

# SMITHVILLE BOARD OF ALDERMEN

## WORK SESSION

May 16, 2023, 5:30 p.m.

City Hall Council Chambers and Via Videoconference

### 1. Call to Order

Mayor Boley, present, called the meeting to order at 5:31 p.m. A quorum of the Board was present: Leeah Shipley, Melissa Wilson, Ronald Russell, Dan Ulledahl and Dan Hartman. Marv Atkins arrived at 5:33 p.m.

Staff present: Cynthia Wagner, Gina Pate, Chief Jason Lockridge, Chuck Soules, Matt Denton, Stephen Larson, Jack Hendrix and Linda Drummond.

### 2. Discussion of 6-Month FY2023 Budget Review

Stephen Larson, Finance Director, presented an overview of the first six month of fiscal year 2023.

#### FY2023 Budget Comments

- The FY2023 budget figures include the following budget amendments approved by the Board of Aldermen:
  - Budget Amendment #1:** \$51,500 added to the CWWS Fund for the outright purchase of a new Utilities Department Skid Steer (delivered in May 2023).
  - Budget Amendment #2:** \$165,000 added to the Transportation Sales Tax Fund for mill and overlay costs related to 4<sup>th</sup> Street & 4<sup>th</sup> Terrace improvements.
  - Budget Amendment #3:** \$50,000 added to the General Fund and \$50,000 added to the Transportation Sales Tax Fund for expenses related to the 2023 Street Maintenance Program.
  - Budget Amendment #4:** \$105,000 added to the General Fund, \$75,000 added to the Transportation Sales Tax Fund, and \$60,000 added to the Park & Stormwater Sales Tax Fund for expenses related to the waterline, road, and stormwater improvements on Quincy Boulevard.

#### General Fund Review

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Revenues	\$5,466,340	\$5,986,868	\$3,637,856	66.6%

2<sup>nd</sup> Quarter FY2023 General Fund revenue projections are bolstered by the performance of property tax, sales tax, and interest earnings from available cash on hand.

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
Expenditures	\$6,460,310	\$6,439,052	\$2,831,898	43.8%

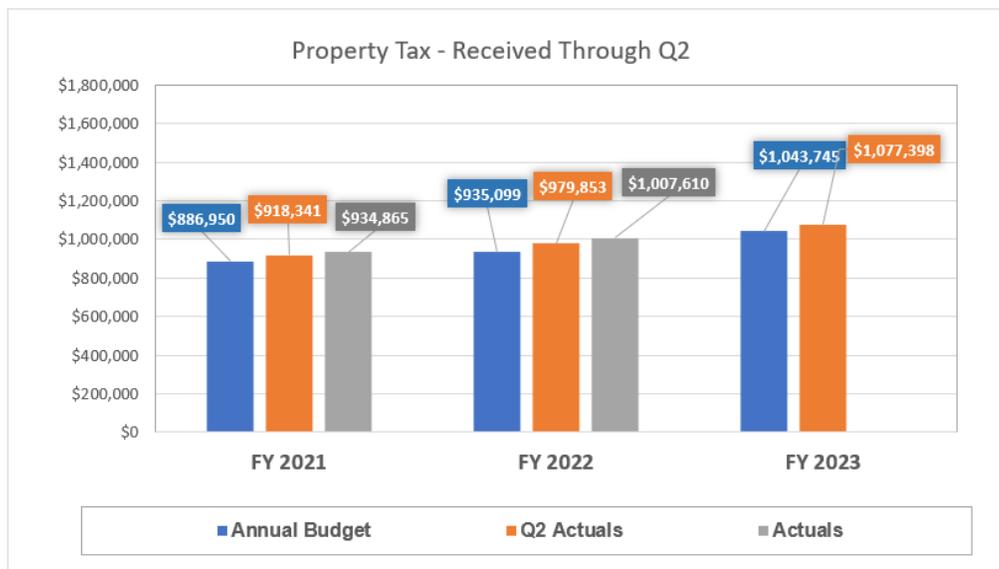
Capital Projects With GF Funding	Phase	Resolution	Contractor/Engineer	Status
2023 Street Maintenance Program	Construction	1212	Pavement Management	Bid Awarded
Quincy Boulevard – Sidewalk Replacement	Construction	1221	Amino Brothers Co.	Bid Awarded
2023 Sidewalk Replacement Program	Construction	Upcoming	Bid Not Awarded Yet	Not Started
Litton Visitor Center Renovation	Construction	Upcoming	Bid Not Awarded Yet	Not Started

### Property Tax Revenue

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Property Tax Revenues	\$1,043,745	\$1,103,250	\$1,077,398	103.2%

- The City received a large Property Tax disbursement from Clay County in January 2023.
- The City, on average in the past 3 years, receives 98% of annual property tax revenue by the 2<sup>nd</sup> quarter of the fiscal year.
- For the last five years, the City has seen an average annual increase in property tax revenues of about 5.7%.

### Property Tax Revenue – 3 Year Trend History

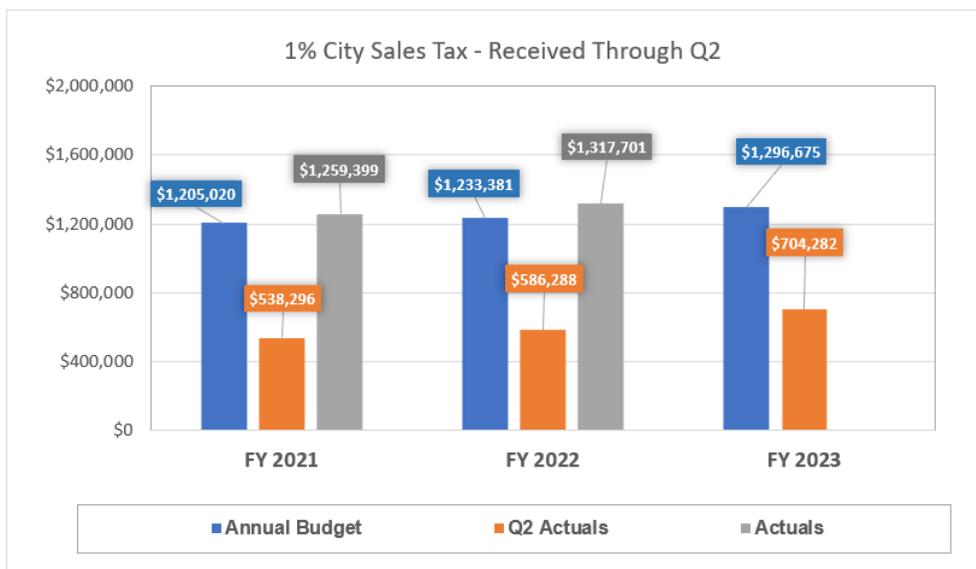


## 1% City Sales Tax Revenue

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Sales Tax Revenues	\$1,296,675	\$1,358,350	\$704,282	54.3%

