



City of Smithville, Missouri
Board of Aldermen – Regular Session Agenda
January 18, 2022

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

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 via Zoom, please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Proclamation – School Choice Week**
4. **Consent Agenda**
 - **Minutes**
 - January 4, 2022, Board of Alderman Special Session Minutes
 - January 4, 2022, Board of Alderman Work Session Minutes
 - January 4, 2022, Board of Alderman Regular Session Minutes
 - **Finance Report**
 - Financial Report for November 2021
 - **Resolution 1014, Authorize DNR Grant Application**

A Resolution acknowledging Board of Aldermen support for a Recreational Trails Program (RTP) Grant application through the Missouri Department of Natural Resources.
 - **Resolution 1015, Leak Adjustment**

A Resolution approving a leak adjustment for of \$702.36 for residential utility billing customer, Jamie Summers for her November and December 2021 utility bills.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

5. **Committee Reports**
 - Planning and Zoning Commission
6. **City Administrator's Report**

ORDINANCES & RESOLUTIONS

- 7. Bill No. 2929-22, Funding Agreement for the Smithville Commons Tax Increment Financing Project – Emergency Ordinance Sponsored by Mayor Boley – 1st and 2nd Reading**
An Ordinance authorizing and directing the Mayor to execute a funding agreement for legal services with Development Associates Smithville, LLC related to the bond issuance for the MarketPlace TIF. 1st and 2nd readings by title only.
- 8. Bill No. 2930-22, Initial Zoning, Lot 24, Lakeside Crossing – 1st Reading**
An Ordinance approving the initial zoning of Lot 24, Lakeside Crossing, 15705 North Wabash Street. 1st reading by title only.
- 9. Resolution 1016, Engineering Authorization No. 95, Wastewater Plant Floating Aerator/Decanting System**
A Resolution approving Authorization No. 95 with HDR Engineering, Inc. for engineering services for a sludge basin floating aerator/decanting system.
- 10. Resolution 1017, Adopting the Employee Class and Compensation Study and 2022 Employee Salary Schedule**
A Resolution adopting the Classification and Compensation Study and 2022 Employee Salary Schedule.

OTHER MATTERS BEFORE THE BOARD

- 11. 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.
- 12. 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.
- 13. Adjourn**

Join Zoom Meeting
<https://us02web.zoom.us/j/88230878627>
ID: 882 3087 8627
Passcode: 583030

[Planning Calendar](#)





Board of Alderman Request for Action

MEETING DATE: 1/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Consent Agenda

REQUESTED BOARD ACTION:

The Board of Aldermen can review and approve by a single motion. Any item can be removed from the consent agenda by a motion. The following items are included for approval:

- January 4, 2022 Board of Alderman Special Session Minutes
- January 4, 2022 Board of Alderman Work Session Minutes
- January 4, 2022 Board of Alderman Regular Session Minutes
- Financial Report for November 2021
- Resolution 1015, Authorize DNR Grant Application
- Resolution 1016, Leak Adjustment

SUMMARY:

Voting to approve would approve the Board of Alderman minutes, finance report and Resolutions.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

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

SMITHVILLE BOARD OF ALDERMEN SPECIAL SESSION

January 4, 2022 6:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley called the meeting to order at 6:00 p.m. A quorum of the Board was present: Marvin Atkins, Kelly Kobylski, John Chevalier and Dan Hartman. Dan Ulledahl was present via Zoom.

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

2. Appointment of Ward II Alderman Replacement

Mayor Boley appointed Rand Smith for Alderman Ward II.

Roll call vote:

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

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Rand Smith as Alderman for Ward II.

3. Swearing in Alderman

Linda Drummond, City Clerk swore in Rand Smith as Alderman for Ward II.



Figure 1- Linda Drummond, City Clerk swearing in Alderman Rand Smith

4. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 6:02 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

January 4, 2022, 6:15 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:03 p.m. A quorum of the Board was present via Zoom meeting: Kelly Kobylski, John Chevalier, Dan Hartman, Marv Atkins and Rand Smith. Dan Ulledahl was present via Zoom.

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

2. Discussion of Classification and Compensation Study

Cynthia noted that over the last several months representatives from McGrath Consulting have been working on a compensation and classification study. Consultants have met with department directors and staff, they have worked on benchmark data and information, and surveyed other communities in our area. Malayna Maes is here to present the executive report that is included in the packet. She will also provide this information to City staff tomorrow. She noted that staff is looking for any comments, questions and feedback the Board has concerning the compensation plan.

Malayna Halvorson Maes, a consultant with McGrath Consulting presented the highlights of the executive report of the Classification and Compensation Study. She explained that what the firm was asked to do was to look at the City of Smithville's comparable organizations for what the competition around us is paying in terms of wages. Then doing an analysis of the city's employee positions so they could create and develop a new compensation system to be more competitive for the city going forward.

About McGrath Consulting

- McGrath Consulting Established in 2000
 - Sept 2012 – McGrath Human Resources Group
 - 400 Clients in 42 States Companywide
- Public Sector Consultants
 - Human Resources
 - Public Safety (Police, Fire, EMS, Dispatch)
- Specializing In
 - Compensation Studies
 - Performance Management
 - Development of Policies and Procedures/Handbooks

Study Objectives

- Guide the City in confirming a pay philosophy.
- Obtain and analyze compensation from the external market.
- Review positions and establish internal equity among City positions. Define and update job classifications and career progression opportunities when supported.
- Complete a compression analysis and develop strategies to address compression.

- Integrate the data from the external market, internal market, and job audit to a tailored classification and compensation system.
- Provide a cost estimate for implementation.
- Complete a benefits analysis.
- Review and recommend compensation policy and procedural changes that will assure consistent implementation and application of the compensation system.
- Update job descriptions [next phase].

Methodology

- Interviews with City Administrator, Assistant City Administrator, Department Directors and Managers.
- Review of data from current Compensation System, current job descriptions, and current policies.
- All positions requested to complete a Position Questionnaire (PQ). At least one (1) PQ was required per position. Follow up meetings offered with employees in varying job classifications.
- Solicited compensation data from 12 public organizations and other businesses (Minimum, Midpoint, Maximum, and Incumbent Salary).
- Reviewed all position adjustments with the City Administrator, Assistant City Administrator, and Department Directors.

Malayna explained that the employee engagement process, where they asked employees to provide them what they do, gave consultants a better understanding and helped them study internal equity on the city’s positions. She noted that the model the city currently uses, includes no consideration of how positions might be similar in term but not in wages.

Comparable Organizations

ORGANIZATION
Clay County
Excelsior Springs
Gladstone
Kearney
Liberty
North Kansas City
Parkville
Peculiar
Platte City
Raymore
Riverside
Sugar Creek

Malayna noted that these twelve organizations were selected based on conversation with the city administration and department directors. She said they asked the questions, who are we competing with and who are we losing our human capital to, who has programs and services similar to the city’s particular departments.

Market Analysis

Comp Ratio

- A comparison of the City’s Salary Range and/or salaries to the “Market”
- Average Market Rate: 50%
- Acceptable Comp Ratio Range: 40%* - 60%
- Review positions in lower part of range for risk of falling too low in near future

*Current market conditions show 40%-44% is too low in some markets

Malayna explained the comp ratio is Smithville's wages in comparison to the external market. They want the comparable number to be as close to fifty percent as possible because they put it into a ratio which is a percentage. Fifty percent means it is the average market but there is a standard practice that percent plus or minus of the wages is accepted. She added the caveat 2020 and 2021 has made the market a little unusual, now the position with comp ratios in the low forty percent range could be considered competitive, but they call them at risk. They call them at risk because it is very possible that based on the market the positions are not truly competitive anymore.

Minimum Rate Analysis

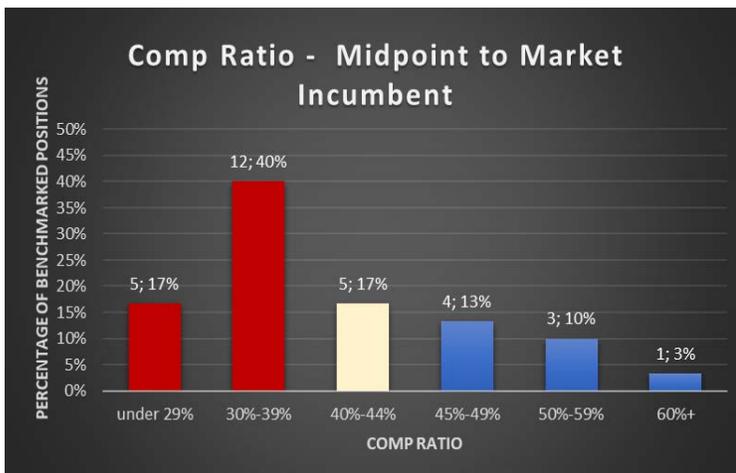


12% under Market
20% at risk to fall under Market
88% aligned with Market

Malayna noted that the minimum rate analysis identified that the city's starting rates of the benchmark positions are aligned to the market.

Midpoint to Average Market

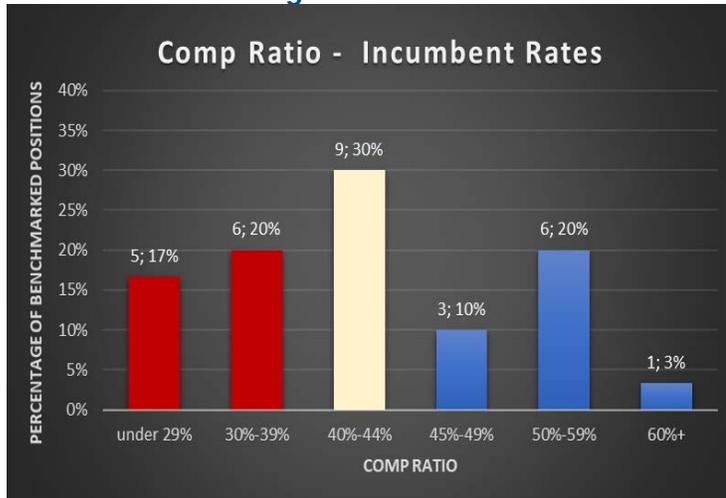
Gives an indication if midpoint is reflective of the external market.



57% under Market
17% at risk to fall under Market
43% aligned with Market

Malayna noted that the city's midpoint wage range is no longer market competitive. She explained that part of the reason is that some comparable city's pay ranges are all different and the consultants could not tell where exactly the market point is in the salary ranges.

Incumbent to Average Market



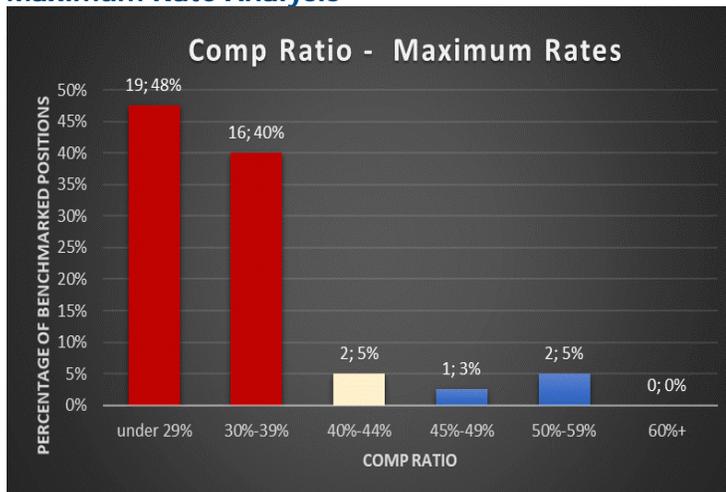
37% under Market

30% at risk to fall under Market

63% aligned with Market

Malayna noted that this graph gives the best picture of the city's wages against the comparable organizations. She explained that based on the city's demographics, it has very senior group of employees and even though the employees have been here for a longer period of time existing salary ranges are preventing employees from earning the wages that are being earned outside of the organization.

Maximum Rate Analysis



88% under Market

5% at risk to fall under Market

13% aligned with Market

Rounding may not result in 100%

Malayna noted that this graph shows the most startling data, the majority 88%, of the city's positions will not earn the same amount as other organizations. This means that 88% of the city's positions will never be able to earn on average what is being earned elsewhere.

Maximum Rate Analysis (continued)



Half of City Maximum Rates are less than market incumbent rates.

Malayna indicated that the blue line in this graph is currently what the city's maximum wages are. The orange line shows what the external comparable for those same positions are paying. She explained that means our employees have to get to the maximum wages before they start earning market competitive wages. She said the city needs to be more competitive in this current market.

Identified Issues

Salary Structure

- 47 pay ranges
- No internal equity
- Current spread varies between 6%-48%
- Midpoint is not the market

Recruitment Trends

- Decrease in national applicant volume by 37%
- National turnover rate in local government currently 21.2%

Compression

- Difference between levels/ranks

Malayna noted that applicants no longer want to work for the public sector because they have a lot of other opportunities. The public sector is now more of a steppingstone for most and the turnover rate for local government is currently at 21% which means one out of every five employees are leaving.

Other Considerations

Geography

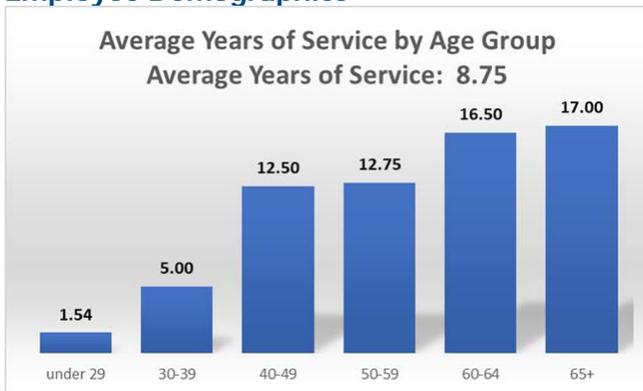
- KC Metro Area
- Close proximity to other employment options
- Competitive options

Private Sector

- Minimum Wage pushes non-skilled wages; trickle effect
- Great Resignation of 2021
- Entry level \$2.00-\$4.50 per hour difference
- Experienced skillset \$7.00-\$11.00 per hour difference

Malayna noted that looking at the private sector is often sometimes challenging. Private sector employers do not have to disclose wages like the public sector. They did reach out to multiple employers in this area and either spoke to them or research what entry level pay rates are. They reached out to approximately 27 businesses and analyzed what their entrance rates were. They found that at the entry level, the city is paying anywhere from \$2 to \$4.50 an hour less than public sector employers. For the more technically skilled positions, it is upwards of \$7 to \$11 an hour less. She indicated that public sector employers do not have to pay the same as private sector employers, but they need to be aware of what the market is.

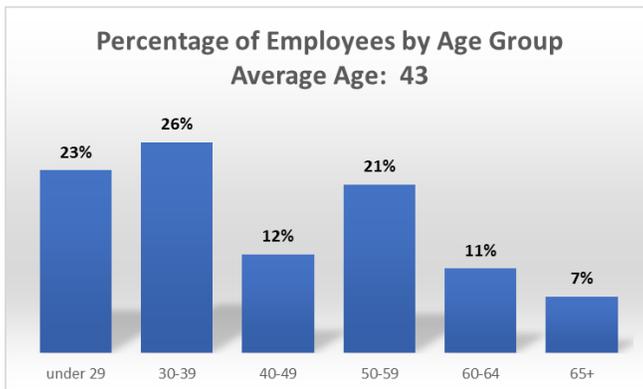
Employee Demographics



Age groups 60 and over have the longest tenure of the organization and represent 18% of all employees

Even cross section of generations should result in steady turnover due to retirements

49% are mobile generation (under age 40)



Malayna noted that the city has a number of employees that are in the 40–50-year-old range and we want to keep them. We will want to hold on to those employees because they have the experience and will be the next round of leadership. She explained that 49% of the city's work force is under the age of 40, which is half of the city's workforce. Those are the most mobile and are not afraid to change jobs to make more money elsewhere. She explained that the city will lose individuals due to retirement and are not retaining the younger generation. The city needs to make sure that the compensation system is up to date and market competitive.

Recommended Salary Schedule

Average Market Compensation Philosophy

Range System Structure

- 13 Pay Grades

- Average Market set at 15% into the Range
- 40% Range (Minimum to Maximum)
- Directors (Pay Grade 165) is 50% Range

Malayna noted that based on the market information that she found, and in discussion with city administration they felt that their recommendation to the governing body that they establish the city's compensation philosophy at the average market. She explained that she developed the proposed salary ranges based upon the average market at fifty percent.

2022 Implementation Recommendation

- Positions placed within appropriate Pay Grade.
- Employees placed to the Minimum Rate if under.
- 3% salary adjustments for those in range that did not experience any implementation adjustment or movement to the Minimum Rate was less than 3%.

Merit program in May 2022 should be separate from January implementation

Malayna noted that she would be spending time with employees tomorrow explaining how they placed positions on the salary schedule.

She explained that their standard methodology across the board is that all employees are being treated the same. If an employee is under the minimum rate, then their recommendation is to get them up to the minimum. There are some employee that are already within the wage range of their recommendations and that could be because they have been here for a longer period of time. Because of that they recommend that employees should receive a three-percentage salary adjustment, so once they get into the range then you would adjust them up three percent. She explained that this would be separate from the merit program that is budgeted for this May.

Use and Maintenance of the Salary Schedule

1. Salary Schedule Adjustments
 - Annual adjustments based on predetermined economic indicator (COLA)
 - Allows Schedule to maintain overall competitiveness with the Market
2. Annual Performance Adjustment
 - Annual adjustment with adequate performance
3. Market Adjustment
 - Future documented and verified market trend changes
 - Metrics will assist in identifying

Periodic Review of the External Market (Every 3-5 years)

Placement of Positions – Methodology

Utilization of several factors used to place position:

- External Market
- Internal Comparability
- Position Analysis
- Compression

Classification Changes

- Collapsed Position Levels when there were no distinguishing characteristics of duties.
 - Ranges developed will meet or exceed existing pay ranges for recruitment/retention
- Career Ladders maintained/created when licensing/certifications and distinguishing characteristics of duties warrants the levels
 - New job descriptions will describe these differences

Benefits (future opportunities)

Health Insurance

2022 changes highly beneficial to the City

- Multiple plan options for employees, inclusive of an HSA option
- Puts City in a better competitive position within the comparable market
- Continue with long term strategizing with broker and employee involvement

Holiday

- Look at impact on altered work schedules (over 8 hours)
- Adding a floating holiday can give employee flexibility for holidays not observed by the City

Vacation

- Additional level of accrual at 16 years of service and above to align closer to the external market
- Vacation policy options to facilitate time off can be analyzed further by Administration

Malayna noted that she shared a lot of information and asked the Board if they had any questions.

Mayor Boley thanked Malayna and noted that he has had the opportunity to serve on the Mid-America Regional Council (MARC) with the Volker Alliance trying to address this problem. He said that it is not just the city's problem, it is a regional and national problem.

Alderman Hartman thanked Malayna for all the information. He noted that since the city is primarily funded on sales tax and, with the current commercial growth, we have had in the city it has allowed us to be in a position to afford these raises. He asked Malayna when they were studying specially the compensation if municipalities take into consideration the compensation and benefit package or if it is usually a separate study?

Malayna said that is the reason they included benefits, so the administration would have an understanding of where they are in the market. There are some total compensation studies that do occur. She explained that the challenge with that is selling it to your applicant. Applicants do not look at it in a total compensation perspective and they have a varying interest. She noted that for some applicants it is the wage, for some the insurance and for others it is the pension that is most important in employment decisions. Malayna explained that they give administration an understanding of where our insurance is in comparison to the other organizations so that staff can look at it from a total compensation perspective and be able to give the Board recommendations.

Cynthia added that not necessarily from a recruitment standpoint but in looking at total compensation, one of the things that we have been doing on an annual basis, is providing employees a statement that shows what they earn and what the city contributes to for them. They can see what their total value is to the city.

Alderman Atkins asked when they do their marketing analysis how they decide the geographical perimeter?

Malayna noted that they use the local geographical area.

Alderman Chevalier asked if Cynthia anticipated any animosity employees might have in the presentation tomorrow?

Cynthia said that she honestly did not know. She noted employees had been notified that this information was posted. She said that there was some discussion concerning it and that benefits, and vacation have been a concern to employees. Cynthia explained that compensation is an ongoing issue. It has been a recruitment and retention issue.

Alderman Smith noted that he read the proposal and thought it was very astute and thorough and believes it is great for the city.

Cynthia noted that information was provided in the packet that included the cost of implementation. She explained that when staff looked at implementation it is related to moving employees to the minimum of the range or the three percent. Then they added in the benefit cost associated with that, so the total cost is just under \$165,000. Stephen Larson, Finance Director has looked at our fund balance and it exceeds the forty percent reserve level the Board set as a policy. Cynthia noted that also included in the memo was if we were to implement the changes as recommended to get everyone so that they are market competitive it would have an affect on the fund balance, but we would not see a significant affect until 2025. With the significant growth we have seen in our sales tax revenue and the increase in commercial development which affects our sales tax and property tax revenue. Cynthia explained that a three percent increase is included in the budget for the merit pool for May. Her recommendation would be to look at this three percent and the three percent merit pool separately. Cynthia recommended to go ahead with the \$165,000 implementation and then staff start looking at the holiday, vacation buy back, vacation changes, things related to the employee handbook. She noted that if the Board gives staff direction this evening, an update to the compensation plan could be brought before the Board for approval at the next meeting or the meeting in February.

Mayor Boley asked the Board if they were all in agreement to the implementation of the \$165,000.

Alderman Atkins asked how long it would take for this amount to be sustainable?

Cynthia said that with the growth that we are seeing it would be part of the budget review.

Alderman Atkins said that he liked the floating holiday.

Mayor Boley said he thought two floating holidays a year. He noted that the gap did bother him some and he would be okay dropping his salary to \$1 to help cover it. He said he position was a volunteer position and he donates his time. Mayor Boley noted that the vacation buy back is important to some employees especially the Police Department, where they cannot take the time off right now. He asked the Board thoughts.

Alderman Hartman said he agreed and noted that the police officers work very hard and have been understaffed. He thinks it is an excellent idea.

Mayor Boley asked for thoughts on lateral moves.

Malayna noted that the other side of their company is public safety, so they work with police agencies all across the United States. It is not just Smithville that is experiencing challenges in recruit and retention with law enforcement agency. She explained that having a lateral program will help expand our pool. There are going to be officers that would like to come work for an agency, but they do not want to start at the entry level. That would open up opportunities and they have provided the administration an outline on how that can look. It will have to be developed before it can be implemented but we have giving them a good structure that staff can start working with.

Mayor Boley noted that some departments have mandatory retirement so we could recruit experienced officers that have retired to come and work for us. He noted another item mentioned was mandatory vacations and is 100% for that.

Cynthia noted that this gives staff good direction. The \$165,000 implementation related to the position range staff can prepare and bring forward for Board approval within the next couple of meetings. Staff will then work through the other items and bring them forward over the coming months. Cynthia said that she appreciated the Board support with this and their support of staff. She also thanked Malayna and McGrath for all their work on this.

3. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:51p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

January 4, 2022 7:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 7:00 p.m.

A quorum of the Board was present: John Chevalier, Marv Atkins, Dan Hartman, Kelly Kobylski and Rand Smith. Dan Ulledahl was present via Zoom.

Staff present: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Chuck Soules, Stephan Larson, Jack Hendrix and Linda Drummond. Matt Denton was present via Zoom.

2. Pledge of Allegiance led by Mayor Boley

3. Consent Agenda

- **Minutes**

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

- **Resolution 1011, Prisoner Housing Agreement with Clay County**

A Resolution authorizing the Mayor to enter into a Prisoner Housing Agreement with Clay County.

- **Resolution 1012, Awarding Bid No. 22-05, Woods Court Lift Station**

A Resolution awarding Bid No. 22-05 for the Woods Court Lift Station to Mid-America Pump in the amount of \$28,576.05.

- **Resolution 1013, Appointment – Alternate Prosecuting Attorney**

A Resolution to approve the appointment of Shannon J. Ryser as Alternate City Prosecutor.

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

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

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. City Administrator's Report

Cynthia noted that the Neighborhood Beautification Grants information was distributed neighborhoods this week. Applications will be accepted until March 31.

Cynthia reminded the Board that the MML West Gate meeting and dinner is Thursday, January 27 at White Iron Ridge. She asked that Board members RSVP to Linda if you plan to attend. She noted that invitations have also been extended to all Boards and

Commission members. With the City hosting the event we want to make sure we have a good showing at White Iron Ridge.

Cynthia noted that Linda Drummond, City Clerk submitted the election documents to certify the candidates for Mayor and the Board of Alderman to Platte and Clay County today.

At a prior work session, it was mentioned that Mayra Ore, Finance Analyst has been working with Stephen Larson, Finance Director putting together a Popular Annual Financial Report (PAFR). It is a user-friendly document with information about the City's financial situation. It incorporates the information from the City's Certified Annual Financial Report (CAFR), an audited document, and provides the information in a user-friendly format and highlights activities and finances over the last year. Mayra is finalizing the information and we hope to have it available to distribute to the Board and public by the end of the week.

OTHER MATTERS BEFORE THE BOARD

5. Public Comment

Greg Hinds, 18303 Belinda Drive, spoke to the Board about the City's water disconnect policy. He explained that his water was disconnected on December 27, and he had paid his bill through his bank. He noted that paid his bill on the 27th to get the water turned back on and then the City received his payment from the bank on the 28th. He also noted that he did not receive a notice call about the bill not being received due to the fact that he had not updated his phone number with the City. He asked that the Board consider reviewing and making changes to the disconnect policy.

Crystal Chevalier, 18000 Belinda Drive, spoke to the Board about COVID. She noted the importance of wearing masks, social distancing and getting vaccinated.

6. New Business from the Floor

None

7. Election of Mayor Pro-Tem

Alderman Hartman nominated Alderman Kobylski for Mayor Pro Tem. Alderman Kobylski seconded the nomination. No other nominees.

By roll call vote.

Alderman Hartman – Aye, Alderman Chevalier – Aye, Alderman Ulledahl - Aye
Alderman Kobylski – Abstained, Alderman Smith – Aye, Alderman Atkins – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman Smith as Mayor Pro Tem.

8. Swear in new Alternative Prosecution Attorney, Shannon J. Ryser

Shannon J. Ryser, City's Alternative Prosecuting Attorney will be sworn in by Linda Drummond, City Clerk at a later date. Mr. Ryser was not able to attend the meeting as he is currently isolated with COVID.

9. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:11 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

FY22 BUDGET - FINANCIAL UPDATE

11/30/21

REVENUES, BY FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
GENERAL FUND	5,421,730.13	4,918,620.00	268,856.51	4,918,620.00	5.47%
CAPITAL PROJECTS FUND	296,689.10	137,000.00	-	137,000.00	0.00%
CAPITAL IMPROVEMENT SALES TAX FUND	659,009.18	627,555.00	46,871.58	627,555.00	7.47%
DEBT SERVICE FUND	342,190.00	351,550.00	-	351,550.00	0.00%
TRANSPORTATION SALES TAX FUND	587,177.01	569,160.00	39,242.11	569,160.00	6.89%
COMBINED WATER/WASTEWATER SYSTEMS FUND	4,954,977.89	5,119,400.00	396,309.62	5,119,400.00	7.74%
SANITATION FUND	872,880.09	849,530.00	70,201.37	849,530.00	8.26%
SPECIAL ALLOCATION FUND	677,916.94	570,000.00	54,836.52	570,000.00	9.62%
PARK & STORMWATER SALES TAX FUND	614,189.73	627,554.50	46,846.23	627,554.50	7.46%
VEHICLE AND EQUIPMENT REPLACEMENT FUND	91,972.00	284,000.00	175,000.00	284,000.00	61.62%
CARES FUND	-	-	-	-	
AMERICAN RESCUE PLAN ACT FUND		1,089,161.00		1,089,161.00	
	14,518,732.07	15,143,530.50	1,098,163.94	15,143,530.50	7.25%

EXPENDITURES, BY FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
GENERAL FUND	5,259,004.24	5,766,850.00	526,052.32	5,766,850.00	9.12%
CAPITAL PROJECTS FUND	1,536,744.43	127,000.00	127,000.00	127,000.00	100.00%
CAPITAL IMPROVEMENT SALES TAX FUND	752,250.00	575,550.00	-	575,550.00	0.00%
DEBT SERVICE FUND	329,855.00	339,213.00	-	339,213.00	0.00%
TRANSPORTATION SALES TAX FUND	893,832.42	782,630.00	117,173.45	782,630.00	14.97%
COMBINED WATER/WASTEWATER SYSTEMS FUND	3,957,145.75	6,485,415.00	264,284.14	6,485,415.00	4.08%
SANITATION FUND	865,323.97	836,450.00	70,899.36	836,450.00	8.48%
SPECIAL ALLOCATION FUND	2,294.95	1,166,888.00	-	1,166,888.00	0.00%
PARK & STORMWATER SALES TAX FUND	176,872.09	485,000.00	-	485,000.00	0.00%
VEHICLE AND EQUIPMENT REPLACEMENT FUND	66,296.04	175,749.00	8,373.08	175,749.00	4.76%
CARES FUND	348,970.23	-	-	-	
AMERICAN RESUCUE PLAN ACT FUND	-	2,178,300.00		2,178,300.00	
	14,188,589.12	18,919,045.00	1,113,782.35	18,919,045.00	5.89%

GENERAL FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
PROPERTY TAXES	934,865.26	935,099.00	3,414.01	935,099.00	0.37%
SALES AND USE TAXES	1,933,487.01	1,882,351.00	128,239.80	1,882,351.00	6.81%
FRANCHISE TAXES	698,064.78	648,090.00	36,139.96	648,090.00	5.58%
OTHER TAXES	329,257.40	325,752.00	22,926.08	325,752.00	7.04%
LICENSES, FEES, AND PERMITS	446,474.04	414,508.00	61,063.95	414,508.00	14.73%
INTERGOVERNMENTAL REVENUES	42,444.26	49,280.00	-	49,280.00	0.00%
CHARGES FOR SERVICES	363,337.18	251,390.00	3,389.69	251,390.00	1.35%
FINES AND FORFEITS	138,949.00	111,500.00	10,078.50	111,500.00	9.04%
INTEREST	50,320.66	46,800.00	2,259.00	46,800.00	4.83%
DONATIONS	100.00	4,750.00	-	4,750.00	0.00%
OTHER REVENUE	33,667.24	760.00	1,345.52	760.00	177.04%
DEBT ISSUED	241,583.30	3,000.00	-	3,000.00	
TRANSFERS IN	209,180.00	245,340.00	-	245,340.00	0.00%
	5,421,730.13	4,918,620.00	268,856.51	4,918,620.00	5.47%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
ADMINISTRATION	963,627.72	616,270.00	32,311.49	616,270.00	5.24%
STREET	857,425.06	1,413,720.00	207,931.29	1,413,720.00	14.71%
POLICE	1,953,680.94	2,073,760.00	171,900.56	2,073,760.00	8.29%
DEVELOPMENT	429,726.22	463,550.00	30,769.00	463,550.00	6.64%
FINANCE	320,012.10	388,280.00	27,268.17	388,280.00	7.02%
COURT	-	-	-	-	
PARKS & REC	678,785.48	723,330.00	45,700.96	723,330.00	6.32%
SENIOR CENTER	19,120.98	25,120.00	1,351.61	25,120.00	5.38%
ELECTED OFFICIALS	32,125.28	53,720.00	8,798.91	53,720.00	16.38%
ANIMAL SHELTER	4,500.46	9,100.00	20.33	9,100.00	0.22%
EMERGENCY	-	-	-	-	
	5,259,004.24	5,766,850.00	526,052.32	5,766,850.00	9.12%

ADMINISTRATION

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	299,917.92	279,330.00	21,532.92	279,330.00	7.71%
PART-TIME WAGES	40,157.89	30,000.00	2,587.35	30,000.00	8.62%
OVERTIME WAGES	17.70	-	-	-	
FICA EXPENSE	25,279.34	23,670.00	1,819.70	23,670.00	7.69%
EMPLOYEE BENEFITS	24,691.13	18,780.00	1,383.16	18,780.00	7.37%
WORKER'S COMPENSATION	509.55	550.00	-	550.00	0.00%
RETIREMENT EXPENSE	26,903.94	27,230.00	1,894.88	27,230.00	6.96%
UNEMPLOYMENT BENEFITS	-	-	-	-	
Personnel	417,477.47	379,560.00	29,218.01	379,560.00	7.70%
REPAIRS & MAINTENANCE - BLDG	7,412.95	3,060.00	181.56	3,060.00	5.93%
REPAIRS & MAINTENANCE - EQUIP	7,484.68	7,560.00	50.57	7,560.00	0.67%
REPAIRS & MAINTENANCE - VHICLES	-	-	-	-	
REPAIRS & MAINTENANCE - SFTWRE	19,721.74	13,660.00	178.20	13,660.00	1.30%
ELECTRICITY	1,319.93	2,040.00	65.31	2,040.00	3.20%
TELEPHONE/INTERNET	4,819.85	2,800.00	698.14	2,800.00	24.93%
MOBILE COMMUNICATIONS	2,191.36	2,000.00	-	2,000.00	0.00%
CAPITAL EXPENDITURES - EQUIP	23,565.95	-	-	-	
capital expenditures - hrdware	-	-	-	-	
TOOLS & SUPPLIES	948.79	390.00	186.60	390.00	47.85%
FUEL	-	-	-	-	
city events	-	-	-	-	
Operation and Maintenance	67,465.25	31,510.00	1,360.38	31,510.00	4.32%
PROFESSIONAL SERVICES	99,484.44	70,220.00	190.66	70,220.00	0.27%
Contractual Services	99,484.44	70,220.00	190.66	70,220.00	0.27%
INSURANCE EXPENSE	4,593.80	5,840.00	-	5,840.00	0.00%
Insurance	4,593.80	5,840.00	-	5,840.00	0.00%
TRAINING & TRAVEL EXPENSE	9,599.92	7,560.00	270.00	7,560.00	3.57%
OFFICE SUPPLIES	8,700.14	4,800.00	772.02	4,800.00	16.08%
POSTAGE	2,250.00	3,000.00	201.42	3,000.00	6.71%
ADVERTISING	558.60	500.00	24.00	500.00	4.80%
MEMBERSHIPS & SUBSCRIPTIONS	7,767.41	8,280.00	275.00	8,280.00	3.32%
Office and Administrative	28,876.07	24,140.00	1,542.44	24,140.00	6.39%
CAPITAL IMPROVEMENT PROJECTS	342,490.72	105,000.00	-	105,000.00	0.00%
Capital Improvement Projects	342,490.72	105,000.00	-	105,000.00	0.00%
MISCELLANEOUS EXPENSE	3,239.97	-	-	-	
Other Expenses	3,239.97	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	963,627.72	616,270.00	32,311.49	616,270.00	5.24%

PUBLIC WORKS (STREET)

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	419,882.56	432,180.00	32,434.51	432,180.00	7.50%
PART-TIME WAGES	20,675.20	20,550.00	1,548.80	20,550.00	7.54%
OVERTIME WAGES	4,531.56	8,000.00	232.29	8,000.00	2.90%
FICA EXPENSE	30,898.98	35,250.00	2,400.95	35,250.00	6.81%
EMPLOYEE BENEFITS	53,358.64	64,910.00	5,331.53	64,910.00	8.21%
WORKER'S COMPENSATION	23,009.04	30,930.00	-	30,930.00	0.00%
RETIREMENT EXPENSE	38,380.75	38,740.00	2,874.71	38,740.00	7.42%
UNIFORM EXPENSE	1,607.76	3,000.00	114.99	3,000.00	3.83%
Personnel	592,344.49	633,560.00	44,937.78	633,560.00	7.09%
REPAIRS & MAINTENANCE - BLDG	694.80	780.00	38.66	780.00	4.96%
REPAIRS & MAINTENANCE - EQUIP	464.32	1,240.00	50.57	1,240.00	4.08%
REPAIRS & MAINTENANCE - VEHICL	827.44	1,500.00	573.89	1,500.00	38.26%
REPAIRS & MAINTENANCE - SFWRE	3,299.32	111,570.00	67.25	111,570.00	0.06%
ELECTRICITY	84,682.62	94,290.00	6,925.57	94,290.00	7.34%
PROPANE	4,050.00	7,950.00	-	7,950.00	0.00%
TELEPHONE/INTERNET	6,064.94	6,450.00	55.44	6,450.00	0.86%
MOBILE COMMUNICATIONS	3,484.17	2,930.00	-	2,930.00	0.00%
CAPITAL EXPENDITURES - EQUIP	-	5,000.00	-	5,000.00	0.00%
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	-
TOOLS & SUPPLIES	532.70	1,500.00	58.22	1,500.00	3.88%
FUEL	-	-	-	-	-
Operation and Maintenance	104,100.31	233,210.00	7,769.60	233,210.00	3.33%
PROFESSIONAL SERVICES	89,607.93	365,480.00	73.43	365,480.00	0.02%
DEDUCTIBLES	-	1,000.00	-	1,000.00	0.00%
Contractual Services	89,607.93	366,480.00	73.43	366,480.00	0.02%
INSURANCE EXPENSE	18,789.11	19,170.00	-	19,170.00	0.00%
Insurance	18,789.11	19,170.00	-	19,170.00	0.00%
TRAINING & TRAVEL EXPENSE	1,036.28	3,000.00	-	3,000.00	0.00%
OFFICE SUPPLIES	1,810.69	2,500.00	150.48	2,500.00	6.02%
MEMBERSHIPS & SUBSCRIPTIONS	921.25	800.00	-	800.00	0.00%
Office and Administrative	3,768.22	6,300.00	150.48	6,300.00	2.39%
CAPITAL IMPROVEMENT PROJECTS	8,815.00	-	-	-	-
Capital Improvement Projects	8,815.00	-	-	-	-
MISCELLANEOUS	-	-	-	-	-
Other Expenses	-	-	-	-	-
Debt - Principal	-	-	-	-	-
Debt - Interest	-	-	-	-	-
TRANSFERS OUT	40,000.00	155,000.00	155,000.00	155,000.00	100.00%
Transfers Out	40,000.00	155,000.00	155,000.00	155,000.00	100.00%
TOTAL GENERAL FUND	857,425.06	1,413,720.00	207,931.29	1,413,720.00	14.71%

POLICE

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	980,844.45	1,089,870.00	75,871.73	1,089,870.00	6.96%
PART-TIME WAGES	15,253.16	19,300.00	1,173.32	19,300.00	6.08%
OVERTIME WAGES	73,238.31	42,000.00	8,161.45	42,000.00	19.43%
FICA EXPENSE	76,440.37	84,860.00	6,212.30	84,860.00	7.32%
EMPLOYEE BENEFITS	142,562.70	207,570.00	11,020.34	207,570.00	5.31%
WORKER'S COMPENSATION	36,846.31	47,180.00	-	47,180.00	0.00%
RETIREMENT EXPENSE	93,410.07	103,010.00	7,207.05	103,010.00	7.00%
UNIFORM EXPENSE	18,563.44	23,020.00	718.16	23,020.00	3.12%
Personnel	1,437,158.81	1,616,810.00	110,364.35	1,616,810.00	6.83%
REPAIRS & MAINT - BLDG	11,515.51	7,350.00	551.99	7,350.00	7.51%
REPAIRS & MAINTENANCE - EQUIP	8,862.09	6,620.00	168.57	6,620.00	2.55%
REPAIRS & MAINT - VEHICLES	31,805.78	18,970.00	2,559.74	18,970.00	13.49%
REPAIRS & MAINT - SOFTWARE	24,844.62	33,250.00	1,656.35	33,250.00	4.98%
ELECTRICITY	5,865.60	7,130.00	498.43	7,130.00	6.99%
TELEPHONE/INTERNET	7,724.70	8,440.00	617.11	8,440.00	7.31%
MOBILE COMMUNICATIONS	8,312.34	9,390.00	-	9,390.00	0.00%
CAPITAL EXPENDITURES - EQUIP	110,287.07	74,600.00	5,036.50	74,600.00	6.75%
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	-
CAPITAL EXPENDITURES - SFTWARE	73,263.48	19,000.00	18,315.87	19,000.00	96.40%
TOOLS & SUPPLIES	13,069.53	16,970.00	578.31	16,970.00	3.41%
FUEL	29,199.75	35,750.00	2,780.61	35,750.00	7.78%
ANIMAL CONTROL	-	500.00	-	500.00	0.00%
animal shelter	-	-	-	-	-
Operation and Maintenance	324,750.47	237,970.00	32,763.48	237,970.00	13.77%
PROFESSIONAL SERVICES	38,618.30	40,240.00	6,070.88	40,240.00	15.09%
DISPATCHING	67,927.20	72,560.00	11,799.66	72,560.00	16.26%
CONFINEMENT	936.00	6,000.00	-	6,000.00	0.00%
INSURANCE DEDUCTIBLES	-	1,000.00	-	1,000.00	0.00%
Contractual Services	107,481.50	119,800.00	17,870.54	119,800.00	14.92%
INSURANCE EXPENSE	49,269.40	53,300.00	-	53,300.00	0.00%
Insurance	49,269.40	53,300.00	-	53,300.00	0.00%
TRAINING & TRAVEL EXPENSE	21,680.41	27,000.00	9,431.13	27,000.00	34.93%
OFFICE SUPPLIES EXPENSE	3,268.32	2,000.00	250.45	2,000.00	12.52%
POSTAGE	864.55	1,000.00	-	1,000.00	0.00%
ADVERTISING	108.51	250.00	-	250.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	9,098.97	15,630.00	739.99	15,630.00	4.73%
Office and Administrative	35,020.76	45,880.00	10,421.57	45,880.00	22.71%
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
MISCELLANEOUS EXPENSE	-	-	480.62	-	48062.00%
Other Expenses	-	-	480.62	-	48062.00%
Debt - Principal	-	-	-	-	-
Debt - Interest	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTAL GENERAL FUND	1,953,680.94	2,073,760.00	171,900.56	2,073,760.00	8.29%

DEVELOPMENT

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	267,737.01	283,500.00	21,723.33	283,500.00	7.66%
OVERTIME WAGES	759.71	500.00	17.52	500.00	3.50%
FICA EXPENSE	19,399.23	21,730.00	1,598.06	21,730.00	7.35%
EMPLOYEE BENEFITS	26,344.66	29,200.00	2,371.02	29,200.00	8.12%
WORKER'S COMPENSATION	7,356.52	9,770.00	-	9,770.00	0.00%
RETIREMENT EXPENSE	24,354.58	25,000.00	1,913.20	25,000.00	7.65%
UNIFORM EXPENSE	914.20	1,800.00	-	1,800.00	0.00%
Personnel	346,865.91	371,500.00	27,623.13	371,500.00	7.44%
REPAIRS & MAINTENANCE - BLDG	1,231.17	1,230.00	106.31	1,230.00	8.64%
REPAIRS & MAINTENANCE - EQUIP	1,212.57	1,240.00	84.29	1,240.00	6.80%
REPAIRS & MAINT - VEHICLES	1,078.50	1,390.00	691.56	1,390.00	49.75%
REPAIRS & MAINT - SFTWRE/MAPS	14,070.24	21,210.00	197.25	21,210.00	0.93%
ELECTRICITY	964.40	1,400.00	65.31	1,400.00	4.67%
TELEPHONE/INTERNET	2,335.50	2,030.00	191.57	2,030.00	9.44%
MOBILE COMMUNICATIONS	2,221.35	2,200.00	-	2,200.00	0.00%
CAPITAL EXPENDITURES - EQUIP	1,683.30	6,000.00	-	6,000.00	0.00%
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	-
CAPITAL EXPENDITURES - HRDWARE	-	-	-	-	-
TOOLS & SUPPLIES	706.70	1,020.00	-	1,020.00	0.00%
FUEL	3,415.26	5,500.00	351.17	5,500.00	6.38%
Operation and Maintenance	28,918.99	43,220.00	1,687.46	43,220.00	3.90%
PROFESSIONAL SERVICES	41,627.02	30,610.00	1,404.46	30,610.00	4.59%
Contractual Services	41,627.02	30,610.00	1,404.46	30,610.00	4.59%
INSURANCE EXPENSE	5,347.79	6,660.00	-	6,660.00	0.00%
Insurance	5,347.79	6,660.00	-	6,660.00	0.00%
TRAINING & TRAVEL EXPENSE	1,113.01	3,000.00	-	3,000.00	0.00%
OFFICE SUPPLIES EXPENSE	987.60	500.00	53.95	500.00	10.79%
POSTAGE	1,816.28	1,400.00	-	1,400.00	0.00%
ADVERTISING	2,661.62	5,300.00	-	5,300.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	388.00	1,360.00	-	1,360.00	0.00%
Office and Administrative	6,966.51	11,560.00	53.95	11,560.00	0.47%
Capital Improvement Projects	-	-	-	-	-
MISCELLANEOUS EXPENSE	-	-	-	-	-
Other Expenses	-	-	-	-	-
Debt - Principal	-	-	-	-	-
Debt - Interest	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTAL GENERAL FUND	429,726.22	463,550.00	30,769.00	463,550.00	6.64%

