Clerk

Linda Drummond

Chief of Police

Jason Lockridge

Parks and Recreation Director

Matthew Denton

Development Director

Jack Hendrix

Finance Director

Stephen Larson

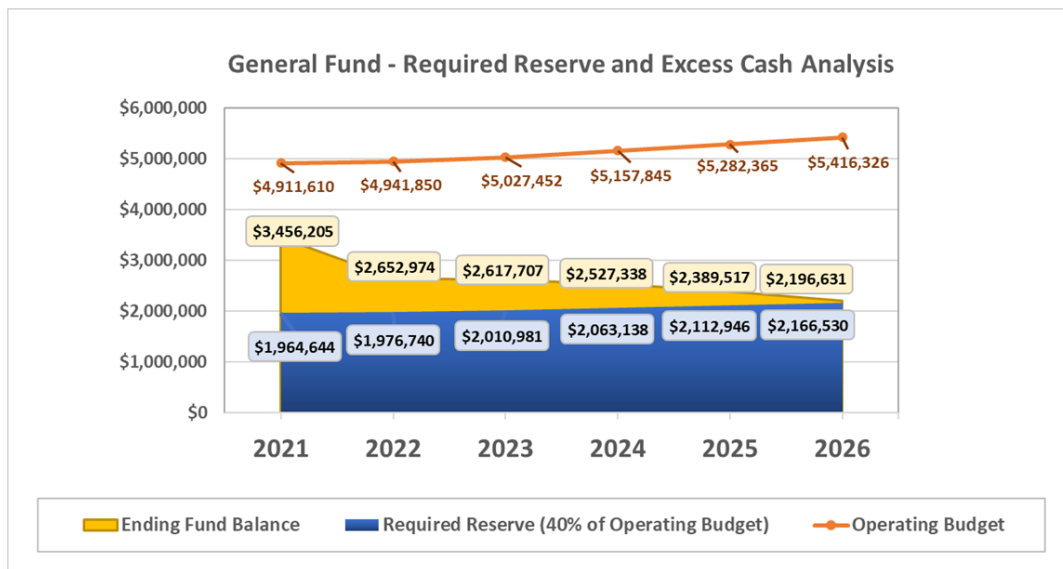
Public Works Director

Chuck Soules

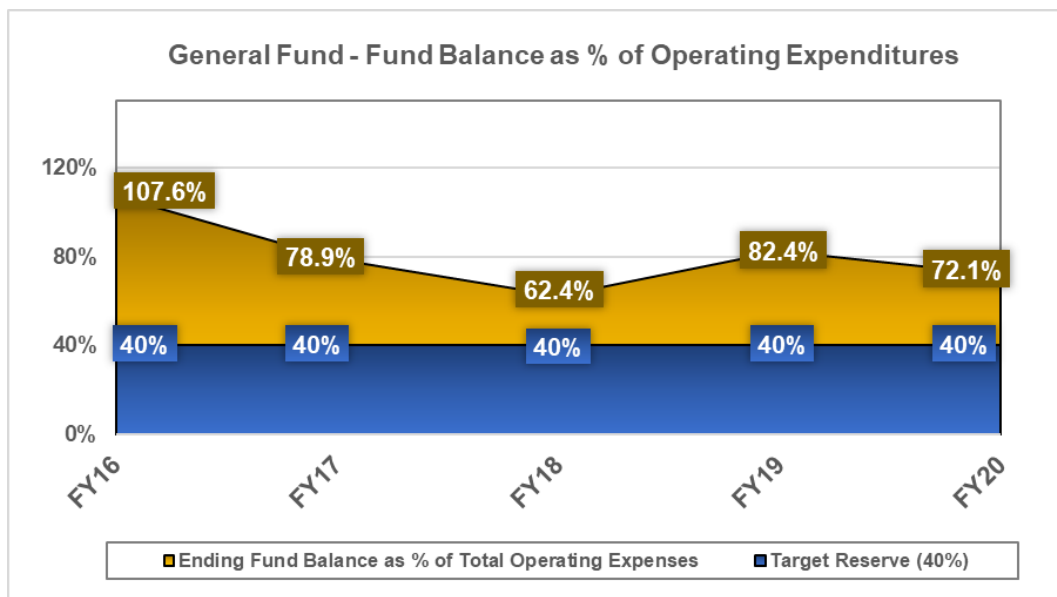
LONG RANGE FINANCIAL PLANNING

The City actively forecasts, reviews and adjusts long term financial plans via a five year forecast which is updated on a monthly basis. Staff continually monitor the amount of projected excess cash (the difference between the projected fund balance and the minimum reserve requirement). This forecast is crucial for staffing, personnel planning and capital improvement planning.

Below is the General Fund Required Reserve and Excess Cash Analysis which is reviewed multiple times by the Board of Alderman during the budget process. There is a **40%** reserve requirement for the General Fund, as outlined in Ordinance No. 2939-15, which has been maintained as seen below in the graphs.

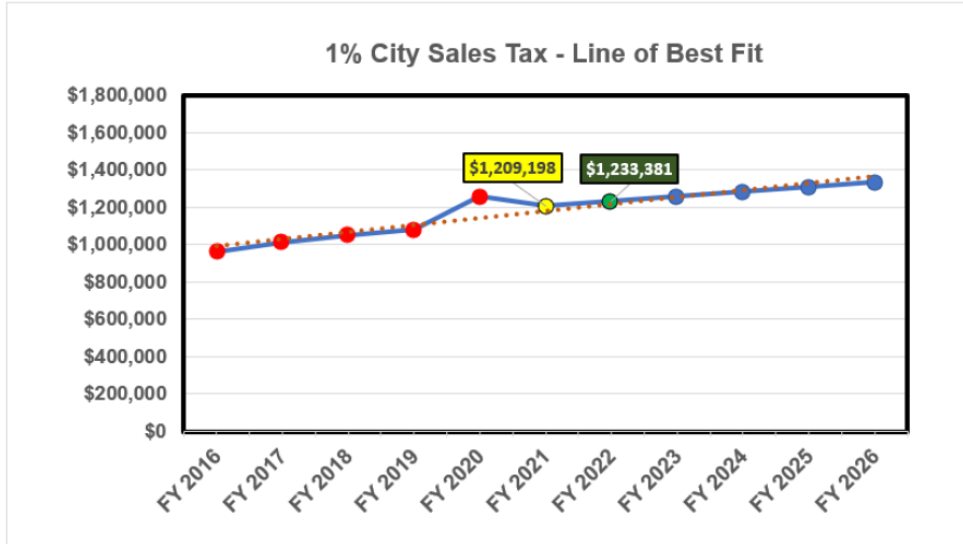


Below is a five year history of the General Fund ending cash balance as a percentage of actual operating expenditures.



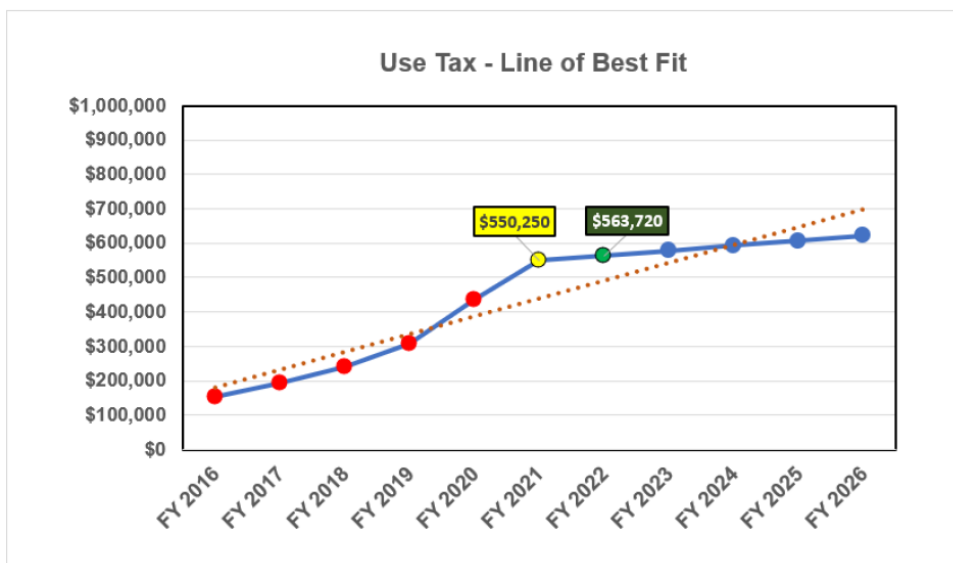
LONG RANGE FINANCIAL PLANNING (CONTINUED)

Long term forecasts for sales tax, franchise fees, building permits, and other major revenues are reviewed monthly. Below is snapshot of the 1% City sales tax long range forecast:



Red	Actuals
Yellow	FY21 Projected
Green	FY22 Proposed
Blue	Projected Out Years

Use taxes, collected for online purchases and deliveries, have also continued to grow. It is likely the COVID 19 pandemic spurred more and more purchases online which factors into the growth in use tax. In addition, the City's use tax rate increased to 2.500% after the addition of the Park and Stormwater Sales Tax (2020) and Capital Improvement Sales Tax (2018). Below is snapshot of City use tax long range forecast:



Red	Actuals
Yellow	FY21 Projected
Green	FY22 Proposed
Blue	Projected Out Years

Long term expenditure forecasts for full time and part time salaries, health insurance benefits, commodities (such as fuel, automotive parts, repairs and maintenance, natural gas, and electricity), and contractual services (such as professional agreements) are also monitored on a five year basis.

BUDGET PROCESS

The City of Smithville budget and fiscal year runs from November 1 to October 31. The Budget is adopted by Ordinance, which requires two readings. Typically, each reading is done at a separate Board of Aldermen meeting. Each winter, a budget calendar is presented to staff and the Board of Aldermen, laying out a timeline for budget preparation, review, and approval. The timeline includes budgetary items such as the Capital Improvement Plan and Schedule of Fees. The FY2022 budget calendar was presented as follows:

FY2022 Budget Timeline	
April 2021	▪ Departmental Budget Meetings
May 2021	▪ FY2021 Revenue Projections Completed
	▪ 5 Year CIP (2022 - 2026) Prioritized and Updated
	▪ Draft FY22 Budget Assembled
June 2021	▪ Departmental Review of Draft FY22 Budget
	▪ Board Discussion on 5-Year Capital Improvement Plan
	▪ Board Discussion on Schedule of Fees
August 2021	▪ CWWWS - Special Workshop
	▪ 1st Budget Workshop - Recommended FY22 Budget
September 2021	▪ 2021 Property Tax Levy Set
	▪ 2nd Budget Workshop (If Needed) - Recommended FY22 Budget
October 2021	▪ Approval of FY22 Budget
	▪ Public Hearing - Water and Sewer Utility Rates
	▪ Amendment to the Schedule of Fees

In April, the Finance Director, City Administrator, and Assistant City Administrator met with department heads to review each departments FY2022 budget priorities, including recommendations for changes to the schedule of fees, anticipated changes to revenues, revisions to expenditure estimates for department line items, capital improvement and outlay requests, and the capital improvements project listing and timeline.

BUDGET PROCESS (Continued)

April 30, 2021 signified the mid-way point of the FY2021 budget year. In May, the Finance Director analyzed six months of year-to-date actual FY2021 revenue and expenditures and calculated FY2021 budget projections. These projections, in coordination with information gathered from the April departmental budget meetings, were utilized in completing a draft of the FY2022 Budget. The April departmental budget meetings also provided the information necessary to update the Five Year Capital Improvement Plan in May 2021.

In June 2021, the Finance Director, City Administrator, and Assistant City Administrator met to review the Employee Handbook, discuss a Classification and Compensation Study, Schedule of Fees, Draft FY2022 Budget, and Five Year Capital Improvement Plan.

In August 2021, the Board of Aldermen approved the Parks and Recreation Master Plan. After formal approval of the plan by the Board, City staff regrouped to insert recommendations from the plan into the 5 Year CIP for the Park and Stormwater Sales Tax Fund. Those recommendations can be found in the Park & Stormwater Sales Tax summary page of the Five Year Capital Improvement Plan.

On August 3, 2021, the Board held a special work session to discuss the south sewer improvement project. The Board recommended the project for the CIP and subsequent rate changes to support the revenue required to fund the project.

On August 17, 2021 the recommended FY22 Budget was presented to the Board of Alderman for the first discussion. The Board provided feedback on recommended revenue and expenditure operating budgets, specific items included and not included in the recommended budget, anticipated one-time revenues, and capital projects included and not included in the recommended budget. The Board examined cash flows and excess cash on hand, and provided recommendations for use and/or conversation of that cash.

In September 2021, the 2021 property tax levy as set according to Section 67.110, RSMo. The FY2022 Budget Ordinance was presented for first reading on October 5th and for the second reading on October 19th.

Amending the Approved Budget

The City Administrator, as Budget Officer, may re-appropriate the approved budget of a Fund without Board approval so long as the total Fund revenues and expenditures remain the same - i.e. the City Administrator is allowed to move \$5,000 in contracted services appropriation to capital outlay appropriation without Board approval.

Changes to the approved budget that do affect total fund revenues and/or expenditures must be approved by Ordinance. Amendments to the FY2021 Budget can be found in Appendix V.

FINANCIAL POLICIES AND BASIS OF ACCOUNTING AND BUDGETING

Chapter 140 - Finance and Taxation

The City of Smithville Code of Ordinances establishes the City's fiscal year, identifies the City Administrator as the Budget Officer, and provides an outline of the process for compilation of, revision of, adoption of, and amendments to the budget. Chapter 140 also guides the setting of the property tax levy and imposition of sales and use taxes.

Chapter 150 - Purchasing Policy

The City of Smithville Code of Ordinances establishes the City's purchasing policy, identifies the Purchasing Agent, and provides an outline for the purchase of goods and services. Numerical limits are identified for formal bid purchases (if the purchase is \$7,500 or greater, formal written contract and Board of Alderman approval required), semi-formal bid purchase (equal to or greater than \$3,500, but less than \$7,500), and purchases made with the discretion of department heads (less than \$3,500).

The Policy Manual outlines several City policies, including the donation and purchasing card policy, and identifies the desired level of various Fund reserves.

Basis of Accounting & Budgeting

The financial statements of the City are prepared on a modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America established by the Governmental Accounting Standards Board (GASB). GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The City's policy is to include the following components in the financial statements: all funds, departments, agencies, boards, commissions, and other units for which the City is considered to be financially accountable.

The accounts of the City are organized on the basis of funds. Each fund is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, fund balances, and revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The next set of pages in the Budget Book summarize the purpose of each fund and provide a five year consolidated financial schedule indicating three years of actual financial history, one year of projected financial activity, and the proposed budget for the fund.

DEBT MANAGEMENT

Debt Policies

In the financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are amortized over the life of the bonds using the straight-line method and are reported net of the applicable bond premiums or discounts. Bond issuance costs are expensed when incurred. In the financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Bond Rating

A bond rating provides a general credit risk evaluation. The City's bond rating is the single most important factor that affects the interest rate on the debt issuance.

There are three major agencies which assign credit ratings for municipal bonds: Moody's Investors Service, S&P (Standard and Poor's) Global, and Fitch Ratings. In assigning a rating for general obligation bonds, rating agencies assess the following factors:

- ◇ **Economy**
- ◇ **Debt Structure**
- ◇ **Financial Condition**
- ◇ **Demographic Factors**
- ◇ **Management Practices of Governing Body and Administration**

The following table shows comparable investment grade ratings for the three major rating agencies:

DEBT MANAGEMENT (CONTINUED)

Bond Rating	Moody's Investors Service	S&P Global and Fitch Ratings
Extremely Strong	Aaa	AAA
Very Strong	Aa1, Aa2, Aa3	AA+, AA, AA-
Strong	A1, A2, A3	A+, A, A-
Adequate	Baa1, Baa2, Baa3	BBB+, BBB, BBB-

The City received a “AA-” long-term rating in February 2019 from S&P Global for its most recent debt issuance, the 2019 General Obligation (GO) bonds. “AA-” is considered a “very strong” rating as indicated by the table above. This 2019 rating also affirmed the City’s “AA-” long-term rating on the 2018 GO Bonds and its “A+” long-term rating on the 2018 Certificates of Participation (COPs), which is considered a “strong” rating.

COPs are typically rated one level lower than the City’s general creditworthiness because COPs are secured through the City’s operating budget, meaning the City has pledged to seek annual appropriations from the Combined Water & Wastewater Systems (CWWS) Fund and has considered the affordability of the lease payments in its long-term plans. However, since the CWWS Fund is support by water and wastewater revenue, some risk is associated with that annual appropriation, leading to the lower credit rating. GO bonds are secured by the full faith and credit and taxing power of the municipality, meaning they are generally payable through a debt service property tax levy without limitation as to the taxing rate on all taxable tangible property, real and personal.

DEBT MANAGEMENT (CONTINUED)

The S&P Global rating reflects the following assessments of the City:

- The City has a strong economy with access to the broad and diverse Kansas City metropolitan statistical area.
- The City is adequately managed with standard financial policies and practices under S&P Global Financial Management Assessment methodology.
- The City showcases strong budgetary performance with slight operating surpluses in the General Fund and at the total governmental fund level in FY18.
- The City has very strong budgetary flexibility with an available cash reserve in FY18 of approximately 72% of operating expenditures.
- The City has very strong liquidity with total government available cash at 102.6% of total governmental fund expenditures, 43 times governmental debt service, and access to external liquidity.
- Very weak debt and contingent liability profile, with debt service carrying charges at 2.4% of expenditures and net direct debt that is 238% of total governmental fund revenue.
- Adequate institutional framework.

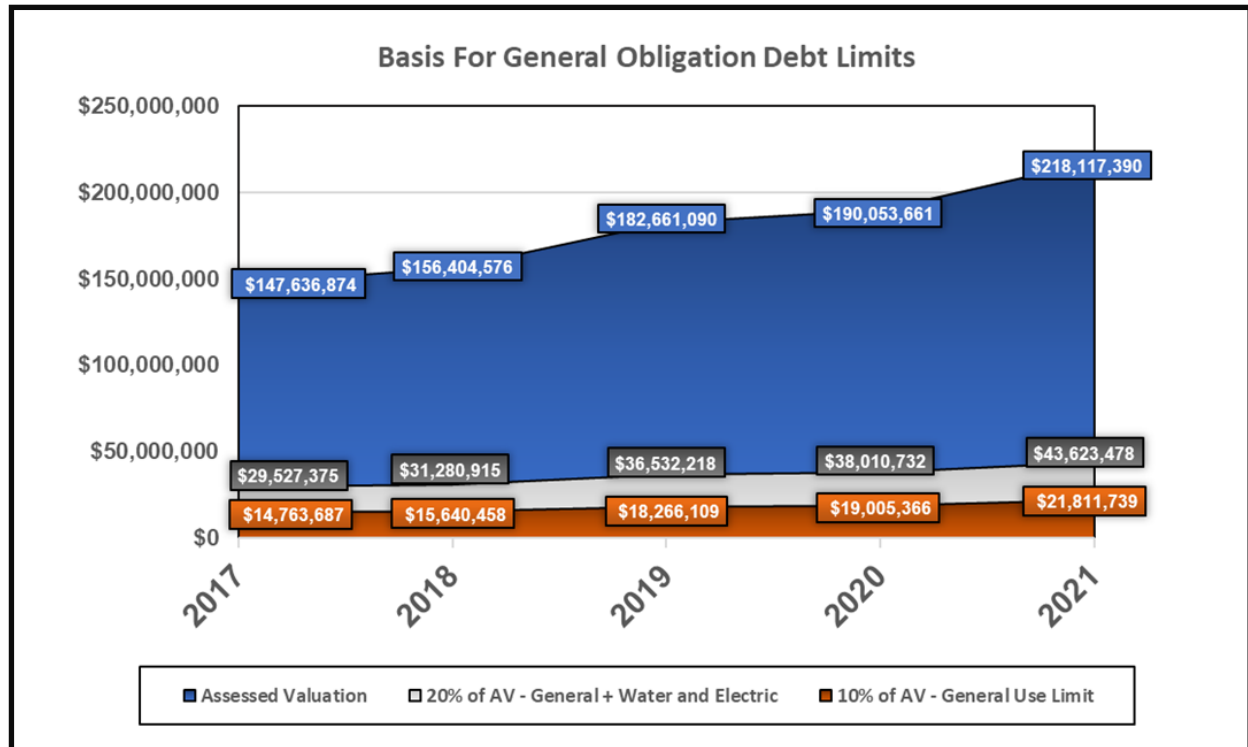
General Obligation Debt Limits

All General Obligation (GO) bonds must be voter-approved. Article VI, Section 26 of the Missouri Constitution limits the amount of GO bonds that may be issued by a municipality for general needs at 10% of the City's assessed valuation (AV). The debt limit is tested at the time of the election to authorize the issuance of the bonds. The maturity date of a GO bond issuance must not be later than 20 years from the date of its issuance. The Missouri Constitution does permit the City to incur GO debt for an additional 10% of the City's AV for the specific purpose of water or electric plant improvements, but the City's total GO debt across all three available platforms cannot exceed 20% of the City's AV. The City's 2021 AV is **\$218,117,390**, meaning the City's GO debt ceiling is **\$43,623,478** (20% of AV) and **\$21,811,739** (10%) may be used for general purposes.

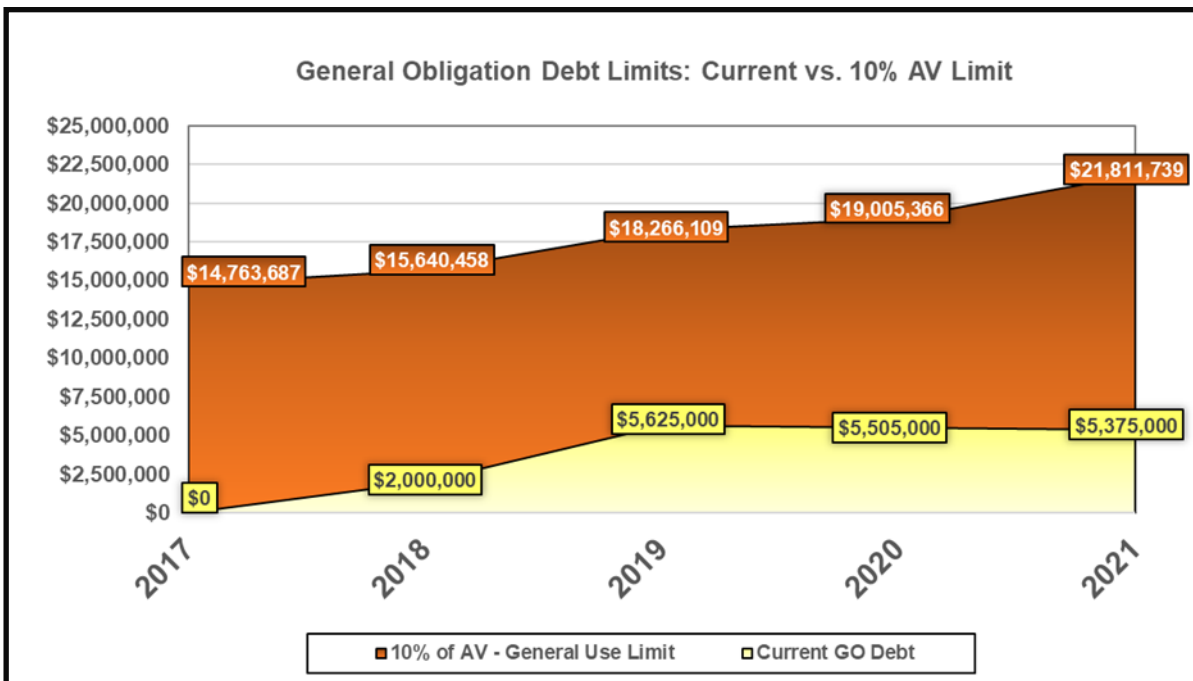
In 2018, voters approved the issuance of \$5,625,000 in GO debt for the City. As of November 1, 2021, the City's GO balance is \$5,375,000, and there is no additional GO debt for specific purposes. See the next page for graphs illustrating the general obligation debt limits.

DEBT MANAGEMENT (CONTINUED)

Below is a graph illustrating the determination of the General Obligation Debt Limits:



Below is a graph illustrating the 10% debt limit compared to actual issued general obligation debt. At this time, the limit greatly exceeds actual issued debt.



DEBT MANAGEMENT (CONTINUED)

Certificates of Participation (COPs), on the other hand, do not need to be voter-approved, and there is no debt ceiling. The City issued COPs in 2012 and 2018 for water and wastewater improvements. As of November 1, 2020, the City has \$8,205,000 in COP debt remaining.

Current general obligations and certificates of participation debt amortization schedules are provided in Appendix I near the end of the Budget Book. Please reference the Table of Contents for the exact page number.

Future Debt Planning

The City continues to proactively identify future infrastructure needs and improvements. Future capital improvement projects which may required funding via debt issuance are outlined below:

Capital Improvement Project	Estimated Cost	Timeline	Instrument	Fund
144th Lift Station and West Bypass	\$3,500,000	FY2022	COP	CWWS
Water Plant Expansion	\$10,000,000	FY2025 and FY2026	COP	CWWS
Construction of Owens Branch Gravity Line Phase #1, Line #2	\$1,900,000	FY2026	COP	CWWS
Wastewater Treatment Plant Expansion Construction	\$5,000,000	FY2026	COP	CWWS
Water Treatment Plant Expansion Construction	\$5,000,000	FY2026	COP	CWWS
Construction of Owens Branch Gravity Line Phase #1, Line #3	\$2,500,000	Outside 2022 - 2026 5 Year CIP	COP	CWWS
Construction of 144th Street to Forest Oaks Gravity Line	\$3,000,000	Outside 2022 - 2026 5 Year CIP	COP	CWWS

TOTAL BUDGET SUMMARY

Below is the presentation of the FY22 Budget summary indicating projected beginning fund balances for FY2022 and projected ending fund balances for FY2022. The proposed revenues and proposed expenditures are reflective of the total budget for all funds for FY2022.

