



City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

June 15, 2021

5:00 p.m. – City Hall *Via Videoconference*****

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

- 1. Call to Order**
- 2. Presentation of the Parks Master Plan**
- 3. Discussion of 5-Year Capital Improvement Plan Update**
- 4. Adjourn**



	STAFF REPORT
Date:	June 15, 2021
Prepared By:	Matt Denton, Parks and Recreation Director
Subject:	Parks and Recreation Master Plan
Staff Report:	Parks and Recreation

As the Board will recall, last fall the City contracted with Future iQ to complete a Parks and Recreation Master Plan. Over the last several months, the firm and partner consultants have completed a draft plan. The plan, which is [attached](#), will be presented to the Board at the Work Session.

	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #76923c; color: white; padding: 5px 15px; font-weight: bold;">STAFF</div> <div style="background-color: #00557a; color: white; padding: 5px 15px; font-weight: bold;">REPORT</div> </div>
Date:	June 15, 2021
Prepared By:	Stephen Larson, Finance Director
Subject:	CIP Discussion
Staff Report:	All Departments

At the Work Session, staff will provide the Board with an [update](#) on FY2021 Capital Improvement Plan (CIP) projects and outline recommendations for projects for the next five years.

Included in this document is an update on the 2021 project status and descriptions of projects recommended for FY22 of the 2022-2026 Capital Improvement Plan.

Staff will be seeking direction from the Board regarding the 2022-2026 Capital Improvement Plan and future projects for inclusion in the FY2022 Budget.

As has previously been discussed, the Combined Water and Wastewater Plan is an area of concern for staff. Recently completed studies for both water and wastewater outline significant capital outlay needs. Ongoing maintenance of infrastructure is also a priority. Finally, earlier this month concerns regarding sewer projects in the southern portion of town were discussed. In the coming weeks, staff plan to review all issues thoroughly, including alternatives for service in the southern portion of town, cash flow in the fund, an analysis of rates (including impact fees and all charges) and anticipate a separate Work Session in August to discuss this fund more thoroughly.

Summary of Funds

The **General Fund** is the recipient of city-wide revenues, such as property tax, sales tax, use tax, and franchise fees. These general revenues fund the operational expenses of most departments: Elected Officials, Administration, Police, Development, Finance, Parks and Recreation, and Public Works (Street Division). The General Fund has a policy-required reserve of 40% of fiscal year operational expenditures. The Board has an informal requirement that operational revenues meet or exceed operational expenditures. Any CIP expenditures from the General Fund reduce excess cash on hand (cash over and above the 40% reserve).

The **Capital Projects Fund** was the recipient of the proceeds from the voter-approved 2019 and 2019 General Obligation (GO) Bonds. All bond proceeds must be spent by March

14, 2022. The fund currently houses park improvement revenue (payments in lieu of dedication of land) which is earmarked for park improvement projects.

The *Capital Improvement Sales Tax Fund* is the recipient of the voter-approved ½-cent sales tax. This sales tax sunsets on September 30, 2038. Sales tax revenues are transferred to the Debt Service Fund to make repayments on the GO Bonds. Sales tax revenues over and above the debt repayment amounts may be used on CIP projects.

The *Parks and Stormwater Sales Tax Fund* is the recipient of the voter-approved ½-cent sales tax. This sales tax sunsets on September 30, 2040.

The *Transportation Sales Tax Fund* is the recipient of the voter-approved ½-cent sales tax. This sales tax does not have a sunset. A portion of sales tax revenues have historically been used on operational expenditures for the Public Works Department (Street Division) – street sweeper lease, equipment maintenance and repairs, fuel and tools and supplies. Sales tax revenues over and above the operational expenditures have been used on CIP projects, typically asphalt mill, and overlay or curb and stormwater projects.