- The City, on average in the past 3 years, receives 44% of sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.
- This data reflects the monthly transfer of TIF EATs from the General Fund to the Special Allocation Fund (Marketplace TIF).

## 1% City sales Tax Revenue – 3 Year Trend History

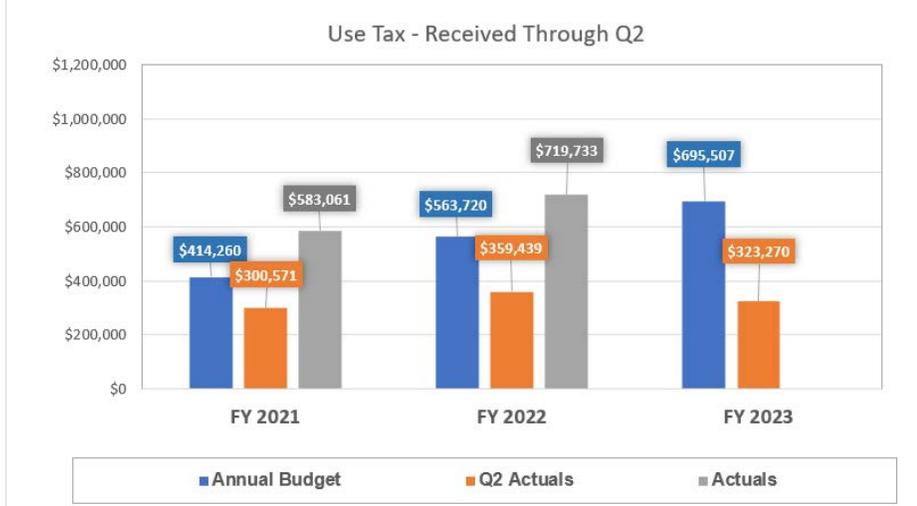


## Use Tax Revenue

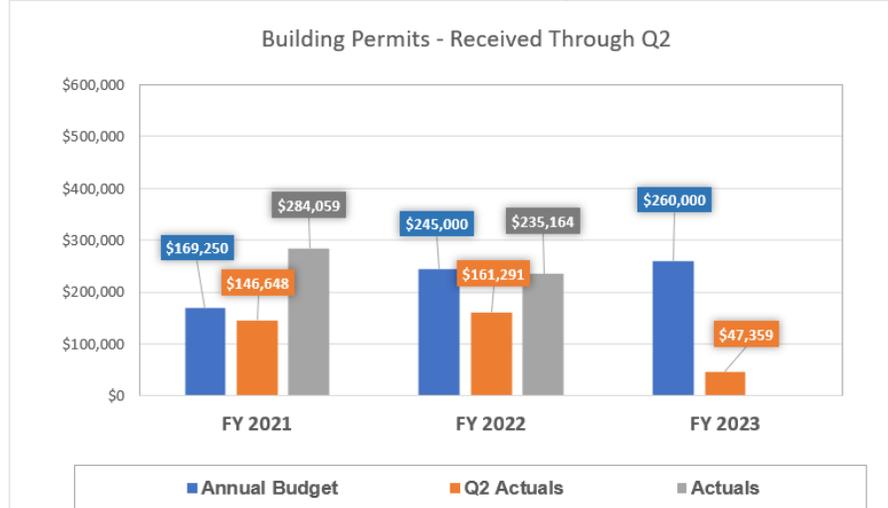
General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Use Tax Revenues	\$695,507	\$668,450	\$323,270	46.5%

- The City, on average in the past 3 years, receives 49% of use tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.
- Use Tax receipts have *dropped off in the February, March, and April 2023 Distributions.*

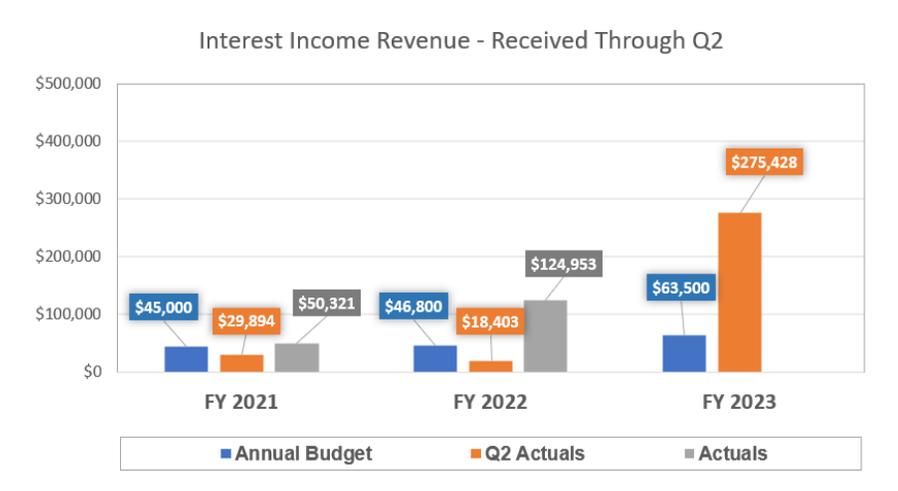
## Use Tax Revenue – 3 Year Trend History



