



Board of Aldermen - Work Session Agenda

May 18, 2021

5:30 p.m. – City Hall *Via Videoconference*****

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

- 1. Call to Order**
- 2. Discussion 6-Month Budget Review**
- 3. Departmental Budget Presentation**
- 4. Adjourn**





FY21 BUDGET UPDATE

Data as of April 30, 2021
(6 Months of Budget Year)



SMITHVILLE
missouri

THRIVING AHEAD

BUDGET COMMENTS

- FY21 projections are updated
- FY21 budget figures include budget amendments approved by the Board:
 - Budget Amendment #1
 - Budget Amendment #2
 - Budget Amendment #3
 - Budget Amendment #4
- Expenditures include **13** of the **26** fiscal year payrolls. **50%** of wage related expenses have been paid through **13** payrolls.

GENERAL FUND



General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$4,634,040	\$4,910,935	\$2,959,282	63.86%

- Higher FY21 projection primarily driven by Sales Tax and Use Tax collections.

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$5,701,540	\$5,397,312	\$2,325,488	40.79%

One Time Capital Improvement Expenses

- City Hall Renovation **(\$315,000)** – In Progress
- Streetscape East **(\$105,000)** – In Progress

PROPERTY TAX REVENUE

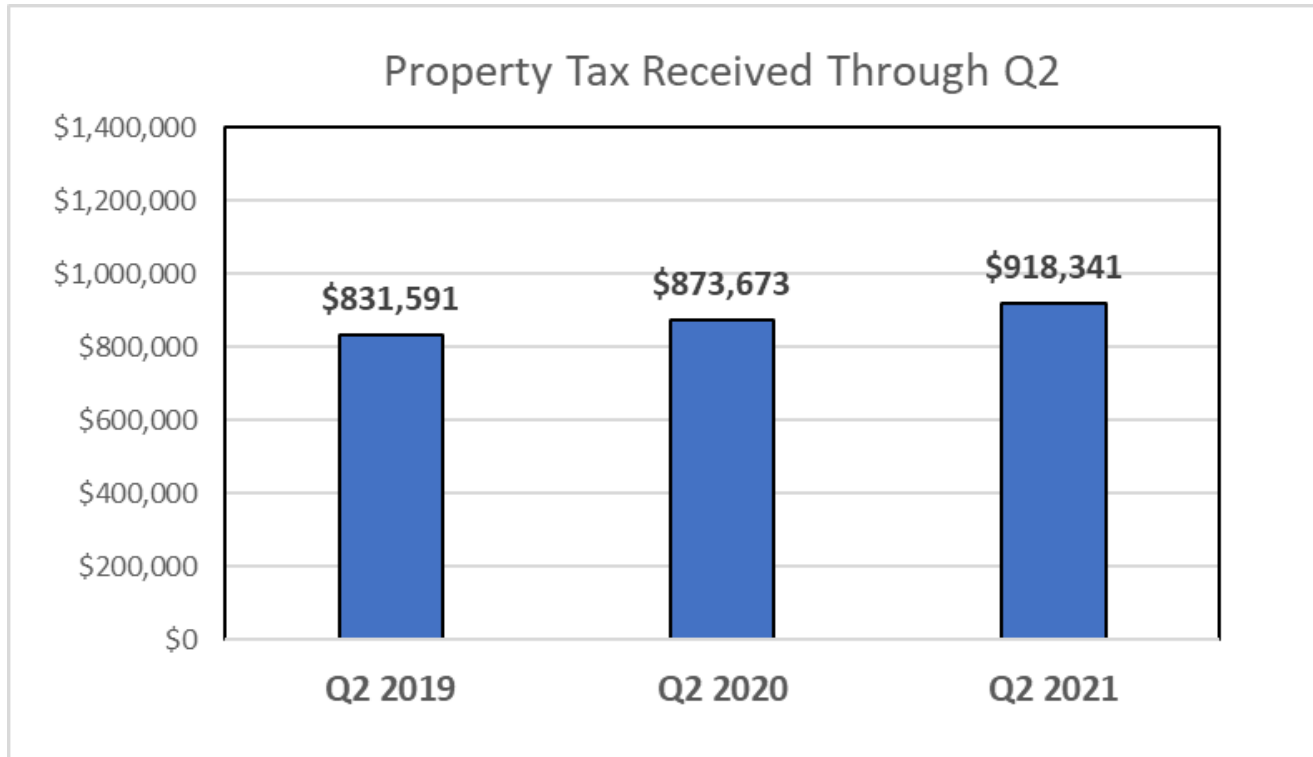


General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Property Tax Revenues	\$886,950	\$925,841	\$918,341	103.54%

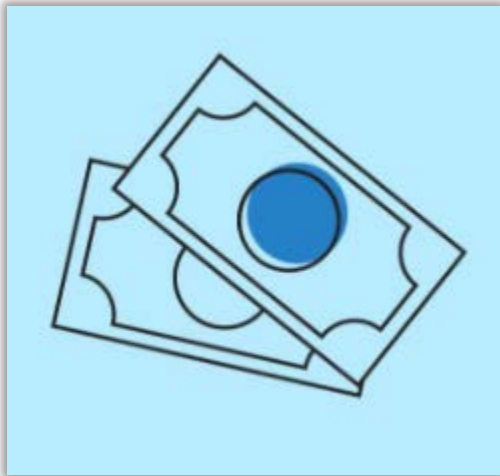
- TIF property tax (PILOTS) owed for jurisdictions for the Smithville Marketplace TIF has been address for the **Smithville School District**, **Smithville Area Fire Protection District**, and **Northland Regional Ambulance District**.
- The TIF property tax that is owed to the TIF from these jurisdictions has been transferred into the Special Allocation Fund.
- Staff is now working with economic development legal counsel to address PILOTS for Mid-Continent Library and Clay County for the 2020 Tax Year.

PROPERTY TAX REVENUE

3 Year Trend History of Q2



SALES TAX REVENUE

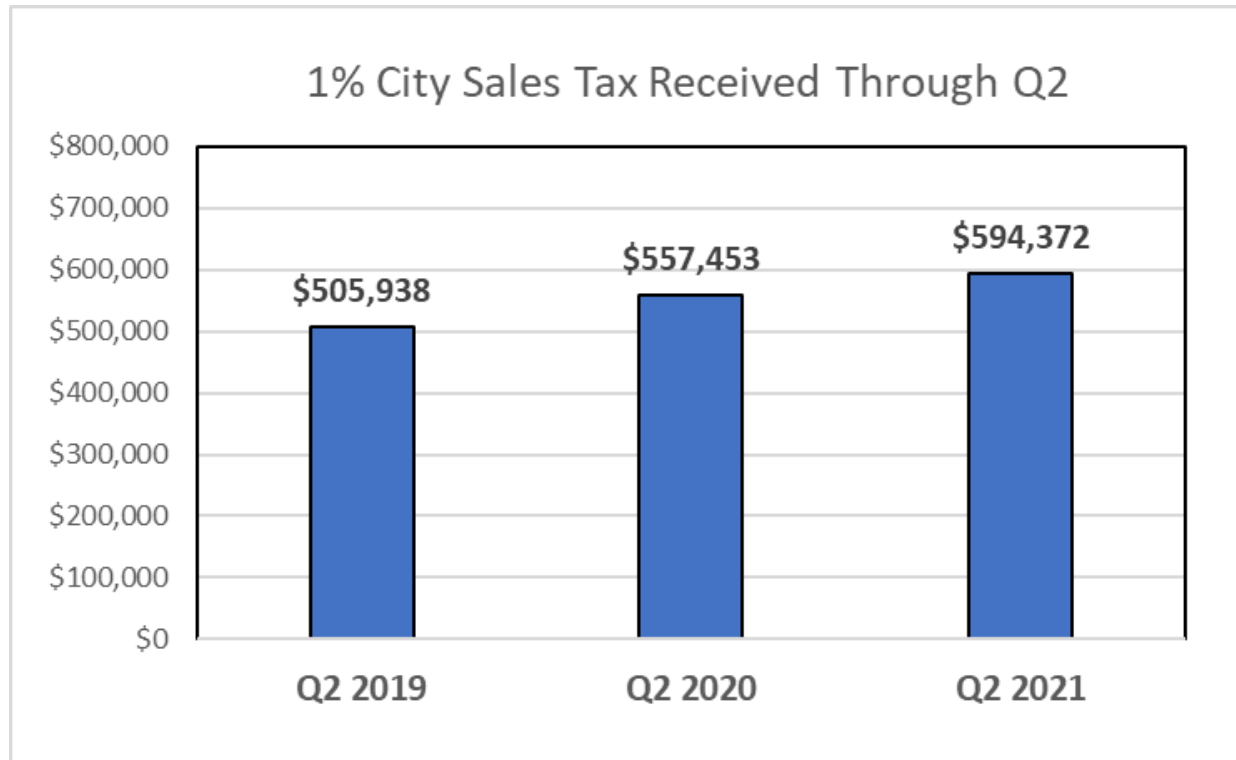


General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Sales Tax Revenues	\$1,205,020	\$1,276,650	\$594,372	49.32%