FINANCE

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	177,083.28	216,630.00	16,432.40	216,630.00	7.59%
PART-TIME WAGES	212.50	-	-	-	
OVERTIME WAGES	888.69	500.00	-	500.00	0.00%
FICA EXPENSE	13,247.87	16,620.00	1,204.85	16,620.00	7.25%
EMPLOYEE BENEFITS	17,955.17	30,380.00	3,356.56	30,380.00	11.05%
WORKER'S COMPENSATION	238.84	380.00	-	380.00	0.00%
RETIREMENT EXPENSE	9,443.92	19,110.00	1,122.91	19,110.00	5.88%
Personnel	219,070.27	283,620.00	22,116.72	283,620.00	7.80%
REPAIRS & MAINTENANCE - BLDG	967.62	820.00	77.31	820.00	9.43%
REPAIRS & MAINTENANCE - EQUIP	858.88	620.00	147.43	620.00	23.78%
REPAIRS & MAINTENANCE - SFTWRE	13,277.78	14,780.00	372.80	14,780.00	2.52%
ELECTRICITY	535.95	1,020.00	47.50	1,020.00	4.66%
TELEPHONE/INTERNET	1,478.78	1,480.00	130.48	1,480.00	8.82%
MOBILE COMMUNICATIONS	447.23	490.00	-	490.00	0.00%
CAPITAL EXPENDITURES - EQUIP	2,000.00	-	-	-	
TOOLS & SUPPLIES	291.60	1,160.00	-	1,160.00	0.00%
Operation and Maintenance	19,857.84	20,370.00	775.52	20,370.00	3.81%
PROFESSIONAL SERVICES	30,784.10	38,010.00	821.26	38,010.00	2.16%
Contractual Services	30,784.10	38,010.00	821.26	38,010.00	2.16%
INSURANCE EXPENSE	3,093.88	2,920.00	-	2,920.00	0.00%
Insurance	3,093.88	2,920.00	-	2,920.00	0.00%
TRAINING & TRAVEL EXPENSE	1,495.60	1,200.00	-	1,200.00	0.00%
OFFICE SUPPLIES	664.20	500.00	-	500.00	0.00%
ADVERTISING	359.65	260.00	-	260.00	0.00%
BANK CHARGES	44,096.56	40,880.00	3,554.67	40,880.00	8.70%
MEMBERSHIPS & SUBSCRIPTIONS	590.00	520.00	-	520.00	0.00%
Office and Administrative	47,206.01	43,360.00	3,554.67	43,360.00	8.20%
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	320,012.10	388,280.00	27,268.17	388,280.00	7.02%

MUNICIPAL COURT

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
salaries & wages	-	-	-	-	
part-time wages	-	-	-	-	
overtime wages	-	-	-	-	
fica expense	-	-	-	-	
employee benefits	-	-	-	-	
WORKER'S COMPENSATION	-	-	-	-	
retirement expense	-	-	-	-	
Personnel	-	-	-	-	
repairs & maintenance - bldg	-	-	-	-	
repairs & maintenance - equip	-	-	-	-	
repairs & maintenance - sftwre	-	-	-	-	
ELECTRICITY	-	-	-	-	
TELEPHONE/INTERNET	-	-	-	-	
capital expenditures - hrdwre	-	-	-	-	
tools & supplies	-	-	-	-	
Operation and Maintenance	-	-	-	-	
professional services	-	-	-	-	
Contractual Services	-	-	-	-	
insurance expense	-	-	-	-	
Insurance	-	-	-	-	
training & travel	-	-	-	-	
office supplies expense	-	-	-	-	
postage	-	-	-	-	
bank charges	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	-	-	-	-	

PARKS & RECREATION

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	266,044.07	262,280.00	19,294.38	262,280.00	7.36%
PART-TIME WAGES	6,381.39	21,840.00	578.55	21,840.00	2.65%
PART-TIME RECREATION WAGES	4,223.79	9,430.00	744.46	9,430.00	7.89%
OVERTIME WAGES	1,644.65	2,000.00	-	2,000.00	0.00%
FICA EXPENSE	20,623.07	22,610.00	1,515.14	22,610.00	6.70%
EMPLOYEE BENEFITS	29,951.76	32,270.00	2,707.83	32,270.00	8.39%
WORKER'S COMPENSATION	8,574.65	11,100.00	-	11,100.00	0.00%
RETIREMENT EXPENSE	23,778.23	23,260.00	1,697.91	23,260.00	7.30%
UNIFORM EXPENSE	1,302.75	3,250.00	272.96	3,250.00	8.40%
Personnel	362,524.36	388,040.00	26,811.23	388,040.00	6.91%
REPAIRS & MAINTENANCE - BLDG	168.47	1,000.00	-	1,000.00	0.00%
REPAIRS & MAINTENANCE - EQUIP	14,340.84	8,500.00	636.18	8,500.00	7.48%
REPAIRS & MAINTENANCE - VEHICLE	267.57	750.00	12.00	750.00	1.60%
REPAIRS & MAINT - INFRASTRUCTR	20,969.35	18,000.00	78.59	18,000.00	0.44%
REPAIRS & MAINT - PARKS	15,480.52	-	779.88	-	77988.00%
REPAIRS & MAINT - SOFTWARE	13,815.42	6,540.00	5,237.17	6,540.00	80.08%
REPAIRS & MAINT - SMITH'S FORK	49,795.93	82,500.00	5,942.73	82,500.00	7.20%
ELECTRICITY	27,472.89	25,500.00	224.57	25,500.00	0.88%
PROPANE	4,267.00	7,160.00	-	7,160.00	0.00%
TELEPHONE/INTERNET	5,427.39	8,050.00	601.36	8,050.00	7.47%
MOBILE COMMUNICATIONS	3,082.75	3,120.00	-	3,120.00	0.00%
CAPITAL EXPENDITURES - EQUIP	-	-	-	-	-
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	-
CAPITAL EXPENDITURES - HRDWARE	-	-	-	-	-
CAPITAL EXPENDITURES - BLDG	-	-	-	-	-
TOOLS & SUPPLIES	5,878.37	5,000.00	755.87	5,000.00	15.12%
FUEL	10,017.08	8,250.00	668.74	8,250.00	8.11%
recreation	-	-	-	-	-
YOUTH REC LEAGUE UNIFORMS	12,051.32	16,880.00	2,504.10	16,880.00	14.83%
YOUTH REC LEAGUE UMPIRES	7,874.00	11,420.00	33.00	11,420.00	0.29%
ADULT REC LEAGUE UNIFORMS	-	-	-	-	-
ADULT REC LEAGUE OFFICIALS	611.00	1,000.00	-	1,000.00	0.00%
REC LEAGUE BACKGROUND CHECKS	472.88	720.00	-	720.00	0.00%
REC LEAGUE SUPPLIES/AWARDS	18,047.02	27,010.00	-	27,010.00	0.00%
REC LEAGUE ADVERTISING	279.75	1,000.00	296.88	1,000.00	29.69%
Operation and Maintenance	210,319.55	232,400.00	17,771.07	232,400.00	7.65%
BIKE RACE	13,600.16	5,000.00	-	5,000.00	0.00%
PROFESSIONAL SERVICES	5,442.35	3,730.00	708.25	3,730.00	18.99%
LEASE EXPENSE	36,853.29	38,710.00	-	38,710.00	0.00%
CAMP HOST SERVICES	17,500.00	17,500.00	-	17,500.00	0.00%
FIREWORKS DISPLAY	12,000.00	12,000.00	-	12,000.00	0.00%
Contractual Services	85,395.80	76,940.00	708.25	76,940.00	0.92%
MOVIE NIGHTS	1,925.83	2,400.00	-	2,400.00	0.00%
Insurance	1,925.83	2,400.00	-	2,400.00	0.00%
INSURANCE EXPENSE	14,747.12	15,240.00	-	15,240.00	0.00%
TRAINING & TRAVEL EXPENSE	1,944.78	6,640.00	410.41	6,640.00	6.18%
OFFICE SUPPLIES	505.77	500.00	-	500.00	0.00%
POSTAGE	-	-	-	-	-
ADVERTISING	393.17	500.00	-	500.00	0.00%
MEMBERSHIPS	1,025.00	670.00	-	670.00	0.00%
Office and Administrative	18,615.84	23,550.00	410.41	23,550.00	1.74%
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
MISCELLANEOUS EXPENSE	4.10	-	-	-	-
Other Expenses	4.10	-	-	-	-
Debt - Principal	-	-	-	-	-
Debt - Interest	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTAL GENERAL FUND	678,785.48	723,330.00	45,700.96	723,330.00	6.32%

SENIOR CENTER

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
REPAIRS & MAINTENANCE - BLDG	2,562.84	2,890.00	328.02	2,890.00	11.35%
ELECTRICITY	1,574.45	1,500.00	129.63	1,500.00	8.64%
NATURAL GAS	684.51	1,440.00	30.68	1,440.00	2.13%
TELEPHONE/INTERNET	2,904.89	2,400.00	239.28	2,400.00	9.97%
TOOLS & SUPPLIES	-	500.00	-	500.00	0.00%
Operation and Maintenance	7,726.69	8,730.00	727.61	8,730.00	8.33%
PROFESSIONAL SERVICES	8,062.46	13,270.00	624.00	13,270.00	4.70%
Contractual Services	8,062.46	13,270.00	624.00	13,270.00	4.70%
INSURANCE	3,331.83	3,120.00	-	3,120.00	0.00%
Insurance	3,331.83	3,120.00	-	3,120.00	0.00%
Office and Administrative	-	-	-	-	
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	19,120.98	25,120.00	1,351.61	25,120.00	5.38%

ELECTED OFFICIALS

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
PART-TIME WAGES	14,700.00	15,150.00	1,200.00	15,150.00	7.92%
FICA EXPENSE	1,124.92	1,160.00	91.83	1,160.00	7.92%
WORKER'S COMPENSATION	23.70	30.00	-	30.00	0.00%
Personnel	15,848.62	16,340.00	1,291.83	16,340.00	7.91%
WORKER'S COMPENSATION	-	-	-	-	
REPAIRS & MAINTENANCE - BLDG	1,119.18	960.00	96.64	960.00	10.07%
REPAIRS & MAINT - SOFTWARE	659.05	1,130.00	94.15	1,130.00	8.33%
ELECTRICITY	959.33	1,150.00	83.13	1,150.00	7.23%
TELEPHONE/INTERNET	1,808.40	960.00	150.70	960.00	15.70%
MOBILE COMMUNICATIONS	-	-	-	-	
TOOLS & SUPPLIES	25.00	220.00	-	220.00	0.00%
Operation and Maintenance	4,570.96	4,420.00	424.62	4,420.00	9.61%
COMMUNITY RELATIONS ALLOWANCE	-	-	-	-	
Contractual Services	-	-	-	-	
PROFESSIONAL SERVICES	3,862.02	20,710.00	7,022.46	20,710.00	33.91%
Insurance	3,862.02	20,710.00	7,022.46	20,710.00	33.91%
INSURANCE	1,317.76	1,660.00	-	1,660.00	0.00%
TRAINING & TRAVEL EXPENSE	893.04	2,880.00	60.00	2,880.00	2.08%
OFFICE SUPPLIES	888.44	1,000.00	-	1,000.00	0.00%
ADVERTISING	3,894.44	4,000.00	-	4,000.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	850.00	2,710.00	-	2,710.00	0.00%
Office and Administrative	7,843.68	12,250.00	60.00	12,250.00	0.49%
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	32,125.28	53,720.00	8,798.91	53,720.00	16.38%

ANIMAL SHELTER

11/30/2021

GENERAL FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
<hr/>					
Personnel	-	-	-	-	
REPAIRS & MAINT - BLDG	599.97	600.00	-	600.00	0.00%
TOOLS & SUPPLIES	780.41	1,500.00	20.33	1,500.00	1.36%
Operation and Maintenance	1,380.38	2,100.00	20.33	2,100.00	0.97%
<hr/>					
PROFESSIONAL SERVICES	3,120.08	6,000.00	-	6,000.00	0.00%
Contractual Services	3,120.08	6,000.00	-	6,000.00	0.00%
<hr/>					
Insurance	-	-	-	-	
<hr/>					
ADVERTISING	-	-	-	-	
<hr/>					
Office and Administrative	-	-	-	-	
<hr/>					
TRAINING & TRAVEL	-	1,000.00	-	1,000.00	0.00%
Capital Improvement Projects	-	1,000.00	-	1,000.00	0.00%
<hr/>					
Other Expenses	-	-	-	-	
<hr/>					
Debt - Principal	-	-	-	-	
<hr/>					
Debt - Interest	-	-	-	-	
<hr/>					
Transfers Out	-	-	-	-	
<hr/>					
TOTAL GENERAL FUND	4,500.46	9,100.00	20.33	9,100.00	0.22%

SPECIAL ALLOCATION FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
PROPERTY TAXES	19,537.38	20,000.00	-	20,000.00	0.00%
SALES AND USE TAXES	658,379.56	550,000.00	54,836.52	550,000.00	9.97%
	677,916.94	570,000.00	54,836.52	570,000.00	9.62%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
ADMINISTRATION	2,294.95	1,166,888.00	-	1,166,888.00	0.00%
	2,294.95	1,166,888.00	-	1,166,888.00	0.00%

SPECIAL ALLOCATION FUND

11/30/21

SPECIAL ALLOCATION FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
TIF PAYMENTS TO DEVELOPER	-	1,158,888.00	-	1,158,888.00	0.00%
TIF PAYMENTS TO OTHER ENTITIES	-	5,000.00	-	5,000.00	0.00%
Contractual Services	-	1,163,888.00	-	1,163,888.00	0.00%
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
TRANSFERS TO OTHER FUNDS	2,294.95	3,000.00	-	3,000.00	0.00%
Transfers Out	2,294.95	3,000.00	-	3,000.00	0.00%
TOTAL SPECIAL ALLOCATION FUND	2,294.95	1,166,888.00	-	1,166,888.00	0.00%

CAPITAL PROJECTS FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
INTERGOVERNMENTAL REVENUES	290,439.10	-	-	-	
DEBT ISSUED	-	-	-	-	
TRANSFERS IN	-	127,000.00	-	127,000.00	0.00%
PARK IMPROVEMENT REVENUE	6,250.00	10,000.00	-	10,000.00	
	290,439.10	127,000.00	-	127,000.00	0.00%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
STREET	1,536,744.43	127,000.00	127,000.00	127,000.00	100.00%
	1,536,744.43	127,000.00	127,000.00	127,000.00	100.00%

CAPITAL PROJECTS FUND

11/30/21

CAPITAL PROJECTS FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
PROFESSIONAL SERVICES	-	97,000.00	-	97,000.00	0.00%
Contractual Services	-	97,000.00	-	97,000.00	0.00%
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
CAPITAL IMPROVEMENT PROJECTS	1,468,176.56	127,000.00	127,000.00	127,000.00	100.00%
PARK IMPROVEMENT EXPENSE	-	-	-	-	
Capital Improvement Projects	1,468,176.56	127,000.00	127,000.00	127,000.00	100.00%
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
TRANSFERS OUT	342,190.00	478,550.00	-	478,550.00	0.00%
Transfers Out	342,190.00	478,550.00	-	478,550.00	0.00%
TOTAL CAPITAL PROJECTS FUND	1,810,366.56	702,550.00	127,000.00	702,550.00	18.08%

TRANSPORTATION SALES TAX FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
SALES AND USE TAXES	587,177.01	569,160.00	39,242.11	569,160.00	6.89%
PROCEEDS FROM DEBT ISSUED	-	-	-	-	
TRANSFERS IN	-	-	-	-	
	587,177.01	569,160.00	39,242.11	569,160.00	6.89%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
STREET	893,832.42	782,630.00	117,173.45	782,630.00	14.97%
	893,832.42	782,630.00	117,173.45	782,630.00	14.97%

TRANSPORTATION SALES TAX FUND

11/30/21

TRANSPORTATION SALES TAX FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
REPAIRS & MAINTENANCE - BLDG	11.98	1,000.00	-	1,000.00	0.00%
REPAIRS & MAINTENANCE - EQUIP	21,313.52	10,000.00	419.67	10,000.00	4.20%
REPAIRS & MAINTENANCE - STREET	688,447.60	100,000.00	9,666.85	100,000.00	9.67%
CAPITAL EXPENDITURES - EQUIP	15,194.35	21,960.00	-	21,960.00	0.00%
SUPPLIES - STREET SIGNS	-	-	-	-	
FUEL	16,363.33	12,380.00	863.80	12,380.00	6.98%
Operation and Maintenance	741,330.78	145,340.00	10,950.32	145,340.00	7.53%
PROFESSIONAL SERVICES	100,239.50	-	244.47	-	24447.00%
Contractual Services	100,239.50	-	244.47	-	24447.00%
INSURANCE EXPENSE	-	-	-	-	
Insurance	-	-	-	-	
TOOLS & SUPPLIES	7,026.86	30,000.00	1,031.04	30,000.00	3.44%
Office and Administrative	7,026.86	30,000.00	1,031.04	30,000.00	3.44%
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
LEASE EXPENSE	38,969.28	33,480.00	-	33,480.00	0.00%
Debt - Principal	38,969.28	33,480.00	-	33,480.00	0.00%
INTEREST EXPENSE	6,266.00	4,810.00	-	4,810.00	0.00%
Debt - Interest	6,266.00	4,810.00	-	4,810.00	0.00%
Transfers Out	-	-	-	-	
TRANSPORTATION SALES TAX FUND	893,832.42	213,630.00	12,225.83	213,630.00	5.72%

CAPITAL IMPROVEMENT SALES TAX FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
SALES AND USE TAXES	659,009.18	627,555.00	46,871.58	627,555.00	7.47%
TRANSFERS IN	-	-	-	-	
	659,009.18	627,555.00	46,871.58	627,555.00	7.47%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
STREET	752,250.00	575,550.00	-	575,550.00	0.00%
	752,250.00	575,550.00	-	575,550.00	0.00%

CAPITAL IMPROVEMENT SALES TAX FUND

11/30/21

CAP. IMP. SALES TAX FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
Contractual Services	-	-	-	-	
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
CAPITAL IMPROVEMENT PROJECTS	410,060.00	-	-	-	
Capital Improvement Projects	410,060.00	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
TRANSFERS OUT	342,190.00	478,550.00	-	478,550.00	0.00%
Transfers Out	342,190.00	478,550.00	-	478,550.00	0.00%
TOTAL CAP. IMP. SALES TAX FUND	752,250.00	478,550.00	-	478,550.00	0.00%

DEBT SERVICE FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
PROPERTY TAXES	-	-	-	-	
TRANSFERS IN	342,190.00	351,550.00	-	351,550.00	0.00%
	342,190.00	351,550.00	-	351,550.00	0.00%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
STREET	329,855.00	339,213.00	-	339,213.00	0.00%
	329,855.00	339,213.00	-	339,213.00	0.00%

DEBT SERVICE FUND

11/30/21

DEBT SERVICE FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
Contractual Services	-	-	-	-	
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
LEASE PAYMENTS	130,000.00	145,000.00	-	145,000.00	0.00%
Debt - Principal	130,000.00	145,000.00	-	145,000.00	0.00%
INTEREST	199,855.00	194,213.00	-	194,213.00	0.00%
Debt - Interest	199,855.00	194,213.00	-	194,213.00	0.00%
Transfers Out	-	-	-	-	
TOTAL DEBT SERVICE FUND	329,855.00	339,213.00	-	339,213.00	0.00%

WATER & WASTEWATER SYSTEMS FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
LICENSES, FEES, AND PERMITS	-	-	-	-	
CHARGES FOR SERVICES	4,598,035.82	4,713,680.00	380,151.36	4,713,680.00	8.06%
IMPACT FEES	292,296.00	375,000.00	16,158.00	375,000.00	4.31%
OTHER REVENUE	17,865.42	-	-	-	
DEBT ISSUED	46,780.65	30,720.00	0.26	30,720.00	0.00%
TRANSFERS IN	-	-	-	-	
	4,954,977.89	5,119,400.00	396,309.62	5,119,400.00	7.74%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
UTILITIES	3,957,145.75	6,485,415.00	264,284.14	6,485,415.00	4.08%
	3,957,145.75	6,485,415.00	264,284.14	6,485,415.00	4.08%

PUBLIC WORKS (UTILITIES)

11/30/21

CWWS FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
SALARIES & WAGES	761,552.60	771,280.00	55,481.48	771,280.00	7.19%
OVERTIME WAGES	16,754.95	18,000.00	2,068.77	18,000.00	11.49%
FICA EXPENSE	57,441.43	60,380.00	4,282.31	60,380.00	7.09%
EMPLOYEE BENEFITS	74,230.58	87,720.00	6,607.83	87,720.00	7.53%
WORKER'S COMPENSATION	25,867.25	33,810.00	-	33,810.00	0.00%
RETIREMENT EXPENSE	71,491.15	69,460.00	5,064.40	69,460.00	7.29%
UNIFORM EXPENSE	7,198.02	8,400.00	(13.30)	8,400.00	-0.16%
Personnel	1,014,535.98	1,049,050.00	73,491.49	1,049,050.00	7.01%
REPAIRS & MAINTENANCE - EQUIP	5,811.72	6,990.00	101.14	6,990.00	1.45%
REPAIRS & MAINTENANCE - VEHICLES	1,182.87	3,000.00	30.75	3,000.00	1.03%
REPAIRS & MAINT - WATER LINES	63,989.66	104,740.00	926.77	104,740.00	0.88%
REPAIRS & MAINT - SEWER LINES	71,399.65	150,000.00	-	150,000.00	0.00%
REPAIRS & MAINT - WATER PLANT	85,214.78	245,000.00	2,691.18	245,000.00	1.10%
REPAIRS & MAINT - WW PLANT	36,451.01	420,000.00	8,123.92	420,000.00	1.93%
REPAIRS & MAINT - SOFTWARE	16,142.43	18,830.00	263.05	18,830.00	1.40%
REPAIRS & MAINT - WATER TOWERS	108,691.80	123,350.00	15,880.96	123,350.00	12.87%
ELECTRICITY	225,508.22	299,650.00	15,684.39	299,650.00	5.23%
PROPANE	3,931.25	15,900.00	-	15,900.00	0.00%
TELEPHONE/INTERNET	15,163.28	15,520.00	2,006.35	15,520.00	12.93%
MOBILE COMMUNICATIONS	8,775.27	9,630.00	-	9,630.00	0.00%
CAPITAL EXPENDITURES - EQUIP	-	24,000.00	-	24,000.00	0.00%
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	-
CAPITAL EXPENDITURES - SOFTWARE	-	100,000.00	-	100,000.00	0.00%
CAPITAL EXPENDITURES - HRDWRE	-	-	-	-	-
CAPITAL EXPENDITURES - TOWERS	-	-	-	-	-
CAPITAL EXPENDITURES - BLDG	-	20,000.00	-	20,000.00	0.00%
CAPITAL EXPENDITURES - WATER P	-	-	-	-	-
CAPITAL EXPENDITURES - WW PLAN	-	-	-	-	-
CAPITAL EXPENDITURES - LINES	-	-	-	-	-
TOOLS & SUPPLIES	24,667.70	25,000.00	1,710.91	25,000.00	6.84%
SUPPLIES - CONNECTIONS	52,461.02	75,000.00	-	75,000.00	0.00%
SUPPLIES - LAB	24,354.74	27,500.00	1,036.34	27,500.00	3.77%
SUPPLIES - CHEMICALS	117,504.57	130,000.00	462.00	130,000.00	0.36%
SUPPLIES - WW CHEMICALS	8,280.33	13,500.00	-	13,500.00	0.00%
FUEL	12,207.02	24,500.00	813.42	24,500.00	3.32%
Operation and Maintenance	881,737.32	1,852,110.00	49,731.18	1,852,110.00	2.69%
PROFESSIONAL SERVICES	502,948.81	826,190.00	54,607.11	826,190.00	6.61%
LEASE EXPENSE	340,889.81	363,946.00	55,723.25	363,946.00	15.31%
WASTEWATER TREATMENT SERVICE	119,940.80	128,620.00	10,288.20	128,620.00	8.00%
Contractual Services	963,779.42	1,318,756.00	120,618.56	1,318,756.00	9.15%
INSURANCE EXPENSE	69,637.80	71,720.00	-	71,720.00	0.00%
Insurance	69,637.80	71,720.00	-	71,720.00	0.00%
TRAINING & TRAVEL EXPENSE	3,103.26	5,000.00	225.00	5,000.00	4.50%
OFFICE SUPPLIES	2,942.24	4,500.00	133.91	4,500.00	2.98%
POSTAGE	1,256.83	1,500.00	84.00	1,500.00	5.60%
ADVERTISING	146.11	-	-	-	-
BANK CHARGES	1,330.66	2,000.00	-	2,000.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	-	380.00	-	380.00	0.00%
Office and Administrative	8,779.10	13,380.00	442.91	13,380.00	3.31%
CAPITAL IMPROVEMENT PROJECTS	249,003.15	440,000.00	-	440,000.00	0.00%
WATER IMPACT PROJECTS	205,662.95	1,150,000.00	-	1,150,000.00	0.00%
WASTEWATER IMPACT PROJECTS	-	-	-	-	-
Capital Improvement Projects	454,666.10	1,590,000.00	-	1,590,000.00	0.00%
AMORTIZATION EXPENSE	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	-
MISCELLANEOUS EXPENSE	-	-	-	-	-
Other Expenses	-	-	-	-	-
Debt - Principal	-	-	-	-	-
INTEREST EXPENSE	354,830.03	345,059.00	-	345,059.00	0.00%
Debt - Interest	354,830.03	345,059.00	-	345,059.00	0.00%
TRANSFERS OUT	209,180.00	245,340.00	20,000.00	245,340.00	8.15%
Transfers Out	209,180.00	245,340.00	20,000.00	245,340.00	8.15%
TOTAL CWWS FUND	3,957,145.75	6,485,415.00	264,284.14	6,485,415.00	4.08%