	2022 Projected Beginning Balance	2022 Proposed Revenues	2022 Proposed Expenditures	2022 Projected Ending Balance
General Fund	3,456,205	4,918,620	5,721,850	2,652,974
Capital Improvement Sales Tax Fund	210,270	627,555	575,550	262,275
Capital Projects Fund	6,250	137,000	127,000	16,250
Combined Water/Wastewater Fund	4,643,050	5,119,400	6,485,415	3,277,035
Debt Service Fund	243,592	351,550	339,213	255,929
Park and Stormwater Sales Tax Fund	340,960	627,555	485,000	483,515
Sanitation Fund	58,374	849,530	836,450	71,454
Special Allocation Fund	596,888	570,000	1,166,888	(0)
Transportation Sales Tax Fund	425,196	569,160	782,630	211,727
Vehicle And Equipment Replacement Fund	26,133	284,000	175,749	134,384
American Rescue Plan Act Fund	1,089,138	1,089,162	2,178,300	-
Grand Total	\$ 11,096,056	\$ 15,143,531	\$ 18,874,045	\$ 7,365,543

GENERAL FUND

The General Fund functions as the primary operating fund for the City of Smithville. The General Fund provides the resources necessary to fund a majority of City functions, such as police protection and emergency response, parks maintenance and recreational programs, senior services, code enforcement, permitting, licensing and street and sidewalk maintenance. The General Fund is the recipient of revenue from the 1% city sales tax, the city use tax, property taxes levied on personal and real property, and franchise taxes. Supplementary sources like ticketing fines and forfeitures, building permit fees, business license fees, and recreation fees provide additional support to the fund.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	\$ 3,892,306	\$ 3,218,861	\$ 3,728,491	\$ 3,558,070	\$ 3,456,205
General Fund Revenues By Type					
Property Taxes	815,998	855,455	895,583	925,841	935,099
Sales and Use Taxes	1,366,970	1,462,760	1,772,267	1,861,313	1,882,351
Franchise Taxes	819,356	730,518	710,418	668,090	648,090
Licenses, Fees, and Permits	453,607	350,455	390,263	447,225	447,068
Intergovernmental Revenues	424,622	802,981	298,712	325,734	333,892
Charges for Services	160,577	229,922	214,339	262,894	236,270
Fines and Forfeits	173,262	158,463	144,336	141,365	111,500
Interest	141,291	199,475	116,770	45,000	46,800
Other Revenue	131,806	51,833	46,400	56,782	29,210
Transfers In	-	721,965	174,520	448,458	248,340
Total Revenues	\$ 4,487,489	\$ 5,563,827	\$ 4,763,608	\$ 5,182,702	\$ 4,918,620
General Fund Expenses By Type					
Personnel Services	2,819,116	3,107,852	3,318,297	3,361,931	3,689,430
Contractual Services	784,073	444,746	388,535	518,712	691,040
Commodities	765,649	708,690	678,094	834,140	976,780
Capital Outlay	792,097	524,645	549,103	529,785	344,600
Transfers Out	-	268,263	-	40,000	20,000
Total Expenses	\$ 5,160,934	\$ 5,054,197	\$ 4,934,029	\$ 5,284,568	\$ 5,721,850
Net Change in Fund Balance	\$ (673,445)	\$ 509,630	\$ (170,421)	\$ (101,865)	\$ (803,230)
Ending Fund Balance	\$ 3,218,861	\$ 3,728,491	\$ 3,558,070	\$ 3,456,205	\$ 2,652,974

COMBINED WATER & WASTEWATER FUND

The Combined Water & Wastewater Fund accounts for revenues and expenditures related to water and wastewater operations in the City. Nearly 90% of CWWS fund revenues are provided from charges for services, such as the sale of water and wastewater to utility customers. These resources fund expenses related to daily utility operations (repair and maintenance of water lines, sewer lines, lift stations, and pump stations), capital improvement projects, debt payments (principal and interest), and other one-time expenses.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	\$ 4,602,303	\$ 10,531,068	\$ 5,497,931	\$ 4,528,147	\$ 4,643,050
CWWS Fund Revenues					
Charges for Services	3,657,681	3,587,837	4,107,090	4,509,851	4,713,680
Impact Fees	528,074	223,988	304,540	357,953	375,000
Other Revenue	37,589	40,597	38,644	46,898	25,720
Interest	14,659	65,858	15,954	5,000	5,000
Transfers In / Debt Proceeds	8,848,370	-	-	-	-
Increase in Customer Deposits	17,763	12,012	12,876	-	-
Total Revenues	\$ 13,104,136	\$ 3,930,292	\$ 4,479,104	\$ 4,919,703	\$ 5,119,400
CWWS Fund Expenses					
Personnel Services	835,512	924,737	1,042,339	1,027,415	1,049,050
Contractual Services	525,889	205,802	381,300	851,360	1,318,756
Commodities	787,082	731,566	798,128	1,386,634	2,138,269
Capital Outlay / Debt Payments	4,964,403	6,998,968	3,052,601	1,330,211	1,734,000
Transfers Out	62,485	102,356	174,520	209,180	245,340
Total Expenses	\$ 7,175,371	\$ 8,963,429	\$ 5,448,888	\$ 4,804,800	\$ 6,485,415
Net Change in Fund Balance	\$ 5,928,765	\$ (5,033,137)	\$ (969,784)	\$ 114,903	\$ (1,366,015)
Ending Fund Balance	\$ 10,531,068	\$ 5,497,931	\$ 4,528,147	\$ 4,643,050	\$ 3,277,035

TRANSPORTATION SALES TAX FUND

The Transportation Sales Tax Fund accounts for a 1/2 cent (0.5%) sales tax which has no expiration date. Per Section 140.120 of the City of Smithville Code of Ordinances, the Transportation Sales Tax became effective July 1, 1989. Transportation Sales Tax Fund expenditures are limited by state statute to the construction, reconstruction, repair, and maintenance of streets, roads, sidewalks, trails, community-owned parking lots, and bridges within the City.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	\$ 318,844	\$ 417,228	\$ 355,937	\$ 762,606	\$ 425,196
Transportation Sales Tax Fund Revenues					
Sales Tax (0.5%)	476,958	496,432	582,359	558,000	569,160
Transfers In / Proceeds from	235,232	-	-	-	-
Total Revenues	\$ 712,190	\$ 496,432	\$ 582,359	\$ 558,000	\$ 569,160
Transportation Sales Tax Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	38,276	36,858	37,566	131,010	33,480
Commodities	285,994	520,864	127,624	737,303	158,190
Capital Outlay	289,537	-	10,500	21,960	590,960
Transfers Out	-	-	-	5,138	-
Total Expenses	\$ 613,806	\$ 557,723	\$ 175,691	\$ 895,411	\$ 782,630
Net Change in Fund Balance	\$ 98,384	\$ (61,291)	\$ 406,668	\$ (337,411)	\$ (213,470)
Ending Fund Balance	\$ 417,228	\$ 355,937	\$ 762,606	\$ 425,196	\$ 211,727

SANITATION FUND

The Sanitation Fund accounts for payments from the City to the City's trash and recycling provider as well as the management of the annual Household Hazardous Waste program. The City currently contracts with GFL (Green For Life) for trash, recycling, and bulky item pick-up services. The fund receives revenue from a monthly trash charge paid for by Smithville trash customers. The fund works as a simple "pass through" fund as all revenues received in the form of customer charges offset the City's payments to GFL, the trash and recycling provider.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	\$ 35,165	\$ 43,845	\$ 37,499	\$ 55,436	\$ 58,374
Sanitation Fund Revenues					
Charges for Services	735,138	780,004	831,293	867,351	849,530
Total Revenues	\$ 735,138	\$ 780,004	\$ 831,293	\$ 867,351	\$ 849,530
Sanitation Fund Expenses					
Contracted Services	726,458	786,350	813,356	864,412	836,450
Total Expenses	\$ 726,458	\$ 786,350	\$ 813,356	\$ 864,412	\$ 836,450
Net Change in Fund Balance	\$ 8,680	\$ (6,346)	\$ 17,937	\$ 2,938	\$ 13,080
Ending Fund Balance	\$ 43,845	\$ 37,499	\$ 55,436	\$ 58,374	\$ 71,454

SPECIAL ALLOCATION FUND

The Special Allocation Fund is the recipient of TIF property tax revenue over and above the property tax base, the recipient of TIF EATs (Economic Activity Taxes), and the recipient of the 1% CID Sales/Use tax revenue generated from the Smithville Marketplace CID. Revenues collected and receipted for the Special Allocation Fund are subject to administrative costs and developer reimbursement requests for eligible expenses per the TIF and CID Agreement. Requests submitted by the developer for reimbursement are presented to the Board of Alderman for approval.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	-	-	\$ -	\$ 8,260	\$ 596,888
Special Allocation Fund Revenues					
Property Taxes	-	-	-	20,000	20,000
Sales and Use Taxes	-	-	8,260	571,628	550,000
Total Revenues	-	-	\$ 8,260	\$ 591,628	\$ 570,000
Special Allocation Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	-	-	-	-	1,163,888
Commodities	-	-	-	-	-
Transfers Out	-	-	-	3,000	3,000
Total Expenses	-	-	\$ -	\$ 3,000	\$ 1,166,888
Net Change in Fund Balance	-	-	\$ 8,260	\$ 588,628	\$ (596,888)
Ending Fund Balance	-	-	\$ 8,260	\$ 596,888	\$ (0)

CAPITAL IMPROVEMENT SALES TAX FUND

The Capital Improvement Sales Tax Fund is a 1/2 cent (0.5%) sales tax which became effective October 1, 2018 and sunsets on December 31, 2038. The sales tax is imposed for the purpose of funding, financing, operating and maintaining capital improvements. Capital Improvement Sales Tax funds are obligated for transfer to the Debt Service Fund to provide support for debt service principal and interest payments.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	-	-	\$ 323,829	\$ 347,270	\$ 210,270
Capital Improvement Sales Tax Fund Revenues					
Sales Tax (0.5%)	-	451,246	579,721	615,250	627,555
Total Revenues	-	\$ 451,246	\$ 579,721	\$ 615,250	\$ 627,555
Capital Improvement Sales Tax Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	-	-	-	-	97,000
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	410,060	-
Transfers Out	-	127,417	556,280	342,190	478,550
Total Expenses	-	\$ 127,417	\$ 556,280	\$ 752,250	\$ 575,550
Net Change in Fund Balance	-	\$ 323,829	\$ 23,441	\$ (137,000)	\$ 52,005
Ending Fund Balance	-	\$ 323,829	\$ 347,270	\$ 210,270	\$ 262,275

DEBT SERVICE FUND

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest. Payments (expenditures) from the Debt Service Fund follow set repayment schedules for debt issued by the City. The Debt Service Fund carries an informal reserve which is intended to be sufficient enough to cover the first debt service payments of a fiscal year without the need for additional cash transfers. The Debt Service Fund receives revenues (in the form of an annual transfer) from the Capital Improvement Sales Tax Fund to pay for long term debt payments.

	Actual FY18		Actual FY19		Actual FY20		Projected FY21		Proposed FY22	
Beginning Fund Balance	-	\$	-	\$	-	\$	231,262	\$	243,592	
Debt Service Fund Revenues										
Transfers In	-		127,417		556,280		342,190		351,550	
Total Revenues	-	\$	127,417	\$	556,280	\$	342,190	\$	351,550	
Debt Service Fund Expenses										
Capital Outlay / Debt Payments	-		127,417		325,018		329,860		339,213	
Total Expenses	-	\$	127,417	\$	325,018	\$	329,860	\$	339,213	
Net Change in Fund Balance	-	\$	-	\$	231,262	\$	12,330	\$	12,337	
Ending Fund Balance	-	\$	-	\$	231,262	\$	243,592	\$	255,929	

CAPITAL PROJECTS FUND

The Capital Projects Fund is utilized to account for large, and often, multi-year construction projects for the City. Revenue sources for the fund include proceeds received from debt issued, grant or match reimbursements, and transfers in from other funds. In past years, the fund has housed revenues and expenses related to the completion of the Downtown Streetscape and the Main Street Trail capital improvement projects.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	\$ -	\$ 2,008,898	\$ 1,960,537	\$ 1,261,031	\$ 6,250
Capital Project Fund Revenues					
Other Revenue	-	-	-	6,250	10,000
Intergovernmental	-	-	-	290,439	-
Transfers In / Debt Proceeds	2,075,886	4,182,447	-	5,138	127,000
Interest	-	-	-	-	-
Total Revenues	\$ 2,075,886	\$ 4,182,447	\$ -	\$ 301,827	\$ 137,000
Capital Project Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	-	297,430	102,834	59,436	-
Commodities	-	-	-	-	-
Capital Outlay / Debt Payments	66,988	3,313,769	596,672	1,497,172	127,000
Transfers Out	-	619,609	-	-	-
Total Expenses	\$ 66,988	\$ 4,230,808	\$ 699,506	\$ 1,556,608	\$ 127,000
Net Change in Fund Balance	\$ 2,008,898	\$ (48,361)	\$ (699,506)	\$ (1,254,781)	\$ 10,000
Ending Fund Balance	\$ 2,008,898	\$ 1,960,537	\$ 1,261,031	\$ 6,250	\$ 16,250

PARK AND STORMWATER SALES TAX FUND

The Park and Stormwater Sales Tax Fund accounts for a voter approved 1/2 cent (0.5%) sales tax which became effective October 1, 2020 through September 30, 2040. The Park and Stormwater Sales Tax fund was created as a part of the FY21 budget process. The sales tax may be used for the purpose of operating, maintaining, funding, and/or financing parks and recreation needs and stormwater control.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	-	-	-	-	\$ 340,960
Park & Stormwater Sales Tax Fund Revenues					
Sales Tax (0.5%)	-	-	-	565,960	627,555
Total Revenues	-	-	-	\$ 565,960	\$ 627,555
Park & Stormwater Sales Tax Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	-	-	-	50,000	210,000
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	175,000	275,000
Transfers Out	-	-	-	-	-
Total Expenses	-	-	-	\$ 225,000	\$ 485,000
Net Change in Fund Balance	-	-	-	\$ 340,960	\$ 142,555
Ending Fund Balance	-	-	-	\$ 340,960	\$ 483,515

VEHICLE AND EQUIPMENT REPLACEMENT FUND

The Vehicle and Equipment Replacement Fund (VERF) accounts for expenses related to the management of the City's vehicle fleet. The VERF was created as a part of the FY21 budget process which included the approval of an agreement between the City and Enterprise Fleet Management to lease "white fleet", or non-police vehicles for City use. Ideally, building up and retaining a cash balance of \$500,000 in the VERF is desirable in order to re-purchase the entire fleet if the City would decide to forgo the lease agreement with Enterprise Fleet Management.

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Beginning Fund Balance	-	-	-	-	\$ 26,133
VERF Revenues					
Sale of Personal Property & Leased Vehicles	-	-	-	51,971	244,000
Transfers In	-	-	-	40,000	40,000
Total Revenues	-	-	-	\$ 91,971	\$ 284,000
VERF Expenses					
Contractual Services	-	-	-	65,838	175,749
Total Expenses	-	-	-	\$ 65,838	\$ 175,749
Net Change in Fund Balance	-	-	-	\$ 26,133	\$ 108,251
Ending Fund Balance	-	-	-	\$ 26,133	\$ 134,384

CARES FUND

The CARES (Coronavirus Aid, Relief, and Economic Security Act) Fund was established by the City to account for Federal stimulus money received in response to the COVID-19 pandemic. In 2020, the City received \$945,400 in CARES funding, which was distributed by Clay County, Missouri. The City obligated and expended all CARES revenues and the fund is projected to finish FY21 with no cash balance and no future anticipated revenues or expenses in FY22 or beyond.

	Actual FY18		Actual FY19		Actual FY20		Projected FY21		Proposed FY22	
Beginning Fund Balance	\$	-	\$	-	\$	-	\$	588,259	\$	-
CARES Fund Revenues										
Intergovernmental		-		-		945,400		-		-
Interest		-		-		751		-		-
Total Revenues	\$	-	\$	-	\$	946,151	\$	-	\$	-
CARES Fund Expenses										
Personnel Services		-		-		8,784		472		-
Contractual Services		-		-		175,200		251,352		-
Commodities		-		-		25,879		56,497		-
Capital Outlay		-		-		148,029		40,650		-
Transfers Out		-		-		-		239,288		-
Total Expenses	\$	-	\$	-	\$	357,892	\$	588,259	\$	-
Net Change in Fund Balance	\$	-	\$	-	\$	588,259	\$	(588,259)	\$	-
Ending Fund Balance	\$	-	\$	-	\$	588,259	\$	-	\$	-

AMERICAN RESCUE PLAN ACT (ARPA) FUND

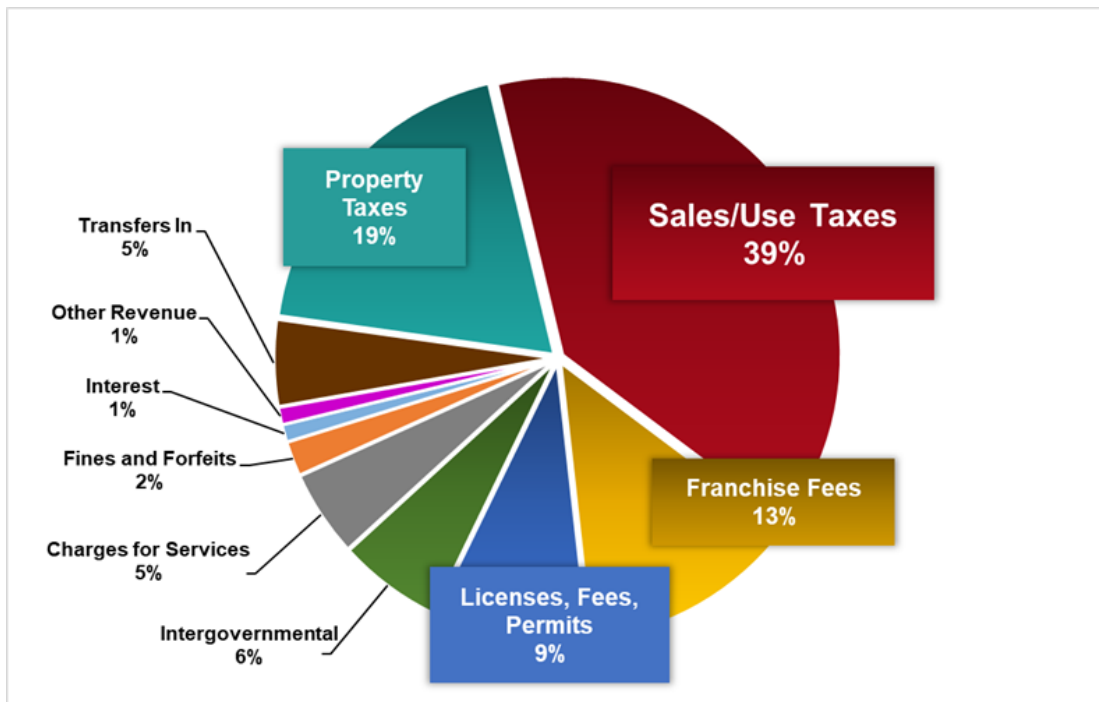
Congress passed the ARPA (American Rescue Plan Act) on March 11, 2021 to provide fiscal relief to local governments as a result of the COVID-19 pandemic. The ARPA appropriates \$19.53 billion to U.S. states for distribution to non-entitlement units of local government (NEUs) which constitutes those cities, towns, and villages with a population under 50,000. The City of Smithville ARPA revenue estimate is \$2,178,300 which spans FY21 and FY22. The City has planned to utilize the ARPA funding for the Raw Water Pump Station, Zebra Mussel, Valve Control capital improvement project (as seen in the five year CIP).

	Actual FY18		Actual FY19		Actual FY20		Projected FY21		Proposed FY22	
Beginning Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	1,089,138
ARPA Fund Revenues										
Intergovernmental		-		-		-		1,089,138		1,089,162
Interest		-		-		-		-		-
Total Revenues	\$	-	\$	-	\$	-	\$	1,089,138	\$	1,089,162
ARPA Fund Expenses										
Capital Outlay		-		-		-		-		2,178,300
Total Expenses	\$	-	\$	-	\$	-	\$	-	\$	2,178,300
Net Change in Fund Balance	\$	-	\$	-	\$	-	\$	1,089,138	\$	(1,089,138)
Ending Fund Balance	\$	-	\$	-	\$	-	\$	1,089,138	\$	-

GENERAL FUND REVENUE OVERVIEW

A pie chart illustrating the breakdown of General Fund revenues is shown below. Sales and Use taxes is the largest form of revenue for the City and make up **39%** of the total. Property taxes make up **19%**, and is the 2nd largest category of revenue. Franchise fees for electricity, natural gas, telecommunications, cable television, and utilities are collected and comprise the 3rd largest category of revenue at **13%**.

FY22 General Fund Revenue Budget By Category Type



The table below shows examples of key revenues found in the remaining categories:

Licenses, Fees, Permits	Building Permits, Business Licenses, Motor Vehicle Fees
Intergovernmental	Motor Fuel Tax, Grant Revenue, SRO Agreement Revenue
Charges for Services	Campground Fees, Athletic Field Rental, Youth & Adult Recreation Fees
Fines and Forfeits	Traffic Violations, DUIs
Interest Earnings	Interest Earned from Cash Balance at Bank
Other Revenue	Sponsorships, Animal Shelter Fees, Sale of Personal Property
Transfers In	Revenue Transferred In from Other Funds

SALES TAX OVERVIEW

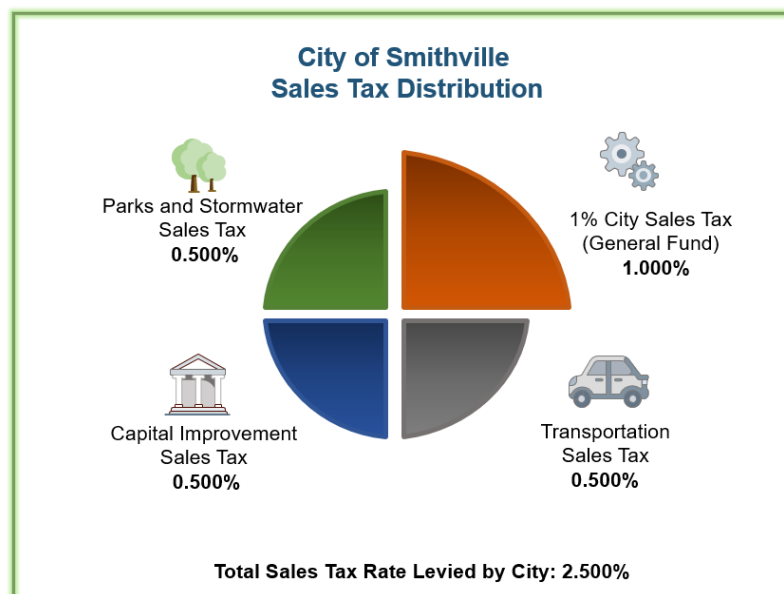
The City of Smithville total sales tax rate is **8.475%**. Nearly half of this total sales tax rate is effective for the State of Missouri. Clay County, the Smithville Area Fire Protection District, and the KC Zoo District also have rates enacted. The City of Smithville sales tax rate is 2.500%. For consumer activity occurring in the Smithville Marketplace CID (located at 15700 N US 169 Highway), the total rate is **9.475%**, which includes a 1% Community Improvement District (CID) sales tax.

City of Smithville - Sales Tax Rate Breakdown

Jurisdiction	Effective Rate
State of Missouri	4.225%
Clay County	1.125%
City of Smithville	2.500%
Smithville Area Fire Protection District	0.500%
Kansas City Zoological District	0.125%
Total Rate in City	8.475%

Smithville Marketplace (1% CID Sales Tax)	1.000%
Total Rate for Smithville Marketplace	9.475%

The City of Smithville total sales tax rate is comprised of 4 specific sales taxes. There is a 1% City Sales Tax for the General Fund and three Special Sales Taxes. Each of the Special sales taxes have specific spending restrictions and are routed to specific budgeted funds for accounting purposes. The fund summaries, seen later in the Budget Book, outline the restrictions on how these monies may be spent.



PROPERTY TAX OVERVIEW

The City holds a public hearing and approves its mill levy rate for personal and real estate property taxes before October 1st each year. Property tax bills are mailed in mid-November by the County Collected and payments are due by December 31st each year. As seen in the revenue overview, property tax is the second largest revenue source for the General Fund, although many residents believe 100% of the property tax they pay goes to the City. However, the City is, in fact, only one of several taxing jurisdictions which make up the property tax bill. The table below lists the certified 2020 property tax mill levy rates for all Smithville taxing jurisdictions.

2020 Certified Tax Levies

Taxing Jurisdictions	2020 Tax Levies
Smithville School District	5.1000
City of Smithville	0.4484
Smithville Area Fire Protection District	0.4261
Northland Regional Ambulance District	0.4221
Mid-Continent Public Library	0.3696
Clay County Services	0.1736
Clay County Developmental Disabilities	0.1130
Clay County Health	0.0942
Clay County Mental Health	0.0942
State of Missouri	0.0300
Grand Total Tax Levy	7.2712

The table below illustrates the calculations for the assessed value on a home with an appraised (market) value for \$250,000.