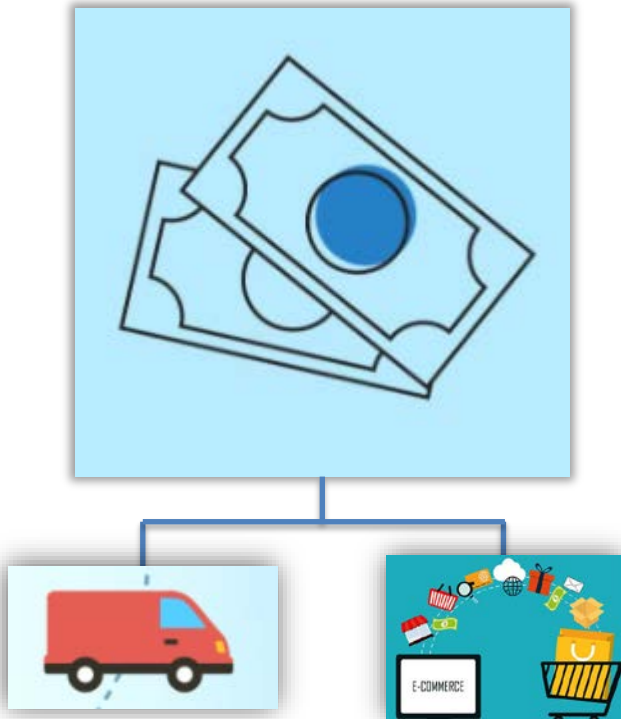
- The City, on average in the past 3 years, receives **45.5%** of sales tax annual revenue by the 2nd quarter of the fiscal year.

SALES TAX REVENUE

3 Year Trend History of Q2



USE TAX REVENUE

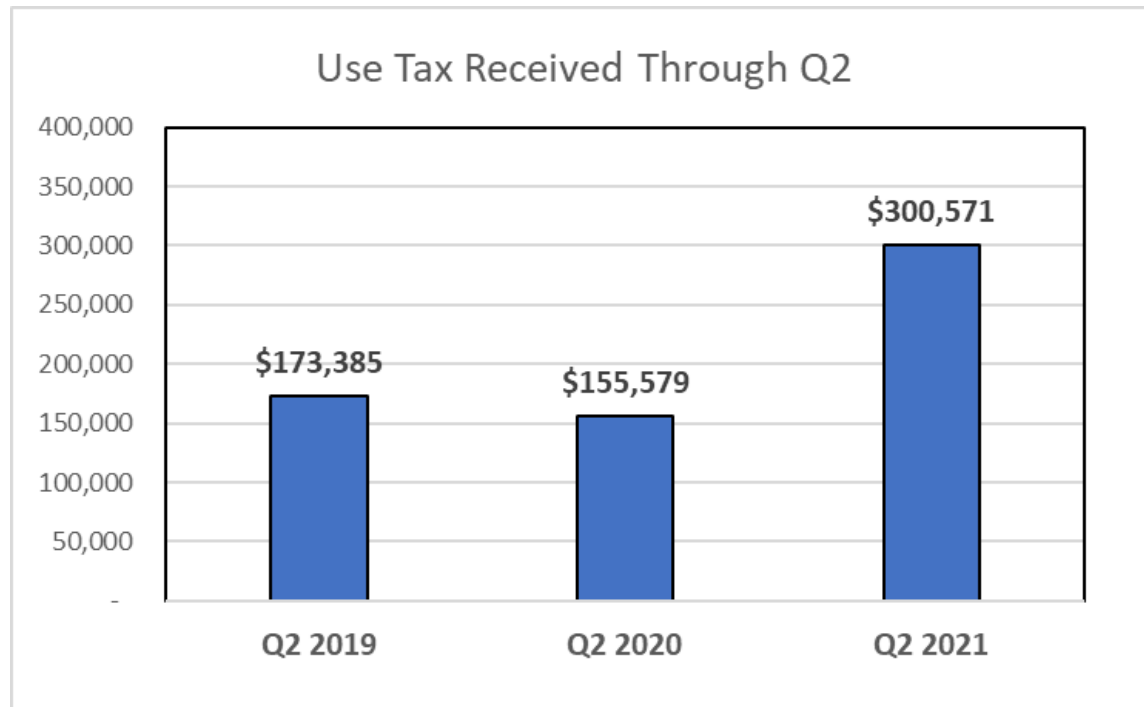


General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Use Tax Revenues	\$414,260	\$550,250	\$300,571	72.56%

- The City, on average in the past 3 years, receives **42.1%** of use tax annual revenue by the 2nd quarter of the fiscal year.

USE TAX REVENUE

3 Year Trend History of Q2



CAPITAL PROJECTS FUND



Capital Projects Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$273,000	\$273,000	\$214,478	78.56%

- Received portion of DNR Grant for Main Street Trail - **\$208,000**
- Recreational Trail Program Grant: Budget Amendment #3 -> **\$266,000**
- Payments in Lieu of Dedication: Budget Amendment #3 -> **\$7,000**

Capital Projects Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$1,737,440	\$1,737,440	\$1,066,040	61.36%

- Main Street Trail: Budget Amendment #1 -> **\$1,101,000.**
- Streetscape East: Budget Amendment #1 -> **\$280,000.**

CAPITAL IMPROVEMENT SALES TAX FUND



Capital Improvement Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$530,750	\$615,250	\$282,403	53.21%

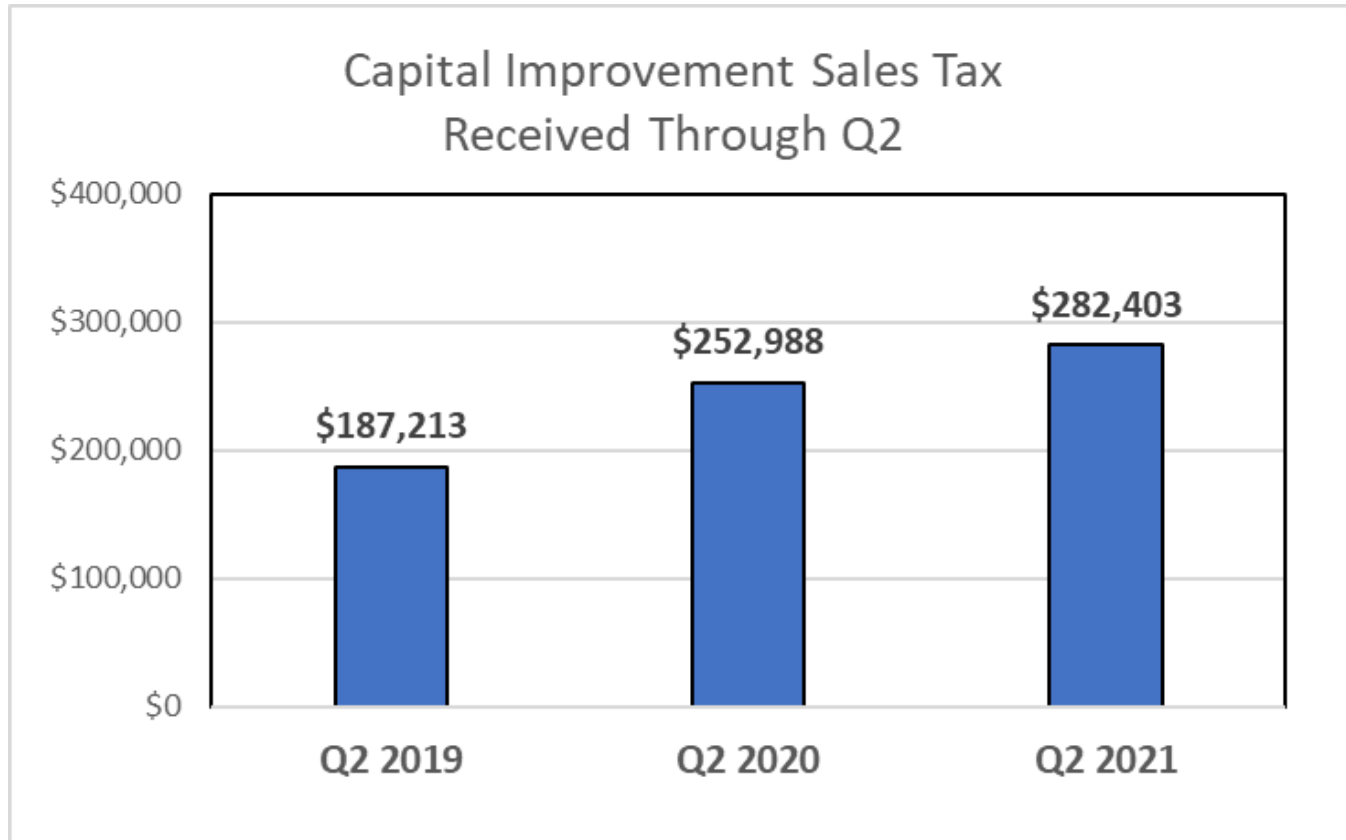
- The City, in the past year, received **43.6%** of capital improvement sales tax annual revenue by the 2nd quarter of the fiscal year.
- Capital Improvement Sales Tax is not subject to TIF EATS collections.