The *Combined Water & Wastewater Systems (CWWS) Fund* is the recipient of water and wastewater sales revenue. It is a proprietary fund, which means it supports itself. The CWWS Fund has a policy-required reserve of 20% of fiscal year operational expenditures. CIP expenditures from the CWWS Fund reduce excess cash on hand (cash over and above the 20% reserve). Restricted water and wastewater impact fee revenue is held in a separate account and may only be spent on projects associated with development within the city.

2021 CIP Project Updates

Each capital improvement project with Fiscal Year 2021 budgeted expenditures is listed below, with a brief update of where the project stands:

City Hall Renovation (General Fund)

Hartline Construction has continued to move forward in completing City Hall Renovation and improvements to the front desk customer service area, bathrooms, kitchen, and employee offices are nearing final completion. As the project has progressed, there have been various change orders. The project has a budget of \$336,000 (following the adoption of Budget Amendment #5 by the Board) in the General Fund. Some items have been delayed in delivery, but the project is substantially complete and the building will re-open to the public on Monday, June 14. Final completion of the project is anticipated mid-July.

Records Management Software (General Fund)

The Police Department has made initial payment to Centralsquare Technologies for the installation of the new Records Management System. The project has a budget of \$100,000 in the General Fund and the contract for the project is not to exceed \$91,579. Secure connections (VPN) have been established and tested with the Platte County Sheriff's Department. The build team attended meetings in to preview, discuss, and design software use and layout. Weekly meetings have started and will continue for 8 to 10 weeks as settings are set up and the system is tailored to the Smithville Police Department. Data conversion is scheduled in September, with end user training scheduled for October. A go live date is anticipated for mid- to late-October.

Campground Phase I Electrical Upgrade (General Fund)

The contractor for the project, Mr. Electric of Clay County, completed the Campground Phase I Electrical Upgrade. The project featured upgrades to 18 campsites with a 50-amp power source. The project had a budget of \$37,500 in the General Fund and was completed for \$36,197.

Transportation Master Plan (General Fund)

Toole Design continues to work on the Transportation Master Plan and has been working on the base mapping for future traffic volumes. In addition, Toole Design is working on a public webpage that provides a survey for public feedback and engagement. A "pop-up" public information gathering will be held from 2 p.m. to 4 p.m. on Saturday, June 26 at Price Chopper. \$100,000 is budgeted for the project in the General Fund.

GIS/Asset Management (General Fund and CWWS Fund)

Public Works is planning to spend \$25,000 on GIS/Asset Management in FY21. A GIS system will house information on infrastructure (Streets, Water, Sewer, and Storm Sewer) and is the first step towards asset management. A GIS system will also provide information that can be used for maintenance planning, capital improvement planning, assist with development, budgeting, infrastructure condition, modeling and system analysis, traffic management, work order system, snow operations, and emergency services. A total of \$200,000 is budgeted for GIS/Asset Management Implementation (\$100,000 has been budgeted in the General Fund and \$100,000 in CWWS) for FY21.

Public Works (Streets) and Parks & Recreation Facility Engineering (General Fund)

The City of Smithville desires to combine the Parks & Recreation and Public Works Streets facility into one site. The proposed facility will meet both the needs of the maintenance crews and administrative offices for parks and recreation and public works. The new facility will also include space to hold public meetings, staff restrooms, lockers, shower facilities, equipment storage, vehicle parking (staff and City vehicles), crew meeting/lunch/breakroom, salt storage facility, and some laydown area for stored

materials. The city desires the facility to be energy efficient/green (sustainable design). The new facility will allow better communication between staff and sharing of space and equipment. The relocation of the streets division will also open the current site for the expansion of the water plant. Interviews with various engineering/architectural firms were held on May 26, 2021, with a recommended selection coming to the Board in July 2021. The project is budgeted for \$250,000 in the General Fund in FY21.

Heritage Park Basketball Court (General Fund)

Sands Construction is expected to start construction on the basketball court in July 2021. The project is included in the FY21 Budget (via Budget Amendment #1) in the amount of \$79,930.