Assessed Value for \$250,000 Residential Home		
Appraised Value	\$	250,000
Residential Assessment Factor		19.00%
Assessed Value (19% of Appraised Value)	\$	47,500

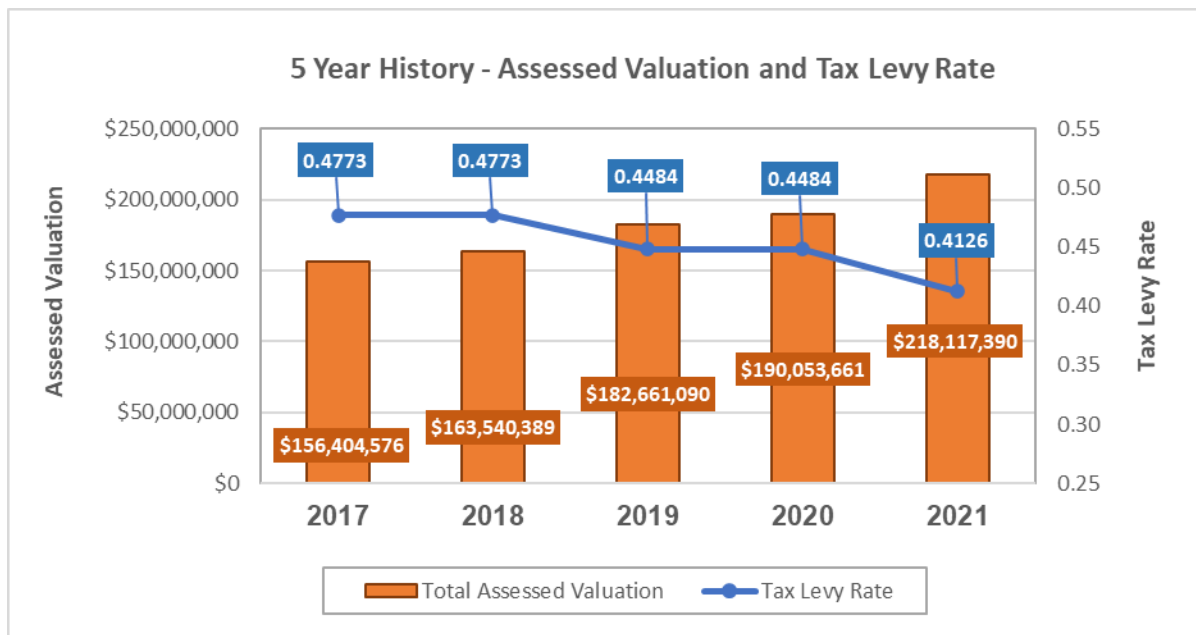
Multiplying the appraised (market) value of the home by the assessment factor results in the calculated assessed valuation for the residential property. Assessment factors are determined by the classification of property. The assessment factor for residential real property is **19%**. Agricultural property is assessed at a **12%** assessment rate and commercial property is assessed at a **32%** assessment rate.

PROPERTY TAX OVERVIEW (CONTINUED)

The table below illustrates the property taxes paid on the \$250,000 example home on the previous page. In this example, the total assessed valuation of \$47,500, divided by 100, multiplied by the mill levy rate, will give an approximate amount of the total property tax revenues billed in each year. About 70% of the property taxes owed go to the Smithville School District, followed by the City of Smithville at 6% and the Smithville Area Fire Protection District at 6%.

\$250,000 Residential Home Example Breakdown of Taxes Paid on 2020 Tax Levies		% of Total Paid
Smithville School District	\$ 2,422.50	70%
City of Smithville	\$ 212.99	6%
Smithville Area Fire Protection District	\$ 202.40	6%
Northland Regional Ambulance District	\$ 200.50	6%
Mid-Continent Public Library	\$ 175.56	5%
Clay County Services	\$ 82.46	2%
Clay County Developmental Disabilities	\$ 53.68	2%
Clay County Health	\$ 44.75	1%
Clay County Mental Health	\$ 44.75	1%
State of Missouri	\$ 14.25	1%
Grand Total Property Taxes Paid	\$ 3,453.82	100%

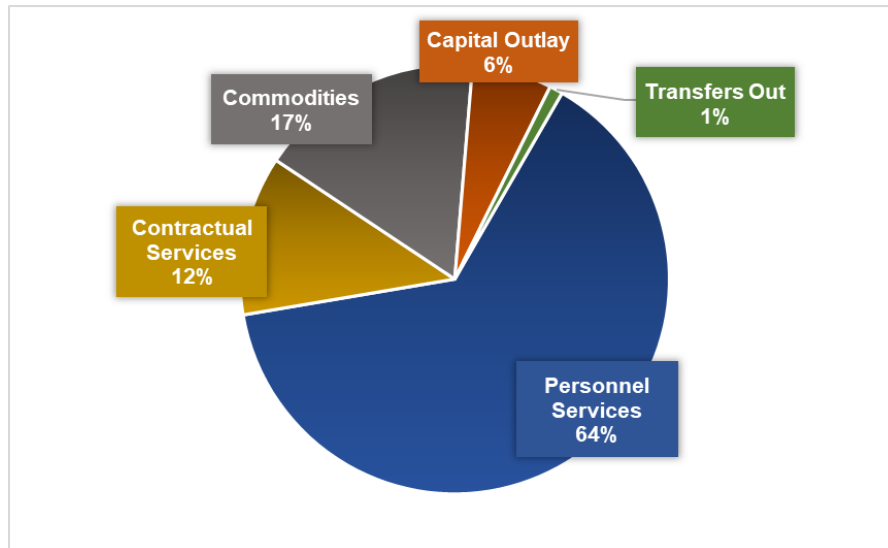
The graph below depicts the history of the City's assessed valuation and tax levy rate for the last five years. Assessed valuation has continued to grow in the City of Smithville, year-over-year, while the tax levy rate has steadily decreased.



GENERAL FUND EXPENDITURE OVERVIEW

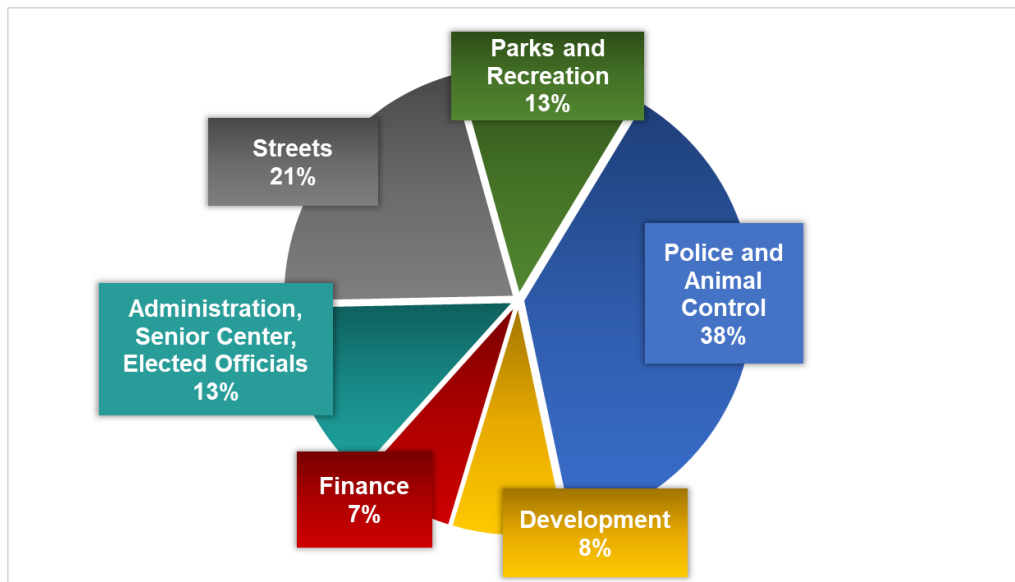
The City of Smithville is a public service organization and which is reflected through the makeup of the General Fund Budget. **65%** of the budget is for personnel services comprised of full-time salaries, part-time salaries, seasonal salaries, fringe benefits, and retirement expenses. **17%** of the budget is comprised of commodities which includes fuel, electricity, natural gas, and repairs and maintenance. Contractual Services, Capital Outlay, and Transfers Out make up the rest.

FY22 General Fund Expenditure Budget - By Spending Category



A pie chart illustrating the breakdown of General Fund expenditures by department is shown below. Public Safety (Police & Animal Control), Parks and Recreation and Streets comprise **72%** of the total General Fund budget. The remaining departments make up the rest of the General Fund budget. The total FY22 General Fund expenditure budget is **\$5,721,850**.

FY22 General Fund Expenditure Budget - By Department



GENERAL FUND EXPENDITURE OVERVIEW (CONTINUED)

Below is a table showcasing highlights of General Fund expenditures found in the FY22 Budget.

FY22 Expenditure Highlight	Department	FY22 Expenditure Description and FY22 Budget Amount
Main Street Program	Administration	Participation in the Main Street Program allows for positive economic impact and revitalization in Downtown Smithville through an annual written work plan (\$20,000) .
Neighborhood Beautification Grant	Administration	Grant funding to HOA's (Home Owner Association) to make improvements such as signage or park land structure to improve the look, beauty, and aesthetic of the City (\$25,000) .
GIS and Asset Management Program	Streets	A GIS system provides data to support maintenance and CIP development, provide an inventory of infrastructure conditions, as well as support to traffic management and snow operations (\$100,000 in General Fund and \$100,000 in CWWS Fund)
Plan Scanner	Streets & Development	Purchase/lease a wide format plotter/printer for in-house printing of large maps and scanning of large planning documents (\$10,000 in General Fund and \$10,000 in CWWS Fund) .
Transportation Master Plan (Complete Plan)	Streets	The City has contracted with Toole Design Group to create a Transportation Master Plan. The plan is expected to be completed in its entirety in 2022 (\$60,000 to Finish Project)
Streets/Parks Facility Engineering	Streets	The City has identified a need to improve operational facilities for the Parks and Recreation Department and Streets Department (Public Works). The City is contracting with Bartlett and West to complete engineering for facility (\$250,000) .
VERF Annual Support	Streets	The General Fund will provide annual VERF support to ensure adequately reserves and buildup of fund balance in the VERF (\$20,000 in support from the General Fund and \$20,000 in support from the CWWS Fund) .
Police Radio Purchase (Complete Purchase)	Police	The City will be replacing portable police radios in order to stay in constant contact with the dispatch center and other officers. This must be completed because of the transition to a full encrypted system by the end of the 2021 calendar year (\$26,000) .
Police Vehicle Purchase	Police	The City is planning to replace three police vehicles either through a cooperative bid or leasing vehicles with Enterprise Fleet Management (\$135,000 for 3 Vehicles) .
Records Management System (Complete RMS Installation)	Police	The City has contracted with Centralsquare Technologies to install the new RMS System. A go-live date is anticipated for mid to late October 2021 (\$19,000 to Finish Project) .
Phase II and Phase III Campground Electrical Upgrades	Parks & Recreation	Parks and Recreation will work with Mr. Electric of Clay County to complete remaining campground upgrades at Smith's Fork Campground (\$75,000)

ELECTED OFFICIALS

The City's elected officials (formally referred to as the "Board of Alderman") act as the Governing Body of the City. The Board of Alderman is empowered by state law to make laws and regulations with respect to municipal affairs. The Board of Alderman is composed of six members serving staggered, two-year terms. The Mayor is empowered by state law to carry out the laws and regulations set by the Board of Alderman and is also elected to a two-year term.



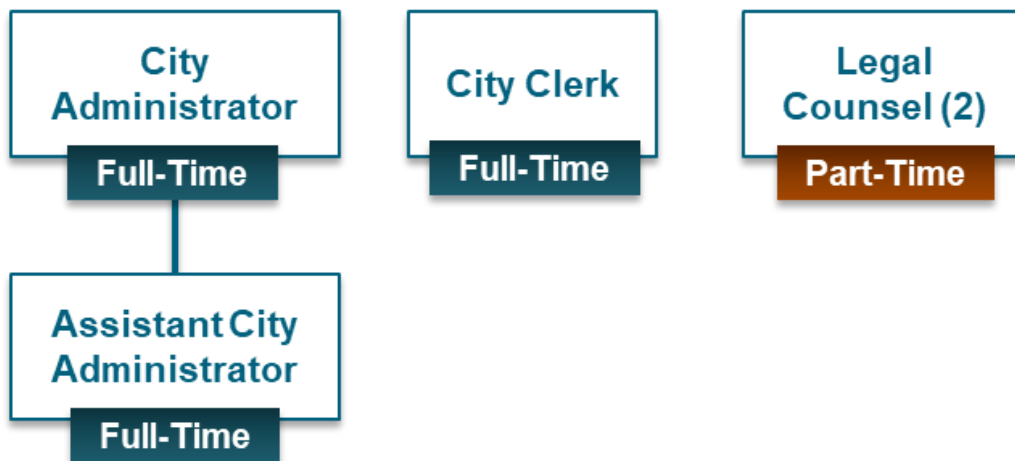
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Elected Officials					
Personnel Services	16,309	15,547	15,689	16,020	16,340
Contracted Services	-	77,952	1,865	6,700	20,710
Commodities	33,626	46,759	15,170	17,837	16,670
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 49,936	\$ 140,258	\$ 32,723	\$ 40,557	\$ 53,720

ADMINISTRATION

The primary function of the Administration department is to implement policies adopted by the Board of Alderman. The department works to accomplish this goal by proposing recommendations regarding the budget, capital improvement projects, legislative policy, and service programs. The department is responsible for maintaining all official records, municipal code, Board agendas, meeting minutes, and maintain the City seal. In addition, the department performs economic development activities related to the overall economic environment of the community and coordinates all aspects of human resources in the organization.

Organizational Chart



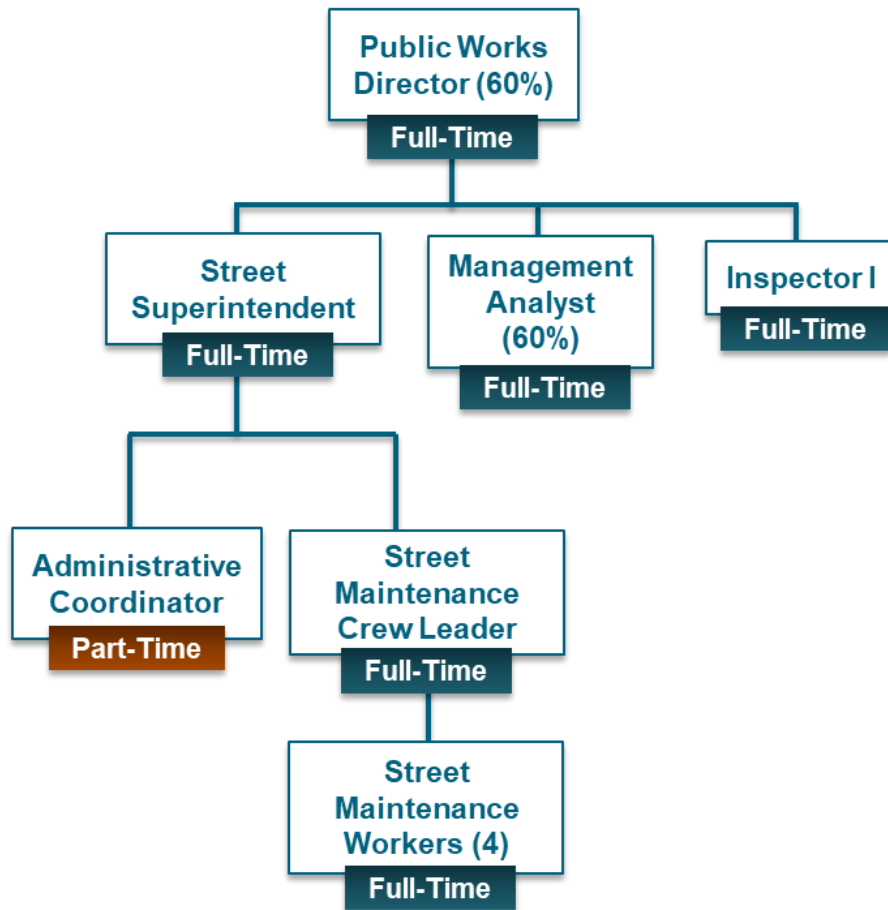
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Administration					
Personnel Services	297,412	404,557	452,281	427,919	379,560
Contracted Services	132,966	30,761	118,550	82,990	70,220
Commodities	137,289	69,435	59,381	72,591	61,490
Capital Outlay	(322)	268,423	103,030	361,903	105,000
Transfers Out	-	-	-	-	-
Grand Total	\$ 567,346	\$ 773,177	\$ 733,242	\$ 945,402	\$ 616,270

STREETS (PUBLIC WORKS)

The Streets Division of the Public Works Department provides maintenance of City streets, storm drains, curbs, gutters, and sidewalks. Street maintenance staff repair and maintain City-owned streetlights, street signage, rights-of-way, and perform pothole repair. During winter months, street maintenance staff treat streets and plow snow to provide the citizens of the City safety while traveling on City roads.

Organizational Chart



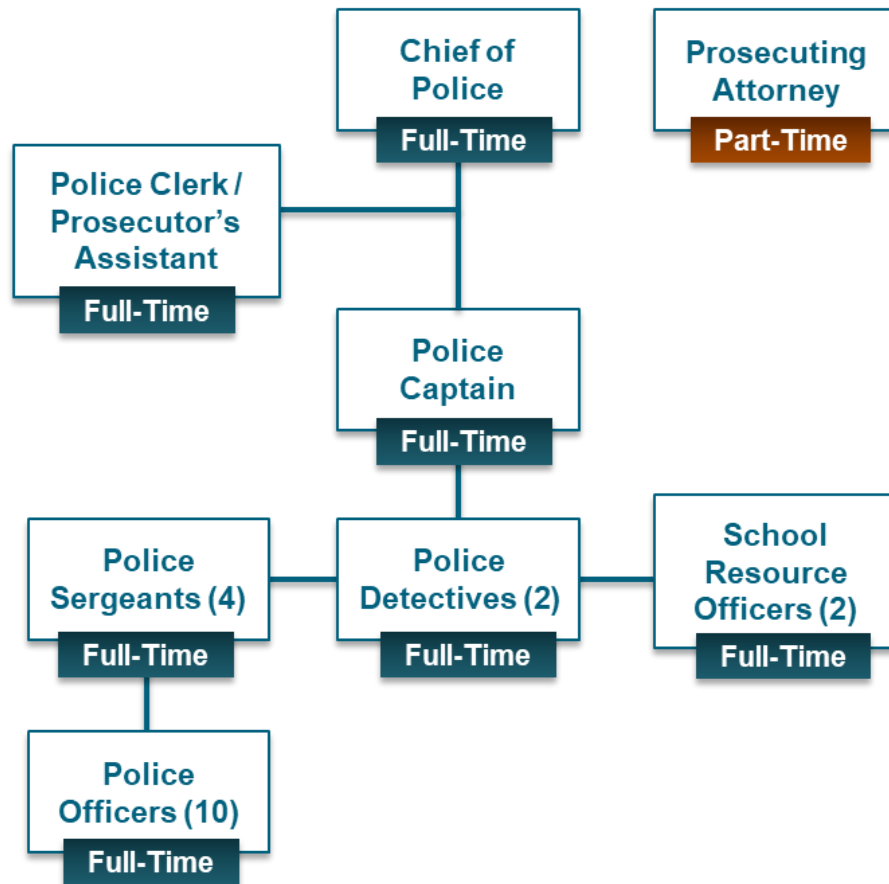
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Streets (Public Works)					
Personnel Services	353,607	398,439	473,069	587,128	633,560
Contracted Services	349,839	120,369	2,564	111,930	320,480
Commodities	106,136	118,532	128,760	143,513	254,680
Capital Outlay	620,113	-	421,239	-	5,000
Transfers Out	-	268,263	-	40,000	20,000
Grand Total	\$ 1,429,694	\$ 905,604	\$ 1,025,632	\$ 882,572	\$ 1,233,720

POLICE

The Police Department is responsible for uniform police patrol services, investigations, School Resource Officer programs, and animal control. The Police Department operates 27/4 in two, twelve hour shifts. Emergency calls are routed to officers through the Platte County Sheriff's Office Dispatch. The City and Smithville R-II School District work together to provide two dedicated, full-time school resource officers during the school year.

Organizational Chart



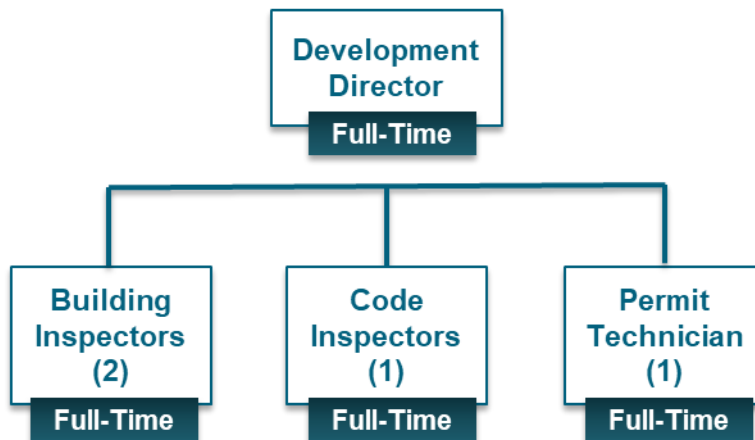
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Police					
Personnel Services	1,224,779	1,355,675	1,481,081	1,421,362	1,616,810
Contracted Services	75,305	81,681	88,251	156,890	119,800
Commodities	206,253	189,946	206,346	240,923	243,550
Capital Outlay	144,995	103,697	23,026	164,717	228,600
Transfers Out	-	-	-	-	-
Grand Total	\$ 1,651,332	\$ 1,730,999	\$ 1,798,704	\$ 1,983,892	\$ 2,208,760

DEVELOPMENT

The Development Department is responsible for reviewing and commenting on proposed developments, reviewing compliance with all zoning regulations and development ordinances, processing applications for plats, rezoning and completing site plan revisions, as well as issuing special use permits. The department is also responsible for maintaining compliance of the City codes and ordinances with enforcement through residential and commercial construction, and the maintenance of existing properties and structures.

Organizational Chart



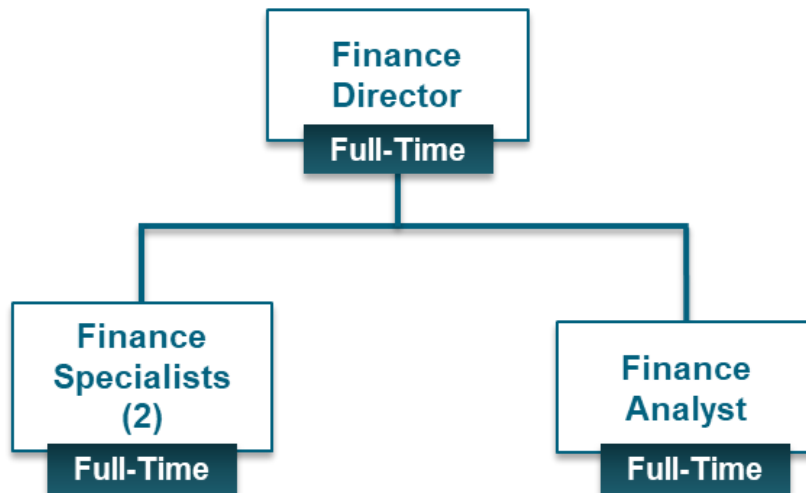
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Development					
Personnel Services	347,436	337,420	345,119	342,813	371,500
Contracted Services	106,451	31,717	49,215	36,661	30,610
Commodities	35,972	48,090	47,392	56,006	55,440
Capital Outlay	791	-	1,068	1,161	6,000
Transfers Out	-	-	-	-	-
Grand Total	\$ 490,649	\$ 417,228	\$ 442,795	\$ 436,642	\$ 463,550

FINANCE

The Finance Department is responsible for the development and review of department policies and procedures, budgeting, debt financing, cash management, investments, and banking relations. The Finance department processes accounts payable weekly, processes payroll bi-weekly, and is responsible for the billing and collection of animal licenses, business licenses, taxes, and utilities. The Finance Department produces all major financial documents of the City, including the annual budget, the budget book, and the comprehensive listing of schedule of fees.

Organizational Chart



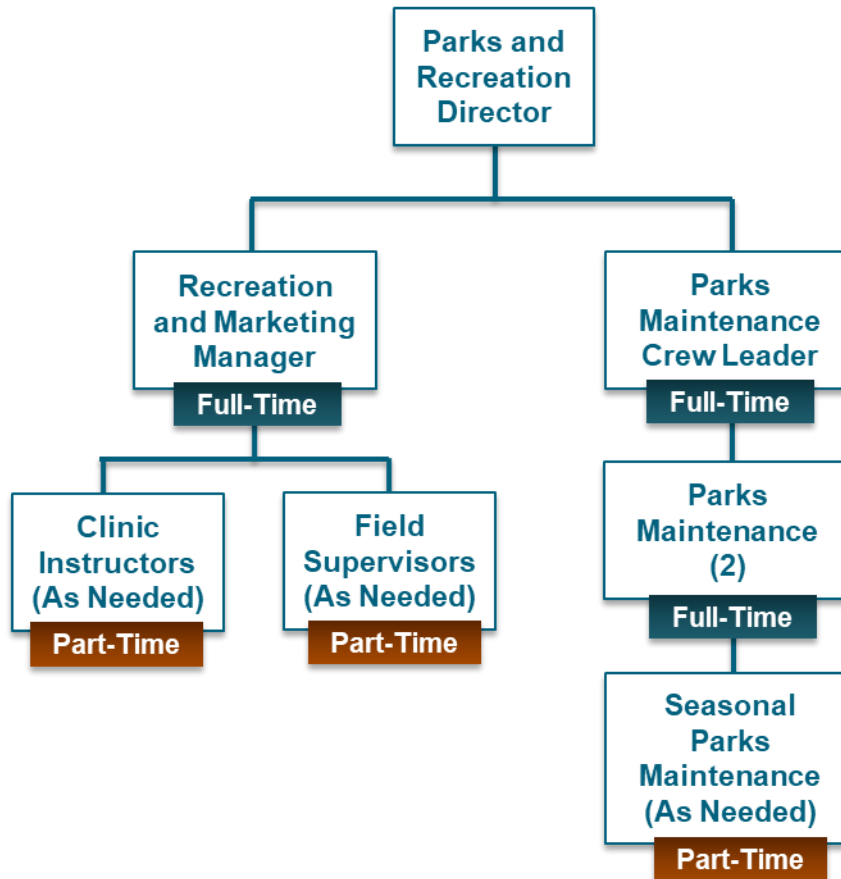
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Finance					
Personnel Services	199,955	218,536	223,656	205,411	283,620
Contracted Services	46,815	24,551	21,749	33,740	38,010
Commodities	31,708	49,910	57,499	59,535	66,650
Capital Outlay	-	2,525	-	2,000	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 278,478	\$ 295,523	\$ 302,904	\$ 300,686	\$ 388,280

PARKS AND RECREATION

The Parks and Recreation Department provides quality, innovative, and progressive leisure opportunities while providing attractive, accessible, and well-maintained parks and public facilities for citizens and community visitors. The department is responsible for the maintenance and daily upkeep of all City parks and public facilities including City Hall and the Senior Center. In addition, the department also oversees a variety of youth and adult recreation programs as well as the operation of Smith's Fork Campground.