Capital Improvement Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$752,250	\$752,250	\$351,697	46.75%

- Streetscape East: Budget Amendment #1 -> **\$243,000**
- Streetscape East: **\$167,060**
- Transfer to Debt Service Fund for Payments: **\$342,190**

CAPITAL IMPROVEMENT SALES TAX REVENUE

3 Year Trend History of Q2



DEBT SERVICE FUND



Debt Service	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$342,190	\$342,190	\$342,190	100.00%

- Transfer in of **\$342,190** from the Capital Improvement Sales Tax Fund to support Debt Service payments.

Debt Service	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$329,860	\$329,860	\$231,263	70.11%

- GO Debt Payments (for Series 2018 and Series 2019) were made on **March 1st, 2021** and are scheduled for **September 1st, 2021**.

TRANSPORTATION SALES TAX FUND



Transportation Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$530,750	\$604,335	\$278,216	52.42%

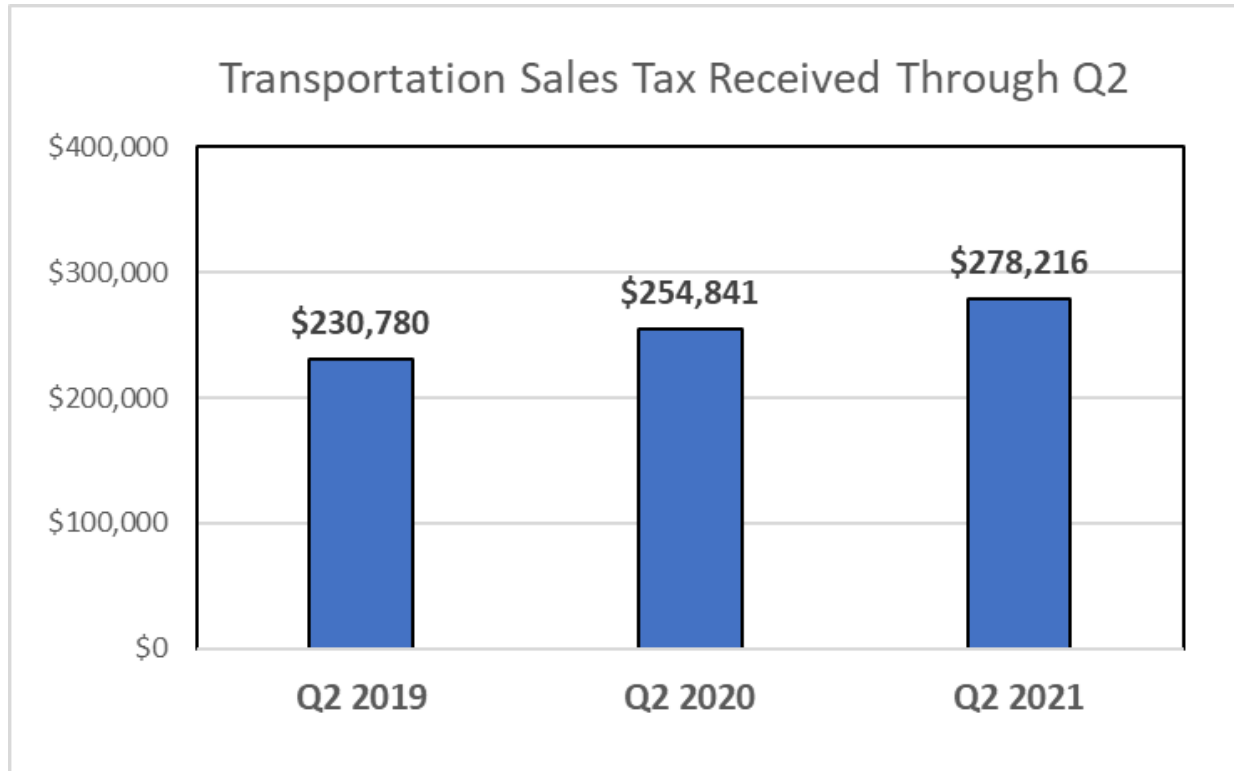
- The City, on average in the past 3 years, receives **45%** of transportation sales tax annual revenue by the 2nd quarter of the fiscal year.
- Transportation Sales Tax is subject to TIF EATS collections.

Transportation Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$1,055,820	\$1,033,820	\$189,788	17.98%

- Bridgeport Roundabout: Budget Amendment #1 -> **\$99,000**
- Streetscape Phase 2: Budget Amendment #1 -> **\$169,000**
- Street Maintenance Program: Budget Amendment #4 -> **\$100,000**

TRANSPORTATION SALES TAX REVENUE

3 Year Trend History of Q2



SPECIAL ALLOCATION FUND (TIF/CID)



Special Allocation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$520,000	\$520,000	\$181,985	35.00%

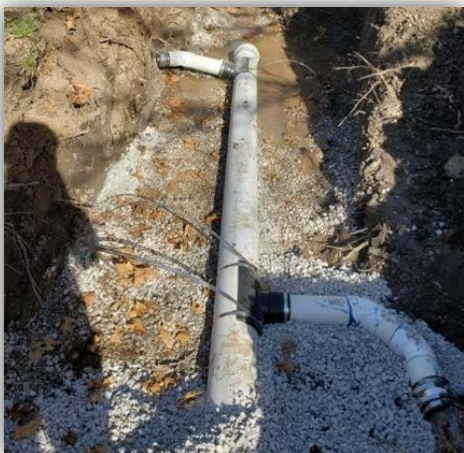
- TIF EATs (Economic Activity Taxes), PILOTs, and CID (Community Improvement District) Sales Tax (1%) have all been collected and deposited into the fund.



Special Allocation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$517,000	\$517,000	\$0	0.00%

- Staff is working with economic development legal counsel to certify costs submitted for reimbursement by the Developer.

COMBINED WATER & WASTEWATER SYSTEM FUND



CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$4,808,890	\$5,164,591	\$2,371,542	49.32%

- Water and Wastewater Sales: **87% of Revenue Budget**
- Penalties and Disconnects: **1% of Revenue Budget**
- Impact Fees: **8% of Revenue Budget**
- Connection, Stormwater, and Interest: **4% of Revenue Budget**

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$7,525,260	\$7,240,704	\$1,711,139	22.74%

- One Time Capital Improvement and Professional Services Expenses
 - Wastewater Master Plan
 - Main Street Waterline Construct & Engineering
 - Forest Oaks Sewer/144th Street Pump Station
 - 188th Street Waterline Relocation
 - Highland Driver Sewer Engineering
 - Raw Water Pump Station, Valve Box
 - Slipline Sewer Program
 - Campground Lift Station Replacement

WATER & WASTEWATER SALES REVENUE



CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Water Sales	\$2,493,650	\$2,680,152	\$1,166,257	46.77%