SANITATION FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
CHARGES FOR SERVICES	872,880.09	849,530.00	70,201.37	849,530.00	8.26%
TRANSFERS IN	-	-	-	-	
	872,880.09	849,530.00	70,201.37	849,530.00	8.26%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
ADMIN	865,323.97	836,450.00	70,899.36	836,450.00	8.48%
	865,323.97	836,450.00	70,899.36	836,450.00	8.48%

SANITATION FUND

11/30/21

SANITATION FUND	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	Percent Spent
Personnel	-	-	-	-	
SOLID WASTE SERVICES	853,526.27	823,820.00	70,899.36	823,820.00	8.61%
recycling services	-	-	-	-	
HOUSEHOLD HAZARDOUS WASTE	11,797.70	12,630.00	-	12,630.00	0.00%
yard waste	-	-	-	-	
advertising	-	-	-	-	
Operation and Maintenance	865,323.97	836,450.00	70,899.36	836,450.00	8.48%
Contractual Services	-	-	-	-	
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
yard waste	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL SANITATION FUND	865,323.97	836,450.00	70,899.36	836,450.00	8.48%

PARK AND STORMWATER SALES TAX FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
PARK & STRMWTR SALES TAX	614,189.73	627,554.50	46,846.23	627,554.50	7.46%
	614,189.73	627,554.50	46,846.23	627,554.50	7.46%

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
PARKS & RECREATION	74,537.09	275,000.00	-	275,000.00	
UTILITIES	102,335.00	210,000.00	-	210,000.00	0.00%
	102,335.00	485,000.00	-	210,000.00	0.00%

VEHICLE AND EQUIPMENT REPLACE FUND

11/30/21

REVENUES, BY SOURCE	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
SALE OF PERSONAL PROPERTY	51,972.00	244,000.00	-	244,000.00	0.00%
TRANSFERS IN	51,972.00	40,000.00	175,000.00	40,000.00	437.50%
	103,944.00	284,000.00	175,000.00	284,000.00	

EXPENDITURES, BY DEPARTMENT	FY21 Actual	FY22 Budget	FY22 YTD	FY22 Projection	
ADMINISTRATION	66,296.04	175,749.00	8,373.08	175,749.00	4.76%
	66,296.04	175,749.00	8,373.08	175,749.00	4.76%



Board of Alderman Request for Action

MEETING DATE: 1/18/2022

DEPARTMENT: Public Works/Parks and Recreation

AGENDA ITEM: Resolution No. 1014 – Acknowledgement of Recreational Trails Program (RTP) Grant Application

REQUESTED BOARD ACTION:

A motion to approve Resolution 1014 acknowledging the Board of Aldermen support of the 2022 RTP Grant Application.

SUMMARY:

The City is submitting an application for the Recreational Trails Program (RTP) grant through the Missouri Department of Natural Resources which requires a resolution of support by the Governing body.

The City is applying for federal assistance from the RTP to assist in the funding for the Diamond Crest Trail Phase I Project. The trail would be 2,230 ft (0.42 miles). The trail will be a 10-foot wide concrete path, with a 4-foot wide lime screening running path.

This project will connect to the Diamond Crest and Lake Meadows neighborhoods. The trail would allow for users to safely access Diamond Crest Park by walking, running, or biking. Amenities along the trail would be benches, a water fountain, and a pedestrian counter.

This is the first phase of connecting Diamond Crest, Clay Creek, and Lake Meadows to the Eagle Heights Elementary School by trail. Phase II involves obtaining easements from the Lake Meadows HOA. The Diamond Crest Trail is recognized in the Parks and Recreation Master Plan, and in the soon to be Transportation Master Plan.

Estimated Budget

Item	Cost Per Unit	Total Cost of Item
Mobalization/Grading	\$50,000	\$50,000
10" Trail (2,500 SY)	\$60	\$150,000
4" Lime Screening Running Path (1,000 SY)	\$35	\$35,000
Pedestrian Counter	\$5,000	\$5,000
Bench (2)	\$1,225	\$2,500
Water Fountain	\$14,000	\$14,000
Total Construction Cost		\$256,500
Estimated Engineering Cost (not covered by RTP grant)		\$40,000

Total Project Cost	\$296,500
---------------------------	------------------

Funding Source	Amount	Percentage of Construction Cost
City	\$75,000	29%
RTP Grant	\$181,000	71%

The total City cost will be \$115,000, which includes the City portion of the construction costs and the estimated engineering costs.

Please note that the application details will likely change before the February 16 submittal deadline. Due to the timing of Board meetings, this resolution must be approved before the application is finalized. The proposed project will be posted on the City website, the City's Facebook Page, Parks and Recreation's Facebook Page, and NextDoor for public comment. Staff will be submitting a draft application for review, and will have time to make necessary changes before the deadline.

PREVIOUS ACTION:

N/A

POLICY OBJECTIVE:

N/A

FINANCIAL CONSIDERATIONS:

The maximum amount awarded to the public for trail projects is \$250,000. The City must provide a 20% match to the amount awarded. If awarded, the sponsorship for this project will be identified in the FY23 Budget. The estimated City cost is \$115,000. If the grant is not awarded, this project will be delayed until funding is identified in the CIP or other grant opportunities arise.

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: Map | |

RESOLUTION 1014

A RESOLUTION ACKNOWLEDGING BOARD OF ALDERMEN SUPPORT OF AN APPLICATION FOR THE RECREATIONAL TRAILS GRANT THROUGH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES

WHEREAS, the City of Smithville desires to expand its trail system; and

WHEREAS, the City of Smithville is applying for federal assistance from the Recreational Trails Program for the purpose of the Diamond Crest Trail.

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

THAT, the Mayor of the City of Smithville is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the Federal Highway Administration.

THAT, the City of Smithville currently has the written commitment for the minimum 20% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.

THAT, in the event a grant is awarded, the City of Smithville will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access for at least 25 years.

THAT, in the event a grant is awarded, the City of Smithville is prepared to complete the project within the time period identified on the signed project agreement.

THAT, in the event the grant is awarded, the City of Smithville will comply with all rules and regulations of the Recreational Trails Program, applicable Executive Orders and all federal and state laws that govern the grant application during the performance of the project.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri this 18th day of January 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Splash Pad Improvements,
new playground,
restrooms,
and shelter space



Phase One

Phase Two

Phase Three

Eagle Heights
Elementary School





Board of Alderman Request for Action

MEETING DATE: 1/18/2022

DEPARTMENT: Finance

AGENDA ITEM: Resolution 1015, A Resolution Approving A Water Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 1015, approving a water and wastewater leak adjustment request.

SUMMARY:

The City has received notice from Jamie Summers, 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 December 28, 2021, the Utilities Department obtained electronic reads of water usage for the month of December. Those reads were uploaded to the billing system later and same day which provides warnings for customers with no, little, or high usage.

Following the month of the December billing cycle, Ms. Summers had started the cycle with a read of 2,650 and finished the December cycle with a read 3,164, which resulted in consumption of 51,400 gallons. This amount was more than twice her monthly average.

In addition, Ms. Summers had high reads for the November billing cycle. Following the month of the November billing cycle, Ms. Summers had started the cycle with a read of 2,317 and finished the November cycle with a read of 2,650, which resulted in consumption of 33,300 gallons. This amount was more than twice her monthly average. The leak adjustment calculation includes two months of adjustments which is allowable by the ordinance.

If approved, the leak adjustment would issue a credit of \$702.36 to Ms. Summers's utility account.

PREVIOUS ACTION:

The Board has approved previous leak adjustments when conditions have been met.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Reduce utility revenues by \$702.36.

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other: Repair Documentation
- Contract
- Plans
- Minutes



RESOLUTION 1015

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, Jamie Summers, a residential utility billing customer with account 13-000481-04, 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 \$702.36;

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 \$702.36 shall be credited to account 13-000481-04 of residential utility billing customer Jamie Summers.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of January, 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: Jamie Summers

Utility Service Address: 1501 NE 196th Street

Utility Account Number: 13-000481-04

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 \$ 716.15 at the Board of Alderman meeting on 1/18/2022.

I, Jamie Summers, 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, Jamie Summers, 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.

Jamie Summers 1/10/2022
Customer's Signature Date



True Blue Plumbing LLC
3519 North Oak Trafficway
Kansas City, Missouri 64116
(816) 628 2583

Invoice 13755777
Invoice Date 12/16/2021
Completed Date 12/16/2021
Customer PO

Billing Address
Robert Summers
1501 Northeast 196th Street
Smithville, MO 64089 USA

Job Address
Robert Summers
1501 Northeast 196th Street
Smithville, MO 64089 USA

Description of Work

Start digging at meter
Go towards house until we locate issue
Repair or replace and backfill

3500.00 to 6400.00 open bid do to unknown
Replaced entire line from house to meter pit
Found issue at transition
Line was broke do to improper install

Task #	Description	Quantity	Your Price	Your Total
GEN1650	-	1.00	\$5,548.00	\$5,548.00

Paid On	Type	Memo	Amount
12/16/2021	MasterCard		\$5,548.00

Potential Savings	\$443.84-\$554.80
Sub-Total	\$5,548.00
Tax	\$0.00
Total Due	\$5,548.00
Payment	\$5,548.00
Balance Due	\$0.00

Thank you for choosing True Blue Plumbing, LLC.

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

I find and agree that all work performed by True Blue Plumbing, LLC. has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **Jamie Summers**

Utility Service Address: **1501 NE 196th St**

Utility Account Number: **13-000481-04**

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): \$8.33
 Average monthly water usage for this property: 5,500 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): \$4.98

- 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): \$6.68
 Average monthly wastewater usage for this property: 5,500 gallons

Was the leak inside or outside the home: outside

Was the wastewater billed winter average or actual usage: actual usage

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

MONTH 1	
Original Water Bill Amount	
33,300 gallons @ 8.33 per 1,000 gallons =	277.39
Adjusted Water Bill Amount	
11,000 gallons @ 8.33 per 1,000 gallons =	91.63
+ 22,300 gallons @ 4.98 per 1,000 gallons =	111.05
	202.68
Water Discount =	74.71
Original Wastewater Bill Amount	
33,300 gallons @ 6.68 per 1,000 gallons =	222.44
Adjusted Wastewater Bill Amount	
5,500 gallons @ 6.68 per 1,000 gallons =	36.74
Wastewater Discount =	185.70

MONTH 2 (if applicable)	
Original Water Bill Amount	
51,400 gallons @ 8.33 per 1,000 gallons =	428.16
Adjusted Water Bill Amount	
11,000 gallons @ 8.33 per 1,000 gallons =	91.63
+ 40,400 gallons @ 4.98 per 1,000 gallons =	201.19
	292.82
Water Discount =	135.34
Original Wastewater Bill Amount	
51,400 gallons @ 6.68 per 1,000 gallons =	343.35
Adjusted Wastewater Bill Amount	
5,500 gallons @ 6.68 per 1,000 gallons =	36.74
Wastewater Discount =	306.61

Total Discount = 702.36



City Administrator's Report

January 13, 2022

County Approves ARPA Funding Request

In December, the Board approved Resolution 1005, authorizing Mayor Boley to sign a Funding Request for Clay County American Rescue Plan Act funds. At the Board of County Commissioners meeting last night, the Board approved the funding request totaling \$805,000 for the raw water pump station project. As the Board will recall, the City is using the totality of its ARPA funds for the project and this portion from the County will fully fund the project currently under construction.

Water Billing Concerns

As the Board is aware, concerns have been expressed regarding the City's utility billing process. Staff are reviewing the issues and processes in other communities providing utility service. It is anticipated that staff would be able to bring information forward for Board review at the February 15 Board meeting.

Wastewater Floating Aerator

The FY22 CIP includes \$200,000 for a floating Aerator at the wastewater treatment plant. Due to significant price increases, the amount included in the budget for the equipment has doubled. Additionally, in review of the project, staff has determined that the scope of the project is likely too small, beyond just replacement of a piece of equipment. Through conversations with utility engineers at HDR, additional pumps, structural and electrical work is required for safe installation of a new aerator.

Tuesday's agenda includes an authorization for design work by HDR to accomplish this project and to revise project cost estimates for completion of the project, likely in FY23.

Snow Event Evaluation:

In order to reflect on our winter weather response, staff has implemented a new snow event evaluation. The evaluation will look at the overall staff response, what treatment method was used, what went well and what did not go well during the snow event, and how to improve for the next event.

Smithville experienced its first snow event of the winter season on January 1, 2022. The city had a team of seven staff members present to provide the winter response, including a utility inspector and all street crew available (one employee is currently on

worker's compensation light duty) One of the City trucks broke down due to a dead battery, which was quickly replaced, and the vehicle placed back in service.

The city is contracting with R&S Lawn Service for residential snow removal in two neighborhoods, Harborview and Rollins Landing. The contractor initially had one truck and staff member respond but increased to two trucks and three staff members to enhance their response. Staff worked 10.5 hours on Saturday and used 90 tons of salt.

Report a Concern comments centered on ability to access mailboxes in Harbor View. Contractors were notified about this complaint and will be reminded in future events not to push snow in front of mailboxes.

As would be expected, additional staffing would enhance staff response to snow events. Additionally, new vehicles (currently on order from Enterprise) would provide more reliability.

Staff is preparing for another anticipated snow event to begin Friday night into Saturday. At this time, accumulations are forecasted to be one to three inches, beginning late Friday night into Saturday morning. Salt reserves have been replenished, the contractor has been notified and crews are monitoring and are prepared to respond.

GIS Mapping Update:

The City of Smithville has hired Surveying And Mapping (SAM), LLC to survey and map the City's utility systems. This generally consists of locating utility features with global positioning system (GPS) equipment. They will be locating our sewer, water, and stormwater infrastructure. SAM will be starting with the sewer system.

This work will be ongoing during the months of February through August of 2022. You may notice employees of SAM, LLC working in your neighborhood. They will occasionally need access into and through private property. The City has easements to perform this type of work and SAM, LLC will be as respectful and unobtrusive as possible while completing this project.

As with any major project, there will be some inconveniences at times, but no service will be interrupted while this project is taking place. If you have any questions or concerns you may contact SAM, LLC at (660) 562-0050 or contact Gina Pate with City at (816) 534-3600.

In an effort to provide information on this project, staff will be posting information on social media and sending letters to HOAs.

DirectionFinder Survey

To date, more than 440 survey responses have been received by the consultant. Analysis of the information has begun and work on the final report will begin later this month. The report will be presented to the Board at the Work Session on February 15.

MML Westgate Dinner

Due to concerns relating to the current number of COVID cases, MML has cancelled the West Gate dinner scheduled for January 27. A potential date later this spring may be scheduled, information will be shared as available.

City Hall Closed in Observance of Martin Luther King Day

City Hall will be closed on Monday, January 17 in observance of Martin Luther King Day.



Board of Alderman Request for Action

MEETING DATE: 1/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Bill No. 2929-22 – Funding Agreement Relating to Bond Issuance for Marketplace TIF

REQUESTED BOARD ACTION:

Approve Bill No. 2929-22, approving a funding agreement relating to the bond issuance for the Marketplace TIF. Mayor Boley has sponsored this Bill as an Emergency Ordinance to be approved by two readings at the January 18 Board of Aldermen meeting.

SUMMARY:

In October of 2021, the developers of the Marketplace TIF approached the City's special counsel with a request to determine the City's interest in allowing the developer to issue tax increment revenue bonds (TIF Bonds) to make payment of reimbursable project costs to the Developer relating to the Marketplace TIF. Staff has met with special counsel Gilmore and Bell as well as financial advisors Piper Sandler to understand the overall process and steps that are expected of the City.

Issuance of TIF Bonds would be completed by the City, with all costs related to the financing to be paid from the proceeds of the TIF Bonds. The TIF bonds would be secured and payable solely by TIF revenues generated by the project available after all distributions are made to the City and other taxing districts. No City obligation would exist to cover any revenue shortfall.

To complete the process of issuing TIF Bonds, a Funding Agreement was drafted to ensure certain costs were paid by the Developer and not provided by the City. These costs include the payment of legal fees, financial advisory fees and the cost of a revenue study to determine if the projected future revenues of the Marketplace TIF will sufficiently cover the debt service of the TIF Bonds. The first of a series of payments from the developer to cover costs associated with review and implementation of a bond issuance is \$25,000. As costs are accumulated and funds are drawn down from the initial \$25,000 payment, the developer will continue to deposit funds to the City to maintain a \$25,000 total. The developer has indicated that this initial payment is ready to be submitted to the City.

Approval of the Funding Agreement does not bind the Board of Aldermen to a decision relating to issuance of bonds, but allows further review of the feasibility of such bond issuance and the impact on the City of Smithville financial standing.

Part of the issuance of the bonds will include a Bond Revenue Study. The execution of this study will require the City to release a Request for Proposal. Staff is currently working on RFP documents to be released.

PREVIOUS ACTION:

- August 1, 2017 – Approval of the Smithville Commons Tax Increment Financing Plan
- August 1, 2017 – Approval of a Reimbursement Agreement with the Smithville Area Fire Protection District
- November 21, 2017 – Approval of the First Amendment to the Smithville Commons Tax Increment Financing Development Plan
- November 21, 2017 – Approval of the Original Redevelopment Agreement
- July 17, 2017 – Approval of a Reimbursement Agreement with the Northland Regional Ambulance District

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

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: Funding Agreement | |

ORDINANCE APPROVING A FUNDING AGREEMENT FOR THE SMITHVILLE COMMONS TAX INCREMENT FINANCING PROJECT

WHEREAS, the City is a fourth-class city and political subdivision of the State of Missouri, incorporated and exercising governmental functions and powers pursuant to the Constitution and the Revised Statutes of the State of Missouri, with its legislative power residing in the Board of Aldermen; and

WHEREAS, the City approved the Smithville Commons Tax Increment Financing Plan on August 1, 2017 (the "**Original Redevelopment Plan**") to provide incentives for the construction of a project (the "**Project**"); and

WHEREAS, the City approved the First Amendment to the Smithville Commons Tax Increment Financing Development Plan on November 21, 2017 (the "**First Amended Plan**," together with the Original Redevelopment Plan the "**Redevelopment Plan**") to provide for a capital contribution to the Smithville School District; and

WHEREAS, the City entered into a Tax Increment Financing Redevelopment Agreement dated August 1, 2017 (the "**Original Redevelopment Agreement**") with Development Associates Smithville, LLC (the "**Developer**") implementing the Redevelopment Plan; and

WHEREAS, on November 21, 2017, the City and the Developer entered into the First Amendment to Tax Increment Financing Development Agreement (the "**First Amended Redevelopment Agreement**," together with the Original Redevelopment Agreement, the "**Redevelopment Agreement**") to implement the First Amended Plan;

WHEREAS, the City also entered to a Reimbursement Agreement with the Northland Regional Ambulance District on July 17, 2017 and a Reimbursement Agreement with the Smithville Area Fire Protection Agreement on August 1, 2017 to provide for reimbursement of revenues to the respective taxing jurisdiction (the "**Reimbursement Agreements**"); and

WHEREAS, pursuant to the Redevelopment Agreement, the City may issue obligations to reimburse the Developer for costs related to the Project; and

WHEREAS, Developer proposes that the City issue Tax Increment Revenue Bonds (the "**Bonds**") to reimburse the Developer (the "**Proposal**") for costs related to the development of the Project; and

WHEREAS, in order for the City to fully consider and evaluate the Proposal, the City will need to engage consultants to draft, review, evaluate, process and consider all

documents, studies, and other necessary and appropriate documentation related to the Bonds and the Proposal; and

WHEREAS, the City does not have a source of funds to pay for costs incurred for additional legal, financial and other consultants or for direct out-of-pocket expenses and other costs resulting from services to review, evaluate, process and consider the Proposal, including, but not limited to the engagement of a firm to draft a revenue study for the Project, the engagement of the legal services of Gilmore & Bell, P.C. ("**Bond Counsel**") to provide legal services for the City and the engagement of Piper Sandler & Co. to provide municipal advisory services for the City; and

WHEREAS, the City desires developers who request assistance from the City in a public-private partnership or through the use of economic incentive tools to demonstrate the financial ability to allow for the full and fair evaluation by the City of all development proposals and requests for economic incentives from the City; and

WHEREAS, in order for the City to fully consider and evaluate the Proposal, the Developer seeks to deposit funds with the City to be used by the City to pay for the City's expenses necessary to perform a full evaluation of the Proposal; and

WHEREAS, the City and the Developer desire to enter into a Funding Agreement (the "**Funding Agreement**") to provide for the payment and funding of the expenses.

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

Section 1. Approval of Agreement. The Funding Agreement by and between the City and the Developer, in substantially the form attached hereto as **Exhibit A** incorporated herein by reference, are hereby approved and the Mayor is hereby authorized to execute the agreement on behalf of the City.

Section 2. Further Authority. The Mayor, the City Administrator, and other officials, agents and employees of the City as required are hereby authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

Section 3. Effective Date. This Ordinance shall take effect and be in full force from and after its passage and adoption by the Board of Alderman and approval by the Mayor.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 18th day of January, 2022.