## General Fund Revenues – Areas of Impact



Building Permit revenue is *down in Q2* compared to previous years



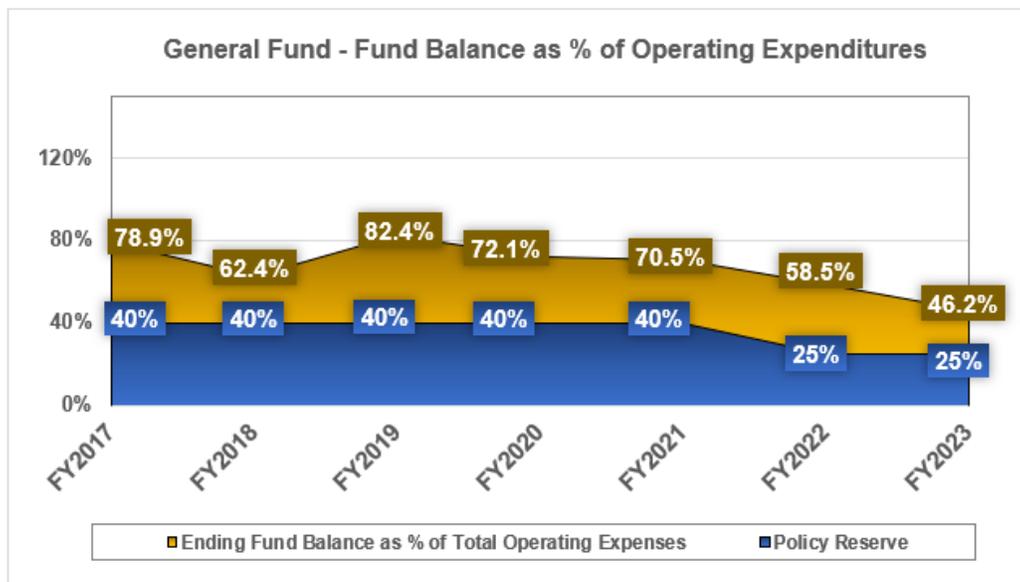
Interest Earnings revenue is *up significantly in Q2* compared to previous years.

## General Fund - Bottom Line

	Actual FY2022	Budgeted FY2023	Projected FY2023
Beginning Fund Balance	\$ 3,736,229	\$ 3,456,205	\$ 3,425,221
Total Revenues	\$ 5,542,691	\$ 5,466,340	\$ 5,986,868
Total Expenses	\$ 5,853,699	\$ 6,310,310	\$ 6,439,976
Net Change in Fund Balance	\$ (311,008)	\$ (843,970)	\$ (453,108)
Ending Fund Balance	\$ 3,425,221	\$ 2,612,235	\$ 2,972,113

\*Original FY2023 Budget of \$6,310,310 (with no Budget Amendments) is shown

## General Fund – Fund Balance Analysis



The FY2023 percentage of operating expenditures (shown in the graph above) is the projected ending amount

## Capital Improvement Sales Tax Fund

Capital Improvement Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
All Revenues	\$1,160,435	\$1,211,750	\$375,431	32.4%

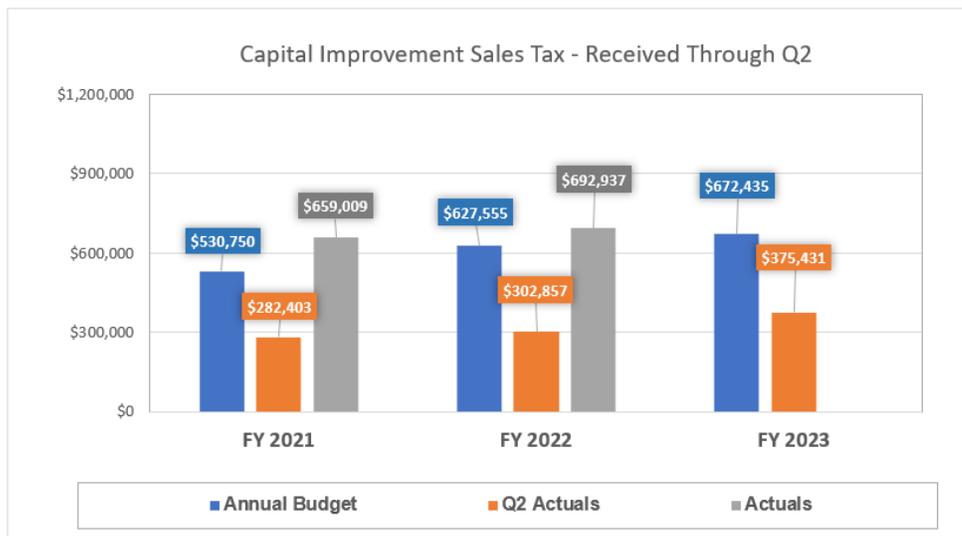
- The City, on average in the past 3 years, receives 43.5% of capital improvement sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

- The budget includes a \$488,000 MoDOT reimbursement for Streetscape Phase III Construction, which would be received as project progress occurs.

Capital Improvement Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
All Expenditures	\$1,355,370	\$1,355,370	\$433,839	32.0%

Capital Projects with CIST Funding	Phase	Resolution	Contractor/Engineer	Status
Downtown Streetscape Phase III	Engineering	1026	HDR Engineering	In Progress
Quincy Boulevard - Road Reconstruction	Construction	1221	Amino Brothers Co.	Bid Awarded
Downtown Streetscape Phase III	Construction	Upcoming	Bid Not Awarded Yet	Not Started