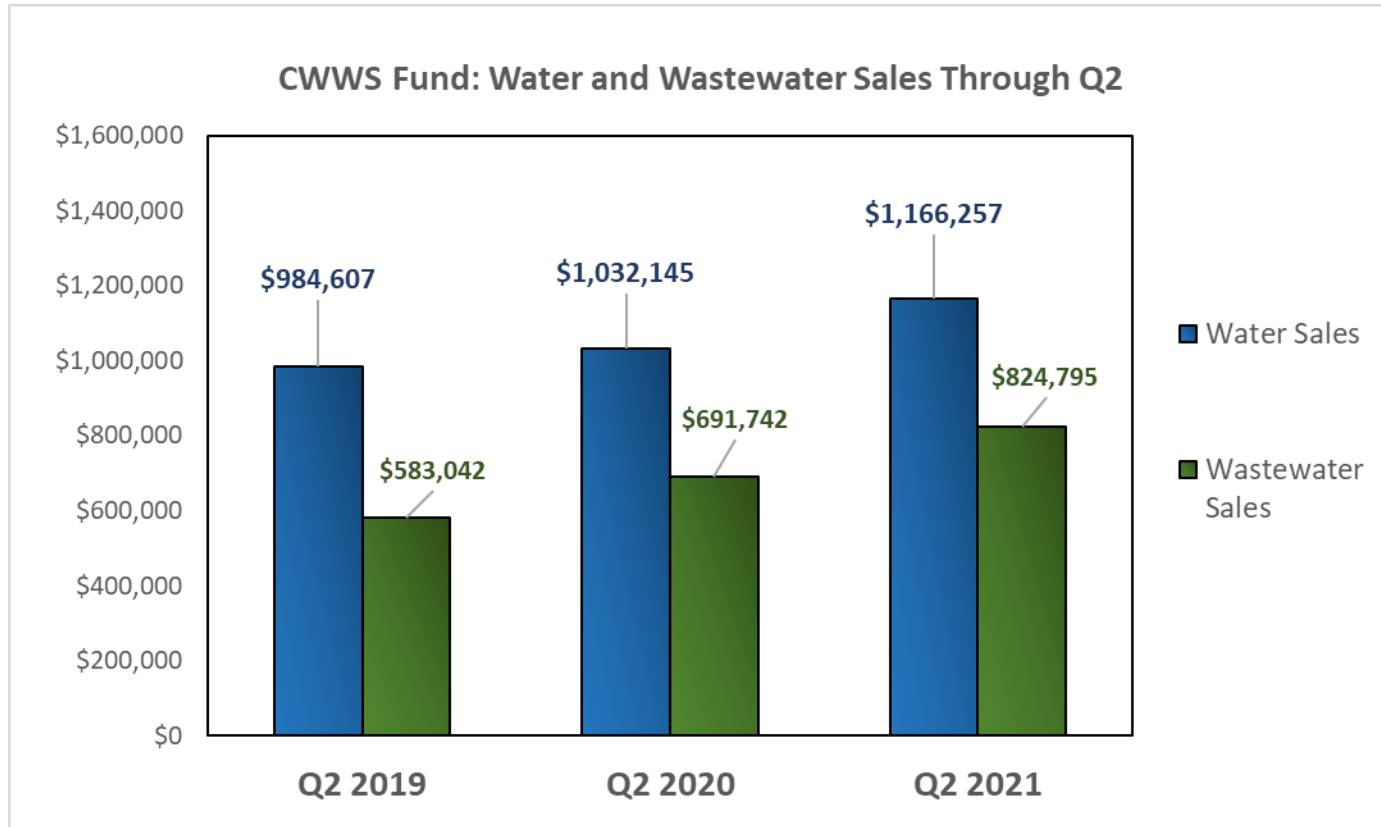
- The City, on average in the past 3 years, receives **43%** of water sales annual revenue by the 2nd quarter of the fiscal year.

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Wastewater Sales	\$1,689,910	\$1,743,918	\$824,795	48.81%

- The City, on average in the past 3 years, receives **46.7%** of wastewater sales annual revenue by 2nd quarter of the fiscal year.

WATER & WASTEWATER SALES REVENUE

3 Year Trend History of Q2



SANITATION FUND



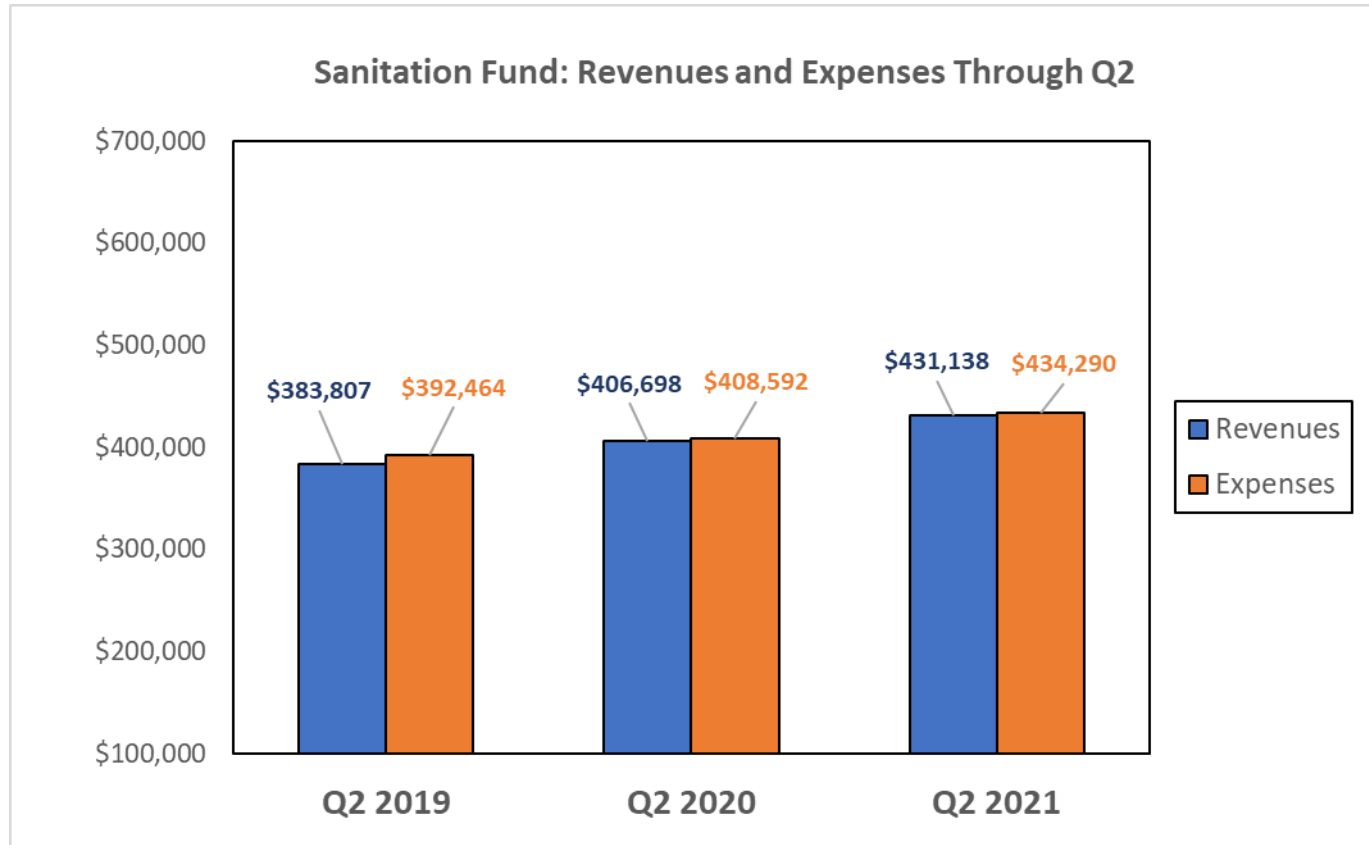
Sanitation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$890,550	\$868,184	\$431,138	48.41%

- The City, on average in the past 3 years, receives **49%** of solid waste annual revenue by the 2nd quarter of the fiscal year.

Sanitation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$885,710	\$857,443	\$434,290	49.03%

- The City pays WCA on a monthly basis for waste collection services.
- The City also pays to participate in the Household Hazardous Waste collection program administered by MARC which is funded by the Sanitation Fund.

SANITATION FUND – 3 Year Trend History of Q2



PARK & STORMWATER SALES TAX FUND



Park & Stormwater Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$442,290	\$475,924	\$237,962	53.80%

- Initial collections of Park & Stormwater Sales Tax occurred **November 2020**.
- Park & Stormwater Sales Tax is not subject to TIF EATS collections.