(SEAL)

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 1/18/2022

Second Reading: 1/18/2022

EXHIBIT A
TO ORDINANCE NO. _____

FUNDING AGREEMENT

FUNDING AGREEMENT

This **FUNDING AGREEMENT** (“**Funding Agreement**”) is entered into this 18th day of January, 2022, between the **CITY OF SMITHVILLE, MISSOURI** (the “**City**”), and **DEVELOPMENT ASSOCIATES SMITHVILLE, LLC**, a Missouri limited liability company (the “**Developer**”) (collectively the “**Parties**”).

RECITALS

WHEREAS, the City is a fourth-class city and political subdivision of the State of Missouri, incorporated and exercising governmental functions and powers pursuant to the Constitution and the Revised Statutes of the State of Missouri, with its legislative power residing in the Board of Aldermen; and

WHEREAS, the City approved the Smithville Commons Tax Increment Financing Plan on August 1, 2017 (the “**Original Redevelopment Plan**”) to provide incentives for the construction of a project (the “**Project**”); and

WHEREAS, the City approved the First Amendment to the Smithville Commons Tax Increment Financing Development Plan on November 21, 2017 (the “**First Amended Plan**,” together with the Original Redevelopment Plan the “**Redevelopment Plan**”) to provide for a capital contribution to the Smithville School District; and

WHEREAS, the City entered into a Tax Increment Financing Redevelopment Agreement dated August 1, 2017 with the Developer (the “**Original Redevelopment Agreement**”) implementing the Redevelopment Plan; and

WHEREAS, on November 21, 2017, the City and the Developer entered into the First Amendment to Tax Increment Financing Development Agreement (the “**First Amended Redevelopment Agreement**,” together with the Original Redevelopment Agreement, the “**Redevelopment Agreement**”) to implement the First Amended Plan;

WHEREAS, the City also entered to a Reimbursement Agreement with the Northland Regional Ambulance District on July 17, 2017 and a Reimbursement Agreement with the Smithville Area Fire Protection Agreement on August 1, 2017 to provide for reimbursement of revenues to the respective taxing jurisdiction (the “**Reimbursement Agreements**”); and

WHEREAS, pursuant to the Redevelopment Agreement, the City may issue obligations to reimburse the Developer for project costs; and

WHEREAS, Developer proposes that the City issue Tax Increment Revenue Bonds (the “**Bonds**”) to reimburse the Developer (the “**Proposal**”) for costs related to the development of the Project; and

WHEREAS, in order for the City to fully consider and evaluate the Proposal, the City will need to engage consultants to draft, review, evaluate, process and consider all documents, studies, and other necessary and appropriate documentation related to the Bonds and the Proposal; and

WHEREAS, the City does not have a source of funds to pay for costs incurred for additional legal, financial and other consultants or for direct out-of-pocket expenses and other costs resulting from services to review, evaluate, process and consider the Proposal, including, but not limited to the engagement of a firm to draft a revenue study for the Project, the engagement of the legal services of Gilmore & Bell, P.C.

(“**Bond Counsel**”) to provide legal services for the City and the engagement of Piper Sandler & Co. to provide municipal advisory services for the City; and

WHEREAS, the City desires developers who request assistance from the City in a public-private partnership or through the use of economic incentive tools to demonstrate the financial ability to allow for the full and fair evaluation by the City of all development proposals and requests for economic incentives from the City; and

WHEREAS, in order for the City to fully consider and evaluate the Proposal, the Developer seeks to deposit funds with the City to be used by the City to pay for the City’s expenses necessary to perform a full evaluation of the Proposal.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Services to be Performed by the City.** The City shall:

- A. Prepare or consult with the Developer as it relates to the authorization and issuance of the Bonds;
- B. Engage a firm to prepare a revenue study for the Project;
- C. Provide necessary staff, legal, financial, and planning assistance to evaluate, process and consider the Proposal;
- D. If the Developer’s requested actions are approved, provide the necessary staff and legal, financial and planning assistance to prepare authorizing proceedings and other legal documents necessary or appropriate to the authorization, issuance and delivery of the Bonds and coordinate the authorization and execution of documents;
- E. Engage appropriate outside consultants and attorneys to carry out the tasks described above.

2. **Initial Deposit.** The City acknowledges receipt of \$25,000 (the “**Deposit**”) from the Developer upon the execution of this Funding Agreement. The City shall disburse the Deposit as set forth within this Funding Agreement and shall bill the Developer to re-establish the Deposit so that there is always a minimum of \$25,000 available, from which additional disbursements as discussed below may be made as required. The City and Developer agree that acceptance of the initial Deposit and execution of this Funding Agreement does not constitute a decision to issue Bonds or act as an acceptance of the Developer’s Proposal.

3. **Legal Fees.** Although the City is Bond Counsel’s client, the Developer will be responsible for paying legal fees. The Bonds constitute a complex financing transaction, and due to the uncertainty of whether the closing of the financing will occur, Bond Counsel will be entitled to legal fees in accordance with the following terms:

- A. \$23,750 after Bond Counsel has distributed a first draft of documents for the Bonds.
- B. \$23,750 after Bond Counsel has distributed a substantially final draft of documents for the Bonds.
- C. \$23,750 after the City adopts an ordinance authorizing the issuance of the Bonds.
- D. \$23,750 at the closing of the transaction.

4. **Revenue Study Fees.** The City shall submit an itemized statement for actual expenses incurred to engage a firm to prepare a revenue study for the Project. If necessary, such statements shall be submitted on a regular periodic basis, but no more often than monthly. Developer shall pay the City the amounts set forth on such statements within thirty (30) days of receipt thereof. If such funds are not so received, the unpaid balance shall be subject to a penalty of two percent (2%) per month until paid, but in no event shall such penalty exceed twenty-four percent (24%) per annum, and City shall be relieved of any and all obligations hereunder until paid or may terminate this Funding Agreement pursuant to **Section 6**. Developer shall supply the payment in a timely manner so that City activities may continue without interruption.

5. **Additional Fees.** The City and the Developer agree that the Developer shall reimburse the City for its administrative expenses and actual out-of-pocket expenses necessary to perform the City's obligations hereunder, including the fees and expenses of Piper Sandler & Co., as municipal advisors, and other consultants as approved according to this paragraph. The City shall advise Developer in writing if it intends to utilize the services of any other consultant to perform its obligations under the terms of this Funding Agreement. Such written notice shall include the name of the consultant, the service to be performed and an estimate of the cost expected. If Developer, in writing, within five (5) business days from receipt of the City's notice, objects to either the consultant named or the service to be performed, the City and Developer shall negotiate in good faith to resolve Developer's objections. If the Parties cannot agree on the consultant to be used or the service to be performed, the City shall have no obligation to perform that service under the terms of this Funding Agreement or proceed with the issuance of the Bonds and Developer shall have no obligation to pay for such service under the terms of this Funding Agreement.

6. **Disbursement of Funds.** The Deposit and any Additional Funds will be held in escrow pending disbursement as provided herein. The City shall disburse the Deposit and Additional Funds for reimbursement of costs to the City on or before the thirtieth (30th) day of each month, and for consulting fees and the payment of all out-of-pocket expenses incurred by the City in connection with the performance of its obligations under this Funding Agreement as payment for such expenses become due. Upon reasonable notice, the City shall make its records available for inspection by Developer for such disbursements.

7. **Termination of this Funding Agreement.**

A. **Termination by the City.** In the event the Developer fails to perform any of its obligations herein, the City may terminate this Funding Agreement at its sole discretion if the Developer fails to cure the default within ten (10) days after written notice to the Developer of the default. Termination by the City shall also terminate any duties and obligations of the City with respect to this Funding Agreement, including, but not limited to, the City's processing of the Proposal. Upon such termination, the Deposit and any Additional Funds shall be disbursed as set forth in paragraph D of this Section.

B. Termination by the Developer. The parties hereto acknowledge that the Developer may determine to abandon the Proposal. Upon written notice of abandonment by the Developer, this Funding Agreement shall terminate and the City may terminate any other agreement between the parties. Upon such termination, the Deposit and any Additional Funds shall be disbursed as set forth in paragraph D of this Section.

C. Mutual Termination. The parties agree that if at anytime an agreement regarding the Proposal, either party may terminate this Funding Agreement. Upon such termination, the Deposit and any Additional Funds shall be disbursed as set forth in paragraph D of this Section.

D. Wrap-up after early termination. Upon termination pursuant to paragraphs A, B or C of this Section, the City shall retain the Deposit and Additional Funds, if any, necessary to reimburse the City or to pay for all expenses incurred under this Funding Agreement to the date of termination and any monies due and owing to the City pursuant to any other agreement with the Developer. Upon such termination, in the event the Deposit and Additional Funds are insufficient to reimburse the City for the outstanding expenses of the City payable hereunder, the Developer shall reimburse the City as set forth in **Section 3**. After termination of this Funding Agreement pursuant to paragraphs A, B or C of this Section, any amounts remaining from the Deposit and the Additional Funds after all amounts have either been paid as directed by the City, or reimbursed to the City, shall be returned to the Developer.

E. Termination by Issuance of Bonds. Unless otherwise terminated as provided in paragraphs A, B or C of this **Section 7**, this Funding Agreement shall stay in full force and effect until the issuance of Bonds at the closing date. Any amounts remaining from the Deposit and the Additional Funds after all amounts have either been paid as directed by the City, or reimbursed to the City, shall be returned to the Developer.

8. Notice.

Any notice, approval, request or consent required by or asked to be given under this Funding Agreement shall be deemed to be given if in writing and mailed by United States mail, postage prepaid, or delivered by hand, and addressed as follows:

To the City:

Anna Mitchell, Assistant City Administrator
City Administrator's Office
City of Smithville, Missouri
107 West Main Street
Smithville, MO 64089

With a copy to:

E. Sid Douglas III
Gilmore & Bell, P.C., Suite 1100
2405 Grand Blvd.
Kansas City, Missouri 64108

To Developer:

Development Associates Smithville, LLC
c/o Cadence Commercial Real Estate
10985 Cody, Suite 220
Overland Park, Kansas 66210

With a copy to:

Matt Moriarity
Polsinelli PC
900 W. 48th Place, Suite 900
Kansas City, MO 64112

Each party may specify that notice be addressed to any other person or address by giving to the other party ten (10) days prior written notice thereof.

9. **Legal Representation.** The Developer understands and acknowledges that this arrangement is an accommodation to the Developer in which Bond Counsel is not providing legal representation to the Developer and that no attorney-client relationship between the Developer and Bond Counsel shall exist by any reason including, but not limited to, the Developer's payment of the City's expenses under this Funding Agreement. Developer further understands that legal counsel paid pursuant to this Funding Agreement is legal counsel for the City and acknowledges the duties of confidentiality and loyalty to the City.

10. **Assignment.** This Funding Agreement may not be assigned by any party without the prior written consent of the other party. No assignment, unless specifically provided for in such consent, shall relieve the assigning party of any liability pursuant to this Funding Agreement. This Funding Agreement shall be binding upon the parties and their successors and permitted assigns.

[Remainder of this Page Intentionally Left Blank]

The parties hereto have caused this Funding Agreement to be executed by their duly authorized representatives the day and year first above written.

CITY OF SMITHVILLE, MISSOURI

By: _____
Damien Boley, Mayor

(SEAL)

ATTEST:

Linda Drummond, City Clerk

DEVELOPMENT ASSOCIATES SMITHVILLE,
LLC

By: William D. Cosentino

Name: William D. COSENTINO

Title: MEMBER



Board of Alderman Request for Action

MEETING DATE: 1/18/2022

DEPARTMENT: Development

AGENDA ITEM: Bill No. 2930-22, Initial Zoning Lot 24, Lakeside Crossing – 1st Reading

RECOMMENDED ACTION:

A motion to approve Bill No. 2930-22, an ordinance setting the initial zoning of Lot 24 in Lakeside Crossing by title only, for first reading by title only.

SUMMARY:

The ordinance would set the initial zoning of the most recently annexed lot in Lakeside Crossing to R-1B.

BACKGROUND:

The Board authorized staff and attorneys to pursue involuntary annexations of the remaining lots in Lakeside Crossing. As a result, this property owner agreed to be annexed and newly annexed property must have its' initial zoning set by the city. This is the final approval for all Lakeside Crossing annexations.

PREVIOUS ACTION:

Annexation of this lot occurred in December 2021.

POLICY ISSUE:

FINANCIAL CONSIDERATIONS:

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: Finding of Facts | |

FINDING OF FACTS AND CONCLUSIONS OF LAW

Applicants: Jeffrey and Alexandra Coulter

Land Use Proposed: R-1B

Zoning: County Single Family

Property Locations: 15705 N. Wabash St.

Pursuant to the provisions of Section 400.560(C) of the Smithville Code, the Planning Commission does hereby make the following findings of fact based upon the testimony and evidence presented at a public hearing of the Planning and Zoning Commission of the City of Smithville, held on January 11, 2022, and presents these findings to the Board of Aldermen, with its' recommendations on the application.

Finding of Facts

1. Character of the neighborhood.
The surrounding area is single family residential housing in a standard subdivision.
2. Consistency with the City's Comprehensive Plan and ordinances.
The Comprehensive Plan in effect when the homes were built was approved on October 6, 2005 and calls for low density housing. The current plan adopted in November 2020 recommends that annexations occur to clean up the borders of the city limits. It complies with the plan.
3. Adequacy of public utilities and other needed public services.
The lot is in a fully completed subdivision with all utilities and public services.
4. Suitability of the uses to which the property has been restricted under its existing zoning.
The current use is single family residential formerly outside the city limits.
5. Length of time the property has remained vacant as zoned.
The property was constructed in the county but had never previously annexed while the bulk of the lots in the subdivision were annexed over 15 years ago.
6. Compatibility of the proposed district classification with nearby properties.
The proposed district matches the adjacent existing uses.
7. The extent to which the zoning amendment may detrimentally affect nearby property.
No detriment is anticipated.

8. Whether the proposed amendment provides a disproportionately great loss to the individual landowners nearby relative to the public gain.
No loss to landowners is expected.
9. That in rendering this Finding of Fact, testimony at the public hearings on January 11, 2022 has been taken into consideration as well as the documents provided.

Recommendation of the Planning Commission

Based on the foregoing findings of fact, we conclude that:

- A. This application and the Zoning of this property from County Single Family Residential to R-1B is governed by Section 400.620 of the zoning ordinance of Smithville, Missouri.
- B. The proposed zoning is compatible with the factors set out in Section 400.560(C) of the zoning ordinance.
- C. The Planning and Zoning Commission of the City of Smithville, Missouri recommends approval of zoning the property to R-1B.

BILL NO. 2930-22

ORDINANCE NO. _____

AN ORDINANCE CHANGING THE ZONING CLASSIFICATIONS OR DISTRICTS OF CERTAIN LANDS LOCATED IN THE CITY OF SMITHVILLE, MISSOURI.

WHEREAS, The City of Smithville received an application for annexation of 15705 N. Wabash St.; and

WHEREAS, after the property was annexed, the City is required to designate the initial zoning of newly annexed property, so a Public Hearing for the land was conducted before the Planning Commission on January 11, 2022; and

WHEREAS, the Planning Commission presented its' findings to the Board of Aldermen and recommended approval of the initial zoning for the property as R-1B.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, THAT;

Section 1. Having received a recommendation from the Planning Commission, and proper notice having been given and public hearing held as provided by law, and under the authority of and subject to the provisions of the zoning ordinances of the City of Smithville, Missouri, by a majority board vote, the zoning classification(s) or district(s) of the lands legally described hereby are changed as follows:

The property legally described as: Lot 24, Lakeside Crossing 1st Plat, a subdivision in Clay County Missouri

is hereby set as R-1B.

Section 2. Upon the taking effect of this ordinance, the above zoning changes shall be entered and shown upon the "Official Zoning Map" previously adopted and said Official Zoning Map is hereby reincorporated as a part of the zoning ordinance as amended.

Section 3. This ordinance shall take effect and be in full force from and after the approval.

PASSED THIS _____ DAY OF _____, 20_____

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 01/18/2022

Second Reading / /



STAFF REPORT

January 6, 2022

Rezoning of Parcel Id # 05-908-00-03-011.00

Application for a Zoning District Classification Amendment

Code Sections:

400.560.C Zoning District Classification Amendments

Property Information:

Address: 15705 N Wabash St. (Lot 24)
Owner: Jeffrey & Alexandra Coulter
Current Zoning: New annexation
Proposed Zoning: R-1B

Public Notice Dates:

1st Publication in Newspaper: December 23, 2021
Letters to Property Owners w/in 185': December 23, 2021

GENERAL DESCRIPTION:

The applicants recently annexed their home in the Lakeside Crossing subdivision into the City Limits. The initial zoning needs to be set by the City. This home is one of 11 homes that were not annexed into the city when the subdivision annexed over 15 years ago. The area is a single-family residential subdivision with adjacent R-1B zoning.

EXISTING ZONING:

The existing zoning predates the annexation into the city limits.

CHARACTER OF THE NEIGHBORHOOD *400.560.C.1*

The surrounding area is single family residential housing in a standard subdivision.

CONSISTENCY WITH COMPREHENSIVE PLAN AND ORDINANCES *400.560.C.2*

The previous Comprehensive Plan was approved on October 6, 2005, and called for low density housing. It is in compliance with the plan in place at the time of

construction. The current Plan adopted in in November 2020 calls for annexations to clear up the city boundaries.



ADEQUACY OF PUBLIC UTILITIES OR OTHER PUBLIC SERVICES *400.560.C.3*

The lot is in a fully completed subdivision with all utilities and public services.
Streets and Sidewalks:

SUITABILITY OF THE USES TO WHICH THE PROPERTY HAS BEEN RESTRICTED UNDER ITS EXISTING ZONING *400.560.C.4*

The current use is single family residential formerly outside the city limits.

TIME THE PROPERTY HAS REMAINED VACANT AS ZONED *400.560.C.5*

The property was constructed in the county but had never previously annexed while the bulk of the lots in the subdivision were annexed over 15 years ago.

COMPATIBILITY OF PROPOSED DISTRICT WITH NEARBY LAND *400.560.C.6*

The proposed district is the same as the existing adjacent uses.

EXTENT WHICH THE AMENDMENT MAY DETRIMENTALLY AFFECT NEARBY PROPERTY *400.560C.7*

No detrimental effects are known.

WHETHER THE PROPOSAL HAS A DISPROPORTIONATE GREAT LOSS TO ADJOINING
PROPERTY OWNERS RELATIVE TO THE PUBLIC GAIN *400.560.C.8*

With no detrimental effects known, no great loss is expected.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the proposed district based upon the change
meets the Comprehensive Plan recommendations.

Respectfully Submitted,

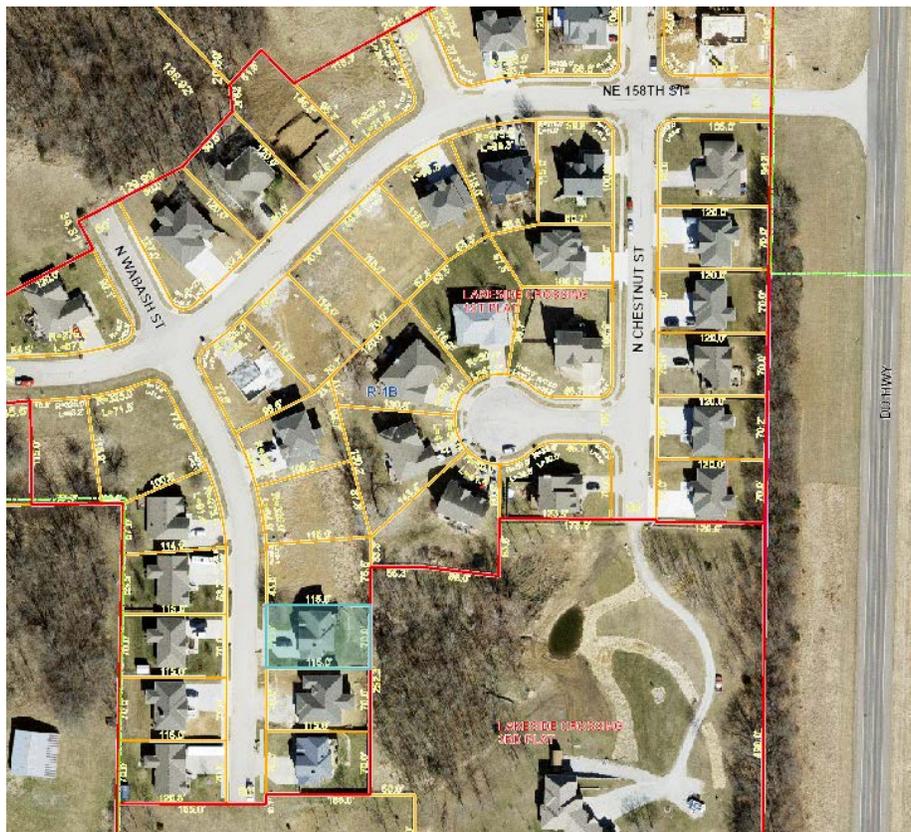
Zoning Administrator

OFFICIAL NOTICE

To whom it may concern and to all parties interested, notice is hereby given that at 7:00 PM on January 11, 2022, the Smithville Planning Commission will conduct a public hearing in person at 107 W. Main St., Smithville or online via Zoom* and consider the following:

An application for setting the initial zoning of recently annexed property to R-1B located in the Lakeside Crossing Subdivision and legally described as follows:

Lot 24, Lakeside Crossing First Plat and as depicted below.



As provided in the Zoning Ordinances of Smithville, Mo. the above item will be discussed and considered by the Planning Commission, and all persons interested in said matter will be heard at this time concerning their views and wishes; and any protest of the provisions of the proposed changes to the Zoning Ordinance will be considered by the Commission as provided by law.

*Zoom access link will be published on the official agenda.

(Publish in the December 23rd Edition of the CT)

MEETING DATE: 1/18/2022

DEPARTMENT: Public Works – Wastewater

AGENDA ITEM: Res 1017 – Authorization No. 95 - Sludge Basin Floating Aerator/Decanting System

RECOMMENDED ACTION:

A motion to approve Resolution 1017, authorizing and directing the mayor to execute Authorization No. 95 with HDR Engineering, Inc. for engineering services for a floating aerator.

SUMMARY:

The City of Smithville operates a wastewater treatment plant using Sequencing Batch Reactor (SBR) Treatment Technology. In the SBR process of wastewater treatment, the activated sludge is aerated and mixed with the wastewater until the desired BOD (biological oxygen demand), COD (chemical oxygen demand) and nitrogen load is reached. Currently our aeration and decanting systems in Digester 1 require improvements to maintain treatment levels. Our current system is a series of PVC pipes that are in the bottom of the digester. These PVC pipes have deteriorated and are now brittle and break and get clogged up. To complete the cleaning and repair, the entire basin has to be taken down and manually cleaned (picture 1). The new floating aerator will float on the surface and force air down into the basin (picture 2).