Organizational Chart



Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Parks & Recreation					
Personnel Services	291,546	337,873	327,400	361,278	388,040
Contracted Services	59,870	64,277	69,440	70,930	71,940
Commodities	168,797	167,120	150,384	229,480	263,350
Capital Outlay	26,520	150,000	741	4	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 546,733	\$ 719,270	\$ 547,966	\$ 661,692	\$ 723,330

ANIMAL CONTROL

The City operates Megan's Paws and Claws, which provides for the care and safeguarding of dogs which have been impounded. Care is provided by city staff until the rightful owner claims the dog or until the dog is adopted. The shelter is currently located at 1 Helvey Park Drive and Utility Division staff assist with the maintenance and care of the shelters and dogs.

Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Animal Control					
Personnel Services	-	-	-	-	-
Contracted Services	1,376	4,249	6,421	6,000	6,000
Commodities	18,870	1,371	2,892	3,100	3,100
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 20,246	\$ 5,620	\$ 9,313	\$ 9,100	\$ 9,100

SENIOR CENTER

The Senior Center is a facility owned by the City which is leased to a not-for-profit organization. The Senior Center is also made available to the public for rental for private events. Please see the City's Comprehensive Schedule of Fees Listing for more information regarding rental of the Senior Center. The Senior Center is located at 113 West Main Street.



Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Senior Services (Center)					
Personnel Services	-	-	-	-	-
Contracted Services	11,451	9,152	6,026	12,870	13,270
Commodities	17,031	12,848	10,270	11,155	11,850
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 28,482	\$ 22,000	\$ 16,295	\$ 24,025	\$ 25,120

MUNICIPAL COURT

The Municipal Court administered court proceedings as a division of Clay County Circuit Court. The court was transferred to the Clay County Circuit Court in January 2019 per an Ordinance adopted by the Board of Aldermen in late 2018. In FY19, actual expenses incurred included 6 months of personnel costs for the Court Administrator. Midway through 2019, the position was reclassified to Police Clerk and salary and benefit costs were transferred to the Police Department through the remainder of the budget year. In addition, commodity expenses related to the operation of the City Municipal Court were transferred to Clay County for the remainder of the year.

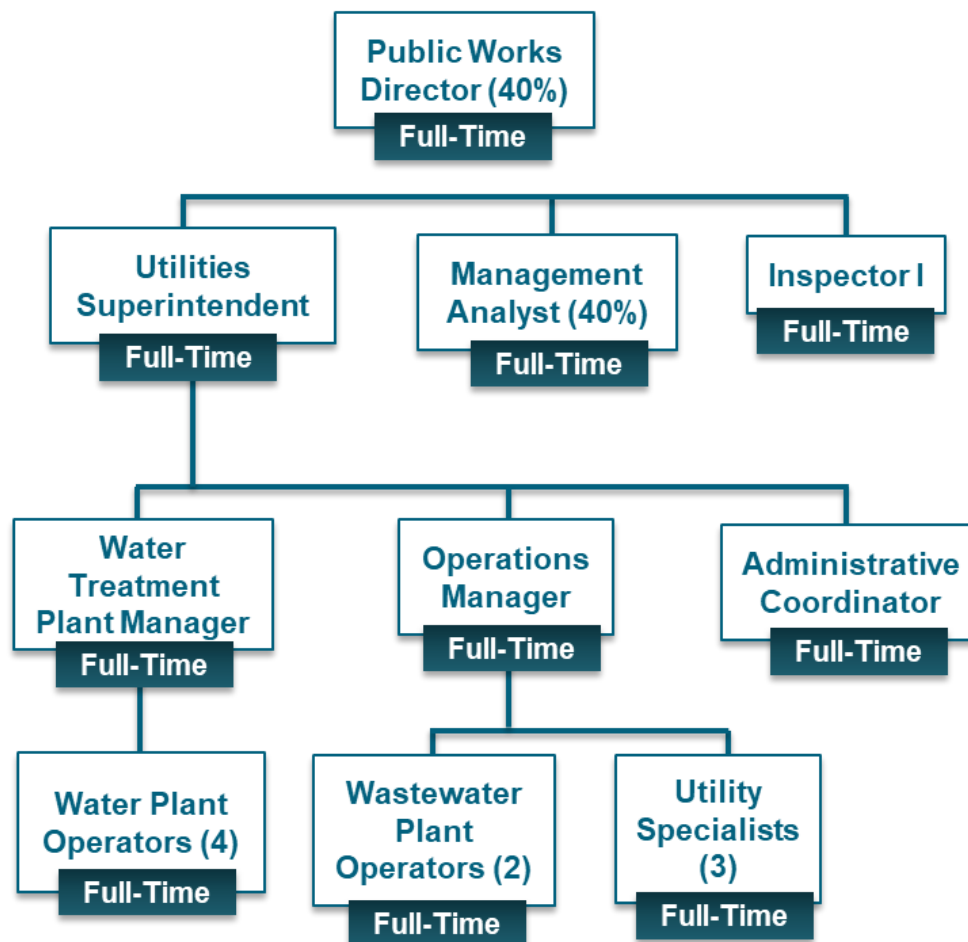
Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Municipal Court					
Personnel Services	88,071	39,804	-	-	-
Contracted Services	-	35	-	-	-
Commodities	9,973	4,677	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 98,044	\$ 44,516	\$ -	\$ -	\$ -

UTILITIES (PUBLIC WORKS) (CWWS FUND)

The Utilities Division of the Public Works Department provides maintenance of City water lines, the water distribution system, City sewer lines, lift stations, and pump stations. The department oversees the operation of the City's water treatment plant and the City's wastewater treatment plant. Water is pumped in from Smithville Lake.

Organizational Chart



Department Financial and Budget Schedule

	Actual FY18	Actual FY19	Actual FY20	Projected FY21	Proposed FY22
Utilities					
Personnel Services	835,512	924,737	1,042,339	1,027,415	1,049,050
Contracted Services	525,889	205,802	381,300	851,360	1,318,756
Commodities	787,082	731,566	798,128	1,386,634	2,138,269
Capital Outlay	4,964,403	6,998,968	3,052,601	1,330,211	1,734,000
Transfers Out	62,485	102,356	174,520	209,180	245,340
Grand Total	\$ 7,175,371	\$ 8,963,429	\$ 5,448,888	\$ 4,804,800	\$ 6,485,415

CAPITAL IMPROVEMENT PLAN

The City of Smithville Capital Improvement Plan (CIP) is a multi-year plan for capital investments in the City's infrastructure, facilities, and equipment. The CIP aids in planning for future challenges, as well as addressing the City's current needs. A CIP is critical to achieving the strategic plan because it connects city development, implements the recommendations of master plans, and works as a major financial plan for large capital investments. While master plans are formulated to establish long range (5-15 years) development plans that reflect community priorities, the CIP is generally a more short-range plan with project recommendations outlined over a 5-year period from the master plans. In this way, the CIP serves as a planning document to completing long-term needs and goals originating from the master plans.

Many of the capital improvement projects found in the CIP are sourced from the following master plans:

- Comprehensive Plan
- Water Master Plan
- Wastewater Master Plan
- Transportation Master Plan
- Parks and Recreation Master Plan
- Stormwater Master Plan (To Be Bid and Completed)
- Police Facility Needs Assessment (To Be Completed)



Contracted construction workers finish mill and overlay on a neighborhood street in the Rock Creek Subdivision in 2021

City of Smithville 5 Year Capital Improvement Plan



Plan Prepared by City of Smithville Finance and Administration Departments

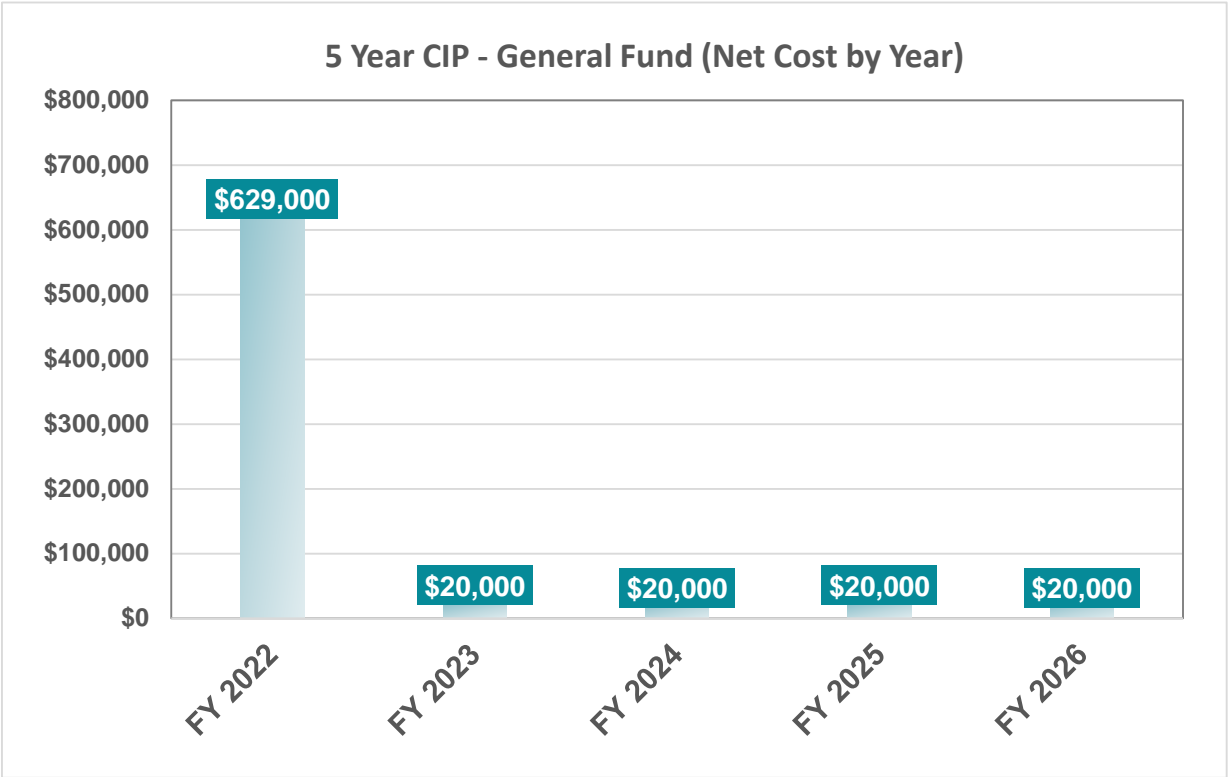
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5 Year Capital Improvement Plan - General Fund

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Campground Electrical Upgrade (Phases II and III)	Parks & Recreation	\$75,000	-	-	-	-
GIS/Asset Management	Public Works - Streets	\$100,000	-	-	-	-
Vehicle & Equipment Replacement Fund Transfer	Public Works - Streets	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Public Work/Streets Facility Engineering	Public Works - Streets	\$250,000	-	-	-	-
Records Management System (Complete Project)	Police	\$19,000	-	-	-	-
Transportation Master Plan (Complete Project)	Public Works - Streets	\$60,000	-	-	-	-
Streetscape Phase 2 (Complete Project)	Public Works - Streets	\$105,000	-	-	-	-
Grand Total		\$629,000	\$20,000	\$20,000	\$20,000	\$20,000

Project Totals By City Department	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Parks & Recreation	\$75,000	-	-	-	-
Public Works - Streets	\$535,000	\$20,000	\$20,000	\$20,000	\$20,000
Police	\$19,000	-	-	-	-
Grand Total (Net Cost)	\$629,000	\$20,000	\$20,000	\$20,000	\$20,000



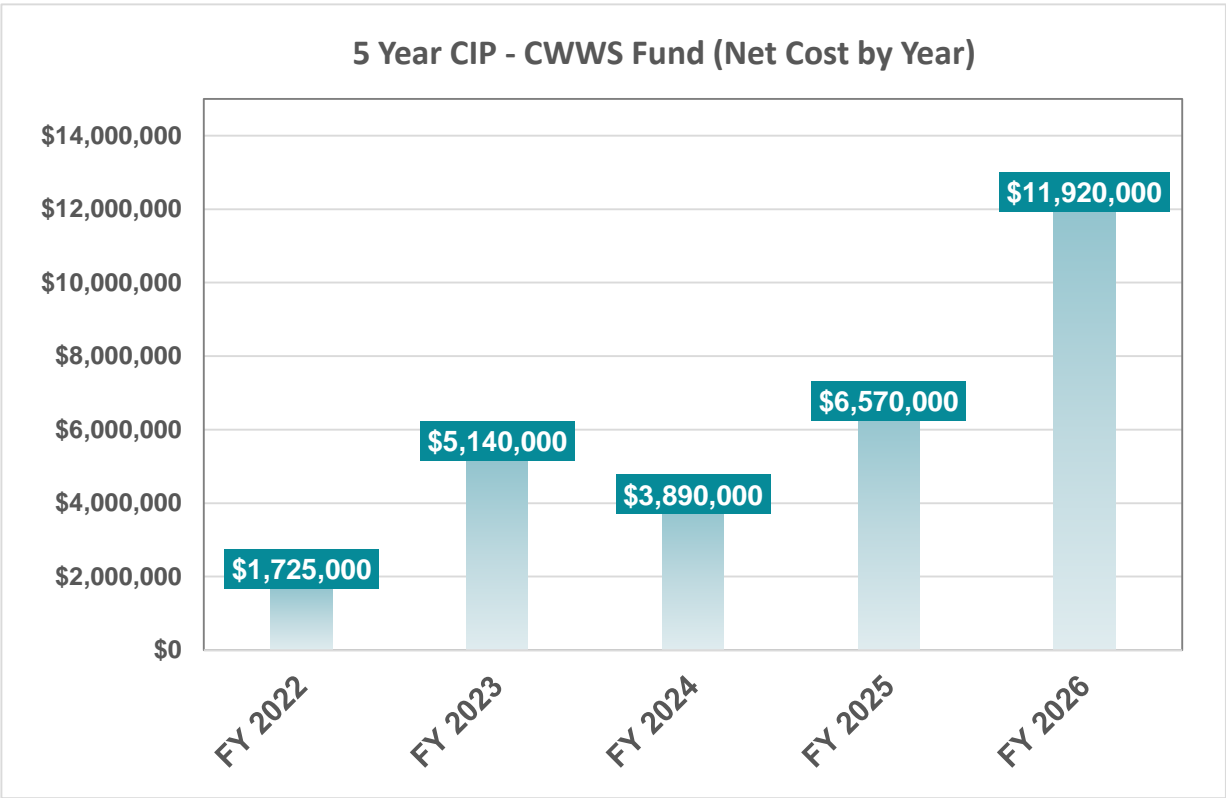
5 Year CIP Total
\$709,000

Pending Projects Outside 5 Year CIP - General Fund

Pending Projects	Department Name	Cost Estimate
City Hall Improvements - Police Reconfiguration	Police	\$245,000
Police Dept Building - Engineering & Construction	Police	To Be Determined
INCODE 10 Software Upgrade	Finance	\$50,000
Streets & Parks Facility Building Construction	P&R/PW	\$4,000,000
Grand Total (Net Cost)		\$4,295,000

5 Year Capital Improvement Plan - Combined Water and Wastewater Fund

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Vehicle & Equipment Replacement Fund Transfer	Public Works - Utilities	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Complete Authorizations No. 89, No. 92, and No. 93	Public Works - Utilities	\$185,000	-	-	-	-
Highland Drive Sewer Improvements (Construction)	Public Works - Utilities	\$100,000	-	-	-	-
4th Street and 4th Terrace (Engineering)	Public Works - Utilities	\$60,000	-	-	-	-
4th Street and 4th Terrace (Construction)	Public Works - Utilities	\$300,000	-	-	-	-
Floating Aerator	Public Works - Utilities	\$200,000	-	-	-	-
Water Plant Lagoon Cleaning	Public Works - Utilities	\$150,000	-	-	-	-
HVAC System (Wastewater Plant)	Public Works - Utilities	\$20,000	-	-	-	-
GIS/Asset Management	Public Works - Utilities	\$50,000	-	-	-	-
UV Lights (Wastewater Plant)	Public Works - Utilities	\$40,000	-	-	-	-
Utility Rate Study (Impact Fees/User Charges)	Public Works - Utilities	\$25,000	-	-	-	-
Woods Court Lift Station Rehab	Public Works - Utilities	\$40,000	-	-	-	-
West Bypass 144th Lift Station (Engineering/ROW)	Public Works - Utilities	\$500,000	-	-	-	-
Highway 169 and Bridge Street Waterline Improvement	Public Works - Utilities	\$35,000	-	-	-	-
144th Street Lift Station (Construction)	Public Works - Utilities	-	\$1,500,000	-	-	-
West Bypass 144th Lift Station (Construction)	Public Works - Utilities	-	\$2,000,000	-	-	-
River Crossing (12" Waterline) (Engineering)	Public Works - Utilities	-	\$100,000	-	-	-
Tower Interconnect at Amory/169	Public Works - Utilities	-	\$20,000	-	-	-
Owens Branch Gravity Line Phase #1, Line #1 (Engineering)	Public Works - Utilities	-	\$500,000	-	-	-
Water Plant Expansion (Engineering)	Public Works - Utilities	-	\$1,000,000	\$1,000,000	-	-
River Crossing (12" Waterline) (Construction)	Public Works - Utilities	-	-	\$500,000	-	-
Interconnect Mains at 144th/169 Highway	Public Works - Utilities	-	-	\$20,000	-	-
Maple Lane (12" Waterline) (Engineering)	Public Works - Utilities	-	-	\$50,000	-	-
Highway 92 & Commercial Waterline (Engineering)	Public Works - Utilities	-	-	\$50,000	-	-
Owens Branch Gravity Line Phase #1, Line #1 (Construction)	Public Works - Utilities	-	-	\$1,750,000	-	-
Wastewater Treatment Plant Expansion (Engineering)	Public Works - Utilities	-	-	\$500,000	\$500,000	-
Maple Lane (12" Waterline) (Construction)	Public Works - Utilities	-	-	-	\$250,000	-
Highway 92 & Commercial Waterline (Construction)	Public Works - Utilities	-	-	-	\$200,000	-
Owens Branch Gravity Line Phase #1, Line #2 (Engineering)	Public Works - Utilities	-	-	-	\$600,000	-
Water Plant Expansion (Construction)	Public Works - Utilities	-	-	-	\$5,000,000	\$5,000,000
Owens Branch Gravity Line Phase #1, Line #2 (Construction)	Public Works - Utilities	-	-	-	-	\$1,900,000
Wastewater Treatment Plant Expansion (Construction)	Public Works - Utilities	-	-	-	-	\$5,000,000
Grand Total (Net Cost)		\$1,725,000	\$5,140,000	\$3,890,000	\$6,570,000	\$11,920,000



5 Year CIP Total
\$29,245,000

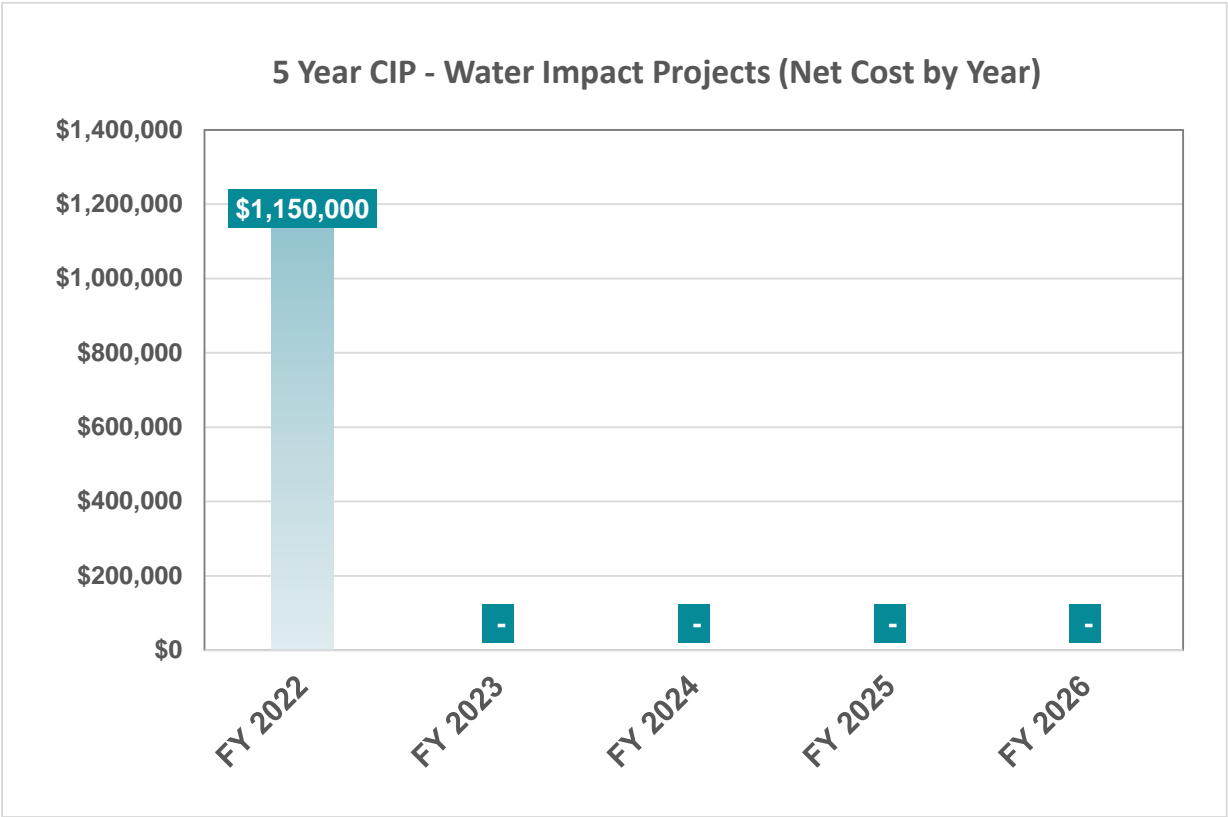


Pending Projects - Outside 5 Year CIP - CWWS Fund

Pending Projects	Department	Cost Estimate
F Highway Water Line (E & C)	Public Works - Utilities	\$300,000
Quincy Wtrline Replacement (E & C)	Public Works - Utilities	\$600,000
Main Street Waterline (River Crossing to Liberty) E & C	Public Works - Utilities	\$250,000
Helvey Park (12" Waterline) E & C	Public Works - Utilities	\$700,000
169 Waterline (Commercial to SW Tower) E & C	Public Works - Utilities	\$700,000
Owens Branch Gravity Line Phase #1, Line #3 (Engineering)	Public Works - Utilities	\$700,000
Owens Branch Gravity Line Phase #1, Line #3 (Construction)	Public Works - Utilities	\$2,500,000
144th Street to Forest Oaks Gravity Line (Construction)	Public Works - Utilities	\$3,000,000
Grand Total (Net Cost)		\$8,750,000

5 Year Capital Improvement Plan - Water Impact Projects

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Loop System at Diamond Crest	Public Works - Utilities	\$150,000	-	-	-	-
Raw Water Pump Station, Valve Vault, Zebra Mussel Control	Public Works - Utilities	\$1,000,000				
Grand Total (Net Cost)		\$1,150,000	-	-	-	-



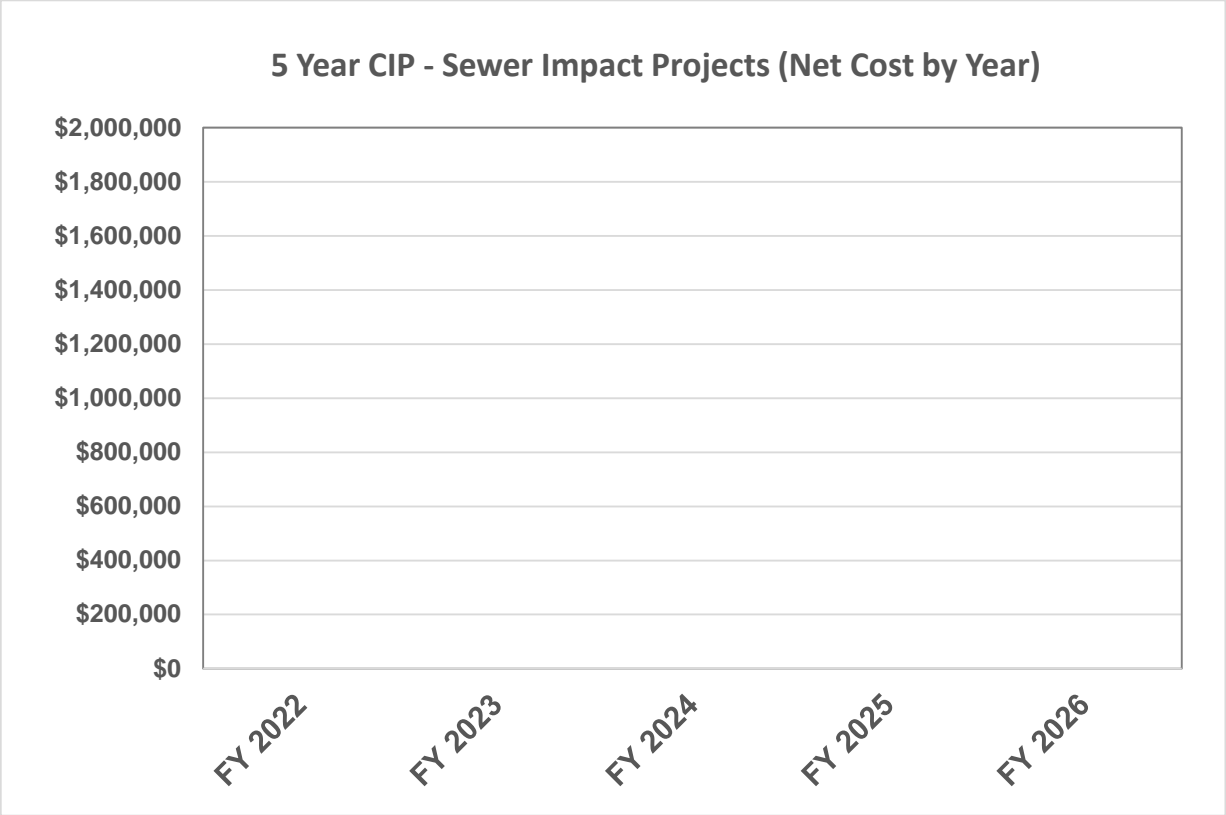
5 Year CIP Total
\$1,150,000

Pending Projects - Outside 5 Year CIP - Water Impact Projects

Pending Projects		Department	Cost Estimate	Year Planned
None		None	-	None

5 Year Capital Improvement Plan - Sewer Impact Projects

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
None	None	-	-	-	-	-
Grand Total		-	-	-	-	-