Park & Stormwater Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$225,000	\$225,000	\$0	0.00%

- Park Improvements (near Splash Pad): **\$25,000**
- P&R Master Plan and Trails & Connectivity Plan: **\$100,000**
- Stormwater Project(s): **\$100,000**

VERF (VEHICLE AND EQUIPMENT REPLACEMENT FUND)



VERF	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$165,000	\$165,000	\$73,275	44.41%

- **\$40,000** in seed funds transferred from the General Fund to the VERF.
- Additional **\$125,000** budgeted for sale of turn-in vehicles.
- **8** turn-in vehicles have sold throughout March and April.

VERF	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$125,000	\$125,000	\$18,346	14.68%

- Enterprise leasing expenses were first incurred in February 2021.



FUND & DEPARTMENT REVIEW



SMITHVILLE
missouri

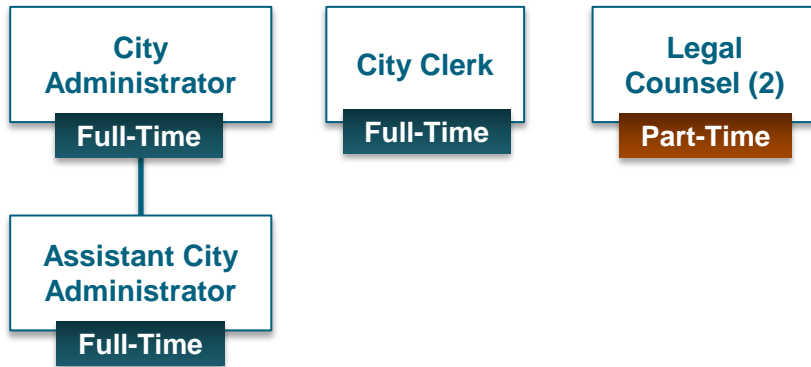
THRIVING AHEAD



GENERAL FUND

ADMINISTRATION

Department Structure



2020-2021 Key Accomplishments

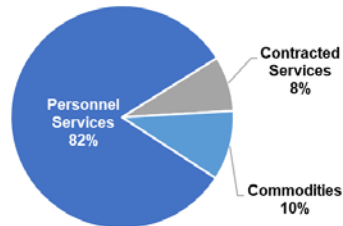
- Coordinated and managed City Hall renovation.
- Onboarded Assistant City Administrator
- Coordinated continued work of Missouri Main Street Program.

ADMINISTRATION

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$473,890
Contracted Services	\$42,990
Commodities	\$58,190
Capital Improvements	\$420,000
Grand Total	\$995,070

Operating Budget - \$575,070

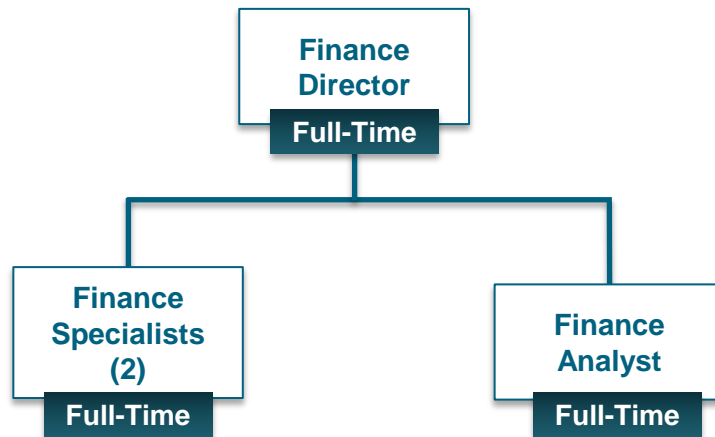


2022 Discussion Points

- Administer a DirectionFinder Survey for citizen feedback (estimate of \$14,000)
- Evaluate options for and implement electronic newsletter
- Continue to explore options for customer service training and team building. Enhance employee training.
- Explore budget implications of the compensation and classification study
- Transition to new health insurance broker
- Continue moving forward in the Missouri Main Street Program
- Continue work with the Board, staff and community stakeholders in implementation of recommendations of the strategic, comprehensive, and parks and recreation plans.

FINANCE

Department Structure



2020-2021 Key Accomplishments

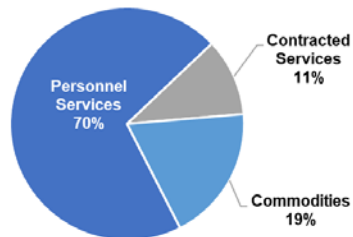
- Received the Government Financial Officers Association (GFOA) Distinguished Budget Award for the FY20 budget.
- Developed a 5-year financial forecast for all budgeted funds featuring trend analysis and projections for key revenues and expenses.
- Adopted ordinance to provide winter sewer averaging option to all new utility customers.
- Onboarded 2 new staff members (Finance Director and Finance Specialist II).
- Administering fund management for the Marketplace TIF/CID process.
- Worked with departments to implement a new fleet management system.

FINANCE

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$222,970
Contracted Services	\$33,740
Commodities	\$59,150
Capital Outlay	-
Grand Total	\$315,860

Operating Budget - \$315,860

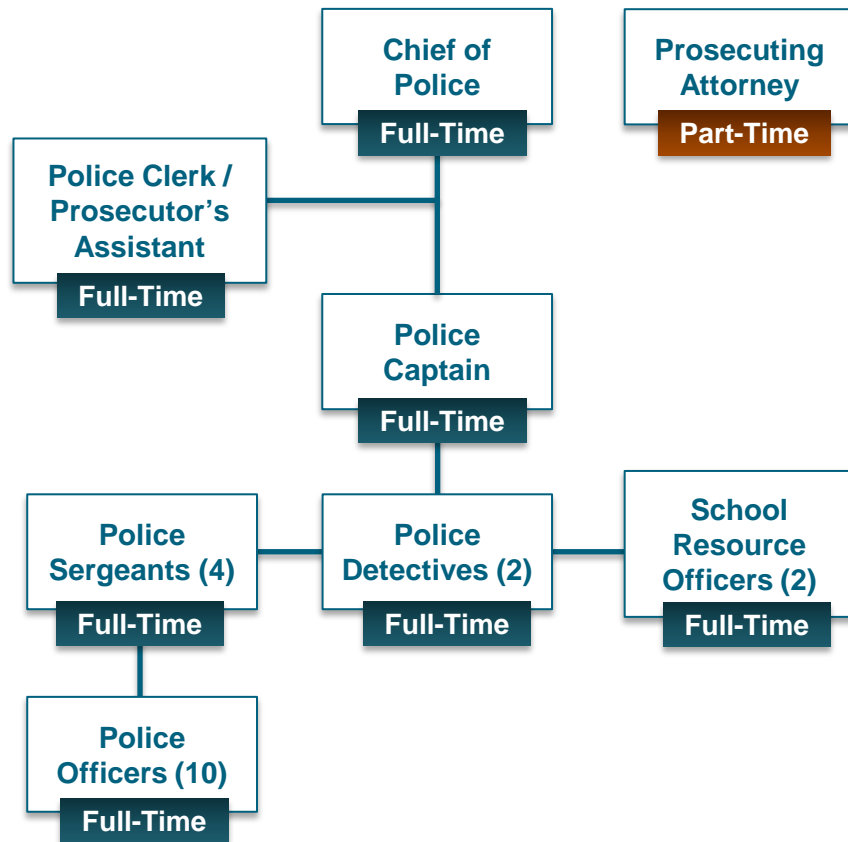


2022 Discussion Points

- Continued presentation of a more robust CIP based on Board direction during the budget development process and informed by the strategic planning process.
- INCODE 10 Upgrade
- Develop category analysis of retail sales derived from sales tax data provided via Department of Revenue
- Fund new police responder vehicles from the VERF
- Renew focus on organizational benchmarking effort
- Continue review of lease payment to Corps of Engineers.