Picture 1



Picture 2

The decanting process allows the liquid to be removed /separated from the digester leaving the solids to continue to thicken so we less volume of sludge to haul.

Due to the increased scope of the project, staff has worked with HDR to determine that their services are necessary to engineer and plan the project.

PREVIOUS ACTION:

None

POLICY ISSUE:

Infrastructure Maintenance

FINANCIAL CONSIDERATIONS:

The 2022 CIP includes \$200,000 for the Floating Aerator. Due to the increases in costs across all commodities, equipment and shipping, the price quoted in 2020 just for the aerator alone has doubled. Authorization No. 95 is \$93,445.00. The estimated construction cost for the addition of the floating aerator, addition of submersible decant pump, and associated process, structural, SCADA, and electrical work is \$ 350,000, for a total project cost of \$443,445.

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" 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 1017

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AUTHORIZATION NO. 95 WITH HDR ENGINEERING, INC. FOR ENGINEERING SERVICES FOR A FLOATING AERATOR

WHEREAS, the City maintains a Wastewater Treatment plant for processing the community's sanitary sewage; and

WHEREAS, aeration is an integral part of the treatment process providing needed air and oxygen to promote biological oxidation of the wastewater; and

WHEREAS, the aerators have reached the end of their useful life and need to be replaced with newer and more efficient equipment; and

WHEREAS, HDR Engineering Inc. has submitted Authorization No. 95 to complete the engineering design and specifications for a new floating aerator.

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

THAT the Mayor is hereby authorized to execute Authorization No. 95 with HDR Engineering, Inc. to complete the engineering design and specifications for a new floating aerator in an amount of \$93,445.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of January, 2022

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

AUTHORIZATION No. 95
TO
AGREEMENT BETWEEN
CITY OF SMITHVILLE, MISSOURI
AND
HDR ENGINEERING, INC.
FOR
PROFESSIONAL ENGINEERING SERVICES

AEROBIC DIGESTER IMPROVEMENT PROJECT

In accordance with Section 1.A. of the December 18, 2003 Agreement, ENGINEER is hereby authorized to provide engineering services for the design, bidding and construction of the Aerobic Digester One Improvement Project.

Background

The Smithville Wastewater Treatment Plant (WWTP) is located in central Smithville, MO, west of Highway 169, and receives domestic wastewater flow from the Smithville service area. Aerobic Sludge Digester One requires improvements to the aeration and decanting equipment.

This Authorization is for the following engineering work:

- Preparation of engineering design and construction documents for the demolition of the existing aeration equipment at Digester 1, addition of floating aerator, addition of submersible decant pump, and associated process, structural, SCADA, and electrical work.

SCOPE

Task 1 – Data Collection & Project Management

- 1.1 Project Initiation meeting with the City staff and site visit to confirm objectives, finalize schedule, and obtain available information to be utilized during the development of the Project. Meeting will also serve as the primary multi-discipline site visit for site specific data acquisition.
- 1.2 Review existing WWTP record drawings pertinent to sludge digester, SCADA, and electrical system.
- 1.3 Project Management activities including project management plan development, safety plan implementation, schedule/budget control, and invoice management.

Task 2 – Design Phase Services

- 2.1 Complete preliminary design, finalize existing equipment demo, confirm size of floating aerator, finalize decant design approach, layout new equipment and piping, and design electrical and SCADA system improvements.
 - 2.2 Prepare Construction drawings and specifications for the bidding and construction of the Digester Improvements. Drawings anticipated include:
 - a. Title page, sheet index, legend sheets, and diagrams
 - b. Standard Details
-

- c. Site Layout and Electrical Power Plan
 - d. Demolition plan
 - e. Process and structural plans
 - f. Electrical and controls plans
 - g. Project manual/technical specifications
- 2.3 Prepare Engineer's opinion of probable construction costs
 - 2.4 Conduct one (1) design review meetings with the City to review 90% construction documents
 - 2.5 Finalize construction documents based on City comments and perform internal quality control review

Task 3 – Bid Phase Services

- 3.1 Prepare Advertisement and Bid Package (submit electronically to City and Drexel Technologies for distribution to potential bidders)
- 3.2 Address questions from potential bidders and suppliers and prepare up to two (2) addenda, as necessary.
- 3.3 Attend Bid Opening and prepare bid tabulation
- 3.4 Evaluate bidders and prepare recommendation of award to the City
- 3.5 Prepare Conformed to Bid contract documents and distribute four (4) copies for execution
- 3.6 Prepare Notice of Award and Notice to Proceed to the selected bidder

Task 4 – Construction Phase Services

- 4.1 Conduct preconstruction meeting (prepare agenda/meeting notes)
- 4.2 Review up to ten (10) Contractor submittals
- 4.3 Conduct monthly progress/coordination meetings (4 meetings)
- 4.4 Address up to 5 RFIs, issue Field Orders or Work Change Directives
- 4.5 Issue up to 2 Change Orders
- 4.6 Review Contractor's application for payment (3 total)
- 4.7 Engineer site visits at key project milestones (4 total)
- 4.8 Review Operation and Maintenance manuals submitted by the Contractor
- 4.9 Perform substantial completion inspection and prepare punch list
- 4.10 Perform final completion inspection and project closeout documentation
- 4.11 Prepare record drawings

PROJECT ASSUMPTIONS

- 1. Aerobic Digester One will be taken out of service during construction
- 2. The modifications will be able to utilize existing SCADA system
- 3. No upgrades to the WWTP power supply are anticipated
- 4. Engineer will not be performing full time construction observation
- 5. The project will be bid one time only

FEE

The CITY shall compensate ENGINEER for the Design, Bidding, and Construction Administration assistance of the AEROBIC DIGESTER ONE IMPROVEMENT PROJECT in an amount not to exceed \$93,445.00.

SCHEDULE

Task(s) 1 and 2 will be completed within 90 calendar days from notice-to-proceed.

Task 3 will be completed 45 calendar days after the completion of Task 2.

Task 4 schedule will be dependent on availability of Project equipment. Due to current global supply constraints, delivery of key project components may be delayed for several months outside of the Contractor's control. If this occurs, it is anticipated the construction contract will be suspended until equipment delivery. The Digester will not be taken out of service until necessary equipment to complete the Project is on site.

This AUTHORIZATION shall be binding on the parties hereto only after it has been duly executed and approved by the CITY and ENGINEER.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in duplicate on the respective dates indicated below.

CITY: SMITHVILLE, MISSOURI

By: _____

Type or Print Name

Title _____

Date _____

ENGINEER: HDR Engineering, Inc. (formally
E.T. ARCHER CORPORATION)

By:  _____
Joseph Drimmel (Jan 10, 2022 15:38 CST)

Joseph Drimmel, P.E.

Type or Print Name

Title: Senior Vice President

Date: Jan 10, 2022

Smithville Authorization 95 Sludge Basin Aerobic Digester Improvements
Scope and Fee 01-04-2022

Staff Name	Bresette Senior Project Manager II	Patrick Engineer III PM/Process	Boyd Engineer III Electrical/SCADA	Kalkoda Engineer III Structural	Keyhill Cadd/GIS Technician IV BIM/CAD	Witte Engineer IV QC	Young Senior Technical Specialist QC	Wiseman Senior Technical Specialist QC	Berne Admin Assistant Admin Assistant	Smith Project Accountant I Accountant	Mynatt Project Assistant I Admin Assistant	HDR Expenses	
Rate Schedule Code	PIC	Engineer III PM/Process	Engineer III Electrical/SCADA	Engineer III Structural	Cadd/GIS Technician IV BIM/CAD	Engineer IV QC	Senior Technical Specialist QC	Senior Technical Specialist QC	Admin Assistant Admin Assistant	Project Accountant I Accountant	Project Assistant I Admin Assistant	Total	
Project Role	\$250.00	\$150.00	\$150.00	\$150.00	\$145.00	\$170.00	\$280.00	\$280.00	\$80.00	\$100.00	\$95.00	Total	
TASKS													
A. Task 1 - Data Collection & Project Management													
1. Project initiation and Site Visit	4	4	4	4				4					\$200
2. Review existing WWTP record drawings			4	2							4		\$4,120
3. Project Management including invoicing (PM/SP, SP, 1.2 Invoices)	1	14								14	4		\$1,500
Subtotal Hours	5	22	8	6	0	0	4	4	0	14	4		\$4,130
Subtotal Dollars	\$1,250	\$3,300	\$1,200	\$900	\$0	\$0	\$1,120	\$0	\$0	\$1,400	\$380		\$9,750
Total Task 1													\$9,750
B. Task 2 - Design Phase Services													
1. Complete preliminary design		8	8	4		1	1						\$3,730
2. Prepare construction drawings and specifications	7	69	59	13	82	4	2	1	31				\$39,745
3. Prepare Engineer's opinion of probable construction costs		6	6	2									\$2,380
4. Conduct one (1) design review meetings with the City	4	4	2		8				4				\$1,700
5. Finalize construction documents	11	91	75	19	90	5	3	4	35	0	0		\$2,480
Subtotal Hours	\$2,750	\$13,575	\$11,250	\$2,850	\$13,050	\$850	\$840	\$1,120	\$2,800	\$0	\$0		\$50,035
Subtotal Dollars													\$50,035
Total Task 2													\$50,035
C. Task 3 - Bid Phase Services													
1. Prepare Advertisement and Bid Package	2	16	4		4				8				\$100
2. Address Questions from Potential bidders and suppliers and prepare up to two (2) addenda	2	6											\$100
3. Attend Bid Opening and prepare bid tabulation	1	8											\$1,500
4. Evaluate bidders and prepare recommendation	2	2			8				4				\$1,450
5. Prepare Conformed to Bid contract documents	5	38	4	0	12	0	0	0	12	0	0		\$500
6. Prepare Notice of Award and Notice to Proceed	5	38	4	0	12	0	0	0	12	0	0		\$500
Subtotal Hours	\$1,250	\$5,700	\$600	\$0	\$1,740	\$0	\$0	\$0	\$860	\$0	\$0		\$10,950
Subtotal Dollars													\$10,950
Total Task 3													\$10,950
D. Task 4 - Construction Phase Services													
1. Conduct preconstruction meeting	4	4											\$1,600
2. Review up to ten (10) Contractor submittals	4	10	10	2									\$3,300
3. Conduct monthly progress/coordination meetings (4 meetings)	4	12											\$200
4. Address up to 5 RFIs, Issue Field Orders or Work Change Directives	4	4	8										\$3,000
5. Issue up to 2 Change Orders	4	4	8										\$1,800
6. Review Contractor's application for payment (3 total)	3												\$1,800
7. Engineer site visits at key project milestones (4 total)	4	16	4	4									\$450
8. Review Operation and Maintenance manuals submitted by the Contractor	4	4	4										\$400
9. Perform substantial completion inspection and prepare punch list	4	4	4										\$5,000
10. Perform final completion inspection and project close-out documentation	4	4	4										\$1,200
11. Prepare record drawings	2	2	2		8								\$600
Subtotal Hours	16	67	40	6	8	0	0	0	0	0	0		\$1,760
Subtotal Dollars	\$4,000	\$10,050	\$6,000	\$900	\$1,160	\$0	\$0	\$0	\$0	\$0	\$0		\$600
Total Task 4													\$22,710
Total Billing Amount	\$9,250	\$32,625	\$19,050	\$4,650	\$15,950	\$850	\$840	\$2,240	\$3,760	\$1,400	\$380		\$93,445

Estimated Project \$93,445



Board of Alderman Request for Action

MEETING DATE: 1/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Res 1017 – Adoption of Classification and Compensation Study

REQUESTED BOARD ACTION:

A motion to approve Resolution 1017, adoption of the 2022 Classification and Compensation Study and 2022 Employee Salary Schedule.

SUMMARY:

On March 10, 2021, the City released bid #21-11, Classification and Compensation RFQ. Eight proposals were submitted and the city management team then conducted interviews identifying McGrath Human Resources as the highest qualified proposer. The Board of Aldermen approved a contract with McGrath consulting on June 1, 2021.

The attached Executive Report explains the methodology of the study, market analysis, the current compensation system and the proposed ranges of salaries for a new compensation system. The study also encompassed a benefit analysis of the City's current offerings as well as a summary of benefits provided by our comparable communities.

Currently, the City's compensation system has a specific range for nearly each individual job title. The proposed range system has placed specific jobs within ranges, which in turn creates internal equity between departments. When looking at implementing the updated range system, all employee salaries will be adjusted to at least reach the minimum of the range. This cost for this is \$93,726.40. For employees that are already within the proposed range, this implementation has built in a minimum increase to every employee of 3% to ensure that all employees receive a benefit from the study. With the addition of the 3% increases, the salary implementation cost comes to \$151,239.94. Increasing salaries has impact on the benefits provided to the employee (FICA, LAGERS, and Workers Compensation). The additional costs associated with these taxable benefits totals \$30,305.78.

The full cost of implementation totals \$181,500.71. (This is slightly higher than the amount indicated at the work session to reflect academy graduation of four police recruits, now officers.) This amount is separate from the budgeted merit increases to be completed this April/May.

On January 4, 2022, McGrath provided a presentation of the study to the Board. On January 5, the consultant presented the plan and same information to staff.

The Employee Compensation Plan includes the City's pay philosophy, salary schedule and job descriptions. It is typically amended annually to reflect changes to the salary schedule and as needed to address changes to job descriptions. Based on recommendations of the Study, the plan will be revised and presented at a future date to the Board for review. At this time, staff recommends adoption of the 2022 Salary Schedule to allow implementation of the salary increases for employees effective with the pay period beginning January 30, 2022 (with checks reflecting the change issued February 18).

Additional benefit recommendations were included in the study and supported by the Board during the January 4 Work Session. Those additional will be brought to the Board as amendments to the Employee Handbook at a later date.

PREVIOUS ACTION:

Res 920 – Awarding Bid #21-11 Contract with McGrath Human Resources on June 1, 2021.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Full cost of implementation \$181,500.71

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: Executive Report
2022 Salary Schedule | |

RESOLUTION 1017

A RESOLUTION ADOPTING THE CLASSIFICATION AND COMPENSATION STUDY AND 2022 EMPLOYEE SALARY SCHEDULE.

WHEREAS, the City of Smithville has adopted and set forth the description of duties and compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the implementation of the classification and compensation study completed by McGrath consulting, resulting in the following modifications to the Employee Compensation Plan:

- Establishment of a condensed range system;
- Title changes to applicable employees;
- A minimum salary increase to all employees of 3%;
- Salary increase to qualifying employees to equal the minimum of newly assigned pay range.

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the Classification and Compensation Study which will be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

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

THAT the Classification and Compensation Study is approved and that the Employee Salary Schedule is revised and shall be effective January 30, 2022 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of January, 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

2022 Smithville Employee Salary Schedule

Pay Grade	Recommended Title	Department	SALARY RANGE		
			Minimum	Market	Maximum
5			\$15.00	\$17.25	\$21.00
			\$31,200.00	\$35,880.00	\$43,680.00
10			\$16.75	\$19.26	\$23.45
			\$34,840.00	\$40,060.80	\$48,776.00
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW			
15			\$18.09	\$20.80	\$25.33
			\$37,627.20	\$43,264.00	\$52,686.40
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician Plant Operator I	Development Finance PW PW PW			
20			\$18.99	\$21.84	\$26.59
			\$39,499.20	\$45,427.20	\$55,307.20
	Administrative Assistant III/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works Plant Operator II Technician/Relief Operator	Police Parks and Recreation PW PW PW			
25			\$19.94	\$22.93	\$27.92
			\$41,475.20	\$47,694.40	\$58,073.60
	Police Recruit	Police			
30			\$21.14	\$24.31	\$29.60
			\$43,971.20	\$50,564.80	\$61,568.00
	Code Inspector I Finance Specialist II	Development Finance			
35			\$22.41	\$25.77	\$31.37
			\$46,612.80	\$53,601.60	\$65,249.60
	Police Officer Police Officer Building Inspector I Code Inspector II Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Police Police Development Development PW PW Parks and Recreation PW			
40			\$23.75	\$27.31	\$33.25
			\$49,400.00	\$56,804.80	\$69,160.00
	Building Inspector II Finance Analyst Detective Management Analyst	Development Finance Police PW			
45			\$26.13	\$30.05	\$36.58
			\$54,350.40	\$62,504.00	\$76,086.40
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW			
50			\$27.70	\$31.86	\$38.78
			\$57,616.00	\$66,268.80	\$80,662.40
	Police Sergeant Water Treatment Plant Manager Utilities Operations Manager	Police PW PW			
55			\$30.47	\$35.04	\$42.66
			\$63,377.60	\$72,883.20	\$88,732.80
	Streets Superintendent	PW			
60			\$35.04	\$40.30	\$49.06
			\$72,883.20	\$83,824.00	\$102,044.80
	Police Captain Utilities Superintendent	Police PW			
65			\$40.30		\$60.45
			\$83,824.00		\$125,736.00
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW			



Compensation and Classification Study
Executive Report

for

The City of Smithville, Missouri



December 2021



McGrath Consulting Group, Inc.
P.O. Box 190
Wonder Lake, IL 60097
Office (815) 728-9111
Fax (815) 331-0215
www.mcgrathconsulting.com

©Copyright 2021 McGrath Human Resources Group. All rights reserved.
No part of this document may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise without the expressed written permission of McGrath Consulting Group, Inc.

Table of Contents

Executive Summary	5
Compensation Recommendations	6
Other Recommendations	6
Methodology	7
Data Collection	7
Labor Market	8
Market Data Solicited	8
Market Analysis	9
Minimum Salary Comparison	9
Midpoint Salary Comparison	10
Average Market Salary Analysis	11
Maximum Salary Comparison	11
Market Summary	12
Current Compensation System	14
Other Factors	15
Public Sector Turnover/Recruitment Challenges	15
The Great Resignation and Private Sector Influence	16
Geography	16
Employee Demographics	17
Compensation Philosophy	18
Recommended Salary Schedule	19
Department Directors	19
Position Placement	20
Employee Placement	20
Position Considerations	21
Police Lateral Hires	21
Position Levels	21
Future Positions	21
General Operational Guidelines	21
Maintenance of Salary Schedule	21
Salary Schedule Adjustments	22
Annual Performance Adjustments	22
Market Adjustments	22
Compensation Policy Recommendations	22
Market Updates	23
Benefit Analysis	23
Health Insurance	23
Plan Design Overview	23
Premiums	24
Time Off Benefits	24
Sick Time	25
Holiday	25
Vacation	26
Related Vacation Policies	26

Mandatory Vacation	27
Buy-Back Program.....	28
Payout Provisions.....	28
Appendix A: Recommended Salary Schedule.....	29
Appendix B: Definitions	31
Figure 1: Minimum Analysis Summary.....	10
Figure 2: Midpoint Analysis Summary.....	10
Figure 3: Incumbent Analysis Summary.....	11
Figure 4: Maximum Analysis Summary	12
Figure 5: Average Market Compared to City Maximum Summary	12
Figure 6: Public Sector Recruitment Trends	15
Figure 7: Employee Demographics by Years of Service	17
Figure 8: Employee Demographics by Age Group.....	17
Table 1: Comparable Organizations.....	8
Table 2: Summary of Director/Executive Positions	14
Table 3: 2022 Health Plan Summary	23
Table 4: Current Vacation Schedule.....	26
Table 5: Recommended Vacation Schedule	26

Executive Summary

The intent of the Executive Summary is to provide an overview of the most important issues and opportunities identified by the Consulting team during the Study. Recipients of this Report are highly encouraged to read the document in its entirety to gain an understanding of the recommendations presented within the Report.

McGrath Human Resources Group, Inc., an organization that specializes in public sector consulting, was commissioned by the City of Smithville, Missouri to conduct a comprehensive Compensation and Classification Study for all regular part-time and full-time positions, excluding the City Administrator and City Clerk, who report directly to the Board of Aldermen. The purpose of this Study was to:

- ❖ Guide the City in confirming your pay philosophy including your desired position in the market.
- ❖ Review the City's existing compensation plan and classifications.
- ❖ Obtain and establish benchmark compensation data from the external market through a survey of mutually identified, comparable entities.
- ❖ Obtain information on each job title/position for a job evaluation through department meetings, job descriptions, and position description questionnaires.
- ❖ Define and update the City's classification system, as needed.
- ❖ Identify career progression opportunities, when supported.
- ❖ Establish internal equity among positions within the City through a job evaluation point factor process.
- ❖ Complete an analysis of the benefits to identify the City's standing in the market as it pertains to benefits.
- ❖ Integrate the data from the external market, internal market, and job evaluations to develop a comprehensive compensation system by updating your current schedules or designing new salary schedules to align with your compensation philosophy.
- ❖ Prepare a cost analysis for implementation of recommended changes.
- ❖ Review and recommend compensation policy and procedure changes that will assure consistent implementation and application of compensation.
- ❖ Provide a plan for the City to provide on-going maintenance of the system independently.
- ❖ Provide final reports and a presentation to elected officials, management, and employees as desired.
- ❖ Update all job descriptions [next phase].

Based on this data and analysis, the following recommendations have been developed.

Compensation Recommendations

In order for the City of Smithville to gain a stronger competitive edge with recruitment and retention, it is recommended the City establish its compensation philosophy to align with the average market. This compensation strategy will help facilitate candidates who have multiple employment options, increase selection rates of qualified applicants, maintain productivity, and decrease unwanted employee turnover. This type of strategy is appropriate for an organization like Smithville, which is located in a highly competitive labor market.

The City desires to continue its range model compensation system for effective recruitment. The market rate is set at 15% above the minimum rate of each pay range. The range model also serves as a retention tool. Having a range model, with established processes to facilitate the employee's ability to receive wage increases beyond cost of living, can be a performance motivator and a tool for professional growth and development, so the City can continue a true performance-based compensation program with this model.

Other Recommendations

A number of other recommendations have been made in the following areas:

- Classification (job title) adjustments
- Definition of career ladders for progression and succession planning opportunities, when relevant
- Health Insurance
- Vacation

These recommendations provide a roadmap for the City Administration to utilize best practices going forward. By developing and following a total compensation philosophy, the City should be in a better position to attract and retain a highly competent workforce.

The Consultants would like to extend appreciation to the City Administrator, Assistant City Administrator, Department Directors, and employees for their time, cooperation, and sharing of information and perceptions with McGrath Human Resources Group.

Methodology

Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this Study involved the gathering of data that pertains to current compensation practices within the City of Smithville. The Consultants received information relating to current salaries, specific policies, collected market data, and current job descriptions.

Interviews were conducted with the City Administrator, Assistant City Administrator, Department Directors, and other management personnel within each Department. The purpose of these meetings was to first, gain an understanding of the City's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any positions within the City that were difficult to recruit, retain, or were otherwise unique in the position's responsibilities. Employees were then asked to complete a Position Questionnaire (PQ) which provided extensive information about the positions. The Consultants utilized the Position Questionnaires completed by the employees, which had been reviewed by supervisory employees, to gain a better understanding of the job responsibilities, skills, and various competencies of the position.