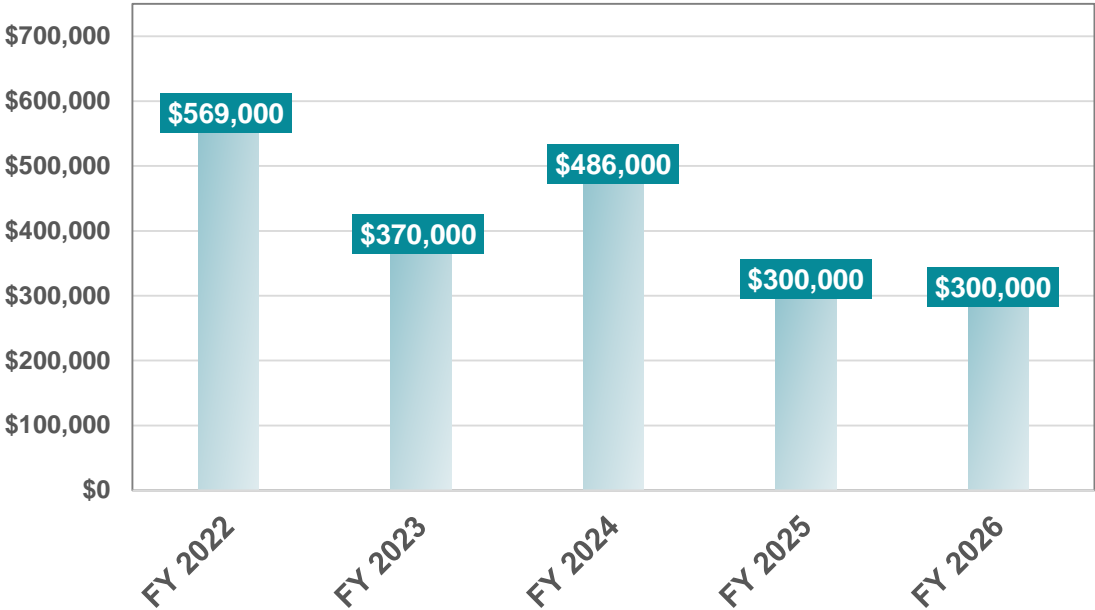
Pending Projects - Outside 5 Year CIP - Sewer Impact Projects

Pending Projects	Department	Cost Estimate
None	None	-

5 Year Capital Improvement Plan - Transportation Sales Tax Fund

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Annual Asphalt Overlay Program	Public Works	-	\$300,000	\$300,000	\$300,000	\$300,000
Asphalt Overlay - Tillman Road (Hwy 92 -144th)	Public Works	\$250,000	-	-	-	-
Asphalt Overlay - Hospital Drive	Public Works	\$50,000	-	-	-	-
4th Street Terrace Road Repairs (After Utility Improvements)	Public Works	\$100,000	-	-	-	-
Finish Streetscape Phase 2 (Construction)	Public Works	\$169,000	-	-	-	-
Commercial Street Sidewalks (Engineering)	Public Works	-	\$70,000	-	-	-
Commerical Street Sidewalks (MARC Reimbursement)	Public Works	-	-	(500,000)	-	-
Commercial Street Sidewalks (Construction)	Public Works	-	-	\$686,000	-	-
Grand Total (Net Cost)		\$569,000	\$370,000	\$486,000	\$300,000	\$300,000

5 Year CIP - Transportation Sales Tax Fund (Net Cost by Year)



5 Year CIP Total
\$1,856,000



Pending Projects - Outside 5 Year CIP - Transportation Sales Tax Fund

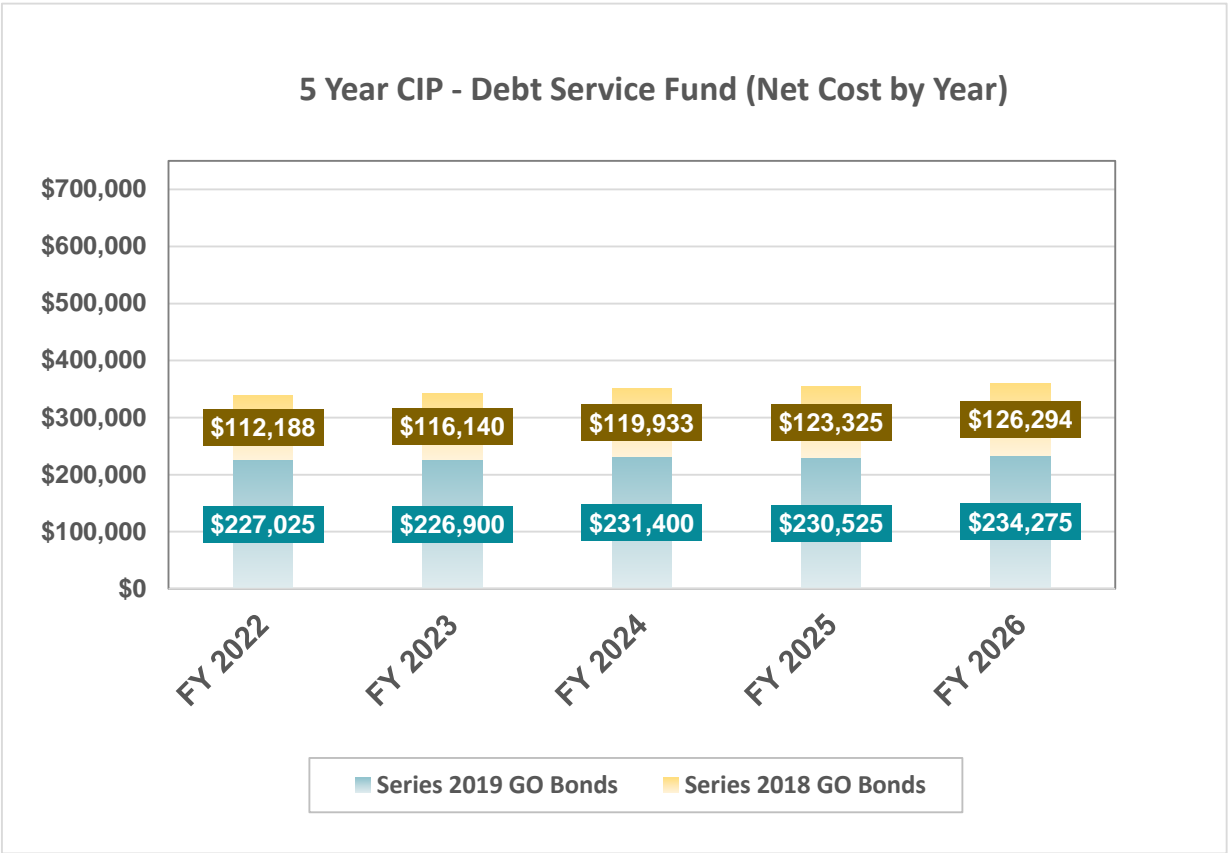
Pending Projects	Department Name	Cost Estimate
2nd Street Asphalt Overlay (169 to Bridge)	Public Works - Streets	\$25,000
Diamond Crest Asphalt Overlay	Public Works - Streets	\$175,000
Harborview Asphalt (Newport/Harborview Dr/Fletcher/Mesa)	Public Works - Streets	\$222,000
180th Street Asphalt Overlay (169 to Old Jefferson)	Public Works - Streets	\$332,000
Harborview Asphalt Overlay (Remaining Roads)	Public Works - Streets	\$725,000
Highland Avenue Asphalt Overlay (Halfway Up Hill)	Public Works - Streets	\$30,000
North Main - Asphalt Overlay	Public Works - Streets	\$200,000
134th Street Asphalt Overlay (Road Agreement with County)	Public Works - Streets	\$155,000
176th Street Asphalt Overlay (Road Agreement with County)	Public Works - Streets	\$80,000
South Bridge St --- Asphalt, Curbs, Stormwater	Public Works - Streets	\$144,000
South Mill Street (Curbs & Stormwater)	Public Works - Streets	\$30,000
Seal Coating/Micro-Surfacing Downtown City Parking Lots	Public Works - Streets	To Be Determined
Pope Lane Connection	Public Works - Streets	To Be Determined
Grand Total (Net Cost)		\$2,118,000

5 Year Capital Improvement Plan - Debt Service Fund

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Annual Debt Service Payment	Finance	\$339,213	\$343,040	\$351,333	\$353,850	\$360,569

Debt Service Detail	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Series 2018 (General Obligation 20 Year Bond)	Finance	\$112,188	\$116,140	\$119,933	\$123,325	\$126,294
Series 2018 ----- Principal (Paid March 1st)	Finance	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000
Series 2018 ----- Interest (Paid March 1st)	Finance	\$33,830	\$33,358	\$32,783	\$32,150	\$31,175
Series 2018 ----- Interest (Paid September 1st)	Finance	\$33,358	\$32,783	\$32,150	\$31,175	\$30,119

Debt Service Detail	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Series 2019 (General Obligation 20 Year Bond)	Finance	\$227,025	\$226,900	\$231,400	\$230,525	\$234,275
Series 2019 -----Principal (Paid March 1st)	Finance	\$100,000	\$105,000	\$115,000	\$120,000	\$130,000
Series 2019 ----- Interest (Paid March 1st)	Finance	\$64,763	\$62,263	\$59,638	\$56,763	\$53,763
Series 2019 ----- Interest (Paid September 1st)	Finance	\$62,263	\$59,638	\$56,763	\$53,763	\$50,513

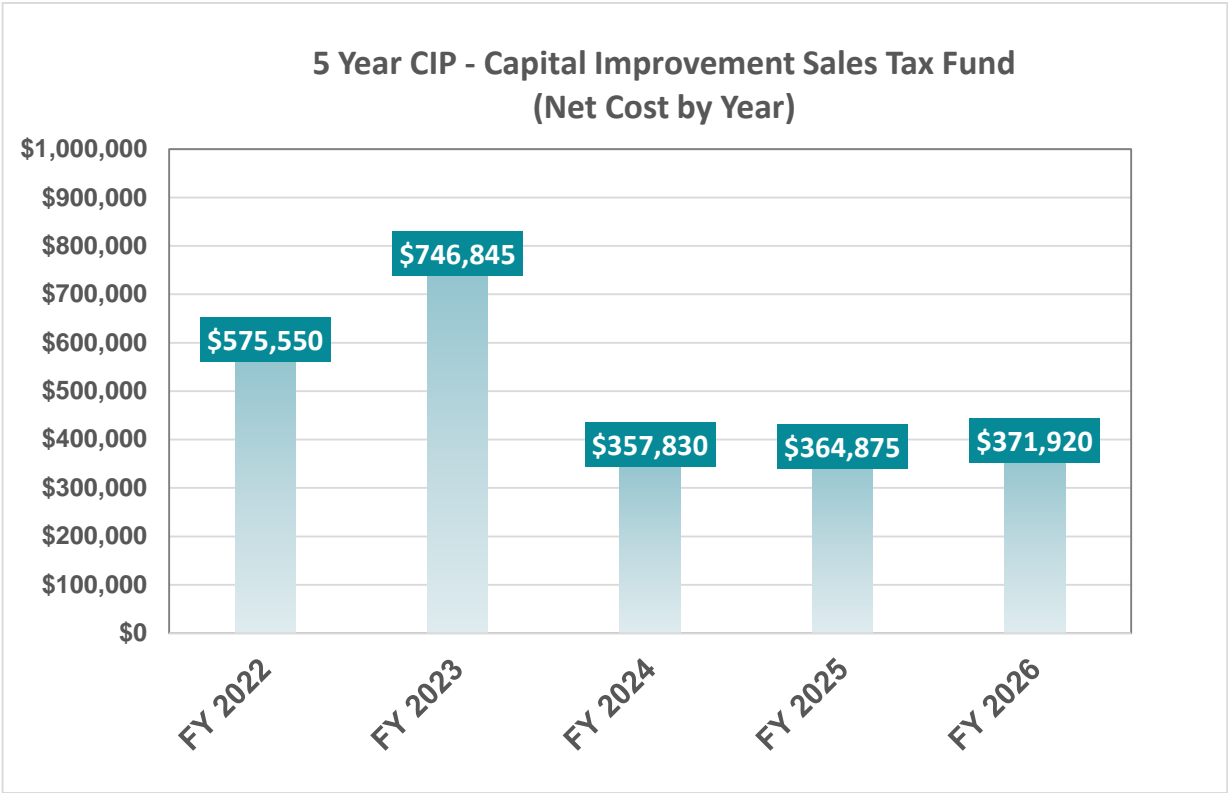


Series 2018 Final Payment Scheduled for March 1st, 2038

Series 2019 Final Payment Scheduled for March 1st, 2038

5 Year Capital Improvement Plan - Capital Improvement Sales Tax

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Annual Transfer to Debt Service	Public Works - Streets	\$351,550	\$354,845	\$357,830	\$364,875	\$371,920
Downtown Streetscape North (Bridge Street) (Engineering)	Public Works - Streets	\$97,000	-	-	-	-
Transfer to Complete Streetscape Phase 2 (Construction)	Public Works - Streets	\$127,000	-	-	-	-
Downtown Streetscape North (Bridge Street) (Construction)	Public Works - Streets	-	\$610,000	-	-	-
MARC Reimbursement (Downtown Streetscape)	Public Works - Streets	-	(488,000)	-	-	-
Downtown Gateway Sign (Engineering)	Public Works - Streets	-	\$70,000	-	-	-
Downtown Gateway Sign (Construction)	Public Works - Streets	-	\$200,000	-	-	-
Grand Total (Net Cost)		\$575,550	\$746,845	\$357,830	\$364,875	\$371,920



5 Year CIP Total
\$2,417,020



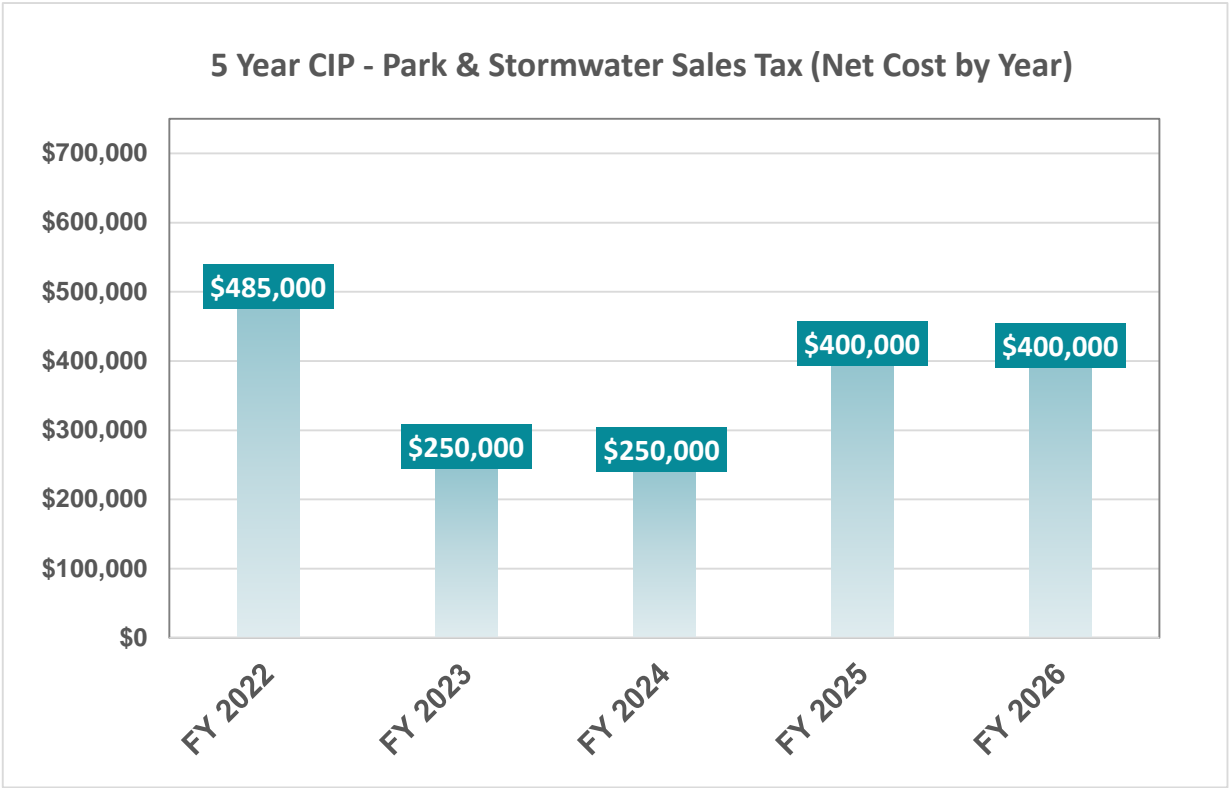
Pending Projects - Outside 5 Year CIP - Capital Improvement Sales Tax

Pending Projects	Department Name	Cost Estimate	Year Planned
None	None	-	None

5 Year Capital Improvement Plan - Park & Stormwater Sales Tax

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Stormwater Master Plan	Public Works	\$150,000	-	-	-	-
Quincy Boulevard/Owens (Engineering)	Public Works	\$60,000	-	-	-	-
Diamond Crest Neighborhood Park & Signage	Parks & Recreation	\$275,000	-	-	-	-
Quincy Boulevard/Owens (Construction)	Public Works	-	\$100,000			
Emerald Ridge Neighborhood Park & Signage	Parks & Recreation	-	\$150,000	-	-	-
Heritage Park - 2 Shelters	Parks & Recreation	-	-	\$150,000	-	-
Annual Stormwater Program (Projects TBD)	Public Works	-	-	\$100,000	\$100,000	\$100,000
Smith's Fork Park - Sport Courts	Parks & Recreation	-	-	-	\$300,000	\$300,000
Grand Total		\$485,000	\$250,000	\$250,000	\$400,000	\$400,000

Project Totals By City Department	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Parks & Recreation	\$275,000	\$150,000	\$150,000	\$300,000	\$300,000
Public Works	\$210,000	\$100,000	\$100,000	\$100,000	\$100,000
Grand Total (Net Cost)	\$485,000	\$250,000	\$250,000	\$400,000	\$400,000



5 Year CIP Total
\$1,785,000



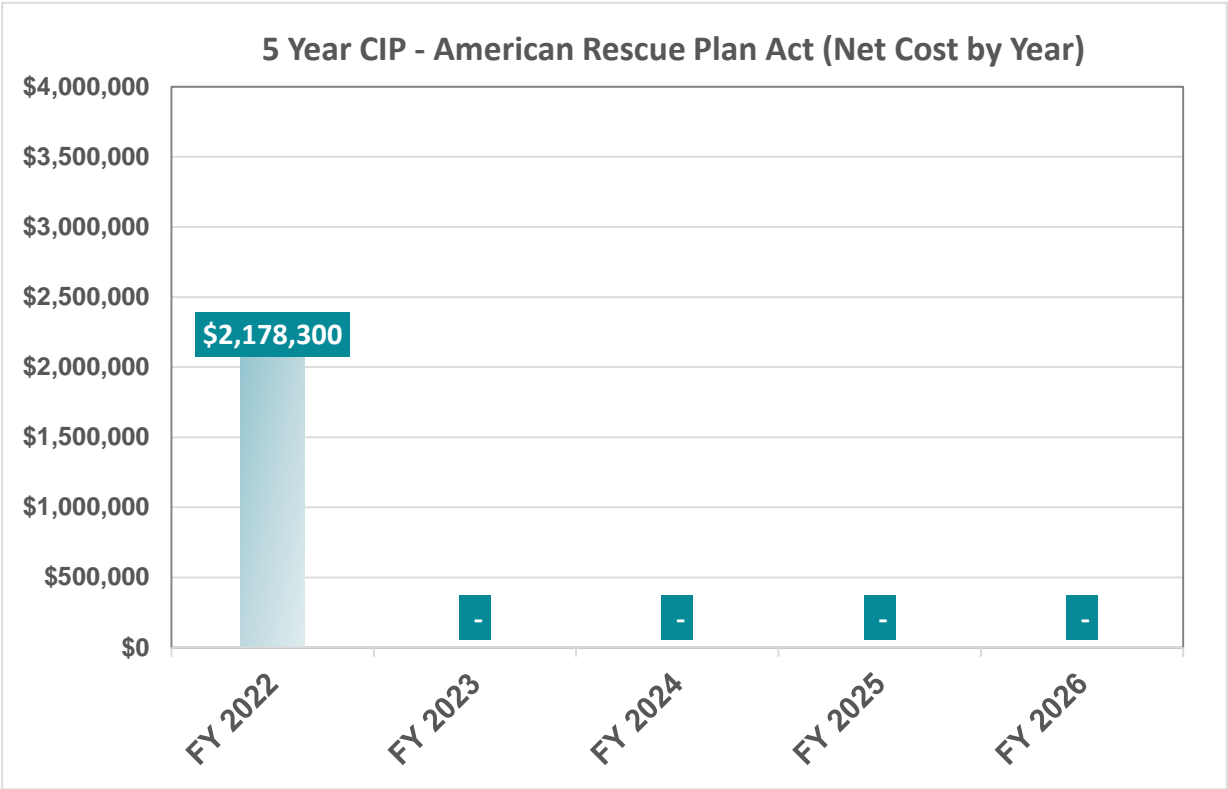
Pending Projects Outside 5 Year CIP - Park & Stormwater Sales Tax Fund

Pending Projects	Dept Name	Cost Estimate
Smith's Fork Park (4 Plex Baseball, Site Development)**	Parks & Recreation	\$3,224,000
Hawthorne Court Park (Public Art and Landscaping)**	Parks & Recreation	\$108,000
Heritage Park (Major Improvements/Site Development)**	Parks & Recreation	\$4,557,000
Helvey Park Loop Trail**	Parks & Recreation	\$220,000
Wildflower Neighborhood Park**	Parks & Recreation	\$330,000
Smith's Fork Park (Destination Development)**	Parks & Recreation	\$5,235,500
Maple Lane ----- Curbs & Stormwater (Engineering)	Public Works	\$15,000
Maple Lane ----- Curbs & Stormwater (Construction)	Public Works	\$175,000
North Bridge St ----- Curbs & Stormwater (Engineering)	Public Works	\$40,000
North Bridge St ----- Curbs & Stormwater (Construction)	Public Works	\$200,000
Dundee Road ----- Curbs & Stormwater (Engineering)	Public Works	\$18,200
Dundee Road ----- Curbs & Stormwater (Construction)	Public Works	\$91,000
South Bridge St ----- Curbs & Stormwater (Engineering)	Public Works	\$24,000
South Bridge St ----- Curbs & Stormwater (Construction)	Public Works	\$120,000
South Mill St ----- Curbs & Stormwater (Engineering)	Public Works	\$5,000
South Mill St ----- Curbs & Stormwater (Construction)	Public Works	\$25,000
Grand Total Pending Projects		\$14,387,700

****Proposed project from the Parks and Recreation Master Plan**

5 Year Capital Improvement Plan - American Rescue Act Plan Fund

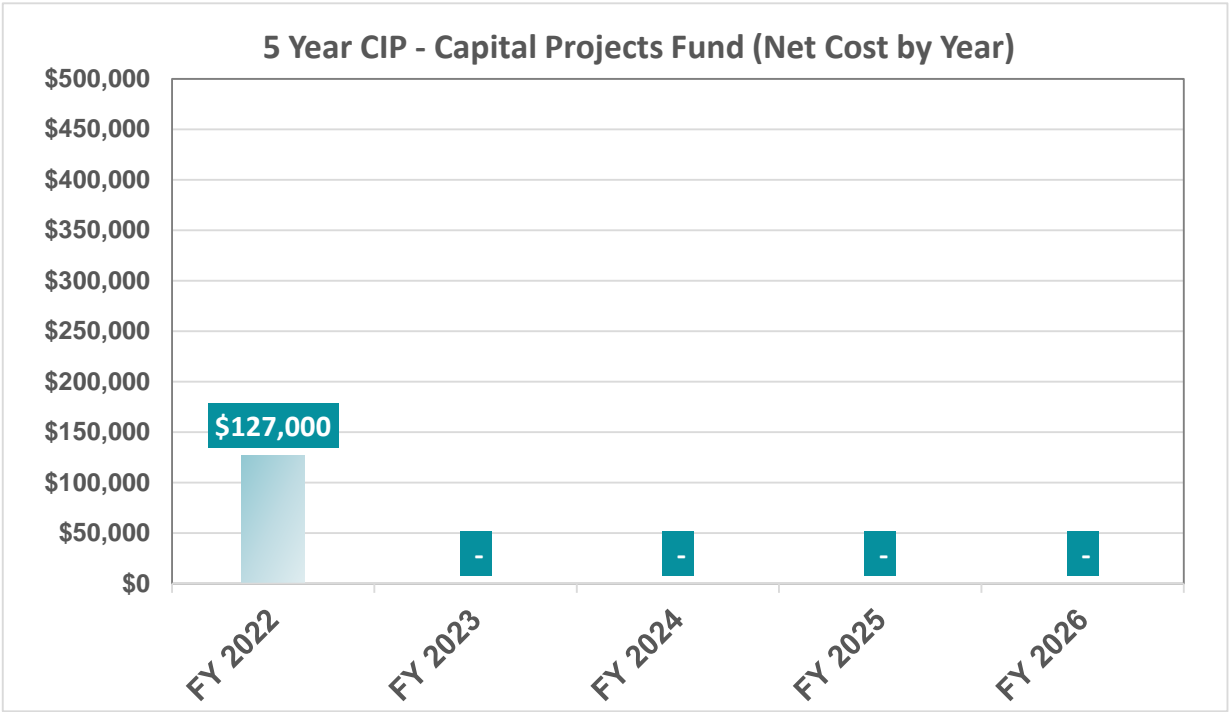
Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Raw Water Pump Station, Valve Vault, Zebra Mussel Control	Public Works - Utilities	\$2,178,300	-	-	-	-
Grand Total		\$2,178,300	-	-	-	-



5 Year CIP Total
\$2,178,300

5 Year Capital Improvement Plan - Capital Projects Fund

Capital Improvement Project Name	Dept Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Finish Streetscape Phase 2 (Construction)	Public Works - Streets	\$127,000	-	-	-	-
Grand Total		\$127,000	-	-	-	-



5 Year CIP Total
\$127,000

GLOSSARY OF TERMS

Assessed Valuation: The value of property for tax levy purposes. The assessed valuation is set by the Clay or Platte County Assessor, who is charged with determining the taxable value of property according to a formula set by the State of Missouri.