### Capital Improvement Sales Tax Revenue – 3 Year Trend History



### Transportation Sales Tax Fund

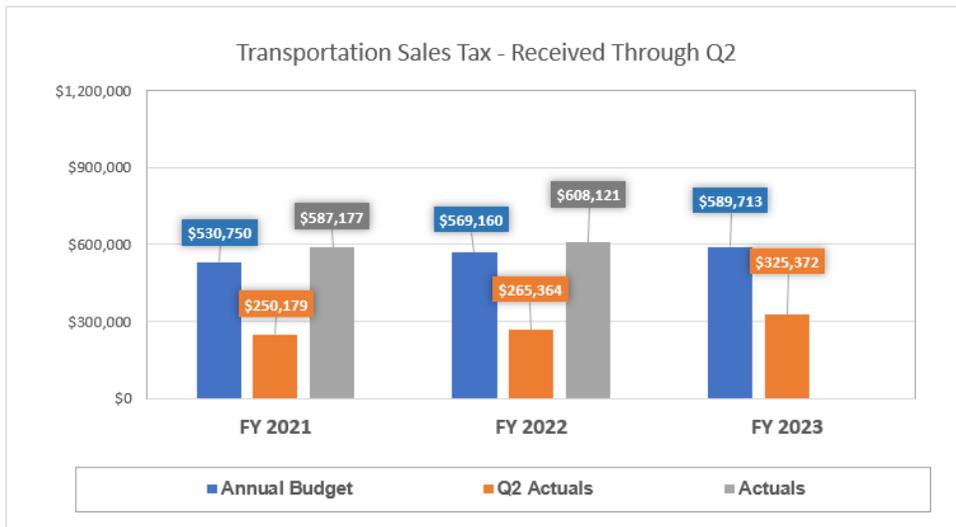
Transportation Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Revenues	\$589,713	\$639,910	\$326,632	55.4%

- The City, on average in the past 3 years, receives 43.3% of transportation sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

Transportation Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
<b>Expenditures</b>	\$992,246	\$973,518	\$131,390	13.2%

Capital Projects With TST Funding	Phase	Resolution	Contractor/Engineer	Status
4th Street and 4th Terrace – Road Reconstruction	Construction	1199	Menke Excavating	Bid Awarded
2023 Street Maintenance Program	Construction	1212	Pavement Management	Bid Awarded
Quincy Boulevard - Road Reconstruction	Construction	1221	Amino Brothers Co.	Bid Awarded

### Transportation Sales Tax Revenue - 3 Year Trend History



### Combined Water & Wastewater Fund

CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
<b>Revenues</b>	\$9,340,817	\$9,412,697	\$1,351,095	14.5%

- Budgeted revenues include COP proceeds of \$3,900,000 for 144<sup>th</sup> Street Lift Station and West Bypass of the 144<sup>th</sup> Street Lift Station.

CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
<b>Expenditures</b>	\$13,070,115	\$11,963,624	\$1,379,507	10.6%

- Budgeted expenditures include COP proceeds of \$3,900,000 for 144<sup>th</sup> Street Lift Station and West Bypass of the 144<sup>th</sup> Street Lift Station.

### 2023 Capital & Maintenance Program – CWWS Fund

CWWS Capital Project	Phase	Resolution	Contractor/Engineer	Status
Winner and Woods Waterline Replacement	Construction	1158	Blue Moon Hauling	Completed
Aerobic Digester	Construction	1084	David E. Ross	Completed
4th Street & 4th Terrace - Waterline Replacement	Engineering	1054	Veenstra & Kimm	Completed
Quincy Boulevard - Waterline Replacement	Engineering	1043	Snyder & Associates	Completed
2023 Slipline Sewer Program	Maintenance	1193	SAK Construction, LLC	Completed
West Bypass of 144 <sup>th</sup> Street Lift Station	Engineering	987	HDR Engineering	In Progress
Little Platte River Crossing - Waterline Replacement	Engineering	1138	HDR Engineering	In Progress
Owens Branch Interceptor	Engineering	1176	HDR Engineering	In Progress
Water Plant Improvements	Engineering	1208	HDR Engineering	In Progress
4th Street & 4th Terrace - Waterline Replacement	Construction	1199	Menke Excavating	Bid Awarded
Quincy Boulevard - Waterline Replacement	Construction	1221	Amino Brothers Co.	Bid Awarded
West Bypass of 144 <sup>th</sup> Street Lift Station	Construction	Upcoming	Bid Not Awarded Yet	Not Started
144th Street Lift Station	Construction	Upcoming	Bid Not Awarded Yet	Not Started
Water Plant Improvements	Construction	Upcoming	Bid Not Awarded Yet	Not Started

### Water & Wastewater Sales Revenue

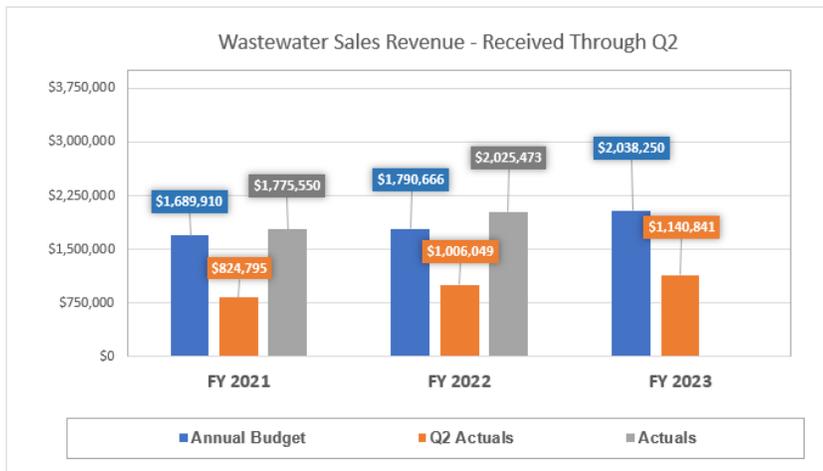
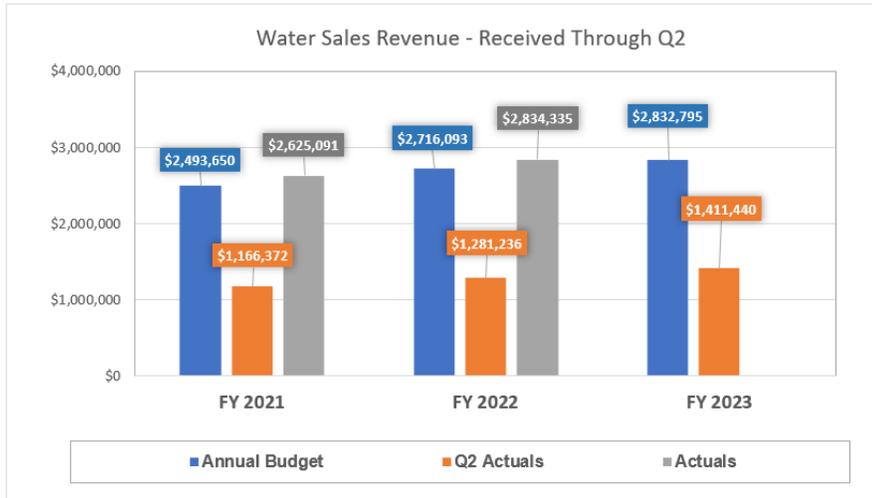
CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Water Sales	\$2,832,795	\$2,995,141	\$1,411,440	49.8%