During the second site visit, employees were selected to be interviewed that represented the job titles of the organization. Two consultants met with these employees and utilized the position questionnaires completed by the employees (and reviewed by supervisory employees) to gain a better understanding of the job responsibilities, skills, and various competencies of the position. The Consultants reviewed the questionnaires prior to this visit, so these meetings were an opportunity to expound on the questionnaires, or for the Consultants to get confusing answers clarified. During these meetings, questions were also asked to gain an understanding of the culture of the organization and expand their understanding and perspectives on compensation within the City of Smithville.

Also, during this site visit, a second meeting was held with a number of Department Directors who were considering changes to titles and/or classifications within their Department. Productive discussions to clarify levels were held, and those ideas have been incorporated into the recommended compensation schedule.

Finally, upon completion of the draft compensation schedule, the Consultants met with Administration, in addition to each Department Director separately to review the recommended Salary Schedule and gain the City's perspective prior to finalization. Any recommendations and feedback provided was reviewed by the Consultants and taken into consideration in both its relation to the position analysis, the external market data, as well as the impact to internal equity within the entire Compensation System.

Labor Market

In order to gain information from the external market, through interviews with the Department Directors and City Administration, a list of comparable organizations was established. Each of the comparable organizations were contacted requesting current salary schedules and incumbent data. The following comparable organizations were contacted:

Table 1: Comparable Organizations

ORGANIZATION
Clay County
Excelsior Springs
Gladstone
Kearney
Liberty
North Kansas City
Parkville
Peculiar
Platte City
Raymore
Riverside
Sugar Creek

Market Data Solicited

The market survey gathered the following 2021 information: Minimum, Midpoint, and Maximum salary for the positions as well as the average salary of the incumbents. Upon examination, salaries were eliminated if statistically too high or too low as to not skew the average (typically within one-two standard deviations). Then, a new percentile amount was calculated with the remaining salaries. There was a great deal of time spent in the data analysis to ensure that each position was examined based on the data available and how the responsibilities of each position align within the City.

The collection of this compensation data was utilized to analyze the average Market Minimum, Midpoint and Maximum Rates per defined benchmark positions. A comparison of the average salary of the positions to the salary of incumbents within the City was also performed. When necessary, evaluation of the comparable organization's job description, when available online, was utilized to resolve conflicts.

In addition to current positions within the City, the Consultants sought comparable data on future positions/career ladders, and positions with job responsibilities that are combined in Smithville but might be separate in other organizations. Not all positions are reflected in the following data analysis. In some situations, data was not available in the external market, data was insufficient, or there were no internal matches at the time of the Study.

Market Analysis

It is standard compensation practice to establish a range around the Minimum or Market Rate to determine if employee compensation is in line with the comparable market. Employees can mistakenly assume that if the average Market Rate is \$25,000, then their salary should align to the Market Rate, not realizing many factors attribute to being above or below a Market Rate. Compensation practices look at a range around the average Market Rate where an employee should be by the time the employee is fully functioning within his/her position. Traditionally, organizations establish a 5%-10% range around the Market Rate. Thus, if an employee is making between 40%-60% of the Market Rate, the employee is considered fairly compensated. In order to analyze the salaries, a Comp Ratio is used. This is a ratio of the City's salary in relation to the external market data. A 50% Comp Ratio would mean that it is in line with the external Market. Again, the 10% range is utilized. Thus, if a Ratio is within 40%-60% the salary is within an acceptable range.

Minimum Salary Comparison

The analysis of the Minimum Salary Range gives the initial indication if starting salaries are within an acceptable Market Range. When building a salary schedule, consideration of this information will ensure the City's Minimums are within an acceptable range to the average Market Minimum; however, this analysis is only the beginning in the development of a Compensation Schedule.

Approximately 12% of the benchmarked job titles are below the average Market Minimums. There are an additional 20% of the positions that are in the lower 40% Comp Ratio that are still within the acceptable range; however, the positions are at risk of falling below the market in the near future. Overall, 88% of the positions are within the acceptable average Market Minimum. It would appear the majority of the City's minimum hiring salaries are adequate against the average market, although some adjustment will be required. The Figure below provides a summary of findings.

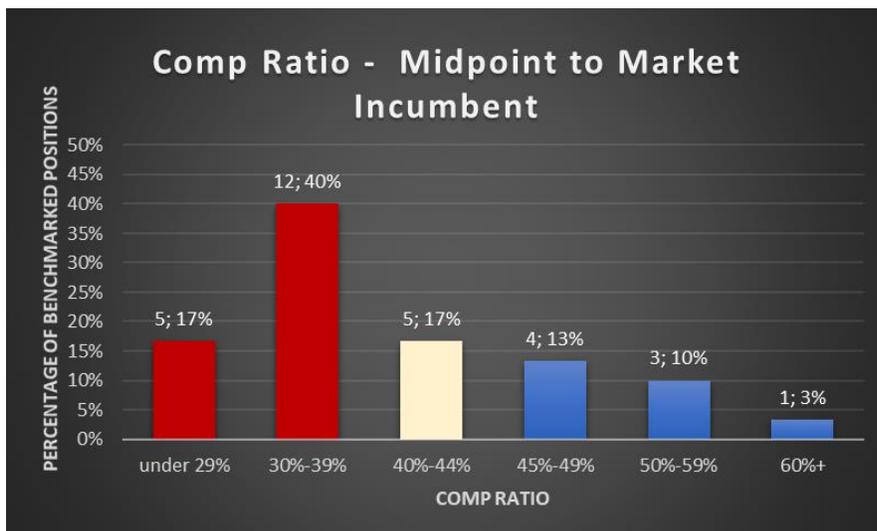
Figure 1: Minimum Analysis Summary



Midpoint Salary Comparison

The Consultants wanted to know if the Midpoint was aligned with the average Market. Therefore, a Midpoint analysis between the City’s true midpoint and the Market average was conducted. Again, a Comp Ratio less than 40% would indicate the Salary Ranges may not be in line. Approximately 57% of the midpoint of benchmarked positions is lower than the average incumbent market. There are an additional 17% of the positions that are in the lower 40% Comp Ratio that are within the acceptable range; however, the positions are at risk of falling below the market in the near future. Overall, 43% of the positions are within the acceptable average market at the midpoint, meaning the market for each position varies within each range. The following is a summary of findings.

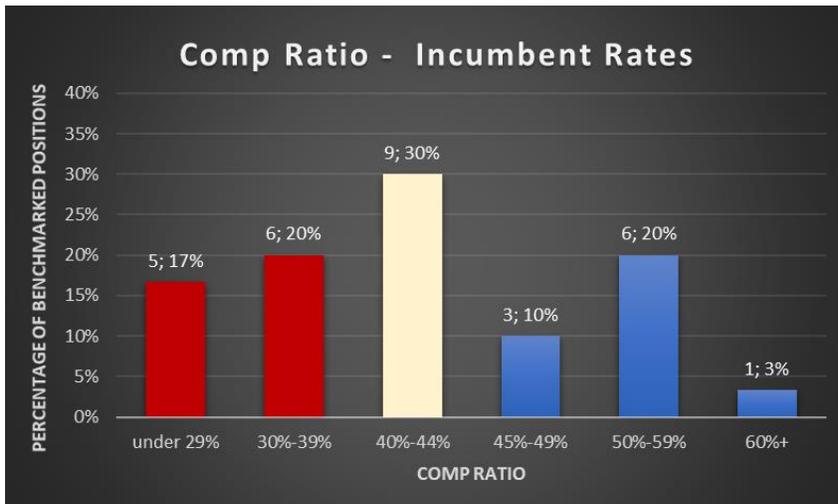
Figure 2: Midpoint Analysis Summary



Average Market Salary Analysis

The next step is to compare the City’s current incumbent salaries to the average Market Rate to assess how competitive incumbent wages are within the market. For this purpose, positions where there are more than one (1) incumbent, an *average* of the current employees is utilized. Overall, 37% of the positions are below the average Market Rate. There are another 30% of positions in the lower 40% Comp Ratio that are at risk of falling below the market in the near future. In total, 63% of the positions within the City are at or above the average Market Rate. In summary, the City has not fared well when employee salaries are compared to the average Market Rate of employee salaries, although one needs to consider tenure of employees. The Figure below provides a summary of findings.

Figure 3: Incumbent Analysis Summary

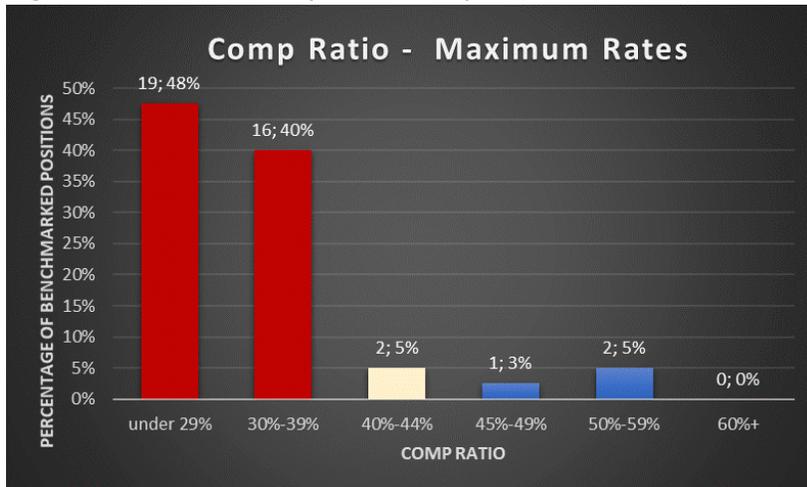


Maximum Salary Comparison

The Consultants then compared the City’s Salary Range Maximum to the average Market Maximum. However, due to various types of salary range construction, one must always consider this may not be an exact comparison.

The City’s salary range maximum is at or above the Market Maximum for only 8% of positions, while an additional 5% of positions are still within an acceptable distance from the average. This leaves 88% of positions with Maximum Rates that are under the Market Average. This is problematic because the City may be challenged not only in the recruitment and selection of new hires, but also the retention of current staff, which can lead to those staff leaving to work in other organizations in the area for more pay. The Figure below provides a summary of findings.

Figure 4: Maximum Analysis Summary



Rounding may not result in 100%

In a second analysis, the average incumbent market to the City’s maximum rates shows that half of the City’s maximum rates are less than the average incumbent rates within the market.

Figure 5: Average Market Compared to City Maximum Summary



Market Summary

Overall, the City has not kept pace with the external market. Although the Minimum Rates are mostly aligned, the current Salary Schedule has fallen behind within the range, with most positions needing some adjustment. There needs to be an adjustment of the Ranges to identify and capture the average market rates of comparable incumbents, push up the maximum rates, and realign some positions once placed on the Pay Grades. The following is a summary of compensation trends identified.

Financial and Technical

Many of the technical positions as well as financial positions were found to have sufficient minimum rates, but competitiveness within their range has fallen behind, leaving the organization at risk for turnover once incumbents are trained and proficient in their position. Losses for these positions will result in the departments doing significant retraining in highly skilled professions.

Labor and Trades

Labor positions identified two trends. The market did not glean the same number of levels the City currently has for the series of positions in Public Works. These ranges have sufficient minimum rates, but competitiveness within their range have fallen behind, so there is less incentive to progress to higher levels with more certification/licensing opportunities that would benefit the City. As a result, these levels will need to be redefined to have fewer levels that are more competitive throughout the range to encourage continuing education opportunities. Other labor positions that do not rely heavily on credentialing have non-competitive minimums. This makes it difficult to recruit, at the entry level.

Support

The City does not have a large number of support personnel. Overall minimums for entry level positions were found to be non-competitive, in which the minimums need to be adjusted, whereas more intermediate and advanced support positions were found to be well aligned with the market requiring minimal adjustments.

Public Safety

Public safety positions in the region have seen a significant adjustment in salaries in recent years. The City's recruit levels are non-competitive, as are the salary ranges for police officers and subsequent promoted ranks. The ranges will need to be shifted for recruitment and retention purposes not only at the officer level, but also within the promoted ranks to provide a stronger incentive for officers to stay and seek out promotional opportunities within the City.

Managers

The market for manager level positions vary in that some minimum rates are aligned with the market, although like others, progression through these ranges fall short competitively. Second level management positions also trend similarly, although the entire salary ranges

for the higher-level manager positions simply are not competitive against the external market and will need overall adjustment.

Directors

Finally, the City's executive and director-level positions in the organization have fallen behind the market, and struggle to reach market competitiveness. Few positions compared competitively to the external market indicators. Losses at that level of position can have unintended consequences on an organization if succession planning is not complete and current. Such consequences could have a delay in services to constituents for a period of time, as well as a loss of institutional knowledge for the organization. A summary of these finding follows.

Table 2: Summary of Director/Executive Positions

EXECUTIVE AND DIRECTOR POSITIONS	COMP RATIOS
Minimum	30%-51%
Midpoint	25%-48%
Maximum	21%-38%
Incumbent to Market	15%-43%

The Director level pay ranges will need significant adjustment overall to better align with the external market.

Current Compensation System

The existing compensation system is currently made up of individual pay ranges for each position, although some are identical. There are 47 unique salary ranges for 57 job classifications. Each Pay Grade has an identified Minimum and Maximum. The difference between Pay Grades is 0%-14%, so there is very little difference between some Pay Grades. The spread between Minimum and Maximum also varies, between 6%-48%. The midpoint may or may not be the market point, so it is unknown how long an employee must work in each position before they attain market competitive wages.

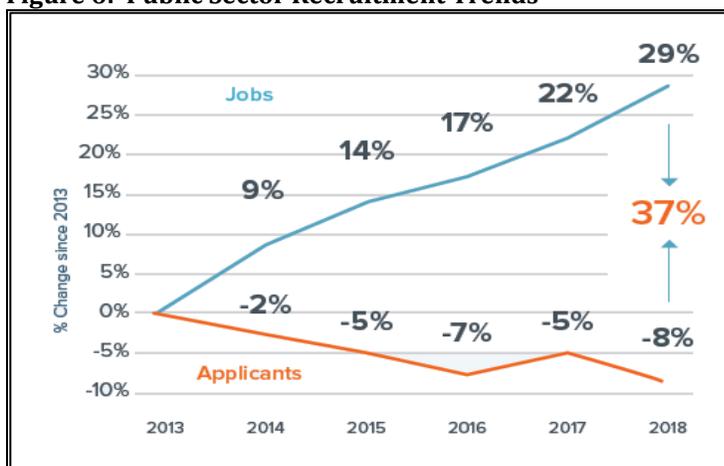
Another issue with the current structure is internal equity. The Consultant placed all of the positions together based on salary range lowest to highest to evaluate internal compression and found insufficient distance between positions. This causes individuals to be dissuaded from taking promotions or moving to higher level positions as the pay increase is insignificant or nonexistent. In addition, similar positions have different titles and are in different pay grades and wage rates; however, upon examination – there may be little difference in responsibilities. This is probably as much of a concern as the salary ranges against the external market.

Other Factors

Public Sector Turnover/Recruitment Challenges

According to human resources professionals across the United States, it is becoming progressively harder to hire qualified personnel. Looking at a tight labor market, recruitment and retention of qualified personnel with the necessary skills for public service topped the list of workforce challenges (State and Local Government Workforce: 2017 Trends). Between 2013 and 2018, postings for government jobs have increased by 29% while applicant volume fell by 8%, resulting in a 37% gap (Neogov Job Seeker Report 2019). The figure below illustrates this change.

Figure 6: Public Sector Recruitment Trends



More recently, the Center for State and Local Government Excellence released its State and Local Government Workforces 2021 report. Based on a survey conducted with 300 State and Local government participants across the United States in the first quarter of 2021, nearly 64% of respondents identified police positions as one of their most challenging positions to fill, and 57% identified skilled trades.

This is not a new issue. Public employers have been experiencing ongoing challenges of this nature for almost a decade. Governments historically have had a compelling proposition to offer workers with secure lifetime employment and generous health benefits followed by a robust pension for retirement, which is no longer the case. Public employers are battling for their talent because:

- Long term employment has less appeal to the younger workforce.
- There is a real or perceived decline in public support for government workers.
- Public employers do not feel they can compete with salaries and benefits as benefits erode and the private sector is more competitive.
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are 'learn on the job.'

- Public employers are not able to offer the same level of flexible work arrangements to all employees.
- Limitations in technologies prevent efficiencies and automation.
- There are limited financial resources.

The Great Resignation and Private Sector Influence

Compounding the public sector recruitment challenges, in 2021, as the nation re-opened following COVID shutdowns, the country has experienced continued private industry prosperity, record inflation, record retirements, and record turnover from an otherwise qualified workforce, causing all industries, both public and private, to be competing for already limited human resources. In addition, State Minimum Wage Laws are pushing non-skilled wages higher. This has led employers to escalate wages for all positions to help recruit and retain its talent. The effect has been substantial, and nearly every employer is experiencing recruitment and retention challenges.

Information was gleaned from various private sector organizations that were actively recruiting for both skilled and non-skilled labor in July 2021. In total, the lowest entrance rate was collected from 27 private business. What is not able to be evaluated is the benefit packages of these private sector firms, hiring/retaining bonus, and other 'perks' provided in the private sector that are not allowed in the public sector. Overall, it was found that the entry level labor positions had an average starting rate of between \$16.96-\$19.96 per hour, as compared to the City's starting rates between \$15.09-\$15.46 per hour; and skilled positions requiring experience had an average starting rate of between \$25.28-\$31.36 per hour, as compared to the City's starting rates between \$18.01-\$20.01 per hour. Many businesses report the lack of available workers and have curtailed their ability to meet current work demands, while raising wages. Thus, the City's smaller applicant pool and the competitive salaries with a portion of the private sector are factors for consideration when developing a salary/benefit mix.

As a result, all employers, including the City of Smithville, will need to ensure its wages and benefit package is as competitive as financially possible in order to help mitigate turnover and facilitate recruitment success.

Geography

Another consideration for the City is its vicinity to the Kansas City metro area, in that its boundaries are in close proximity to larger scale private sector and public sector employers, so people have plentiful employment options. In order for the City to continue to provide its services to the community and its constituents at its current level of service, there will need

to be a consideration to ensure the Salary Schedule is set to attract and retain not only the local employment market, but also individuals who are willing to commute from surrounding communities.

Employee Demographics

In reviewing the City’s employee demographics for positions covered in the Study, the tenure of the organization ranges from new hire – 39 years. The overall tenure average of the employees is 8.75 years. The national average in the public sector is currently 6.5 years (*Local Government-Bureau of Labor Statistics, September 2020*), showing the City is *above* average in overall tenure. In order to have a full picture of the City, one needs to explore these demographics further. These findings are found in the following Figures.

Figure 7: Employee Demographics by Years of Service

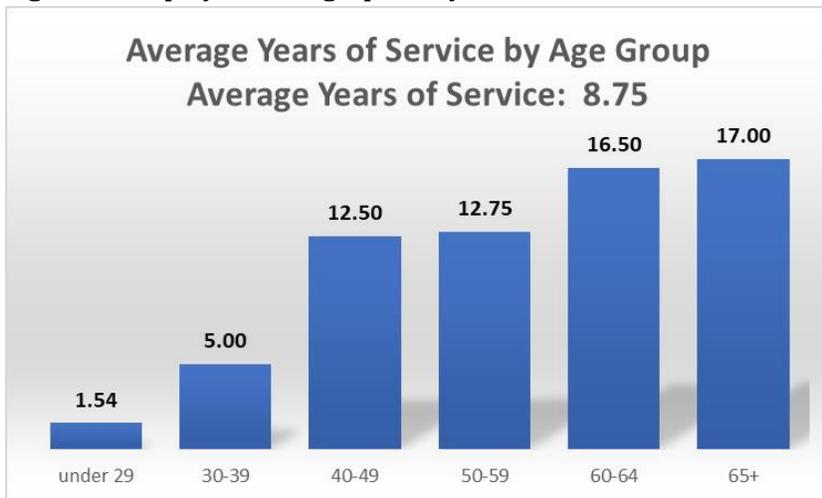
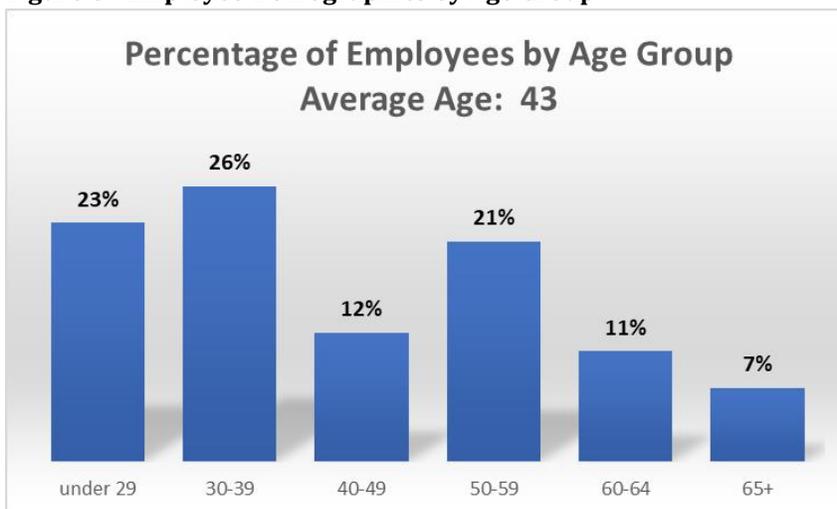


Figure 8: Employee Demographics by Age Group



The above Figures show those in age groups 60 and over have the longest tenure of the

organization but only represent 18% of all employees. Age groups 40-59 also have a high level of tenure and represent 33% of the workforce, so there is an even cross-section of ages across all generations. Because of this, the City should expect ongoing steady turnover simply due to retirements over the next decade and beyond. When these employees leave the City, the average tenure of the organization is likely going to decrease, as their tenure is boosting the current average tenure.

Another significant finding is the that the City's demographics illustrate that 49% of the workforce is under the age of 40, and this is likely the cross-section of employees who are seen as more mobile in today's workforce, focus heavily on work/life balance, and consider non-compensatory benefits for the purposes of retention. This group also changes jobs quickly because it results in earning higher wages as opposed to remaining with one organization for a longer period of time, which is notable as average tenure in these age groups range from 1.54-5.00 years of service.

The City is recommended to monitor its demographics periodically to properly respond to shifts within the organization as needed. Although the Consultants acknowledge compensation is not the only reason for unwanted turnover, it is a consideration of the larger picture. In order to ensure competitive recruitment/retention, the City is recommended to follow the compensation philosophy of average market compensation to ensure the City can stay competitive to support retaining its personnel as long as possible. This analysis will also be relevant in relation to benefit recommendations later in the report.

Compensation Philosophy

A compensation philosophy is an organization's financial commitment to how it values its employees. The goal of this philosophy is to attract, retain, and motivate qualified people. A consistent philosophy provides a strong foundation in determining the type of total compensation package to offer employees.

There are foundational aspects of compensation to assist with the development of a compensation philosophy to ensure the goals of compensation align with the goals of the organization. First, there are basic questions to consider:

1. What is considered a fair wage?
2. Are wages too high for the financial health of the organization?
3. Does the compensation system reflect the value of positions within the organization?
4. Is your compensation strong enough to retain employees?
5. Do you currently have a defined compensation philosophy?
6. If so, is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?