Downtown Streetscape East (General Fund, Transportation Sales Tax, Capital Improvement Sales Tax, Capital Projects Fund)

Sands Construction is in the process of completing this project. Significant rainfall in late May has slowed construction progress. The project extends the Streetscape theme along Main Street, between Commercial Street and Smith Streets, with sidewalks on both sides and pedestrian lighting. The new Main Street Trail (8 feet wide), which was recently completed, connects with Streetscape East at Smith Street and heads east out of Downtown Smithville.

Bridgeport Round-a-Bout Design & Engineering (Transportation Sales Tax)

In October of 2017, the City and Greyhawke, LLC entered into an agreement where the Developer agreed to construct a roundabout for the east connection to F Highway (current Old Jefferson Highway). This project is for design services for a round-a-bout at the intersection of Bridgeport, Falcon Drive, and Old Jefferson Highway. Transystems Corporation has continued work on the design/engineering of this round-a-bout. The contract and FY21 budget for the project is \$99,000.

2021 Street Maintenance Program (Rock Creek Subdivision & Coulter Addition) (Transportation Sales Tax)

The mill and overlay of Rock Creek subdivision and Coulter addition was bid and Superior Bowen was selected as the highest qualified bidder. Staff held a pre-construction meeting with Superior Bowen on Tuesday, June 8 for planning purposes. Work is slated to begin in late June/July.

Main Street Trail (Capital Projects Fund)

Amino Brothers has completed the Main Street Trail and the Board participated in a ribbon cutting in the Spring of 2021. However, the project is not yet entirely completed as Amino Brothers is still waiting to receive solar benches (which provide a power source to charge mobile devices). The contractor is actively searching for other vendors which could

provide the benches and delivery may take an additional 2 months. The project has been a recipient of outside funding and the City is expecting to receive reimbursement of \$291,000 through the Recreational Trail Program Grant, which will supplement the expenses of the Main Street Trail in the Capital Projects Fund.

Wastewater Master Plan (CWWS Fund)

The Wastewater Master Plan has been completed by HDR. The Plan summarizes HDR's assessment of the City's Wastewater Treatment Plant and the City's collection and conveyance system (including pump stations, force mains, and major gravity interceptors). The Plan includes 5-year CIP recommendations for both northern and southern Smithville. The contract amount for the project was \$155,210.

Main Street Waterline Engineering and Construction (CWWS Fund)

The Main Street Waterline (between Commercial Street and Meadow Street and on Bridge Street from 1st Street to 2nd Street) was identified as in need of replacement. The contract amount for the engineering of project was \$128,800 and the contract amount for the construction of the project was \$661,012. Final invoices were paid in May 2021 for the completion of the project.

Raw Water Pump Station, Valve Vault, Zebra Mussel Control RFP #21-15 (CWWS Fund)

This project will replace the existing Raw Water Pump Station, replace the reducer and butterfly valve and controls flow of water from Smithville Lake to the pump station, and provide a mechanism for mussel control at the raw water intake facility using a copper ion system. Bids were opened June 8, with the lowest bid approximately \$1 million over budget estimate. The Board has directed staff to use ARPA (American Rescue Plan Act) Funds to pay for the project. The City of Smithville is expected to receive \$2,178,275 in ARPA Funds from the State of Missouri. Impact fees are recommended to be used to cover the remaining costs.

2021 Slipline Sewer Program (CWWS Fund)

The project encompasses sewer line on Main Street, from Smith Street to Lakeland Drive, along with sewer line near Quincy Boulevard and Maple Avenue in the Woodland Heights subdivision. The contractor, Insituform, has cleaned and compiled video footage of the sewer lines. After cleaning the pipe and obtaining video footage, the "sock" (fiberglass liner), was ordered, and will be installed. The sewer line will receive this new liner which halts root infestation, provides additional structure to mitigate cracking, and works to prevent a collapse of the pipe. The project is budgeted for \$200,000 (via Budget Amendment #2) in FY21.