- The City, on average in the past 3 years, receives 44.7% of water sales annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Wastewater Sales	\$2,038,250	\$2,196,468	\$1,140,841	56.0%

- The City, on average in the past 3 years, receives 47.4% of wastewater sales annual revenue by 2<sup>nd</sup> quarter of the fiscal year.

### Water & Wastewater Sales Revenue - 3 Year History of Q2



## CWWS Fund – Bottom Line

	Actual FY2022	Budgeted FY2023	Projected FY2023
Beginning Fund Balance	\$ 5,602,501	\$ 7,123,744	\$ 6,851,727
Total Revenues	\$ 6,221,873	\$ 9,340,817	\$ 9,412,697
Total Expenses	\$ 4,972,647	\$ 13,070,115	\$ 11,963,624
Net Change in Fund Balance	\$ 1,249,226	\$ (3,729,298)	\$ (2,550,927)
Ending Fund Balance	\$ 6,851,727	\$ 3,394,446	\$ 4,300,800

## Sanitation Fund

Sanitation Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Revenues	\$915,860	\$851,972	\$425,989	46.5%

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

Sanitation Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
Expenditures	\$900,600	\$849,366	\$429,977	47.7%

- The City also pays to participate in the Household Hazardous Waste collection program (paid for in Q1 every year) administered by MARC which is funded by the Sanitation Fund.

## Park & Stormwater Sales Tax Fund

Park & Stormwater Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Revenues	\$672,435	\$723,750	\$374,867	55.7%

- The City, on average in the past year 2 years, receives 43.6% of park and stormwater sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

Park & Stormwater Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
<b>Expenditures</b>	\$557,750	\$549,330	\$61,869	11.1%

PST Funded Capital Project	Phase	Resolution	Contractor/Engineer	Status
Stormwater Discovery & Master Plan	Design	1106	George Butler Associates	Completed
4th Street & 4th Terrace – Stormwater Improvements	Engineering	1043	Snyder & Associates	Completed
4th Street & 4th Terrace – Stormwater Improvements	Construction	1199	Menke Excavating	Bid Awarded
Quincy Boulevard – Stormwater Improvements	Construction	1221	Amino Brothers Co.	Bid Awarded

#### VERF (Vehicle & Equipment Replacement Fund)

VERF	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
<b>Revenues</b>	\$422,100	\$420,400	\$154,089	36.5%

- The VERF received the budgeted \$70,000 transfer for annual operational support in Q1 of 2023.
- YTD in-house vehicle auction and equity flip revenues equal \$84,089.

VERF	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
<b>Expenditures</b>	\$381,750	\$366,277	\$161,319	42.3%

- Through April 30, 2023, the City is leasing 25 vehicles with Enterprise Fleet Management.

#### ARPA (American Rescue Plan Act) Fund

American Rescue Plan Act Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
<b>Revenues</b>	-	-	-	-

- Finance staff will record an *interest earnings journal entry* at the end of FY2023 for the ARPA Fund.

American Rescue Plan Act Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
<b>Expenditures</b>	\$953,270	\$880,215	\$403,642	42.3%

- ❑ As of April 30, 2023, the City had \$469,264 remaining on the Raw Water Pump Station construction contract with Irvinbilt Construction. Project has been completed. Final invoices are expected to be paid in July/August 2023

## 6 Month Budget Review – Conclusion

### Revenues

- *Property Tax*: Property tax will exceed the adopted line-item budget in FY2023.
- *Sales Tax*: Excellent growth through Q2, which is likely somewhat driven by consumer inflation in routine goods and services, but also growth in the local economy.
- *Use Tax*: Projecting to bring in less than the FY2023 budgeted amount. Staff assuming changes in retail consumer purchasing patterns due to inflationary pressure.
- *Building Permits*: Permits are beginning to pick up, but the revenue budget will likely not be met for FY2023.
- *Interest Earnings*: Higher earnings rate (interest rate set to float with Treasury Bill rate) has allowed for revenues to exceed budget through Q2. Projecting well over the budgeted amount for FY2023.

### Expenditures

- *General Fund Operational Expenditures*: In finishing Q2 2023, city departments are currently fully staffed, which will result in lower vacancy savings in FY2023.
- *Capital Budgets*: Capital budget spending is significant in all funds this year. Multiple budget amendments have been needed to adjust budgets to accommodate spending.

Alderman Russell asked about the 3% marijuana sales tax.

Mayor Boley explained that it will not begin being captured until October 1, 2023.

Cynthia explained that state law does not allow staff to report a breakdown of an individual business sales tax collected, only a total sum of all sales tax. Staff has the ability to see the breakdown by business but is not allowed to pass that information on to the Board. Cynthia noted that the Missouri Municipal League (MML) estimate of \$150,000 is probably pretty close, it may be a bit high.

Alderman Russell asked about the eight back-ordered VERF police vehicles and if there is a date of when to expect them.

Chief Lockridge explained that we have one ready for pick up and one is in the metro area, two are pending order for a production date and three show order accepted.

Stephen explained that Enterprise is starting to catch up with the City's requested vehicles. Parks and Recreation received their boom truck about a month ago and that was a really important piece of equipment for them that they use daily. There have been some significant vehicles come in the last couple months apart from the police interceptors

Cynthia noted that the VEF is a significant investment for the City. She explained that staff have spent a good amount of time reviewing cost and program. We started the lease program in the very beginning of pandemic shutdowns and had no idea we would have supply chain issues or see such significant increases in interest rates. Both of these have affected our bottom line. When we have the whole fleet up to date, we will basically have a new fleet and we will have lease management by Enterprise helping us navigate when to sell those vehicles to be able to capture the best resale. Cynthia noted that staff anticipates seeing a change in our maintenance costs. She explained that there are some months the repair bills from Wright Automotive for Police Department vehicles is voluminous. Once the vehicles are replaced, we should see a significant reduction in maintenance costs.