Balanced Budget: A budget in which the expenditures incurred during a given period are equal/matched by revenues. A budget is balanced when current expenditures are equal to or less than receipts.

Board of Alderman: The governing body elected by the citizens of a municipality to provide policy direction for the operations of the city.

Bond: A written promise to pay a specified sum of money (the face or principal value of the bond), at a specified date or dates in the future (the maturity date), along with interest at a specified rate.

Bond Counsel: A lawyer who writes an opinion on a bond to its tax exempt status and the authenticity of its issuance.

Bond Rating: The calculation of the probability that a bond issue will go into default, by measuring risk, which impacts the interest rate at which the bond is issued.

Budget: A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services to be provided by the City.

Budget Adjustment: Changes to the current budget on a departmental level that will not change the overall budgeted amount for a budgeted fund. These changes do not require Board of Alderman approval.

Budget Amendment: Changes to the current budget on any level that will change the overall budgeted amount for a budgeted fund. These changes require Board of Alderman approval.

Budget Calendar: The schedule of key dates that the City follows in the preparation and adoption of the budget.

Budget Document: The written instrument used by the City to present a comprehensive financial plan to the citizens.

Budget Message: The opening section of the budget presented by the City Administrator which presents the citizens of the City with highlights of the most important aspects of the budget.

Budget Ordinance: The official enactment by the City Council to approve the budget as presented which authorizes staff to obligate and spend revenues.

Budgeted Personnel: The number of employee positions authorized in the budget, some of which may be filled during the course of the budget year.

GLOSSARY OF TERMS

Comprehensive Annual Financial Report: The official annual report of a government presented after the conclusion of the budget year.

Capital Assets: Equipment vehicles of significant value and having a useful life of several years.

Capital Improvement Plan: A plan for capital improvements to be incurred each year over a set number of years to meet long-term capital needs of the government.

Capital Outlay: The acquisition of capital assets which have a value of more than \$5,000 and have a useful economic life of more than one year.

Capital Projects Fund: A fund created to account for the financial resources to be used for the acquisition or construction of major capital facilities or equipment.

Cash Balance: Net revenues over expenditures from prior fiscal years.

Certificate of Deposit (CD): A debt instrument issued by a bank that pays interest to the purchaser in which interest rates are set by competitive forces in the marketplace.

Certificate of Participation (COP): A form of lease revenue bond that permits the investor to participate in a stream of lease payments, installment payments or loan payments relating to the acquisition or construction of specific equipment, land, or facilities. COPs are seen by investors as providing weaker security and often carry ratings that are below an agency's general obligation rating.

Community Improvement District (CID): A political subdivision or a not-for-profit corporation organized for the purpose of financing a wide range of public-use facilities and establishing and managing policies and public services relative to the needs of a specific district.

Charges for Services: Revenue derived by charging a fee only to the specific user of the service.

Commodities: Items that are consumable or have a short life span (examples include: electricity, tires, fuel, natural gas)

Competitive Bid: The use of a sealed bid process where the bid contains the price and terms offered by the vendor for the good or service sought by the purchaser who awards the bid based on the best qualifications, price, and terms.

Consumer Price Index (CPI): A statistical description of price levels provided by the U.S. Department of Labor used as a measure of the increase in the cost of living (economic inflation).

Contractual Services: Contractual services are typically fees for professional services (examples include legal counsel, advertising, auditing, testing, service and equipment rentals).

GLOSSARY OF TERMS

Debt Service Repayments: Required payments for principal and interest on a loan.

Debt Service Fund: A budgeted fund established to account for the accumulation of resources for, and the payment of long-term debt principal and interest.

Dedicated Tax: Taxes that are levied to support a specific government program or purpose.

Delinquent Taxes: Taxes that remain unpaid after the due date which have penalties and interest attached.

Department: A major administrative unit of the City which includes management responsibility for one or more operating divisions.

Depreciation: The process of recognizing the physical deterioration of capital assets over a period of time.

Division: An organizational unit of the City that indicates management responsibility for a specific activity.

Economic Activity Taxes (EATS): 50% of the revenue from sales taxes generated by economic activities within a Redevelopment Project Area which is captured and placed in the Special Allocation Fund (EATS are currently applicable to the Smithville Marketplace Redevelopment Area).

Employee Benefits: Contributions made by the City to meet commitments or obligations for fringe benefits, including the City's share of Social Security and various medical, life, and pension plans.

Encumbrance: The commitment of funds to purchase an item or service. To encumber funds means to set aside funds to pay for future cash expenditures.

Enterprise Fund: A fund established to account for operations of the City that sets fees based on recovering costs incurred to provide the service.

Expenditure: A decrease in the net financial resources of the City due to the acquisition of goods or services.

Expense: See the definition "Expenditure".

Financial Advisor: A professional advisor offering financial counsel to the City on all financial matters pertaining to a proposed debt issuance who is not part of the underwriting syndicate.

Fiscal Year: A 12 month-time period by which state and local governments annually budget their respective revenues and expenditures.

Fines and Forfeitures: Revenues generated from fines and penalties levied for commission of statutory offenses and violations of City Ordinances.

GLOSSARY OF TERMS

Franchise Tax: A fee paid by public service utilities for the use of the public right-of-way to deliver their services.

Full-Time Equivalent (FTE): A way to measure an employee's involvement in an activity or project, generally calculated by the decimal equivalent of a full-time position working 2,080 hours per year.

Fund: An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

Government Accounting Standards Board (GASB): The organization that formulates accounting standards for governmental units.

GASB 34: The comprehensive overhaul in state and local government financial reporting issued by GASB in June 1999 which required significant changes in an entity's reporting of Financial Statements and in Management's Discussion and Analysis for State and Local Governments. It requires that governmental entities present 1) government wide financial statements that are based on the accrual accounting basis and the flow of all economic resources and 2) governmental funds financial statements continue to be presented based on the modified accrual accounting basis and the flow of current financial resources.

General Fund: The fund used to account for all financial resources of the City except those required to be accounted for in a separate fund.

General Obligation Bond: Municipal bonds back the full faith and credit (which includes the taxing and further borrowing power) of a municipality, repaid with the general revenue of the municipality, such as property taxes and sales taxes.

Government Finance Officers Association (GFOA): A professional organization of governmental financial personnel and associated interested individuals that provide assistance, training, and guidance to governments in the areas of accounting, audit, cash management, internal controls, debt management, and general finance.

Grant: A contribution by a government or other organization to support a specific function or operation.

Interfund Transfers: Transfer of resources between two funds of the same governmental unit.

Interest Earnings: Revenue derived in a year from the investment of cash on hand, into securities, as specified by the City investment policy.

GLOSSARY OF TERMS

Intergovernmental Revenue: Revenue received from Federal, State, or local government bodies such as a school district.

Levy: The imposition or collection of an assessment of a specified amount for the support of government activities.

Licenses, Permits, and Fees: Revenues collected by the City from individuals or business concerns for rights or privileges granted by the City.

Line Item Budget: Budget that is prepared on the basis of individual accounts outlining what is to be spent for specific types of revenues (examples include office supplies, repairs & maintenance, equipment maintenance).

Mid-American Regional Council (MARC): Serves as the association of City and County governments and the metropolitan planning organization for the bi-state Kansas City region.

Materials & Supplies: Expendable operating supplies necessary to conduct daily departmental activity.

Operating Budget: That portion of the annual budget that provides a financial plan for the daily operations of government. Capital improvement project expenditures, which constitute “one-time” expenses”, are excluded from the operating budget.

Operating Expenses: The cost for personnel, materials, and equipment required for a department to function on a daily basis.

Operating Revenue: Funds received by a government that provide financial support to carry out and pay for daily operations of the City.

Ordinance: A formal legislative enactment by the governing body of a municipality. An ordinance has full force and effect of law within the boundaries of the municipality.

Pass Through Fund: An accounting entity with a self-balancing set of accounts that receives revenues or expenditures and acts as a cash conduit for a secondary fund.

Principal: The face value of a bond, exclusive of interest.

Prior Year Encumbrances: Obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriations is reserved. They cease to be encumbrances when the obligations are paid or are otherwise terminated.

GLOSSARY OF TERMS

Property Taxes: Revenues derived from the levying of taxes on real and personal property located within the City limits. Property taxes are levied according to the property's assessed value.

Property Tax Rate: The amount per \$100 of value that will be levied against all property within the City limits. The tax rate must be adopted by the City Council annually.

Public Hearing: That portion of City Council meetings where the Citizens may present evidence and provide information on both sides of an issue.

Reserve: An account used to indicate that a portion of fund balance is restricted to a specific purpose. A reserve is typically held in order to cover unanticipated costs or fund one-time unbudgeted necessary costs.

Resolution: Official action of the City Council directing a specific action be taken. Resolutions are less formal than an Ordinance and have less weight of law.

Resources: Total financial amount available for appropriation including estimated revenues, fund transfers, and beginning fund balances.

Right of Way: The permitted right to pass over or through land owned by another. Generally, the right-of-way (ROW) is the strip of land in which facilities such as highways, railroads, utilities or other infrastructure are installed and maintained.

Sales Tax: A tax imposed on the value of goods sold within the City Limits. The rate is set by a majority of the voters within the City. The tax is collected by the State of Missouri and remitted to the City each month.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all the people.

Use Tax: A tax imposed on the value of goods purchased outside of jurisdictional boundaries which will be used, stored, or consumed in the City. Use taxes are collected when no sales taxes are paid on the good, and in this manner, a use tax acts as a complementary or compensating tax to the sales tax.

APPENDIX I — DEBT AMORTIZATION SCHEDULES

Aug 7, 2018 11:33 am

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BOND DEBT SERVICE

City of Smithville
Certificates of Participation, Series 2018
(Refunding and New Money Projects)
FINAL

Dated Date 08/23/2018
Delivery Date 08/23/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/01/2019			168,077.22	168,077.22	
09/01/2019	235,000	5.000%	160,925.00	395,925.00	564,002.22
03/01/2020			155,050.00	155,050.00	
09/01/2020	250,000	5.000%	155,050.00	405,050.00	560,100.00
03/01/2021			148,800.00	148,800.00	
09/01/2021	265,000	5.000%	148,800.00	413,800.00	562,600.00
03/01/2022			142,175.00	142,175.00	
09/01/2022	335,000	5.000%	142,175.00	477,175.00	619,350.00
03/01/2023			133,800.00	133,800.00	
09/01/2023	355,000	5.000%	133,800.00	488,800.00	622,600.00
03/01/2024			124,925.00	124,925.00	
09/01/2024	365,000	5.000%	124,925.00	489,925.00	614,850.00
03/01/2025			115,800.00	115,800.00	
09/01/2025	385,000	5.000%	115,800.00	500,800.00	616,600.00
03/01/2026			106,175.00	106,175.00	
09/01/2026	410,000	3.000%	106,175.00	516,175.00	622,350.00
03/01/2027			100,025.00	100,025.00	
09/01/2027	420,000	3.000%	100,025.00	520,025.00	620,050.00
03/01/2028			93,725.00	93,725.00	
09/01/2028	435,000	3.000%	93,725.00	528,725.00	622,450.00
03/01/2029			87,200.00	87,200.00	
09/01/2029	445,000	3.000%	87,200.00	532,200.00	619,400.00
03/01/2030			80,525.00	80,525.00	
09/01/2030	460,000	3.125%	80,525.00	540,525.00	621,050.00
03/01/2031			73,337.50	73,337.50	
09/01/2031	475,000	3.250%	73,337.50	548,337.50	621,675.00
03/01/2032			65,618.75	65,618.75	
09/01/2032	490,000	3.250%	65,618.75	555,618.75	621,237.50
03/01/2033			57,656.25	57,656.25	
09/01/2033	505,000	3.375%	57,656.25	562,656.25	620,312.50
03/01/2034			49,134.38	49,134.38	
09/01/2034	525,000	3.375%	49,134.38	574,134.38	623,268.76
03/01/2035			40,275.00	40,275.00	
09/01/2035	540,000	3.500%	40,275.00	580,275.00	620,550.00
03/01/2036			30,825.00	30,825.00	
09/01/2036	560,000	3.500%	30,825.00	590,825.00	621,650.00
03/01/2037			21,025.00	21,025.00	
09/01/2037	580,000	3.500%	21,025.00	601,025.00	622,050.00
03/01/2038			10,875.00	10,875.00	
09/01/2038	600,000	3.625%	10,875.00	610,875.00	621,750.00
	8,635,000		3,602,895.98	12,237,895.98	12,237,895.98

APPENDIX I — DEBT AMORTIZATION SCHEDULES

Sep 13, 2018 10:13 am Prepared by Piper Jaffray & Co.

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BOND DEBT SERVICE

City of Smithville, Missouri
General Obligation Bonds, Series 2018
FINAL

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/01/2019			28,655.60	28,655.60	
09/01/2019			34,617.50	34,617.50	63,273.10
03/01/2020	35,000	2.100%	34,617.50	69,617.50	
09/01/2020			34,250.00	34,250.00	103,867.50
03/01/2021	40,000	2.100%	34,250.00	74,250.00	
09/01/2021			33,830.00	33,830.00	108,080.00
03/01/2022	45,000	2.100%	33,830.00	78,830.00	
09/01/2022			33,357.50	33,357.50	112,187.50
03/01/2023	50,000	2.300%	33,357.50	83,357.50	
09/01/2023			32,782.50	32,782.50	116,140.00
03/01/2024	55,000	2.300%	32,782.50	87,782.50	
09/01/2024			32,150.00	32,150.00	119,932.50
03/01/2025	60,000	3.250%	32,150.00	92,150.00	
09/01/2025			31,175.00	31,175.00	123,325.00
03/01/2026	65,000	3.250%	31,175.00	96,175.00	
09/01/2026			30,118.75	30,118.75	126,293.75
03/01/2027	65,000	3.500%	30,118.75	95,118.75	
09/01/2027			28,981.25	28,981.25	124,100.00
03/01/2028	70,000	3.500%	28,981.25	98,981.25	
09/01/2028			27,756.25	27,756.25	126,737.50
03/01/2029	75,000	3.500%	27,756.25	102,756.25	
09/01/2029			26,443.75	26,443.75	129,200.00
03/01/2030	130,000	3.500%	26,443.75	156,443.75	
09/01/2030			24,168.75	24,168.75	180,612.50
03/01/2031	135,000	3.500%	24,168.75	159,168.75	
09/01/2031			21,806.25	21,806.25	180,975.00
03/01/2032	145,000	3.500%	21,806.25	166,806.25	
09/01/2032			19,268.75	19,268.75	186,075.00
03/01/2033	150,000	3.500%	19,268.75	169,268.75	
09/01/2033			16,643.75	16,643.75	185,912.50
03/01/2034	160,000	3.625%	16,643.75	176,643.75	
09/01/2034			13,743.75	13,743.75	190,387.50
03/01/2035	165,000	3.750%	13,743.75	178,743.75	
09/01/2035			10,650.00	10,650.00	189,393.75
03/01/2036	175,000	3.750%	10,650.00	185,650.00	
09/01/2036			7,368.75	7,368.75	193,018.75
03/01/2037	185,000	3.750%	7,368.75	192,368.75	
09/01/2037			3,900.00	3,900.00	196,268.75
03/01/2038	195,000	4.000%	3,900.00	198,900.00	
09/01/2038					198,900.00
	2,000,000		954,680.60	2,954,680.60	2,954,680.60

APPENDIX I — DEBT AMORTIZATION SCHEDULES

Feb 26, 2019 10:13 am Prepared by Piper Jaffray & Co.

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BOND DEBT SERVICE

City of Smithville, Missouri
General Obligation Bonds, Series 2019
FINAL

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/01/2019			64,144.24	64,144.24	64,144.24
03/01/2020	85,000	5.000%	69,137.50	154,137.50	
09/01/2020			67,012.50	67,012.50	221,150.00
03/01/2021	90,000	5.000%	67,012.50	157,012.50	
09/01/2021			64,762.50	64,762.50	221,775.00
03/01/2022	100,000	5.000%	64,762.50	164,762.50	
09/01/2022			62,262.50	62,262.50	227,025.00
03/01/2023	105,000	5.000%	62,262.50	167,262.50	
09/01/2023			59,637.50	59,637.50	226,900.00
03/01/2024	115,000	5.000%	59,637.50	174,637.50	
09/01/2024			56,762.50	56,762.50	231,400.00
03/01/2025	120,000	5.000%	56,762.50	176,762.50	
09/01/2025			53,762.50	53,762.50	230,525.00
03/01/2026	130,000	5.000%	53,762.50	183,762.50	
09/01/2026			50,512.50	50,512.50	234,275.00
03/01/2027	140,000	5.000%	50,512.50	190,512.50	
09/01/2027			47,012.50	47,012.50	237,525.00
03/01/2028	145,000	3.250%	47,012.50	192,012.50	
09/01/2028			44,656.25	44,656.25	236,668.75
03/01/2029	155,000	3.250%	44,656.25	199,656.25	
09/01/2029			42,137.50	42,137.50	241,793.75
03/01/2030	220,000	3.250%	42,137.50	262,137.50	
09/01/2030			38,562.50	38,562.50	300,700.00
03/01/2031	230,000	3.250%	38,562.50	268,562.50	
09/01/2031			34,825.00	34,825.00	303,387.50
03/01/2032	245,000	3.500%	34,825.00	279,825.00	
09/01/2032			30,537.50	30,537.50	310,362.50
03/01/2033	255,000	3.500%	30,537.50	285,537.50	
09/01/2033			26,075.00	26,075.00	311,612.50
03/01/2034	270,000	3.500%	26,075.00	296,075.00	
09/01/2034			21,350.00	21,350.00	317,425.00
03/01/2035	285,000	3.500%	21,350.00	306,350.00	
09/01/2035			16,362.50	16,362.50	322,712.50
03/01/2036	300,000	3.500%	16,362.50	316,362.50	
09/01/2036			11,112.50	11,112.50	327,475.00
03/01/2037	310,000	3.500%	11,112.50	321,112.50	
09/01/2037			5,687.50	5,687.50	326,800.00
03/01/2038	325,000	3.500%	5,687.50	330,687.50	
09/01/2038					330,687.50
	3,625,000		1,599,344.24	5,224,344.24	5,224,344.24

APPENDIX II - PERSONNEL SUMMARY

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY22 Proposed
Administration	3.00	4.00	4.00	3.00	3.00
Municipal Court	1.00	1.00	-	-	-
Police	19.00	20.00	21.00	21.00	21.00
Parks & Recreation	5.00	5.00	5.00	5.00	5.00
Development	6.00	6.00	6.00	5.00	5.00
Finance	3.00	3.00	3.00	4.00	4.00
Public Works	18.00	20.00	21.00	23.00	23.00
	55.00	59.00	60.00	61.00	61.00



The City of Smithville Police Department hired new police officers in 2021 to fill open positions.

DEPARTMENT PERSONNEL SUMMARY

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY22 Proposed
Administration					
City Administrator	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	-	-	-
Assistant City Administrator	-	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Management Assistant	-	-	1.00	-	-
Total	3.00	4.00	4.00	3.00	3.00
Municipal Court					
Court Administrator	1.00	1.00	-	-	-
Total	1.00	1.00	-	-	-
Police					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Clerk/Prosecutor's Assistant	-	-	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	1.00
Police Sergeant	4.00	4.00	4.00	4.00	4.00
Police Detective	2.00	2.00	2.00	2.00	2.00
Police Officer	10.00	10.00	10.00	10.00	10.00
School Resource Officer	1.00	2.00	2.00	2.00	2.00
Total	19.00	20.00	21.00	21.00	21.00

DEPARTMENT PERSONNEL SUMMARY

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY22 Proposed
Parks & Recreation					
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation & Marketing Manager	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Crew Leader	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Total	5.00	5.00	5.00	5.00	5.00
Development					
Development Director	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	-	-
Communications Coordinator	1.00	-	-	-	-
Permit Technician	-	-	-	1.00	1.00
Utilities Inspector	1.00	1.00	1.00	-	-
Building Inspector	2.00	2.00	2.00	2.00	2.00
Codes Inspector	-	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	5.00	5.00
Finance					
Finance Director	1.00	1.00	1.00	1.00	1.00
Finance Specialist	2.00	2.00	2.00	2.00	2.00
Finance Analyst	-	-	-	1.00	1.00
Total	3.00	3.00	3.00	4.00	4.00

DEPARTMENT PERSONNEL SUMMARY

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY22 Proposed
Public Works					
Public Works Director	-	-	1.00	1.00	1.00
Management Analyst	-	-	-	1.00	1.00
Administrative Coordinator - Utilities	1.00	1.00	1.00	1.00	1.00
Street Superintendent	1.00	1.00	1.00	1.00	1.00
Street Maintenance Crew Leader	-	-	1.00	1.00	1.00
Street Maintenance Worker	4.00	5.00	4.00	4.00	4.00
Utilities Superintendent	1.00	1.00	1.00	1.00	1.00
Water Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	1.00	1.00
Water Plant Operator	4.00	4.00	4.00	4.00	4.00
Wastewater Plant Operator	2.00	2.00	2.00	2.00	2.00
Utilities Inspector	-	1.00	1.00	2.00	2.00
Utilities Specialist	3.00	3.00	3.00	3.00	3.00
Total	18.00	20.00	21.00	23.00	23.00
<hr/>					
Grand Total Count (Full-Time Positions)	55.00	59.00	60.00	61.00	61.00

APPENDIX III — EMPLOYEE PAY RATE LISTING

Active Positions and Titles	Pay Type	Pay Rate as of November 1, 2021
Elected Officials		
Mayor	Monthly	\$300.00
Alderman	Monthly	\$150.00
Alderman	Monthly	\$150.00
Alderman	Monthly	\$150.00
Alderman	Monthly	\$150.00
Alderman	Monthly	\$150.00
Alderman	Monthly	\$150.00
Alderman	Monthly	\$150.00
Administration		
City Administrator	Bi-Weekly	\$4,846.15
Assistant City Administrator	Bi-Weekly	\$2,965.94
City Clerk	Bi-Weekly	\$2,356.92
Legal Counsel	Hourly	\$150.00
Legal Counsel	Hourly	\$150.00
Finance		
Finance Director	Bi-Weekly	\$2,712.38
Finance Specialist I	Hourly	\$20.68
Finance Specialist II	Hourly	\$25.08
Finance Analyst	Bi-Weekly	\$1,836.06

APPENDIX III — EMPLOYEE PAY RATE LISTING

Active Positions and Titles	Pay Type	Pay Rate as of November 1, 2021
Police		
Chief of Police	Bi-Weekly	\$3,441.25
Police Clerk/Prosecutor's Assistant	Hourly	\$27.01
Police Captain	Bi-Weekly	\$3,005.85
Police Sergeant I	Hourly	\$27.23
Police Sergeant I	Hourly	\$25.95
Police Sergeant I	Hourly	\$26.21
Police Detective	Hourly	\$24.13
Police Officer II	Hourly	\$23.63
Police Officer II	Hourly	\$24.09
Police Officer II	Hourly	\$23.16
Police Officer II	Hourly	\$24.42
Police Officer II (Part-Time)	Hourly	\$24.65
Police Officer I	Hourly	\$20.70
Police Officer I	Hourly	\$20.65
Police Officer I	Hourly	\$19.86
Police Officer I	Hourly	\$17.84
Police Officer I	Hourly	\$17.84
Police Recruit	Hourly	\$17.84
Police Recruit	Hourly	\$17.84
Prosecuting Attorney	Bi-Weekly	\$586.66

APPENDIX III — EMPLOYEE PAY RATE LISTING

Active Positions and Titles	Pay Type	Pay Rate as of November 1, 2021
Parks and Recreation		
Parks and Recreation Director	Bi-Weekly	\$2,793.75
Recreation and Marketing Manager	Bi-Weekly	\$2,030.68
Parks Maintenance Crew Leader	Hourly	\$27.01
Parks Maintenance Worker I	Hourly	\$18.73
Parks Maintenance Worker I	Hourly	\$18.19
Clinic Instructor (Seasonal)	Hourly	\$10.30
Clinic Instructor (Seasonal)	Hourly	\$10.30
Clinic Instructor (Seasonal)	Hourly	\$10.30
Field Supervisor (Seasonal)	Hourly	\$10.00
Parks & Rec Worker (Seasonal)	Hourly	\$10.00
Parks & Rec Worker (Seasonal)	Hourly	\$13.50
Parks Worker (Seasonal)	Hourly	\$10.00
Parks Intern (Seasonal)	Hourly	\$10.30
Parks Maintenance (Seasonal)	Hourly	\$13.50
Site Supervisor (Seasonal)	Hourly	\$10.30
Parks Fall Intern (Seasonal)	Hourly	\$10.30
Development		
Development Director	Bi-Weekly	\$3,274.46
Permit Technician	Hourly	\$19.76
Building Inspector I	Hourly	\$25.93
Building Inspector II	Hourly	\$26.97
Code Inspector II	Hourly	\$22.18

APPENDIX III — EMPLOYEE PAY RATE LISTING

Active Positions and Titles	Pay Type	Pay Rate as of November 1, 2021
Public Works		
Public Works Director	Bi-Weekly	\$3,766.59
Management Analyst	Bi-Weekly	\$1,846.15
Administrative Coordinator - Streets (Part-Time)	Hourly	\$19.36
Administrative Coordinator - Utilities	Hourly	\$17.68
Street Superintendent	Hourly	\$31.27
Street Maintenance Crew Leader	Hourly	\$22.82
Street Maintenance Worker II	Hourly	\$25.72
Street Maintenance Worker II	Hourly	\$21.49
Street Maintenance Worker II	Hourly	\$19.42
Street Maintenance Worker I	Hourly	\$16.09
Utilities Superintendent	Hourly	\$38.15
Water Treatment Plant Manager	Hourly	\$31.02
Utility Operations Manager	Hourly	\$30.71
Water Plant Operator V	Hourly	\$25.88
Water Plant Operator V	Hourly	\$25.88
Water Plant Operator III	Hourly	\$20.00
Water Plant Operator III	Hourly	\$20.00
Wastewater Plant Operator I	Hourly	\$15.54
Utility Inspector I	Hourly	\$25.81
Utility Inspector I	Hourly	\$25.81
Utility Specialist IV	Hourly	\$23.81
Utility Specialist III	Hourly	\$21.64



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Finance/Police

AGENDA ITEM: Bill No. 2921-21, Distruction of Records – First Reading

REQUESTED BOARD ACTION:

Motion to approve Bill No. 2921-21, destruction of certain records. First reading by title only.