POLICE

Department Structure



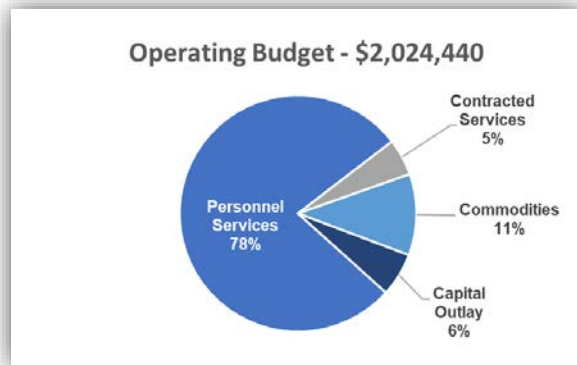
2020-2021 Key Accomplishments

- Continued TASER replacement program
- Continued portable radio replacement program
- Awarded bid for a new Records Management Software System (RMS)

POLICE

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$1,568,980
Contracted Services	\$111,890
Commodities	\$224,070
Capital Outlay	\$119,500
Grand Total	\$2,024,440

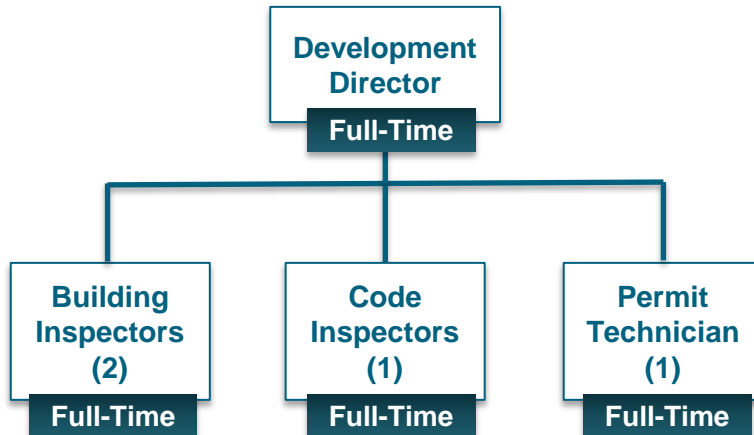


2022 Discussion Points

- Continue aggressive recruitment strategies for new officers
- Patrol vehicle replacement
- Purchase and install new shelving in the evidence room to expand storage abilities
- Purchase patrol rifles
- Purchase computer voice stress analysis device and train detectives/operators to use the device
- Fully implement the new Records Management System (RMS)

DEVELOPMENT

Department Structure



2020-2021 Key Accomplishments

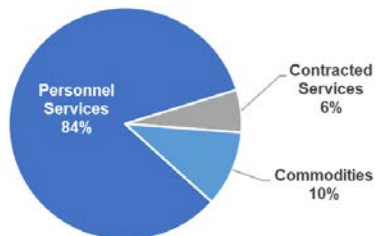
- Adopted the 2030 Comprehensive Plan
- Adopted the 2018 International Building Codes
- Adopted a new Annexation Policy and began Key Annexations from Board of Alderman's Strategic Plan Priorities

DEVELOPMENT

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$355,060
Contracted Services	\$25,060
Commodities	\$44,530
Capital Outlay	-
Grand Total	\$424,650

Operating Budget - \$424,650

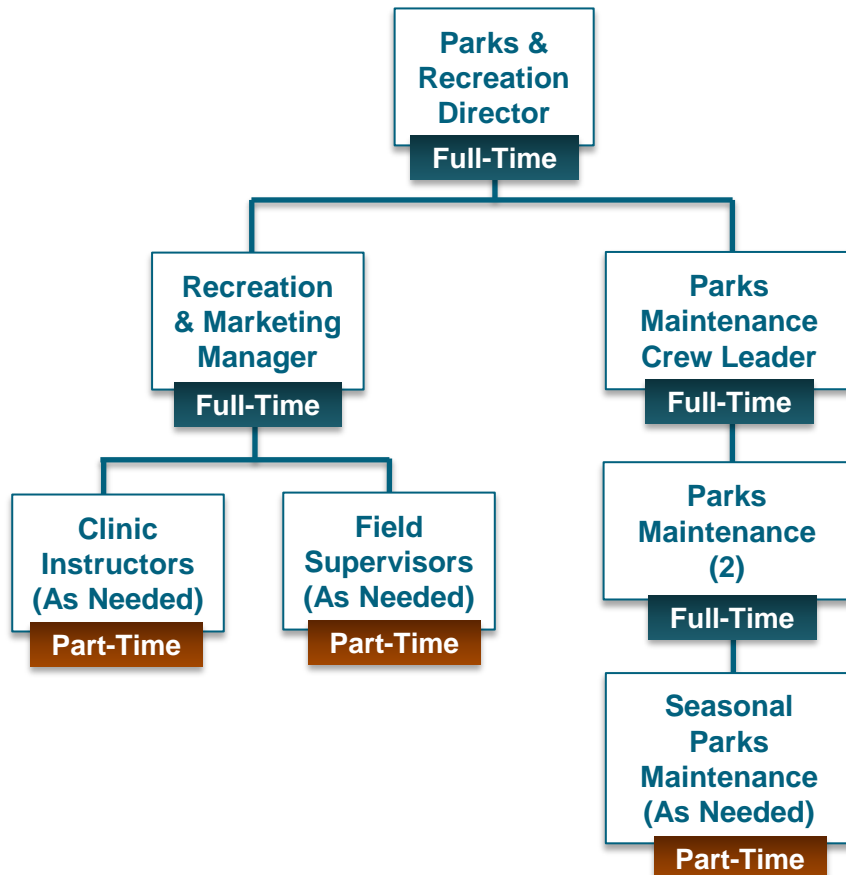


2022 Discussion Points

- Update the Code Enforcement Software to improve citizen interactions.
- Ensure all building inspectors have professional certifications in their respective fields.
- Continue the process of implementing Comprehensive Plan recommendations.
- Evaluate need for continued contracting with IBTS for review of commercial construction.

PARKS & RECREATION

Department Structure



2020-2021 Key Accomplishments

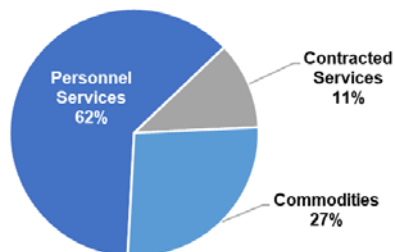
- Completed restroom remodeling (paint, floor, & fixtures) at Heritage Park, Courtyard Park, and at the Campground restroom and shower house.
- Coordinated installation of touchless fixtures using CAREs funds.
- Worked with contractor to install Wi-Fi and live streaming at Heritage Park using CAREs funds.
- Completed campground electrical upgrade Phase I (added 50-amp electrical system to 18 campsites).
- Grew participation in recreation programming during COVID-19 pandemic.
- Assumed responsibility for the management of Senior Center Rentals and coordination of special event permitting process.

PARKS & RECREATION

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$378,120
Contracted Services	\$69,350
Commodities	\$161,910
Capital Improvements	\$37,500
Grand Total	\$646,880

Operating Budget - \$609,380

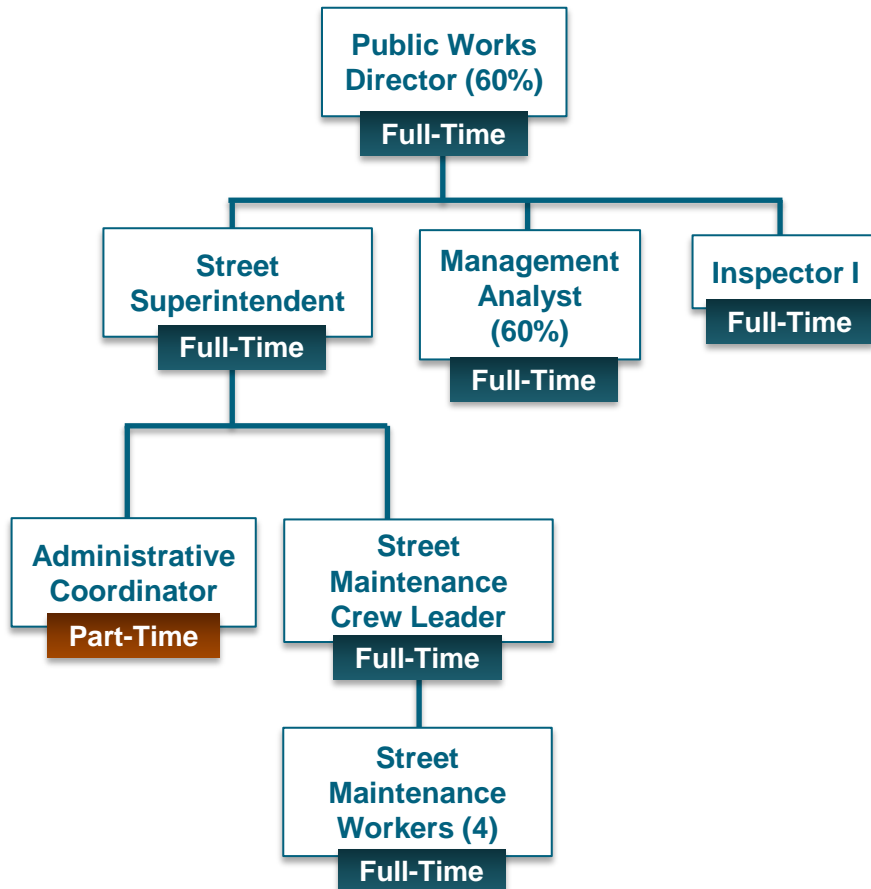


2022 Discussion Points

- Complete first prioritization of park projects as identified in the Parks and Recreation Master Plan, including staffing needs
- Finish Campground Electrical Upgrades by combining Phase II & Phase III
- Explore expansion of contracted mowing and contracting out landscaping
- Establish programming of regularly scheduled fitness classes (e.g., senior classes)
- Coordinate review and increase utilization of Senior Center.
- Bid Camp Host Services at Smith's Fork Campground