Alderman Hartman asked if the 144<sup>th</sup> lift station would be pushed to FY2024.

Stephen explained that it would be pulled out of the FY2023 budget and put in the FY2024 budget since it would not be bid until mid-November.

Cynthia noted that one of the reasons for delay in timing on the project is property acquisition. Chuck Soules is in conversation with four of the property owners at this time.

Alderman Wilson asked if a one-time transfer could be done for the VEF in the FY2024 budget and possible a smaller annual contribution that would be made to that fund.

Cynthia explained that staff has been looking at different scenarios and that will be part of the discussion at the Board Retreat, May 17.

### **3. Departmental Budget Presentation**

Stephen Larson, Finance Director, noted that this will help set the stage for the budget process and discussions and to give the Board a chance to ask the department directors questions.

The department review is an opportunity to highlight recent accomplishments and successes and identify the future goals and needs of departments.

A high-level budget summary indicating the categories of allocated expenses of each department and a department organizational chart are included in the presentation.

#### **Administration**

Gina Pate, Assistant City Administrator, presented the accomplishments, successes and future goals and needs for Administration.

#### **Department Structure**

City Administrator – full time      Assistant City Administrator - full time  
City Clerk – full time  
Legal Counsel - part time

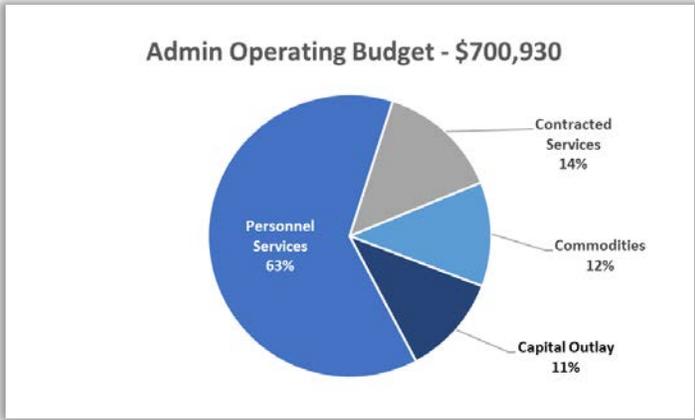
#### **2022-2023 Key Accomplishments**

- Continued partnership with Smithville Main Street.

- Board of Aldermen adopted the Economic Development Incentives Policy in August 2022 prepared by the Economic Development Committee.
- Communication & Training Enhancements
  - Bi-Monthly Citizen Newsletters
  - Implementation of the Big Takeaways
  - Communications Campaign for Citizen Newsletter Results
  - “Did You Know” Article Produced Weekly
  - Website Redesign with Municipal CMS
  - Information on Social Media about Upcoming Board of Aldermen Agendas
  - Increased number of training opportunities for employees
- Administered the second year of the Neighborhood Beautification Grant Program
- Supported and enhanced the Employee Wellness Program
- Completed Wayfinding Signage and Design Guidelines project (\$10,000 reimbursed to the City through the ARPA Tourism Grant) and Server Replacement project (2 servers).

**2023 Budget Summary**

2023 Total Budget	
Personnel Services	\$439,540
Contracted Services	\$97,490
Commodities	\$83,500
Capital Outlay	\$80,400
Capital Improvements	-
<b>Grand Total</b>	<b>\$700,930</b>



**2024 Discussion Points**

- Smithville Main Street contract and agreement with Chamber of Commerce.
- Neighborhood Beautification Grant (\$25,000 in FY2024 Proposed Budget)
- Establishing a Laptop Replacement Program (annual replacement of specific laptops each year).
- Establishment of a Citizens Academy
- Wayfinding Signage

- Employee Relations
  - Wellness Program
  - City-Wide Focus on Training
  - Compensation and Merit Pool
  - Retirement Enhancements
- Website Enhancements

**Finance**

Stephen Larson, Finance Director, presented the accomplishments, successes and future goals and needs for the Finance Department.

**Department Structure**

Finance Director – full time

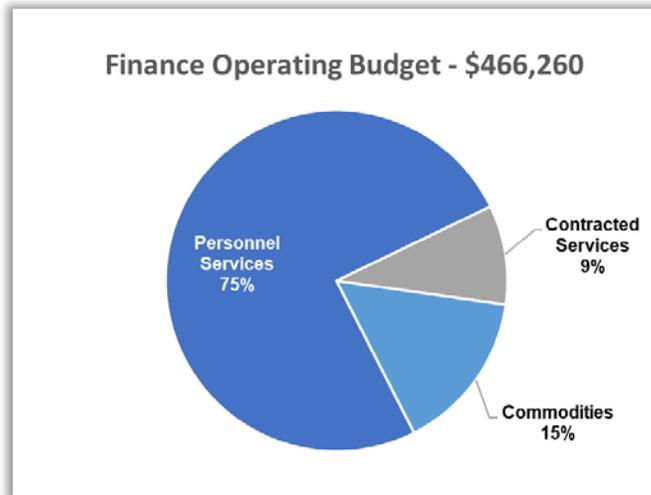
Finance Specialist II (2) – full time      Finance Specialist I - full time

**2022-2023 Key Accomplishments**

- Received the GFOA Distinguished Budget Award for the FY2022 Budget Document (4<sup>th</sup> straight year).
- Implemented Positive Pay ACH and check fraud program which prevents check washing/fraud and potential ACH fraud.
- Implemented a senior citizen 15% discount for the monthly water and wastewater fixed charge during the FY2023 Budget Process.
- Created a “Completed CIP Projects” page on the public website which showcases major projects completed over the last 4 years.
- Worked to promote the use of digital utility billing by email which resulted in an increase in the percentage of utility customers receiving their bills via email to 15% of total billed customers.
- Worked with the Governing Body to develop a new utility disconnection policy to allow more time for utility customers to pay until utility shut-off occurs.