SUMMARY:

The City keeps administrative, fiscal and legal records as required by the State of Missouri. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for these records. Some records are permanent while others must be kept for various lengths of time. When non-permanent records have reached their retention date, the State recommends those records to be destroyed.

The Finance Department desires to destroy audited accounts payable and accounts receivable records dated November 1, 2018 through October 31, 2019 by shredding. These records include invoices, check registers, refund registers, payment distribution statements, and receipt registers. These accounts payable and accounts receivable records meet the minimum retention period after a completed audit.

The Police Department desires to destroy police records dated 2015-2016 by shredding. These records are not part of an investigative file/report and meet the minimum retention period.

PREVIOUS ACTION:

N/A

POLICY OBJECTIVE:

The purpose is to destroy records per the records retention schedule published by the Secretary of State's Office.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- ☒ Ordinance
- ☐ Resolution
- ☐ Staff Report
- ☐ Other:

- ☐ Contract
- ☐ Plans
- ☐ Minutes

BILL NO. 2921-21

ORDINANCE NO. XXXX-21

AN ORDINANCE AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS.

WHEREAS, it has been determined that FY19 accounts payable and accounts receivable records and documents have met the retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.; and

WHEREAS, it has been determined that the 2015-2016 police records are not part of an investigative file/report and have met the minimum retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMO.; and

WHEREAS, it has been determined that the records and documents have no further administrative, legal, fiscal, research or historical value; and

WHEREAS, destruction of said records will allow more space for operations, increase storage space, allow for easier access to needed records and provide a better environment of records which must be legally retained; and

WHEREAS, the Smithville Board of Aldermen wish to authorize the destruction of said records.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:

Section 1. That the Board of Aldermen hereby elects, pursuant to Section 109.200 RSMo., to approve the destruction of police records from 2015-2016 and accounts payable and accounts receivable records and documents that have met the requirements of the retention schedule and no longer have value.

Section 2. The Board of Aldermen hereby directs the City Clerk to find a method of destruction approved by the State of Missouri.

Section 3. This Ordinance shall take effect and be in full force from and after its passage according to law.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the ____ of October 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/05/2021

Second Reading: / /2021



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Development

AGENDA ITEM: Bill No. 2922-21, Amending Section 115.020 Realigning the City Election Wards – 1st reading

RECOMMENDED ACTION:

A Motion to Read Bill No. 2922-21 For First Reading by Title Only to realign the City's Wards

SUMMARY:

As a result of the 2020 Census the ward boundaries for the City of Smithville must be redrawn.

BACKGROUND:

The Board reviewed the redistricting process in August, ahead of the release of census data. As a result of that meeting, the Board directed staff on the priorities to follow in redrawing ward maps. Later in August the data was released and staff used that information to draw several map versions. At a September 21, 2021 work session, the Board directed staff to move forward with redrawing the ward boundaries based on one of those maps. The attached ordinance reflects the approved map.

PREVIOUS ACTION:

The last redistricting occurred following the 2010 Census.

POLICY ISSUE:

Equalize the voting blocks into three roughly equal wards.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- | | |
|------------------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Map | |

AN ORDINANCE AMENDING SECTION 115.020 OF THE CODE OF ORDINANCES TO REALIGN THE CITY ELECTION WARDS.

WHEREAS, the intent of resetting the City's ward lines is to provide equal representation for all citizens of the City, and

WHEREAS, the Federal Decennial Census was completed, and the existing wards are unequal in number, and

WHEREAS, the Board of Aldermen identified its goals and requested staff create new maps in accordance with those goals, and

WHEREAS, they Board reviewed the proposed map and does hereby adopt the new ward boundaries contained in the new map.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

Section 1. That Section 115.020 of the Code of Ordinances is hereby repealed, and a new Section 115.020 is enacted, to be read as follows:

A. The City of Smithville is hereby divided into three (3) wards pursuant to the provisions of Section 79.060 R.S.Mo. Such wards shall be bounded and described as follows:

Ward I. Beginning at the point of the intersection of Highway 92 and the eastern City Limits, thence west along Highway 92 to the intersection with Liberty Street thence northwesterly along Liberty Street to the intersection with East Woods Street thence west along East Woods Street to the intersection with Woodland Avenue, thence south along Woodland Avenue to the intersection with East Summit Street thence west along Summit to the intersection with Bridge Street, thence north along Bridge Street to the intersection with Meadow Street, thence west along Meadow Street to the intersection with 169 Highway thence north along 169 Highway to the intersection with Main Street and Second Creek Bridge Road thence west along Second Creek Bridge Road to the western City Limits, thence north along the western City Limits to a point at 176th Street thence east along the north lines of the Bluff's of Whiskey Ridge and Smith's Mill Valley Subdivisions to its' intersection with 169 Highway, thence north along 169 Highway to the intersection with northwest 180th Street, thence east along 180th Street to the intersection with North Main Street, thence north along North Main Street to the intersection with 188th Street, thence east along 188th Street to the intersection with Eagle Parkway, thence south along Eagle Parkway to the

intersection with NE 180th Street, thence west along 180th Street to the intersection with Old Jefferson Highway, thence south along the eastern city limits to the point of beginning.

Ward II. Beginning at a point on Old Jefferson Highway that intersects with the Harborview Subdivision, thence east along the south line of said Harborview subdivision to the eastern City Limits, thence north along said eastern city limits to the intersection with the north city limits, thence westerly along said north city limits to the intersection with the west city limits, thence south along the western city limits to a point at 176th Street thence east along the north lines of the Bluffs of Whiskey Ridge and Smith's Mill Valley Subdivisions to its' intersection with 169 Highway, thence north along 169 Highway to the intersection with Northwest 180th Street, thence east along 180th Street to the intersection with North Main Street, thence north along North Main Street to the intersection with 188th Street, thence east along 188th Street to the intersection with Eagle Parkway, thence south along Eagle Parkway to the intersection with Northeast 180th Street, thence west along 180th Street to the intersection with Old Jefferson Highway, thence south along Old Jefferson Highway to the point of beginning.

Ward III. Beginning at the intersection of Second Creek Bridge Road and the western City Limits thence south along the westerly City Limits to the intersection with the south City Limits thence east along the southerly City Limits to the intersection with the eastern City Limits thence north along the easterly City Limits to the intersection of Highway 92 thence west along Highway 92 to the intersection with Liberty Street thence northwesterly along Liberty Street to the intersection with East Woods Street thence west along East Woods Street to the intersection with Woodland Avenue, thence south along Woodland Avenue to the intersection with East Summit Street thence west along Summit to the intersection with Bridge Street, thence north along Bridge Street to the intersection with Meadow Street thence west along Meadow Street to the intersection with 169 Highway thence north along 169 Highway to the intersection with Main Street and Second Creek Bridge Road thence west along Second Creek Bridge Road to the point of beginning.

B. A ward map defining and outlining the ward lines as above described shall be on file in the office of the City Clerk. The City Clerk shall provide a copy of this ordinance and such maps to the Clay County Board of Election Commissioners.

Section 2. This Ordinance shall be in full force and effect immediately upon passage by the Board of Aldermen and approval by the Mayor.

**PASSED BY THE BOARD OF ALDERMEN AND APPROVED BY THE MAYOR
OF THE CITY OF SMITHVILLE, MISSOURI, THIS _____DAY
OF _____, 2021**

APPROVED:

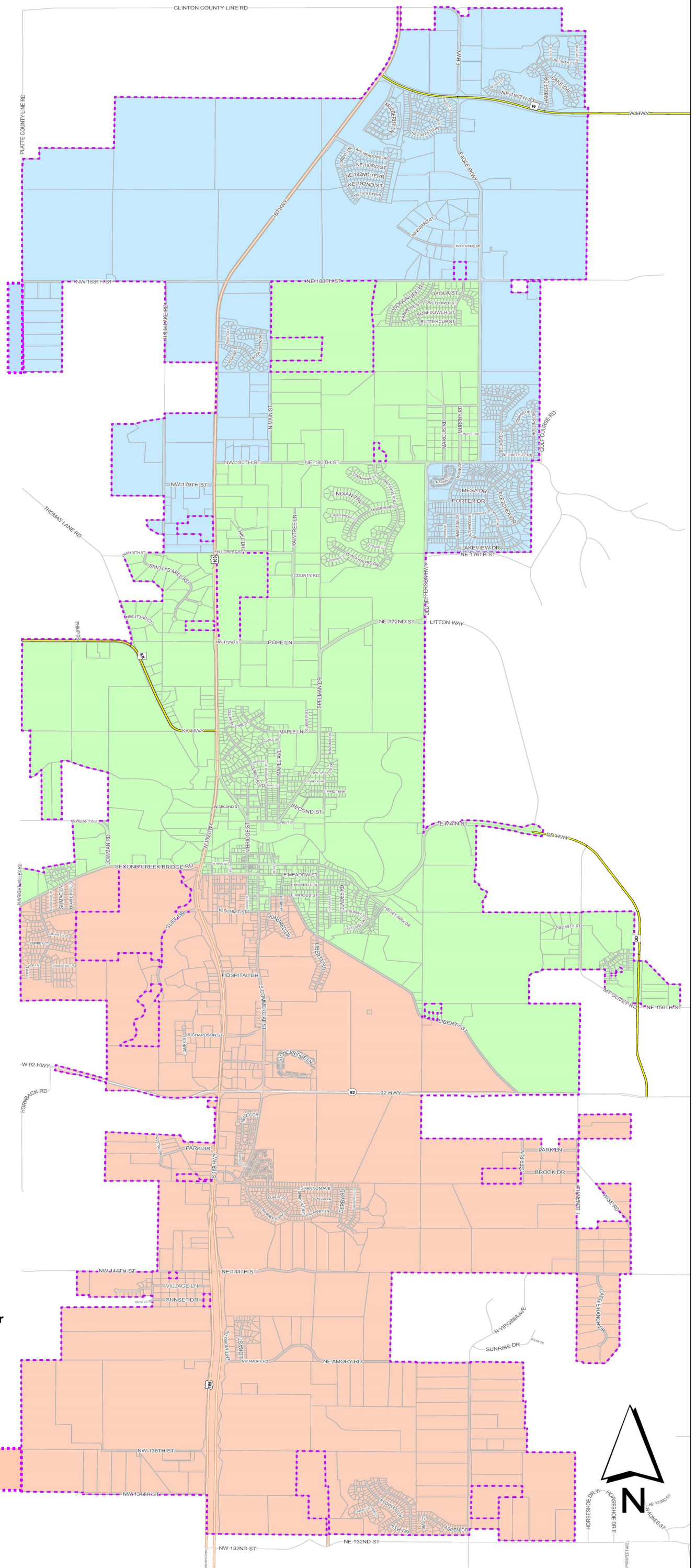
Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/05/2021
Second Reading: / /

City of Smithville Ward Boundary Map



Legend

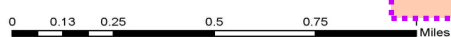
 Ward I
 Ward II
 Ward III



**Map created by:
GIS/Mapping, Clay County Assessor**

<https://gisweb.claycountymo.gov>
phone: (816) 407 3370
email: gis@claycountymo.gov

Date: 9/30/2021





Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 972 – Acknowledging an emergency change order for the Highland Drive Sanitary Sewer Project 21-06 with Menke Excavating in the amount of \$20,000.

REQUESTED BOARD ACTION:

Motion to approve Resolution 972, acknowledging an emergency change order to extend the Highland Drive Sanitary Sewer Project with Menke Excavating in the amount of \$20,000.

SUMMARY:

On Friday, September 17 the City Administrator notified the Board of emergency approval of a change order that needed to be approved to keep the Highland Sewer Project progressing. The change order included extending the Highland sewer project 124 feet and picked up the residence at 104 Highland Drive. Currently the project is reconnecting 7 services along Highland and Highland Circle. Menke Excavation has begun the work and are approximately 40-50% complete. There is a "lamp hole" (dead end cleanout) approximately 124 feet west of the new manhole. Maintenance staff advised that extending the line to the manhole and eliminating the "lamp hole" would be very beneficial in future maintenance operations. The Change Order would eliminate this dead end and lamp hole. This would give the City better access for cleaning the sewer main. The service at 104 Highland would be reconnected to the new main improving their service. The cost is approximately \$20,000 and is within the total contract amount.

PREVIOUS ACTION:

On April 5, 2021, the Board approved Resolution 905 awarding the bid of 154,199.89 with a force account of \$25,000 for a total project cost of \$179,199.89

POLICY ISSUE:

Maintaining infrastructure.

FINANCIAL CONSIDERATIONS:

This project is included in the 2021 CIP budget. The Change Order can be covered with the force account approved for this project.

ATTACHMENTS:

- | | |
|------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 972

A RESOLUTION ACKNOWLEDGING AN EMERGENCY CHANGE ORDER TO THE HIGHLAND DRIVE SANITARY SEWER PROJECT 21-06 WITH MENKE CONSTRUCTION IN THE AMOUNT OF \$20,000

WHEREAS, on April 5, 2021 the Board approved Resolution 905 awarding the Highland Drive Sanitary Sewer Project to Menke Excavating; and

WHEREAS, additional work is necessary to extend the project for improved maintenance operations in the future; and

WHEREAS, repairs were approved as an emergency expenditure by the City Administrator; and

WHEREAS, Menke Excavating will complete the additional work for an amount of \$20,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT Change Order No. 1 in an amount of \$20,000 is acknowledged.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 5th day of October, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Public Works

AGENDA ITEM: Approve Resolution 973 – Acknowledgement of an Emergency Repair for a Lift Station and Force Main by Mid-America Pump in the amount of \$9,618.90

REQUEST FOR BOARD ACTION:

Motion to approve Resolution 973, acknowledging an emergency repair to a lift station and force main by Mid-America Pump in the amount of \$9,618.90.

SUMMARY:

On Friday, September 24th the City Administrator notified the Board of an emergency repair that was necessary to maintain sanitary sewer services to several businesses.

On Wednesday, September 22, the lift station that services a daycare, Gerber Auto body repair and the Major Mall went down. Staff had to call Mid-America Pump to complete emergency repairs. The photo attached shows the discharge pipe that was plugged full. The entire line from the lift station to the force main (approximately 50 feet) and discharge piping was replaced in addition to resetting and clearing of pumps. The cost of repairs totaled \$9,618.90.



PREVIOUS ACTION:

None

POLICY ISSUE:

Maintaining infrastructure.

FINANCIAL CONSIDERATIONS:

Funds for repairs and maintenance for infrastructure are available in the Utilities budget.

ATTACHMENTS:

- ☐ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☒ Other: Invoice

- ☐ Contract
- ☐ Plans
- ☐ Minutes

RESOLUTION 973

A RESOLUTION ACKNOWLEDGING THE EMERGENCY REPAIR OF A LIFT STATION AND FORCE MAIN BY MID-AMERICA PUMP IN AN AMOUNT OF \$9,618.90

WHEREAS, on Wednesday, September 22, 2021 a lift station and force main failed affecting several businesses sanitary sewer service; and

WHEREAS, Mid-America Pump was contracted to do the repairs as an emergency purchase; and

WHEREAS, the cost for the repairs totaled \$9,618.90

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Board acknowledges the emergency repair of the lift station and force main by Mid-America Pump and approves the expenditure of \$9,618.90.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 5th day of October, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



5600 Inland Drive
Kansas City, Kansas 66106
Phone 913-287-3900
Fax 913-287-6641

REPAIR PROPOSAL

SKP: **7290**
Customer PO #: Bob Lemley
Prepared By #: Brad Saul
Date: 9/23/2021

Repair Estimate: \$9,618.90
Replacement Price:
Estimated Delivery:

Customer Information

Bill To:

Contact Info:

Ship To:

Company Name: City of Smithville
Address: 107 W. Main Street
City: Smithville
State/Zip Code: Missouri 64089-
First Name: Bob
Last Name: Lemley
Phone: (816) 532-0070
Fax: (816) 532-8331

Company:
Address:
City:
State/Zip Code:

Description of Problem

Car Star pump station is not pumping out and the discharge pipe is severely corroded.

Pump Information

Pump Make: Hydromatic
Model:
Style: Submerible grinder
Pump RPM:
Motor RPM:
☒ Seal
☐ Packing
Serial No:
HP:
Voltage:
Coupling:

Repair Description

Scope of work:

Remove the existing discharge lines in the wet well; install SS una-strut to support both discharge lines; install two separate 2" discharge lines made out of SS pipe fittings and SCH 80 PVC; had two 4" holes core drilled through the wet well; ran lines up and out of the wet well and built a header outside of the wet well using SCH 80 PVC and brass compression fittings that the city had on hand. Supoorted the piping outside the well with cement blocks. Installed 3 SS pipe clamps on each discharge line inside the wet well to support the piping. Tested pulling the pumps and setting back in place, had to adjust #1 pump discharge but #2 worked correctly. Test ran the pump station, no leaks anywhere and the station now pumps down correctly.

Scope of supplies:

1 - lot of SCH 80 PVC pipe, ball valves and pipe fittings
1 - lot of SS 2" 90 elbows and pipe fittings
1 - lot of SS una-strut, SS 1/2" wedge anchors and SS u-bolts
1 - lot of SS pipe clamps, SS all-thread and nuts, chemical anchoring
Core drilling two 4" holes through the side of the wet well
Labor to perform the work stated above
Truck and MLS charges

Application Information

Pumpage:
Head:
Flow:
Temp:
Viscosity:
SpecificGravity:
☐ Hazardous ☐ Rotation Left
☐ MSDS ☐ Rotation Right

Terms and Conditions

1 Freight Charges Not Included
2 Taxes Not Included
3 Expedite Fees Not Included
4 Payment Terms - Net 30
5 Warranty Period - 90 Days
6 Proposal Vaild for 30 Days
7 Teardown/Inspection/Field Service Hours/MLS
will be charged if Equipment is Not Repaired or
Replaced through Mid-America Pump



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 974 – Approving a sole source contract with Ace Pipe Cleaning in the amount of \$12,743.

REQUEST FOR BOARD ACTION:

A motion to approve Resolution 974, authorizing expenditure for the cleanout of the storm sewer on Woods Street to Ace Pipe Cleaning in the amount of \$12,743.

SUMMARY:

There is a three-foot by four-foot reinforced concrete box under East Woods Street between Woodlawn and Winner Road. This box is full of sediment restricting the flow of stormwater. Ace Pipe Cleaning is the only company that we know that has the equipment to clean this size of box culvert. Ace also assists the Utility Department on large mains and lift stations. Ace Pipe Cleaning has provided a price to complete this work in an amount of \$12,743.

PREVIOUS ACTION:

None

POLICY ISSUE:

Maintaining infrastructure.

FINANCIAL CONSIDERATIONS:

Funds for repairs and maintenance for infrastructure are available in the Street Division budget.

ATTACHMENTS:

- ☐ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☒ Other: Quote

- ☐ Contract
- ☐ Plans
- ☐ Minutes

RESOLUTION 974

A RESOLUTION APPROVING A SOLE SOURCE CONTRACT WITH ACE PIPE CLEANING IN THE AMOUNT OF \$12,743

WHEREAS, The reinforced concrete box on Woods Street is blocked, prohibiting storm water drainage; and

WHEREAS, during rain events some structural flooding has occurred; and

WHEREAS, Ace Pipe Cleaning is a sole source contractor that has the capabilities to clear this RCB and has provided a proposal of \$12,743.00 to complete this work.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Board approves the sole source contract with Ace Pipe Cleaning to clear the reinforced concrete box in the amount of \$12,7430.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 5th day of October, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



ACE PIPE CLEANING
A Carylton Company

6601 Universal Avenue
Kansas City, MO 64120
p: (816) 241-2891
f: (816) 241-5054
office@acepipe.com

CONTRACT PROPOSAL

Date: 9/20/21

City of Smithville
Attention: Alan Jensen
107 W. Main Street
Smithville, MO 64089
Phone: 816-985-2612
Email: ajensen@smithvillemo.org

Proposal #: 21-653 for CLEANING

1. PROJECT DESCRIPTION:

Smithville, MO – Storm Tunnel Cleaning

2. SCOPE OF WORK:

Ace Pipe Cleaning, Inc. ("APC") will provide the labor, equipment, material, and supplies for cleaning on the Project in accordance with this Proposal (the "Work"), and will include the following:

Operators, Jetter/Combination Unit, Support Truck and Laborers to Clean approximately 200 FT of 3'x4' Storm Tunnel Drains as directed by Customer located in Smithville, MO.

3. PRICING AND PAYMENT:

Description	Est Qty	Unit	Unit Price	Total
Operator & Jetter/Combo Unit	24	HR	\$ 195.00	\$ 4,680.00
Support Truck	24	HR	\$ 100.00	\$ 2,400.00
Laborers (2)	24	HR	\$ 200.00	\$ 4,800.00
6" Flex Hose - 100' Roll	1	EA	\$ 155.00	\$ 155.00
Fuel Surcharge	24	HR	\$ 29.50	\$ 708.00
Total Estimated Price				\$ 12,743.00

Payment shall be due Net 30 days from APC's invoice date. Quantities are estimated. Billing will reflect actual quantities achieved.

4. SCHEDULE: To be determined upon acceptance of this Proposal.

5. CLARIFICATIONS/ASSUMPTIONS; TERMS & CONDITIONS:

The Clarifications/Assumptions are part of this Proposal. APC's Terms and Conditions are attached and are incorporated into and part of this Proposal. Please review the Clarifications/Assumptions and APC's Terms and Conditions carefully. The pricing is based upon Customer's acceptance of APC's Clarifications/Assumptions and Terms and Conditions. This Proposal represents our complete offering. If there are any conflicts between Customer's requirements or plans and specifications and this Proposal, this Proposal shall govern.

PREVAILING WAGE? YES ☐ NO ☒

If yes, please provide Wage Determination.

TAX EXEMPT? YES ☒ NO ☐

If yes, please provide Tax Exemption Certificate.

ACE PIPE CLEANING, INC.	ACCEPTED by CUSTOMER:
Signed: <u>Mark Calvert</u> Date <u>9/20/21</u> Title Operations Manager	Signed: _____ Date _____ Title: _____

CLARIFICATIONS / ASSUMPTIONS

All pricing is conditioned upon the Clarifications/Assumptions listed below.

1. CLARIFICATIONS:

- a. The Proposal excludes any sales or use or other similar taxes. If the Project is tax exempt, Customer shall provide APC the appropriate documentation.
- b. Except as otherwise stated herein, the Proposal does not include payment of prevailing wages or certified payroll reporting. If payment of prevailing wages or submission of certified payroll reports is required, Owner shall provide a wage determination sheet and/or certified payroll instructions.
- c. Except as otherwise stated herein, the Proposal does not include by-pass pumping.
- d. Any corrections, repairs, or extractions required due to existing structural defects or failures are excluded from the Work.
- e. Customer will obtain all necessary permits
- f. APC will provide traffic control (cones) if necessary.
- g. Overtime rates will apply for any work that exceeds an (8) eight-hour work day (applicable to hourly rate quoted).
- h. Price quoted is portal to portal from our location 6601 Universal Ave., Kansas City, MO and is a four-hour minimum charge (applicable to hourly rate quoted).
- i. Except as otherwise provided herein, the Proposal is for normal cleaning only. Normal cleaning is considered cleaning requiring three passes or less using high-velocity hydraulic equipment capable of pumping 80 gpm at 2,000 psi. Heavy cleaning shall be considered all cleaning other than normal cleaning, but does not include mechanical cleaning with bucket machines and winches. Heavy cleaning will be charged at a negotiated hourly rate.