PUBLIC WORKS

Department Structure

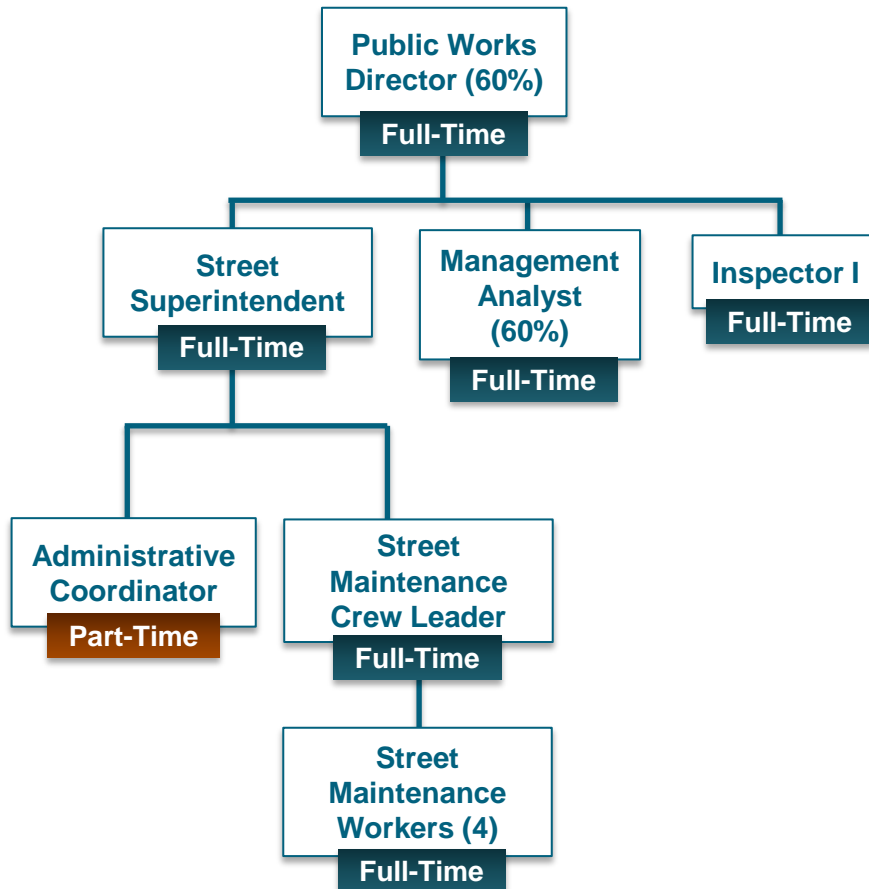


2020-2021 Key Accomplishments

- Completed Pavement Condition Index (PCI) assessment and logged average score of 73.9
- Received 2 transportation grants to supplement expenses associated with capital improvement projects
- Completed the Main Street Trail
- Inspected 8 commercial developments and 4 subdivisions
- Completed easement acquisition for Main Street Trail and Streetscape East

PUBLIC WORKS (Continued)

Department Structure



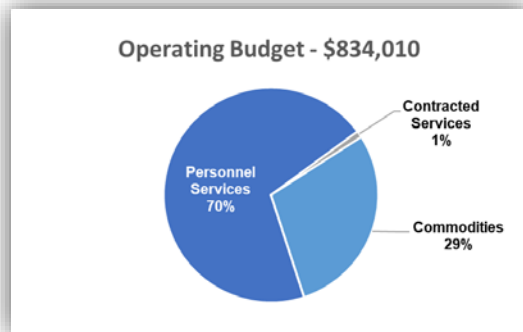
2020-2021 Key Accomplishments

- Began Transportation Master Plan
- Replaced 750 feet of sidewalk
- Applied 8,700 pounds of crack seal to roads
- Responded to 5 snow events (initiated contracted assistance in snow removal)
- Swept entire town 3 times and swept downtown monthly from April through October
- Mowed 22 miles of right-of-way and 27 acres of city property

PUBLIC WORKS

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$589,220
Contracted Services	\$1,930
Commodities	\$242,860
Capital Improvements	\$350,000
Grand Total	\$1,184,010



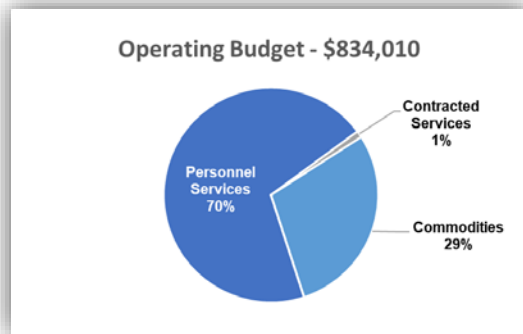
2022 Discussion Points

- Provide engineering and inspection services to capital projects
- Implement GIS
- Finalize City/County shared road agreement with the Road District
- Enhance website presence for the Public Works department
- Complete Parks & Recreation and Public Works facility design and construction
- Implement an annual street striping program (estimated cost of \$25,000 annually)

PUBLIC WORKS (Continued)

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$589,220
Contracted Services	\$1,930
Commodities	\$242,860
Capital Improvements	\$350,000
Grand Total	\$1,184,010



2022 Discussion Points

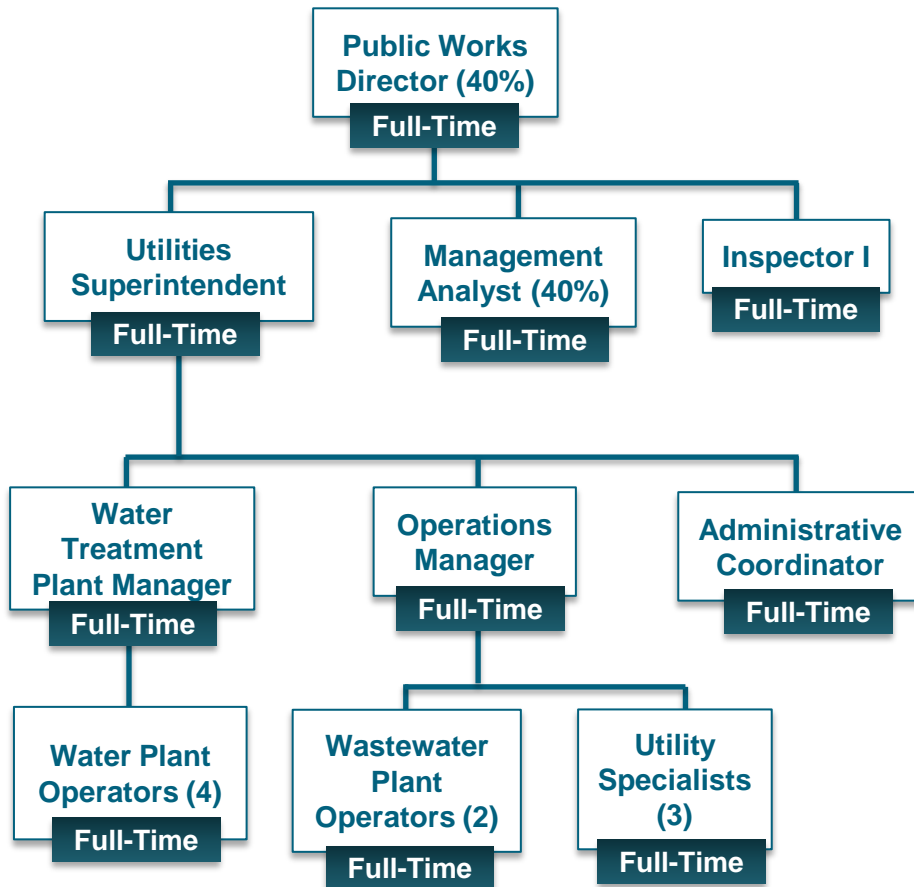
- Raise the PCI score to meet community expectation and service levels
- Maintain the City's transportation infrastructure in a safe condition by providing enhanced snow plowing services and pothole repair
- Respond to "Report-a-Concern" within 24 hours
- Review street maintenance staffing
- Determine if expansion of snow removal services is desired