**2022-2023 Budget Summary**

2023 Total Budget	
Personnel Services	\$342,060
Contracted Services	\$37,850
Commodities	\$86,350
Capital Outlay	-
<b>Grand Total</b>	<b>\$466,260</b>



**2024 Discussion Points**

- Coordinate the migration from Tyler Technologies ERP Pro 9 to ERP Pro 10 and provide support and training to City Departments.
- Explore and evaluate the benefits of Tyler Technologies AP Automation & Cloud Storage capabilities for the City’s ERP.
- Assist with the Bond Rating process for 2023 Series COP.
- Pursue improvements in the breakdown of utility billing charges shown on the customer’s utility bill (i.e., senior discounted rate, volume/usage rate, fixed monthly charge).
- Update and implement utility rate recommendations from the utility rate model based upon CWWS operational and capital expenses.
- Continue to provide quality customer service to over 4,200 utility customer accounts billed monthly.

**Police**

Jason Lockridge, Chief of Police, presented the accomplishments, successes and future goals and needs for the Police Department.

**Department Structure**

- Chief of Police – full time
- Police Captain – full time
- Police Administrative Assistant / Prosecutor’s Assistant – full time
- Police Sergeants (4) - full time
- Police Detectives (2) - full time

- School Resource Officers (2) - full time
- Police Officers (10) – full time

**2022-2023 Key Accomplishments**

Year	2020	2021	2022	2023 (Projected)
Calls for Service	5,970	6,329	7,218	8,079

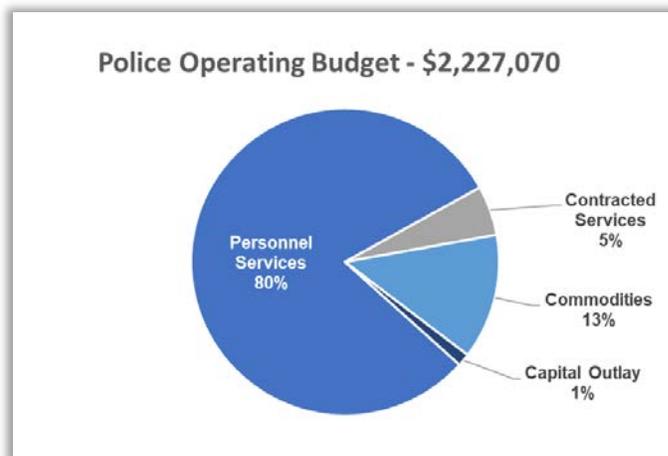
- Filled the vacant Police Detective position and the vacant School Resource Officer position.
- Completed technology advancements in the department.
- Purchased the department's first drone and completed pilot training/licensing (funded by private donations). Department expects to purchase the second drone with grant funding and train two additional pilots by the end of FY2023.
- Started implementation of a procedure manual to accompany the existing policy manual.
- Purchased one used police car to replace totaled car struck in roadside incident.
- Replaced four tasers (annual replacement program).
- Started the replacement process for eight Police Interceptors through Enterprise Fleet Management.

Alderman Hartman asked if insurance paid anything on the police vehicle that was damaged and had to be replaced.

Chief Lockridge said that it did.

### 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$1,788,010
Contracted Services	\$116,320
Commodities	\$293,540
Capital Outlay	\$29,200
<b>Grand Total</b>	<b>\$2,227,070</b>



### 2024 Discussion Points

- Consideration of two additional Police Officers and associated vehicles.
- Consideration of replacement of Police handguns.
- Replacement of four mobile data terminals, which constitutes the second round of replacement of terminals.
- Continue the annual Taser Replacement Program.
- Continue to train and develop new Police staff.
- Implement a Mental Health Wellness Checks program.

## Development

Jack Hendrix, Development Director, presented the accomplishments, successes and future goals and needs for the Development Department.

## Department Structure

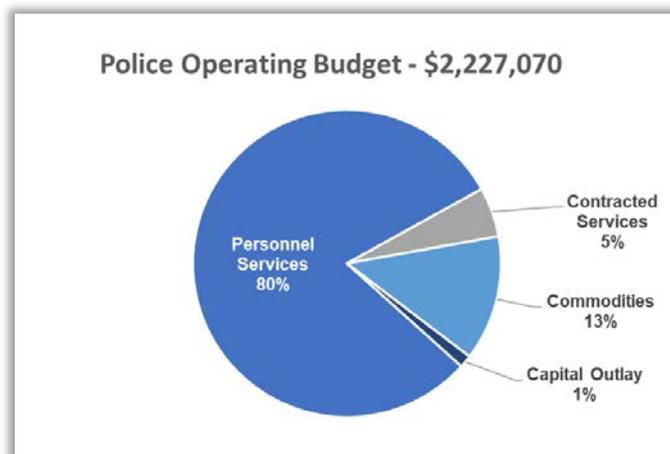
Development Director – full time  
Building Inspectors (2) - full time  
Code Inspector (1) - full time  
Permit Technician (1) - full time

## 2022-2023 Key Accomplishments

- Completed several implementation actions from Comprehensive Plan 2030, which included the following:
  - **Goal HN1.1** – Supported Additional Housing Stock: Approved Fairview Crossing which adds 316 additional housing units.
  - **Goal ST1.1** – Wayfinding Plan Adopted
- Worked with developers to add several commercial/retail lots to potential inventory:
  - Richardson Street Plaza
  - McBee's Corner
  - Fairview Crossing (10 Lots)
  - Fairview Crossing North (6 Lots)
- Filled vacant Building Inspector position and continued training of all Development Department employees.

## 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$1,788,010
Contracted Services	\$116,320
Commodities	\$293,540
Capital Outlay	\$29,200
<b>Grand Total</b>	<b>\$2,227,070</b>



## 2024 Discussion Points

- Continue the following Comprehensive Plan Action Items:
  - Establish a zoning overlay on the westside of Highway 169 for commercial and mixed uses and establish key priority industry niches (determine whether to complete this work in-house or contract the work out, which has an estimated consultant cost of \$30,000).
  - Continue to provide training and education to staff for increased certifications.
  - Work towards an online inspections system following the ERP Pro 10 Migration.