Risk and Resiliency Assessment (CWWS Fund)

The AWIA (America's Water Infrastructure Act) of 2018 requires all public water systems serving a population greater than 3,300 persons to assess the risks and resilience of its public water system. The AWIA has also required an Emergency Response Plan (ERP) to be completed within 6 months of the completion of the RRA (Risk & Resiliency Plan). HDR is making progress towards the completion of the plans. The project has a contract amount of \$69,200 and includes \$37,300 for the RRA and \$31,900 for the ERP.

Highland Drive Sewer Improvements Engineering & Construction (CWWS Fund)

HDR has completed the engineering portion of the project. The contract for the engineering of the sewer improvements was set to not exceed \$54,400. With regards to the construction phase of the project, Menke Excavating should be starting construction in July 2021 and has ordered sewer manholes with an expected delivery timeline of 4 to 6 weeks. The construction portion of the project has a budget of \$270,000 in the FY21 Budget but the project is only expected to cost \$180,000. This results in budgetary savings of \$90,000.

188th Street and 169 Highway Waterline Engineering & Construction (CWWS Fund)

MoDOT is designing safety improvements at the intersection of Highway 169 and 188th street which includes constructing a left turn lane on Highway 169. As a result, the road design requires that the city's water line main be relocated. HDR is providing the engineering for the project and the contract for the engineering costs is not to exceed \$31,520. The construction for the project will be paid by MoDOT. The construction of the project was budgeted for \$270,000 in the FY21 Budget which will result in savings in the CWWS Fund.

Smith's Fork Pump Station Engineering (CWWS Fund)

In recent years, the pump station at Smith's Fork has flooded which has damaged electrical equipment. This project designs and constructs a new pump station to raise the station out of the flood plain while also providing additional capacity for future flow. Construction of the pump station is included in the Raw Water Pump Station project outlined above.

Forest Oaks/144th Street Engineering (CWWS Fund)

This projects is on hold pending additional review and discussion regarding south sewer needs and will be included in discussion in August.

Park Improvements by the Splash Pad (Park & Stormwater Sales Tax)

Some Park Improvements by the Splash Pad have been completed. Staff continues to work with the property owner to ensure access and completion of elements of improvement to the area. Opening of the facility is targeted for July 4 weekend.

Parks & Recreation Master Plan (Parks & Stormwater Sales Tax)

The Parks and Recreation Master Plan will identify strategic planning goals and updates to the Comprehensive Plan by providing a 10-year vision for parks, recreation, open space, and trails. is nearing completion. The contract and budget for the master plan is \$50,000. A portion of the payment (\$25,000) has already been made in the General Fund.

Stormwater Project (Park & Stormwater Sales Tax)

\$100,000 was allocated in the FY21 Budget for a stormwater project.

2022 Proposed CIP Projects

Campground Phase II & III Electrical Upgrade (General Fund)

The Board has directed staff to utilize a portion of the remaining CARES Funds to pay for the Phase II and Phase III electric upgrades at the campground. The project budget for these upgrades is \$75,000 and is proposed for the FY22 Budget. Remaining CARES Funds will be transferred over to the General Fund in FY21 to accommodate the expenses associated with this project.

4th Street and 4th Terrace Engineering and Construction (CWWS Fund)

This waterline is a very old 2" cast iron main and the line is partially plugged due to corrosion. The waterline is estimated to have only 1" to 1 ½" capacity. Water pressure and volume in this area is not acceptable. The hydrant is effectively non-functioning. The sewer main is also failing and is consistently (monthly) in need of cleaning / rodding due to cracks in the pipe and tree roots and other debris plugging up the line. The total estimated project cost is \$360,000 (\$60,000 for engineering and \$300,000 for construction) and is proposed for the FY22 Budget.