The City is in business to provide services to the citizens, businesses, and visitors of the community. It does that through hiring qualified employees who lend their skills and talents to various positions within the organization. Without those individuals, the City would cease to provide adequate utilities, safety, and other essential services and process the necessary functions to keep those systems in place. Employees expect a compensation system that pays a competitive wage for the skills, education, and responsibilities of the position, and the City is in close proximity to communities and organizations that lead the market's wages. In order to be competitive for retention of existing personnel and have successful recruitment efforts to replace future turnover, the City needs to be highly competitive with the targeted comparables to allow Smithville to be an employer of choice.

The City values its quality services and sets high expectations of that service to its constituents. In order for the City of Smithville to maintain a competitive edge with recruitment and retention, it is recommended the City establish its compensation philosophy to establish a compensation system that is based on average market wages in the City's highly competitive labor markets. Therefore, it is recommended the City establish its compensation philosophy that is based on average market wages.

Recommended Salary Schedule

The recommended 2022 Compensation System continues to be a range system, provided as Appendix A. There are 13 Pay Grades. There is a 15% range between the Minimum and Market Point. The total spread from Minimum to Maximum is 40%, except for Pay Grade 65. There is 5%-15% between pay grades. The Schedule has been developed around the Market rate of the Schedule, which is set at average Market. The Schedule does have some overlap in ranks in some occupations, which is common. The recommended Salary Schedule, however, will help minimize Compression and allows for growth of positions into the future.

Department Directors

Pay Grade 65 is used for all department director positions. This Pay Grade is comprised of a Minimum Rate and Maximum Rate. Notably, this range does not have a Market Rate listed. The positions within this pay grade have some variation to the average market rate, but all these positions make up the senior leadership team of the City, and as such, are recognized and compensated equitably based upon the leadership and level of responsibility each position provides to the organization and placed on the same pay grade. This pay grade is representative of the market, but a broader range is needed for retention, and was set at 50%.

Position Placement

Placement onto the respective Salary Schedule is based upon several criteria:

- Point factor system
- Market analysis
- Compression analysis
- Internal equity

After considering all these elements, placement of some positions on the Salary Schedules have changed, with some positions now being placed in lower or higher pay grades than on the previous Schedule. This is not an indication that any given position is more or less important. Similarly, this is not a “reclassification” process, where a position is being evaluated on changes in responsibility, authority, or decision making that may place the position in a higher or lower pay grade, etc. This process is a complete reset of the Compensation System. This is sometimes difficult for employees, because they look only at where their position is placed on the Schedule and compare themselves to positions that have been placed higher. When this occurs, employees begin to compare their perception of the value of positions within the organization, and do not know, or disregard, the factors the Consultants considered when placing all the positions onto the Schedule.

Employee Placement

For purposes of implementation, employees were placed to the Minimum of the Pay Range if under the new Minimum Rate, with a guaranteed adjustment of at least 3%. Employees already within the Range have no implementation changes, although a 3% increase for 2022 is recommended. The City is recommended to continue its budgeted merit increases in May 2022. Implementation of this new system is separate from the merit increases.

When market ranges are significantly adjusted to meet changes within the market, employees who are under the Minimum Rate are moved to the new established Minimum. What does not always occur is movement of incumbents within the Range, so newer employees are close in rate of pay to more tenured employees within the Range. This is called in-range compression. During an implementation, this type of placement is challenging, as employees feel that with tenure in a position, they should be placed higher within the Salary Range. However, because the City is continuing with its performance management system, which will allow employees to continue to progress through their respective pay range, performance by the employee will rectify this over a period of time.

Position Considerations

Police Lateral Hires

The Police Officer range has been broken down into a grid system to accommodate hiring experienced officers based on years in law enforcement and education obtained. The City can now use this grid to develop a procedure for lateral hires, to allow these experienced police officers to be hired over the minimum of the Police Officer range. It is recommended a hiring procedure such as this be transparent within the organization so current Officers understand what situations would allow a lateral transfer to enter the organization above the current minimum of the salary range.

Position Levels

Clarification of the levels of positions within Public Works, Parks, and the Police Department were made with the assistance of the Department Directors. Overall, the City clarified classifications and levels, and each level and series of positions has been developed as a pathway of professional growth and development of staff for promotable opportunities. In other circumstances, levels that were used as a mechanism for higher pay only were collapsed but the salary range was adjusted to the market, so no employee is negatively impacted. Job descriptions will need to be updated to reflect these changes.

Future Positions

Within the course of the Study, additional positions were identified by City Administration and Department Directors that were not included in the market analysis but may be needed in the foreseeable future. The Salary Schedule has been developed to accommodate the City's future position needs without the necessity to adjust the new compensation structure.

General Operational Guidelines

Maintenance of Salary Schedule

It is important for the City to have a standardized procedure to adjust the Salary Schedules for consistency and for budgetary forecasting. It is the Consultant's recommendation that on a set date each year, the Salary Schedules be increased by the national Consumer Price Index – Urban (CPI -U) percentage or by a local economic indicator, if preferred. For example, since budgeting is done at approximately the same time each year, the City should establish a specific month in which to capture the average of the previous twelve (12) months of the selected economic indicator for a recommended adjustment. The City will still maintain control if conditions and finances fluctuate in a specific year. It is recommended the adjustment to the Salary Schedules be done on a date other than salary increases, so

employees understand there are two (2) separate adjustments per year. The following are the types of increases recommended:

Salary Schedule Adjustments

Annually, the Salary Schedules should be adjusted for economic reasons. Without maintaining the Salary Schedule, it will fall below the Market and the City will end up spending dollars to get it updated. Annual Salary Schedule adjustments will keep a competitive, fair, and fiscally sound Salary Schedule. It is important the City also budget dollars for increases to the overall Schedule each year. There may be years when the economy cannot support such increases; however, that should be the exception, not the norm.

Annual Performance Adjustments

The Salary Schedule is based on a premise of annual salary adjustments. Each year, employees can receive the salary increase set by City Administration with acceptable performance unless an employee is on a Performance Improvement Plan.

Market Adjustments

Each budget cycle, Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a Market Adjustment to those incumbent employees could be given, which would be an adjustment into the range. The City is recommended to exercise caution in its use however, because this option is not intended to be a means to simply increase the wages of any employee. In order for the City to offer this, there should be written parameters in place, because this should only be used in a controlled manner for positions that have been verified by City Administration as having challenges with recruitment/retention based on market fluctuations. These parameters would include:

1. A documented and verified review of local comparables by City Administration or a third-party consultant.
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by City Administration.

Compensation Policy Recommendations

With the updated Salary Schedule, the City now has a competitive Compensation System for recruitment and retention purposes. In order to minimize employment claims, it is the recommendation of the Consultants to consistently utilize structured guidelines when determining compensation. Administration is recommended to follow these established guidelines and update the City's compensation policy accordingly.

Market Updates

One of the main concerns in any Salary Schedule is the ability to keep it current. Often, an organization spends time and resources to review and reevaluate their Salary Schedule, resulting in providing employees or Pay Grades significant increases because either the positions or the Schedule is not in line with the external market. A Salary Schedule has a typical life span of three (3) to five (5) years, at which time market conditions typically necessitate a review. The City can strive to prolong the life of their Schedule if it continues to commit to maintaining its competitiveness with the external market by ensuring market updates occur. Given the current competitive market, the City is recommended to initially conduct a market update in three (3) years. In addition, maintaining metrics should help indicate if an external market update is required even sooner.

Benefit Analysis

In addition to compensation, health insurance and paid time benefits were reviewed. It should be noted any recommendations contained in the Benefit Analysis will take time to be evaluated by City Administration and a benefits broker, and most cannot be quickly changed. The benefits overview does not directly tie to the compensation recommendations, but rather, allows the City Administration to consider the City's long term benefits strategy perspective for total compensation.

Health Insurance

Plan Design Overview

As of 12/1/2021, the City offers four (4) health plan designs through United Health Care. The health plans are summarized as follows:

Table 3: 2022 Health Plan Summary

		DEDUCTIBLE AMOUNTS	OUT OF POCKET MAXIMUMS	EMPLOYER CONTRIBUTION* (S/F)
Plan 1	\$5000 QHDHP	\$5,000/\$10,000	\$6,350/\$12,700	100%/91%
Plan 2	\$2800 QHDHP	\$2,800/\$5,600	\$5,600/\$11,200	95%/82%
Plan 3	\$5000 OV	\$5,000/\$10,000	\$6,350/\$12,700	91%/78%
Plan 4	\$2000 PPO	\$2,000/\$4,000	\$6,500/\$13,000	90%/77%

*HSA contributions excluded

The City offers multiple plan options to allow employees the opportunity to select from the coverage that best matches their personal situation. This is a positive change for the employees. Most organizations have been forced to add higher deductibles and coinsurance

limits onto health plans to push costs back onto the end users/consumers, which is now a standard across the nation. Smithville is no exception. In addition, the City introduced a Health Savings Account (HSA) model. An HSA is a mechanism for employees to build an account for medical expenses for retirement and can accept both employee and employer contributions, which makes this a very favorable plan. The HSA account is portable, meaning it goes with the employee upon separation from employment. Employees do not always know what an HSA is, and how it benefits them, so education is a key component to driving effective health care consumerism. The City should be commended for its 2022 health insurance program changes, which provide more option for employees.

Premiums

It is extremely difficult to compare health insurance, as the number of plans and the plan designs are significantly different among organizations. What can be compared is the amount the employee contributes toward the cost of that insurance. As the City is aware, the cost of health insurance is a large budget item for any organization. Health insurance is also often the single largest benefit looked at by potential new hires with the City, so a review of employee contributions to this benefit is imperative for offering a comprehensive benefit package.

The Consultants compared Smithville's 2021 health plan with the comparable organizations 2021 health plan for a more accurate reflection of insurance in this geographical region and have provided this information to City Administration. In summary, the Consultants found that in 2021, Smithville was among the middle of the comparable market in terms of premium only, although the City is competing against some comparable organizations that offer 100% employer covered plans, and this should not be ignored. The 2022 changes put the City in a much more competitive placement in the market based on premiums contributions, and this should be maintained as much as possible going forward. The City's working relationship with a new insurance broker to develop a benefit strategy to focus on cost containment while providing the best value to participants is positive and should be commended. The new plan options introduced for 2022 are an example of this and when combined with the new salary ranges, this will help the City's overall competitiveness in the market.

Time Off Benefits

Work-life balance, flexibility, and paid time-off topics are becoming more important to the total compensation package, so the Consultants explored adjusting the City's entire paid time program to shift away from traditional vacation/sick leave programs to a more flexible program called Paid Time-Off (PTO). PTO is a single bank of time-off, which is then used for sick, vacation, and bereavement time, instead of having different banks of time for different purposes. Generally, PTO has a larger overall rate than vacation, but less than vacation and

sick time combined as a tradeoff for the increased flexibility provided under a PTO program, and there is an overall payout on the benefit. The benefit has administrative ease, simplification, and new flexibility for employees, which makes it an ideal benefit, although it is not widely administered in the public sector.

When developing what the City's PTO program could look like, it became apparent that the City could have employees with high balances of PTO and no ability to use the hours in a few years, given the departments are small, and there is very little staffing overlap. These payments need to be recorded as liabilities on the City's financial statements, and the City does not have unlimited dollars to accomplish this. Because the City needs very minimal modifications to the current vacation/sick/leave programs, it was determined that recommending minimal adjustments to the current traditional plans would be more advantageous to the City rather than transitioning to PTO at this time.

Sick Time

The City accumulates sick time at the equivalent rate of 4 hours per pay period, or 13 days per year, to a maximum of 1,000 hours, which was similar to the comparable information provided. A limited amount of time can be used annually for family members, and the City also has a Shared Leave Policy for catastrophic events for those who are in need of additional leave. There is not payout of sick time at time of separation. No recommendations are necessary for Sick Time.

Holiday

The City currently has ten (10) observed Holidays. Participating comparable organizations reported a range of holidays/personal days between 9 days – 12 days, with one outlier at 14-days. The City is comparable with the average market regarding observed holidays. The City does designate a holiday as an 8-hour benefit, which may be problematic for altered work schedules. The City may wish to recognize the observed holiday based on the regularly scheduled shift, which may be as much as 10-12 hours depending on the position, so it is equivalent to a scheduled workday.

In addition, the City may wish to introduce a floating holiday for employees for use during each calendar year. There are some holidays which are not observed by the City but may be very important to an employee. Providing a floating holiday will allow employees to request paid time when their religious holiday or traditional practices do not match those of the City.

Vacation

The City's vacation schedule consists of three (3) levels of accrual that increase based upon years of service. The current vacation schedule is as follows:

Table 4: Current Vacation Schedule

LEVEL	SERVICE LEVEL	PAY PERIOD ACCRUAL	ANNUAL ACCRUAL	MAXIMUM HOURS ON THE BOOKS	MAXIMUM DAYS ON THE BOOKS
1	Until 5 th anniversary	4.0	104 hours	156 hours	19.5
2	Until 10 th Anniversary	5.0	130 hours	195 hours	24.38
3	After 10 th Anniversary	6.0	156 hours	234 hours	29.25

Based on reporting municipalities, the City's vacation is very competitive at time of hire. Comparable organizations reported entrance accruals between 40-104 hours as compared to the City's 104 hours. However, the City's vacation schedule appears to fall behind the comparable organizations as years of service progresses. Of the vacation schedules provided, all organizations provide for a maximum annual vacation accrual of 160-200 hours (with two reporting between 220-240 hours), which was reported to occur between the 11th-25th year of service. Although the City maximizes their vacation accrual at the 11th year, which is earlier than most, it does not accrue as much long term. This would indicate the City's vacation schedule is behind in the market and should be restructured for a higher maximum. The following is the recommended vacation schedule:

Table 5: Recommended Vacation Schedule

LEVEL	SERVICE LEVEL	PAY PERIOD ACCRUAL	ANNUAL ACCRUAL	MAXIMUM HOURS ON THE BOOKS	MAXIMUM DAYS ON THE BOOKS
1	Hire - 5	4.00	104 hours	156 hours	19.5
2	6-10	5.23	136 hours	204 hours	25.5
3	11-15	6.46	168 hours	252 hours	31.5
4	16+	7.69	200 hours	300 hours	37.5

Related Vacation Policies

Employee feedback during the Study did bring forward some difficulty with the use of vacation, so the current maximum hours allowed is problematic for individual employees. It must be acknowledged that 2020 and 2021 have been exceptionally challenging years for employees and employers both with COVID and re-establishing a stable workforce for operations.

It is customary for an employer to impose a maximum number of hours, and although this data was not reported by the comparable organizations, the Consultants have an understanding of vacation benefits throughout the nation and does not find the City's current limit of one and one-half times the annual accrual to be unreasonable. Higher vacation maximums may exist (every employer approaches this differently) but often, higher maximums are met with a formula payout that includes a percentage of hours or percentage of wage. At this time, the City does not need to consider altering their maximum. With that said, there are two vacation policy options to consider.

Mandatory Vacation

Vacation is an employer provided paid time-off benefit that allows employees to have uninterrupted time away from work and allow themselves the opportunity to "recharge." For any position, there is importance to time away from work. Some of these reasons are as follows:

1. Improved productivity. When burnout starts, even the simplest of tasks becomes a challenge, and we lose some of our drive/motivation.
2. Better balance between work and personal life. When you're chronically overworked, you can start to lose your sense of self. Hobbies and interests fall to the wayside as you focus all of your energy on your career. Taking time away from work gives you a chance to revive what makes you happy.
3. Improved focus. No matter how much you love your job, doing the same thing day in and day out can wear on anyone. Taking time away gives you the chance to refocus on your goals and gain a fresh perspective.
4. Better relationships. While it's important to focus on your career, you also need to work on your relationships or the important people in your life will start feeling neglected.
5. Better health. According to the American Psychological Association, vacations work to reduce stress by removing people from the activities and environment that they associate with stress and anxiety.

When one adds the factors that some City positions put their lives in jeopardy and respond to and work with stressors most citizens don't experience, ensuring they have support and time away from work is even more critical. Given the high level of expectations in this organization, allowing and encouraging a time-off benefit that has been earned is even more important.

City Administration will need to analyze this option further and consider any exceptions that may also be necessary.

Buy-Back Program

The City could also consider an annual or bi-annual opportunity to buy back vacation if employees or the City are faced with extraordinary circumstances and are unable to use the time. This will allow the employees to receive the financial benefits if they are unable to use the time. City Administration will need to analyze this option further and consider any budgetary impacts this option may have.

Payout Provisions

Currently, the City's payout provision is in the form of cash. This payment is then considered taxable to the employee, and the City pays related employment taxes on these amounts. Further, these payments need to be recorded as liabilities on the City's financial statements. The City could consider enhancing the payout provisions in a way that will assist employees with their future health care needs since the main reason employees choose not to retire is because they financially are not able to or cannot afford to continue health care coverage. These payouts could be developed to create a post-employment medical trust for the employee in which deposits are tax-free for both the employee and employer, is not considered income to the employee, and is to be used for medical expenses by the employee/qualified beneficiaries.

Appendix A: Recommended Salary Schedule

Pay Grade	Recommended Title	Department	SALARY RANGE		
			Minimum	Market	Maximum
5			\$15.00	\$17.25	\$21.00
			\$31,200.00	\$35,880.00	\$43,680.00
10			\$16.75	\$19.26	\$23.45
			\$34,840.00	\$40,060.80	\$48,776.00
	Maintenance Worker I - Parks	Parks and Recreation			
	Maintenance Worker I - Public Works	PW			
	Administrative Assistant I - Public Works	PW			
15			\$18.09	\$20.80	\$25.33
			\$37,627.20	\$43,264.00	\$52,686.40
	Permit Technician	Development			
	Finance Specialist I	Finance			
	Administrative Assistant II- Utilities	PW			
	O&M Technician	PW			
	Plant Operator I	PW			
20			\$18.99	\$21.84	\$26.59
			\$39,499.20	\$45,427.20	\$55,307.20
	Administrative Assistant III/Prosecutor Assistant	Police			
	Maintenance Worker II - Parks	Parks and Recreation			
	Maintenance Worker II- Public Works	PW			
	Plant Operator II	PW			
	Technician/Relief Operator	PW			
25			\$19.94	\$22.93	\$27.92
			\$41,475.20	\$47,694.40	\$58,073.60
	Police Recruit	Police			
30			\$21.14	\$24.31	\$29.60
			\$43,971.20	\$50,564.80	\$61,568.00
	Code Inspector I	Development			
	Finance Specialist II	Finance			
35			\$22.41	\$25.77	\$31.37
			\$46,612.80	\$53,601.60	\$65,249.60
	Police Officer	Police			
	Police Officer	Police			
	Building Inspector I	Development			
	Code Inspector II	Development			
	Plant Operator III	PW			
	Crew Leader -Public Works	PW			
	Crew Leader -Parks	Parks and Recreation			
	Engineering Technician I	PW			
40			\$23.75	\$27.31	\$33.25
			\$49,400.00	\$56,804.80	\$69,160.00
	Building Inspector II	Development			
	Finance Analyst	Finance			
	Detective	Police			
	Management Analyst	PW			

45			\$26.13	\$30.05	\$36.58
	Building Inspector III	Development	\$54,350.40	\$62,504.00	\$76,086.40
	Recreation Manager	Parks and Recreation			
	Engineering Technician II	PW			
50			\$27.70	\$31.86	\$38.78
	Police Sergeant	Police	\$57,616.00	\$66,268.80	\$80,662.40
	Water Treatment Plant Manager	PW			
	Utilities Operations Manager	PW			
55			\$30.47	\$35.04	\$42.66
	Streets Superintendent	PW	\$63,377.60	\$72,883.20	\$88,732.80
60			\$35.04	\$40.30	\$49.06
	Police Captain	Police	\$72,883.20	\$83,824.00	\$102,044.80
	Utilities Superintendent	PW			
65			\$40.30		\$60.45
	Assistant City Administrator	Administration	\$83,824.00		\$125,736.00
	Development Director	Development			
	Finance Director	Finance			
	Parks and Recreation Director	Parks and Recreation			
	Police Chief	Police			
	Public Works Director	PW			

Appendix B: Definitions

The following are definitions that helped guide the development of the Compensation System for the City of Smithville.

Benchmark Position: A job that is commonly found and defined, used to make pay comparisons, either within the organization or to comparable jobs outside the organization.

Classifications: Job titles.

Compensation System: A system developed to compensate employees. This system includes a balance between internal equity and external competitiveness.

Compensation Data: Data derived from information regarding the salary range and the rate of pay of the incumbent(s) holding a benchmark position of the identified labor market.

Comp Ratio: The ratio of an actual pay range to the established position point (or average market rate). The Comp Ratio is used to measure and monitor an individual's actual rate of pay to the Position Point of the established pay range.

Compression: Pay differentials too small to be considered equitable. The term may apply to differences between (1) the pay of supervisors and subordinates; (2) the pay of experienced and newly hired personnel of the same job; and (3) pay range midpoints in successive job grades or related grades across pay structures.

CPI-U: Consumer Price Index – Urban: A measure of the average change over time in the prices paid by urban consumers for a market of consumer goods and services. It reflects the spending pattern for three population groups: all urban consumers, urban wage earners, and clerical workers. This group represents approximately 87% of the total U.S. population.

Demotion: The (re)assignment of an employee to a position in a lower pay grade or range in the organization's salary structure.

Labor Market: A location where labor is exchanged for wages. These locations are identified and defined by a combination of the following factors: geography; industry; education, experience and licensing or certification required; and job responsibilities.

Market Data: The technique of creating the financial value of a position based on the "going rate" for benchmark positions in the relevant labor markets.

Minimum Salary Range (Minimum): The minimum amount of compensation the organization has deemed appropriate for a position.

Maximum Salary Range (Maximum): The highest amount of compensation the organization has deemed appropriate for a position.

Market Average: Employee pay based upon the ‘average’ market rate; or the ‘average’ prevailing wage rate in the external market.

Market Rate (Market): The organization’s best estimate of the wage rate that is prevailing in the external market for a given position.

Market Average Range: A pay range in which the minimum and maximum of the range is established around the Average Market Rate.

Pay Grade: The grade, or placement of a position, within the salary structure.

Pay Grade Evaluation: The (re)assignment of a job to a higher or lower pay grade or pay range in the salary structure due to a job content (re)evaluation and/or significant change in the average market rate in the external labor market.

Performance Increase: An adjustment to an individual’s base pay rate based on performance or some other individual measure.

Promotion: The (re)assignment of an employee to a position in a higher pay grade or range in the organization’s salary structure.

Red Circle: The freezing of a rate of pay until such time that the salary schedule catches up to the pay rate. This is commonly used when implementing a new pay schedule when a tenured employee is above the range maximum or when an employee is placed on a lower pay grade that is not related to performance issues.

Salary Schedule Adjustment: An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.

Salary Schedule: The hierarchy of job grades and pay ranges established within an organization.

Spread: The range of pay rates, from minimum to maximum.