2. ASSUMPTIONS:

- a. **Customer will provide free access to the work site which will be adequate for APC's equipment** and will be within 150 feet from the access point. APC reserves the right to charge Customer if additional mobilizations are required if access is not available.
- b. **Customer will coordinate the Work with any private property owners.**
- c. **Customer will provide environmentally responsible disposal site.**
- d. **Customer will provide water for cleaning and access to hydrant and hydrant meter.**
- e. Pricing is subject to change 90 days from the date of the proposal.
- f. There are no hazardous materials present in the project area.

Terms and Conditions

1. **General Conditions:** These general terms and conditions are incorporated by reference into the proposal and are part of the Agreement under which services are to be performed by the Contractor for the Customer. Customer's signature and return of the proposal as presented, or Customer's authorization of Contractor to commence the work, shall constitute acceptance of all of its terms and conditions.

2. **Warranty:** Contractor warrants that its work will be free from defects caused by faulty workmanship for a period of twelve months after substantial completion of the work. Any warranty claim must be presented in writing to Contractor within 12 months after the substantial completion of Contractor's work, or the claim shall be waived.

3. **Terms of Payment:** Payments are due within thirty days from the submission to Customer of an invoice. A "late payment" charge of one and one-half percent (1½ %) per month or the maximum legal interest rate, whichever is greater, will be made on all monies past due and shall be paid immediately.

4. **Customer Responsibilities:** Customer will provide mechanical services. Operation and control of Customer's equipment is the Customer's responsibility. If Contractor's work is interrupted due to circumstances caused or allowed by Customer and of which Contractor was not apprised prior to starting the work, an hourly fee will be charged.

5. **Pre-existing Conditions:** The Contractor is not responsible for liability, loss or expense (including damage caused by the backup of basement sewers) caused by pre-existing conditions, including faulty, inadequate or defective design, construction, maintenance or repair of property or contamination of the subsurface where the condition existed prior to the start of the Contractor's work. Customer is responsible for loss of service equipment caused by the pre-existing condition at the job site.

6. **Environmental Conditions:** The debris is represented to Contractor to be non-hazardous, requiring no manifesting or special permitting. The Customer will be responsible for any additional costs or claims associated with the treatment, storage, disposal of the removed debris, or breach of the above representation, at any time during or after the completion of this project. Notwithstanding anything herein to the contrary, when the Work includes removal of industrial waste, Customer represents and warrants it holds clear title to all waste debris or other materials Contractor may handle, process or transport and Customer agrees to supply all necessary manifests or permits and Customer shall indemnify Contractor for liability, loss and expense caused by discharge, escape, release of liquids, gases or any other material contaminant or pollutant into the atmosphere or into or onto land, water or property, except to the extent such liability, loss and expense is caused by Contractor's negligence.

7. **Indemnification:** The Customer and Contractor will each indemnify the other in proportion to relative fault for liability, loss and expense incurred by the other party resulting from a negligent act or omission in performance of work under this Agreement. The Customer also will indemnify Contractor for liability, loss and expense resulting from Contractor services if the Contractor is acting at the direction or instruction of the Customer, or where the primary cause of any damages is due to information provided by the Customer. Where the Customer provides labor for the Contractor, the Customer will indemnify the Contractor for liability, loss or expense for work related injuries to those laborers not provided by the Contractor.

8. **Entire Agreement:** This proposal together with any written documents which may be incorporated by specific references herein, constitutes the entire agreement between the parties and supersedes all previous communications between them, either oral or written. The waiver by Contractor of any term, condition or provision herein stated shall not be construed to be a waiver of any other term, condition or provision hereof.

9. **Performance Dates:** The performance schedule, if stated in the proposal, is approximate and is not guaranteed by Contractor. Contractor shall not be liable for delays in the progress of the Work due to acts of government, acts of God, adverse weather, war, riot, labor disputes, civil insurrection or any other causes beyond Contractor's reasonable control, and the date of performance shall be adjusted for any such delays. Further, Contractor shall not be responsible for delays in the project caused by the failure of material/equipment suppliers to deliver material, equipment or services in the time and manner agreed upon or in the time and manner anticipated.

10. **Scope Limitations:** Any material, equipment, structure or service item that is not explicitly a part of this Contract is specifically excluded from Contractor's Work.

11. **Contract Amendments:** The following contract amendment procedure is to be used for work performed for the Customer by Contractor, which is beyond the scope of the proposal. (a) As change order items are identified and before any work is done, Contractor and the Customer will review and agree on the work to be performed; (b) A contract amendment or change order will be completed with regard to scope and price and any schedule impact. All parties involved will sign the contract amendment or change order; and (c) Contractor will perform the work and bill the Customer. For time and materials work, back-up documentation will be provided.

12. **Limitation of Liability:** In no event shall Contractor be liable for any indirect, special or consequential loss or damage arising out of any work performed for Customer. To the fullest extent permitted by law, the total liability, in the aggregate, of Contractor to Customer or anyone claiming by or through Customer, for any and all liabilities, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Contractor's services, the Project, or the Proposal, from any cause or causes whatsoever, including without limitation, negligence, strict liability, indemnity, warranty, or breach of contract, shall not exceed the Contract Amount. The Contractor is not responsible for the rendering of or failure to render architectural, engineering or surveying professional services. Customer and Contractor waive all rights of subrogation for claims covered by the parties' insurance.

13. **Attorney's Fees:** The prevailing party in any dispute between Contractor and Customer shall be entitled to receive attorneys' fees, court costs and other legal fees from the non-prevailing party. APC shall be entitled to collect reasonable attorney's fees incurred to collect any "late payments".

14. NOTICE TO OWNER FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Finance

AGENDA ITEM: Resolution 975, A Resolution Approving A Water Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 975, approving a water and wastewater leak adjustment request.

SUMMARY:

The City has received notice from Tricia Stock, a residential utility billing customer, of a repaired water leak and her request for a water leak adjustment. All requirements set forth in Ordinance 2989-18 have been met.

On or about July 28, 2021, the Utilities Division obtained electronic reads of water usage for the month of July. Those reads were uploaded to the billing system later the same day which provides warnings for customers with no, little, or high usage. Following the month of the July billing cycle, Ms. Stock had started the cycle with a read of 2,591 and finished the July cycle with a read 2,772, which resulted in consumption of 18,100 gallons. This amount was more than twice her monthly average.

Tricia Stock called on September 15, 2021 to report a leak due to an issue with her toilet. She has conducted a dye test to determine the location of the leak and took corrective measures. She then provided necessary documentation and photo evidence of the process to correct the leak. Staff is bringing forward a one month leak adjustment request according to the policy and recommends its approval.

If approved, the leak adjustment would issue a credit of **\$24.94** to Ms. Stock's utility account.

PREVIOUS ACTION:

The Board has approved previous leak adjustments in this fiscal year when conditions have been met.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Reduce utility revenues by \$24.94.

ATTACHMENTS:

- | | |
|-----------------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Request & Adjustment Calculation | |

RESOLUTION 975

A RESOLUTION APPROVING A WATER LEAK ADJUSTMENT REQUEST.

WHEREAS, the City approved Ordinance No. 2989-18 amending Section 705.110 of the Code of Ordinances on February 6, 2018; and,

WHEREAS, Tricia Stock, a residential utility billing customer with account 02-001510-02, has notified the City of a water leak and is requesting a leak adjustment; and,

WHEREAS, the conditions set forth in Section 705.110 of the Code of Ordinances as amended have been met; and,

WHEREAS, the adjustment calculation set forth in 705.110 of the Code of Ordinances as amended has been determined to be \$24.94;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

A water and wastewater leak adjustment in the amount of \$24.94 shall be credited to account 02-001510-02 of residential utility billing customer Tricia Stock.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5th day of October, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: Tricia Stock

Utility Service Address: 502 S Commercial Street

Utility Account Number: 02-001510-02

The residential utility billing customer referenced above has notified City staff of a water leak and is requesting a leak adjustment. City staff has verified the water consumption of the month(s) in question is more than two (2) times the monthly average for this property, no other leak adjustment has occurred in the previous thirty-six (36) month period, covers a single event and repair receipts have been provided.

In accordance with the Leak Adjustment Ordinance No. 705.110, the Board of Alderman may consider a leak adjustment calculated to be **\$24.94** at the Board of Alderman meeting on October 5, 2021.

I, Tricia Stock, agree to attend the Board of Alderman meeting referenced above, and understand that my failure to be present is cause for the Board of Alderman to deny my request.

Upon resolution by the Board of Alderman, I, Tricia Stock, shall make payment in full or make formal payment arrangements with City staff no later than ten days (10) following the Board of Alderman consideration. I understand that failure to do so will result in imposition of late fees and/or disconnection of service.

A handwritten signature in black ink that reads "Tricia Stock".

Customer's Signature

A handwritten date in black ink that reads "9-16-21".

Date



Water Leak Adjustment Calculation

Utility Customer Name: **Tricia Stock**

Utility Service Address: **502 S Commercial Street**

Utility Account Number: **02-001510-02**

Breaking down key figures in Ordinance 2989-18(C), Adjustment Calculations

- The adjusted bill(s) shall charge the City's normal water rate on all water volume used up to two (2) times the average monthly water use for this property.

City's normal water rate (per 1,000 gallons): **\$7.89**
 Average monthly water usage for this property: **5,066 gallons**

- Adjusted bill(s) shall also charge the City's wholesale water rate on all water volume used greater than two (2) times the average monthly water use for this property.

City's wholesale water rate (per 1,000 gallons): **\$4.76**

- If the leak is inside the home, the wastewater bill(s) shall not be adjusted because the water volume used will have drained into the sanitary system of the home.

If the leak is outside the home, the wastewater bill(s) will be adjusted to reflect the average monthly wastewater usage for this property.

City's normal wastewater rate (per 1,000 gallons): **\$5.84**
 Average monthly wastewater usage for this property: **5,066 gallons**
 Was the leak inside or outside the home: **inside**
 Was the wastewater billed winter average or actual usage: **winter average**

Calculating the adjustment amount using Ordinance 705.110(C), Adjustment Calculations

MONTH 1	
Original Water Bill Amount	
18,100 gallons @ 7.89 per 1,000 gallons =	142.81
Adjusted Water Bill Amount	
10,132 gallons @ 7.89 per 1,000 gallons =	79.94
+ 7,968 gallons @ 4.76 per 1,000 gallons =	37.93
	117.87
Water Discount =	
	24.94
Original Wastewater Bill Amount	
5,066 gallons @ 5.84 per 1,000 gallons =	29.59
Adjusted Wastewater Bill Amount	
5,066 gallons @ 5.84 per 1,000 gallons =	29.59
Wastewater Discount =	
	0.00

MONTH 2 (if applicable)	
Original Water Bill Amount	
0 gallons @ 7.89 per 1,000 gallons =	0.00
Adjusted Water Bill Amount	
0 gallons @ \$7.89 per 1,000 gallons =	0.00
+ 0 gallons @ 4.76 per 1,000 gallons =	0.00
	0.00
Water Discount =	
	0.00
Original Wastewater Bill Amount	
0 gallons @ \$5.84 per 1,000 gallons =	0.00
Adjusted Wastewater Bill Amount	
0 gallons @ \$5.84 per 1,000 gallons =	0.00
Wastewater Discount =	
	0.00

Total Discount = 24.94



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Development/Finance

AGENDA ITEM: Resolution 976, Disbursing Fire Loss Insurance Proceeds To Holly and Brock Burkman From City Held Funds

REQUESTED BOARD ACTION:

Motion to approve Resolution 976, disbursement of fire loss insurance proceeds to Holly and Brock Burkman from city held funds.

SUMMARY:

On March 14, 2018, the house located at 7 Nantucket Court owned by Holly and Brock Burkman suffered a fire loss. State Farm Insurance completed a building repair estimate for the house totaling \$299,240.

Per Section 110.3.5 of the City of Smithville Code of Ordinances, the insurance company, State Farm Insurance, withheld 10% (\$29,924) of the covered claim payment and paid this amount to the City to deposit into an interest-bearing account.

This amount was receipted on August 9, 2021. Since August 9, 2021, interest in the amount of \$502.19 has accrued.

The City of Smithville City Attorney has confirmed no loans/liens exist on the property from the time of the Burkman's ownership. The City Attorney consulted Coffelt Land Title, Inc. to confirm this fact.

Holly and Brock Burkman have signed and dated a "Release and Hold Harmless" Agreement which holds the City of Smithville harmless from and against all loss, liability, claim, damage, or expense arising directly or indirectly from or in connection with the assertion by or on behalf of any other person claiming entitlement to the funds.

PREVIOUS ACTION:

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- | | |
|--------------------------------------------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Agreement, Release & Hold Harmless Letter & Interest Earned | |

RESOLUTION 976

A RESOLUTION DISBURSING FIRE LOSS INSURANCE PROCEEDS TO HOLLY AND BROCK BURKMAN FROM CITY HELD FUNDS.

WHEREAS, a house located at 7 Nantucket Court, Smithville, Missouri 64089 suffered a fire loss on March 14, 2018, which at this time, was owned by Holly and Brock Burkman, and;

WHEREAS, per Section 110.3.5 of the City of Smithville Code of Ordinances, the insurance company withheld 10% of the covered claim payment and paid the amount of \$29,924 to the City to deposit in an interest-bearing account, and;

WHEREAS, the City of Smithville City Attorney has confirmed no loans/liens exist on the property from the time of the Burkman's ownership by consulting Coffelt Land Title, Inc., and;

WHEREAS, Holly and Brock Burkman have signed and dated a "Release and Hold Harmless" Agreement which holds the City of Smithville harmless from and against all loss, liability, claim, damage, or expense arising directly or indirectly from or in connection with the assertion by or on behalf of any other person claiming entitlement to the Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT, Holly and Brock Burkman are entitled to receive the insurance proceeds and interest which has accrued on such proceeds which are currently housed in City held funds.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5th day of October 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



State Farm Fire and Casualty Company

07-06-18

BROCK & HOLLY BURKMAN
7 NANTUCKET CT.
SMITHVILLE, MO. 64089

State Farm Insurance Companies
Fire Claims
PO Box 106169
Atlanta, GA 30348-6169
Fax 844 236 3646

Claim Number: 25-3329-W38
Policy Number: 25-25-BO-P824-6
Date of Loss: 03-14-18

Dear Mr. & Mrs. Brockman,,

This letter is in regards to the Homeowner's policy claim you submitted for fire damage.

I am enclosing a copy of the State Farm building repair estimate. The estimate exceeds the policy limit for your home of \$299,240.00. The City of Smithville ordinance requires that 10% of the insurance proceeds be paid to them until you demolish or repair the home.

The following payments will be made:

To the insured's and mtg company	\$269,316.00 (enclosed)
To the City of Smithville	\$ 29,924.00 (sent to the city)

Please advise us if you intend to repair or rebuild the home.

You can submit E-mail information to us at statefarmfireclaims@statefarm.com and you will need to put your claim number in the subject line with no dashes.

If you have any questions please call me at ph: 816 289-8923

Thomas Mundt
Claims Specialist
State Farm Fire Claims
Ph: 816-289-8923 Fax 844-236-3646

September 20, 2021

Holly and Brock Burkman
950 N Jesse James Road
Excelsior Springs, MO 64024

Holly and Brock Burkman,

Enclosed is a Release and Hold Harmless Agreement which is to be dated and signed by Holly and Brock Burkman for release of insurance proceeds plus accrued interest related to a fire that occurred on or about March 14, 2018 at a property then owed by Holly and Brock Burkman at 7 Nantucket Court, Smithville, Missouri.

The total amount for consideration is \$30,426.19, which is comprised of insurance proceeds of \$29,924.00 and accrued interest of \$502.19. Included in this letter is the State Farm claim notice indicating the insurance proceeds amount paid to the City of Smithville and the interest earnings spreadsheet for a breakdown of interest earnings accrued while the proceeds were held in City funds.

Per Section 150.040, the City of Smithville Board of Alderman must approve all consideration for \$7,500 or more. Once the Release and Hold Harmless Agreement has been signed, dated, and returned to Smithville City Hall, City staff will include the signed agreement, and the other documentation included in this letter, on the next Board of Alderman regular agenda for approval to disburse the funds.

Please sign, date, and return this agreement at your earliest convenience to:

City of Smithville
107 W Main Street
Smithville MO 64089

Thank you,



Stephen Larson
Finance Director

RELEASE AND HOLD HARMLESS AGREEMENT

For the sole consideration of Thirty Thousand Four Hundred Twenty Six Dollars and Nineteen Cents (\$30,426.19) [comprised of Twenty Nine Thousand Nine Hundred and Twenty Four Dollars (\$29,924) principal, plus accrued interest of Five Hundred and Two Dollars and Nineteen Cents (\$502.19)] the receipt of which is hereby acknowledged, we Holly and Brock Burkman (jointly and severally) do hereby fully and forever release and discharge the City of Smithville Missouri it agents, employees, officers and elected officials (collectively "City") from all claims for all damages resulting to us as a result of or relating to funds provided to the City of Smithville by any insurance company in relation to a fire that occurred on or about March 14, 2018 at property then owned by us located at 7 Nantucket Court, Smithville, Mo. (hereinafter "Funds").

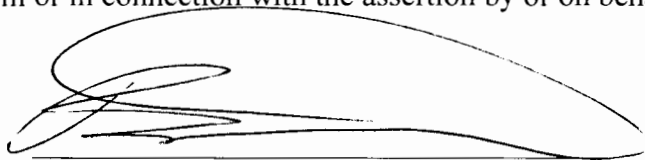
We further represent and warrant that we are the only persons entitled to such Funds and we represent that we did not assign any rights to the Funds to any other person at any time. Further, in the event any other person or entity shall claim an entitlement to the Funds or any part thereof, that we shall indemnify and hold harmless the City from and against all loss, liability, claim, damage (including incidental and consequential damages) or expense (including costs of investigation and defense and attorneys' fees) arising directly or indirectly from or in connection with the assertion by or on behalf of any such person relating to the Funds.

Date:

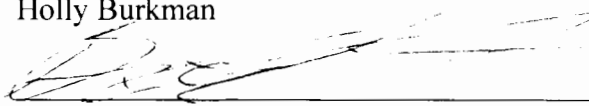
9/24/21

Date:

1/24/21




Holly Burkman



Brock Burkman

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	Amount of Deposit	Deposit With Interest	# of Days in Month	Interest Rate at Central Bank
August 9, 2019	\$29,924.00	\$39.32	22	2.18%
September 2019	\$29,963.32	\$51.22	30	2.08%
October 2019	\$30,014.54	\$49.71	31	1.95%
November 2019	\$30,064.25	\$40.77	30	1.65%
December 2019	\$30,105.03	\$43.47	31	1.70%
January 2020	\$30,148.49	\$43.27	31	1.69%
February 2020	\$30,191.77	\$40.30	29	1.68%
March 2020	\$30,232.07	\$35.43	31	1.38%
April 2020	\$30,267.50	\$6.22	30	0.25%
May 2020	\$30,273.72	\$9.00	31	0.35%
June 2020	\$30,282.72	\$8.71	30	0.35%
July 2020	\$30,291.43	\$9.00	31	0.35%
August 2020	\$30,300.43	\$9.01	31	0.35%
September 2020	\$30,309.44	\$8.72	30	0.35%
October 2020	\$30,318.16	\$9.01	31	0.35%
November 2020	\$30,327.17	\$8.72	30	0.35%
December 2020	\$30,335.90	\$9.02	31	0.35%
January 2021	\$30,344.91	\$9.02	31	0.35%
February 2021	\$30,353.93	\$8.15	28	0.35%
March 2021	\$30,362.08	\$9.03	31	0.35%
April 2021	\$30,371.11	\$8.74	30	0.35%
May 2021	\$30,379.85	\$9.03	31	0.35%
June 2021	\$30,388.88	\$8.74	30	0.35%
July 2021	\$30,397.62	\$9.04	31	0.35%
August 2021	\$30,406.66	\$9.04	31	0.35%
September 2021	\$30,415.69	\$8.75	30	0.35%
October 6, 2021	\$30,424.44	\$1.75	6	0.35%
Final Amount Owed	\$30,426.19			

	<div>STAFF</div> <div>REPORT</div>
Date:	September 30, 2021
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Employee COVID-19 Policy

At the September 16, 2021 Board of Aldermen work session, the Board directed staff to prepare a policy relating to employee leave in response to COVID-19. Staff continues to work with the City's legal team to formulate a policy for Board review and approval. The agenda will be updated on Monday to incorporate that policy.



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 978 - change order to the Downtown Streetscape Phase II - East Project 21-05 in the amount of \$20,000

REQUESTED BOARD ACTION:

A motion to approve Resolution 978, approving a change order to the Downtown Streetscape Project Phase II in the amount of \$20,000.

SUMMARY:

This project continues to progress. The basketball court was painted this week, the drainage ditch is graded, lights are up, and work in the alley is complete. In the next few weeks, the project will be nearing completion with the mill and overlay to begin in mid-October.

Base Bid	\$734,431.71
Alt. 1 – Alley	\$82,580.18
Alt. 2 – Basketball Court	\$99,859.40
CO 1	\$251,486.90
CO 2	<u>\$20,000.00</u>
TOTAL	\$ 1,188,358.10



Alley



Drainage Ditch



New inlet



BB Court

The overlay project begins on the east side of the intersection at Main Street and Commercial Street and extends to Liberty Road. Main Street will be overlaid through Meadow Street. Liberty Road will be milled and overlaid from Main to Brasfield.

Main Street east of Meadow Street to Wilkerson Creek Bridge is showing some fatigue and the beginning of alligator cracking and potholes. The proposed change order would extend the overlay to Wilkerson Creek Bridge.



Main Street

PREVIOUS ACTION:

August 17, 2021 Approve Resolution 954, change order CO to Streetscape project \$251,486.90

February 2, 2021 Phase II Bid Awarded to Sands Construction

September 15, 2020 Board added alley reconstruction to the project

January 20, 2020 Board approved Resolution 761 authorizing the design of the basketball court

Downtown Streetscape phase I completed 4/11/2019

POLICY ISSUE:

Maintaining infrastructure and promoting Downtown

FINANCIAL CONSIDERATIONS:

This project is included in the 2021 CIP budget. The FY2022 Budget as presented for Board consideration accounts for this change order increase.

ATTACHMENTS:

- ☐ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☐ Other:

- ☐ Contract
- ☐ Plans
- ☐ Minutes

RESOLUTION 978

A RESOLUTION APPROVING A CHANGE ORDER TO THE DOWNTOWN STREETScape PHASE II – EAST PROJECT 21-05 IN THE AMOUNT OF \$20,000.

WHEREAS, on February 2, 2021, the Board approved Resolution 874 awarding the Downtown Streetscape Phase II - East Project to Sands Construction; and

WHEREAS, the original project includes the milling and overlay of Main Street from Commercial to Meadow; and

WHEREAS, it is necessary to extend the mill and overlay on Main Street to the Wilkerson Creek Bridge due to the condition of the road.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the change order in the amount of \$20,000 is approved.

PASSED AND ADOPTED by the Board of Aldermen and approved by the Mayor of the City of Smithville, Missouri, this 5th day of October, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Board of Alderman Request for Action

MEETING DATE: 10/5/2021

DEPARTMENT: Administration

AGENDA ITEM: Reappointment of Economic Development Committee Member

REQUESTED BOARD ACTION:

The Mayor will make the nomination of Alicia Neth to continue on the Economic Development Committee and the Board will vote.

SUMMARY:

In accordance with Section 400.650 of the Code of Ordinances states that the Board of Aldermen must vote on whether to approve the Mayor's recommended appointment.

The reappointment of this term expires in October of 2024.

PREVIOUS ACTION:

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- | | |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |



FY21 Planning Calendar

October 19, 2021 Work Session 6:00 p.m.

Discussion of Regulations for Fireworks

October 19, 2021 Regular Session Meeting 7:00 p.m.

Public Hearing – Sewer Rates
Ordinance – Create the ARPA Fund – 2nd Reading
Ordinance – Budget Amendment No. 9 – 2nd Reading
Ordinance – FY22 Operating Budget – 2nd Reading
Ordinance – Destruction of Records - 2nd Reading
Ordinance – Amending Section 115.020 Realigning the City Election Wards – 2nd Reading
Ordinance – Initial Zoning Lot 8, Lakeside Crossing – 1st Reading
Ordinance – Richardson Street Plaza Overlay District - 1st Reading
Resolution – Amending the Schedule of Fees – All proposed rate changes
Resolution – Agreement with ETC for 2021-2022 Direction Finder Survey
Resolution – Agreement with Main Street District
Resolution - Nominating Director Successors for the Smithville Commons CID
Resolution - Support of SAFPD Application For Smoke Detector Recycling Program
Resolution – Financial Advisor Agreement
Executive Session Pursuant to Section 610.021(3)RSMo.

November 2, 2021, Joint Board of Alderman and School Board Meeting 6:00 p.m.

November 2, 2021 Regular Session Meeting 7:00 p.m.

Ordinance – Initial Zoning Lot 8, Lakeside Crossing – 2nd Reading
Ordinance – Richardson Street Plaza Overlay District – 2nd Reading
Resolution –Award Bid for Snow Removal
Resolution – Single Phase Final Plat Approval Richardson Street Plaza

November 16, 2021 Work Session 6:00 p.m.

November 16, 2021 Regular Session Meeting 7:00 p.m.

December 7, 2021 Work Session 5:30 p.m.

Discussion FY21 Budget Review

December 7, 2021 Regular Session Meeting 7:00 p.m.

Resolution – Award Bid for Geographic Information System Services

December 21, 2021 Work Session 6:00 p.m.

December 21, 2021 Regular Session Meeting 7:00 p.m.

Unscheduled:

Art Commission

Special Road District

Rural Water District No. 8

City/County Shared Roads – Clay and Platte

Use of City Owned Property – 169 Hwy and Second Creek Road

FY22 Employee Handbook Discussion

Corps of Engineers Lease Contract