GIS/Asset Management (General Fund & CWWS Fund)

In continuing the implementation of GIS/Asset Management for the City of Smithville, Public Works is planning to spend \$100,000 on GIS/Asset Management in FY22. A GIS system will house information on infrastructure (Streets, Water, Sewer, and Storm Sewer) and is the first step towards asset management. A GIS system will also provide information that can be used for maintenance planning, capital improvement planning, assist with development, budgeting, infrastructure condition, modeling and system analysis, traffic management, work order system, snow operations, and emergency services. Staff is proposing to spend \$50,000 in the General Fund and \$50,000 in the CWWS Fund.

Floating Aerator (CWWS Fund)

A floating aerator will reduce the amount of sludge by providing oxygen to the microorganisms. This replaces old aerator pipes that have met their life expectancy. Maintenance on the floating aerator is easier and more cost effective. The estimated project cost is \$200,000 and staff is proposing a budget of \$200,000 in the FY22 budget.

Water Plant Lagoon Cleaning (CWWS Fund)

The lagoon at the water plant needs to be cleaned. The volume of water that is treated has increased as Smithville has grown which has resulted in more sludge in the lagoon(s). Today, the lagoons are undersized and need to be cleaned out more often. Cleaning the lagoon will remove sludge that is left over from lake water.

UV Lights (Wastewater Plant)

The UV lights at the wastewater plant need to be replaced. The UV Lights disinfect water and neutralize E Coli. The UV Lights have reached the end of their service life and are recommended by the manufacturer to be replaced.

HVAC (Wastewater Plant)

The HVAC at the wastewater plant needs to be replaced. A new HVAC system will save the propane expenditures by allowing for more operational efficiency.

Loop System at Diamond Crest

Diamond Crest subdivision is fed by only one 8" Water Main from Old Jefferson Highway. Installing a new line off W Highway into the other side of Diamond Crest subdivision will enable the subdivision to be fed by 2 different waterlines. This provides redundancy in the case of a break.

Utility Rate Study

A Utility Rate Study (with a focus on system impact fees) will help the City plan for the revenues required to fund future CIP projects.

Project "X" 144th Street Sewer Alternate Engineering and Construction (CWWS Fund)

As noted earlier, additional review and discussion regarding south sewer needs will occur over the coming weeks and recommendations will be included in discussion in August.

Downtown Streetscape North (Bridge Street) Engineering (Transportation Sales Tax)

The Downtown Streetscape North (Bridge Street) project will be the 3rd and final phase of finishing downtown Smithville streetscape. Staff is proposing to complete the engineering for the project in FY22. The proposed budget for the engineering is \$97,000 for FY22. Construction of Downtown Streetscape North would be slated for 2023.

2022 Annual Asphalt Overlay Program: Tillman Road (Highway 92 to 144th Street) and Hospital Drive (Transportation Sales Tax)

Staff is proposing to perform asphalt overlay on Tillman Road, from Highway 92 to 144th street and Hospital Drive for the 2022 Annual Asphalt Overlay Program. Tillman Road has a Pavement Condition Index (PCI) of 41. Hospital Drive has a PCI of 58.05. The proposed budget to perform asphalt overlay for Tillman Road is \$250,000 for FY22 and the proposed budget to perform asphalt overlay for Hospital Drive is \$50,000 for FY22. The 5 Year CIP allocates \$300,000 annually for asphalt overlay from 2022 through 2026 as a portion of the spending from the Transportation Sales Tax Fund.

Stormwater Masterplan (Park & Stormwater Sales Tax)

A stormwater masterplan will outline and plan for future stormwater needs in Smithville. The development of a stormwater masterplan is expected to cost about \$150,000 and is proposed for the FY22 Budget. In addition, staff has allocated \$100,000 on an annual basis in the Park & Stormwater Sales Tax Fund to pay for stormwater related projects. The 5 Year CIP features a \$100,000 allocation for stormwater from 2023 through 2026.

2022 Park Projects (Park & Stormwater Sales Tax)

Staff is proposing a \$150,000 budget for park projects in FY22 which extends from FY22 to FY26 in the Proposed 5 Year CIP for Park & Stormwater Sales Tax.