Combined Water and Wastewater Fund

PUBLIC WORKS - UTILITIES

Department Structure



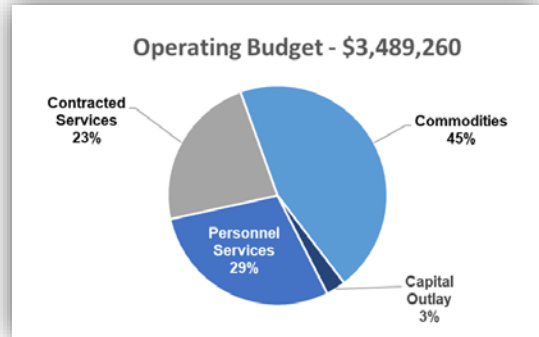
2020-2021 Key Accomplishments

- Completed Main Street Watermain project and Wastewater Master Plan
- Produced 365 million gallons of safe drinking water and incurred no permit violations
- Completed 55 water taps and repaired 43 water main breaks
- Treated 340 million gallons of wastewater
- Completed 1,284 work orders in average time of 1 hour and completed 3,956 locates in average time of 30 minutes

PUBLIC WORKS - UTILITIES

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$1,013,850
Contracted Services	\$801,360
Commodities	\$1,574,050
Capital Outlay	\$100,000
Capital Improvements	\$4,036,000
Grand Total	\$7,525,260



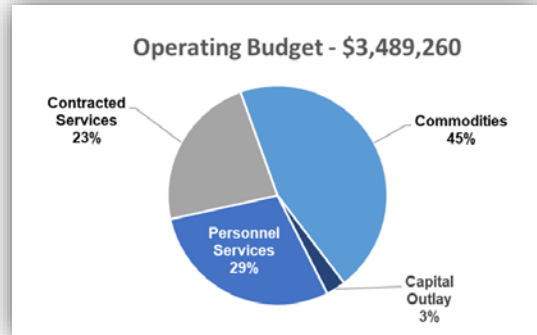
2022 Discussion Points

- Incur no water or wastewater permit violations
- Complete the Highland Sewer Improvement project
- Complete Raw Water Pump Station and Campground Lift Station projects
- Locate facilities in GIS
- Continue implementation of Cured in Place Pipe (CIPP) program
- Review staffing needs (Utility Lab Tech)
- Review Water Service Connection Tap Fees to ensure appropriate fee amount
- Implement an annual Meter Replacement Program (estimated \$25,000 annually)

PUBLIC WORKS – UTILITIES (Continued)

2021 Budget Summary

2021 Total Budget	
Personnel Services	\$1,013,850
Contracted Services	\$801,360
Commodities	\$1,574,050
Capital Outlay	\$100,000
Capital Improvements	\$4,036,000
Grand Total	\$7,525,260



2022 Discussion Points

- Continue to review South Sanitary Sewer needs and cost
- Continue review of fund cashflow, debt issuance timeline, and utility rate changes



TRANSPORTATION SALES TAX FUND

TRANSPORTATION SALES TAX FUND

Fund Information

- The Transportation Sales Tax is a 0.5% (half-cent) special sales tax that became effective July 1st, 1989 (per Section 140.120).
- The Transportation Sales Tax was authorized by voters to have no expiration or until repealed by the Board of Alderman (per Section 140.120).
- The sales tax is to be used for the purpose of constructing, reconstruction, repairing, and maintaining streets, sidewalks, trails, City owned parking lots, and bridges within the City

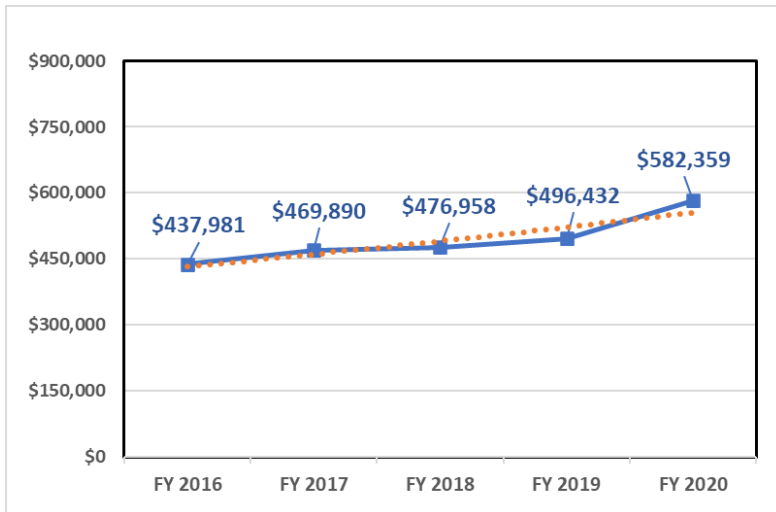
2020-2021

Key Projects In Progress and Completed

- Mill and overlay is in progress for Hillcrest, Raintree, and Rock Creek subdivisions (through the Street Maintenance Program).

TRANSPORTATION SALES TAX FUND

Multi Year Trend History



- Average growth of **7.5%** from 2016 to 2020 for Transportation Sales Tax

2022 Discussion Points

- Continue street sweeping program (estimated cost of \$25,000 per year)
- Complete Streetscape East project in downtown Smithville
- Provide annual street maintenance services
- Explore phased construction of Parks & Recreation/Public Works/Salt Storage facility.
- Implementation of the Transportation Master Plan



CAPITAL IMPROVEMENT SALES TAX FUND

CAPITAL IMPROVEMENT SALES TAX FUND

Fund Information

- The Capital Improvement Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on April 3rd, 2018.
- The City began to see initial collections of the sales tax in November 2018.
- The Capital Improvement Sales Tax was authorized by voters to be enacted until December 31st, 2038 (20 years).
- The sales tax is to be used for the purpose of funding, financing, operating, and maintaining capital improvements.

Key Projects In Progress and Completed

- Projects completed in this fund since the April 2018 Election include:
 - Amory Road Improvements
 - Streetscape Project
 - Second Creek Road Bridge
 - 180th Street Trail
 - Commercial Sidewalk
 - Main Street Trail



PARK & STORMWATER SALES TAX FUND

PARK & STORMWATER SALES TAX FUND

Fund Information

- The Park and Stormwater Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on June 2nd, 2020.
- The City began to see initial collections of the sales tax in November 2020.
- The Park and Stormwater Sales Tax was authorized by voters to be in enacted until December 31st, 2040 (20 years).
- The sales tax is to be used for the purpose of operating, maintaining, funding, and/or financing parks and recreation needs and stormwater control.

2020-2021

Key Projects In Progress and Completed

Parks

- Completing Parks & Recreation Master Plan
- Opening Splash Pad at Diamond Crest Park
- Paving Smith's Fork Park Access Road

Stormwater

- Recertified Helvey Dam
- Submitted NPDES / MS-4 Application
- Replaced crossroad pipe on Main Street, Pope Lane, and Cliff Drive

PARK & STORMWATER SALES TAX FUND



2022 Discussion Points

Park Goals

- Implement Park Master Plan Goals and project prioritization.

Stormwater Goals

- Complete MS4 (Stormwater Management Plan)
- Complete Stormwater Master Plan
- Input Storm Sewer Infrastructure into GIS
- Implement a condition rating of the City's storm sewer system
- Install 500 "Drains to Streams" emblems on stormwater inlets

SANITATION FUND



2020-2021

Key Accomplishments

- Negotiated a new Solid Waste services contract with WCA including
 - Reducing service charge by 8% (\$1.53 per month for residential trash service) and implement a 15% senior discount.
 - Maintaining current service of solid waste, yard waste, recycling pick-up, and retain 2 bulky item collection events per year
 - Create incentive to recycle by increasing the rate for a 2nd trash cart to \$10.
 - Establish a downtown cardboard recycling event and sponsor an annual paper shredding and e-waste recycling event at no cost to the City
 - Apply decals to recycling carts that detail acceptable and unacceptable materials and provide trash overage stickers program for additional trash bags

Next Steps – Budget Process

- Utility Fund Review
- Capital Improvement Program Review
- CARES Recap and American Recovery Act (ARA) funding discussion
- Parks & Recreation Master Plan discussion