Alderman Russell asked about the key accomplishments:

- **Goal HN1.1** – Supported Additional Housing Stock: Approved Fairview Crossing which adds 316 additional housing units.
- **Goal ST1.1** – Wayfinding Plan Adopted

He asked what the next step is for each of those, if it will go to 1.2, 1.3, etc.

Jack explained that it is part of the Comprehensive Plan (page 72). Those goals are based upon the five Strategic Pillars, HN is housing and then ST is small town feel. The only one that has a limited number of items is the educational provision, it only has four items on it whereas housing, business and economics have anywhere from nine to 20 different action items. Jack noted that they are also in the appendices at the back of the Comprehensive Plan and are organized by either priority or by timing. Jack explained that staff has been working on a dashboard that will be more visually pleasing and easier to understand. Staff hope to present it to the Board sometime in the near future and hopefully have available on the City website.

## Parks and Recreation

Matt Denton, Parks and Recreation Director, presented the accomplishments, successes and future goals and needs for the Parks and Recreation Department.

## Department Structure

Parks and Recreation Director – full time  
Recreation Manager - full time  
Parks Maintenance Crew Leader - full time  
Parks Maintenance (2) - full time  
Recreation Coordinator - full time  
Clinic Instructors (as needed) - part time  
Seasonal Parks Maintenance (as needed) - part time  
Field Supervisors (as needed) – part time

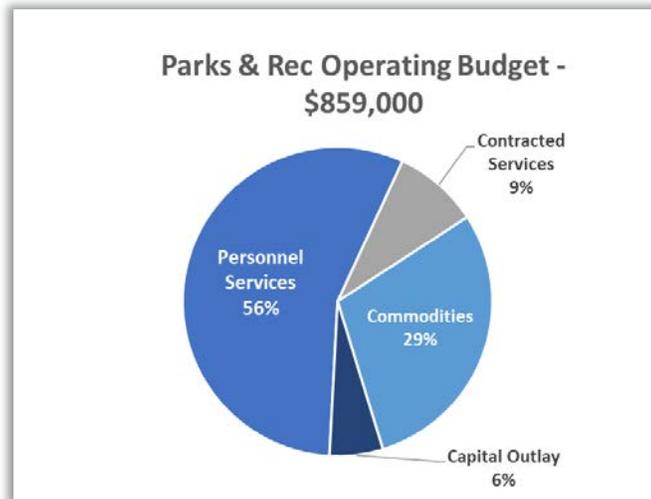
## 2022-2023 Key Accomplishments

- Continue to pursue short-term goals from the Parks and Recreation Master Plan:
  - Park Signage
  - Diamond Crest Park
  - Emerald Ridge Neighborhood Park
- Expanded Senior Center Fitness classes, increased facility rental revenue from 2021, and painted the inside of the facility.
- Grew participation in current Parks and Recreation programs and added more recreational programs outside of sports (Art in the Park, Learn to Kayak)
- Held first fundraising event with the Smithville Chamber of Commerce to raise funds for Smithville Legacy Fund.
- Incurred no restroom related “report a concern” issues.

- Worked with multiple eagle scouts on projects within the scout area and painted restroom at Smith's Fork.
- Hired new Recreation Coordinator position (new position funded in FY2023 Budget).

### 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$481,620
Contracted Services	\$76,650
Commodities	\$252,880
Capital Outlay	\$47,850
<b>Grand Total</b>	<b>\$859,000</b>



### 2024 Discussion Points

- Prioritized park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund.
- Discuss using "Payment in Lieu of Dedication" funds to assist in funding the resurfacing of Heritage Park and Smith's Fork Park playgrounds (with Park & Stormwater Sales Tax offsetting remaining amount).
- Continue work with the Legacy Fund
- Consideration of the Equipment Replacement & Sharing Program

### Public Works

Chuck Soules, Public Works Director, presented the accomplishments, successes and future goals and needs for the Street Department.

### Department Structure

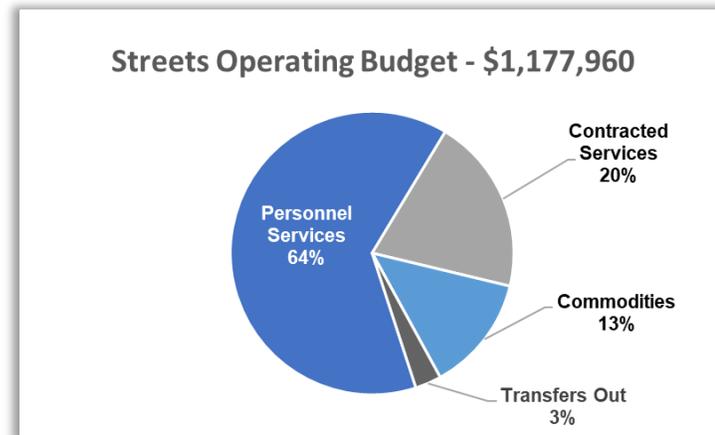
Public Works Director (50%) – full time  
 Street Superintendent - full time  
 Assistant to the Public Works Director (50%) – full time  
 Engineering Technician - full time  
 Administrative Coordinator - part time  
 Street Maintenance Crew Leader - full time  
 Street Maintenance Workers (5) - full time

## 2022-2023 Key Accomplishments

- Provided project administration and inspection services for public infrastructure and private development projects.
- Maintained the condition of streets through patching and crack sealing programs.
- Featured the following items in the GIS website:
  - Sidewalk and Street Sign Inventory
  - Pavement Condition Index (PCI) Scores
  - Outfalls (Stormwater Discharge Points)
  - Snow Routes
  - Road Maintenance Information
- Implemented pre-treatment with salt brine for snow events.
- Secured three MARC grants for infrastructure projects.
- Performed in-house easement acquisitions for infrastructure improvements (Quincy Boulevard, Streetscape Phase III, 4<sup>th</sup> Street & 4<sup>th</sup> Terrace, and the 144<sup>th</sup> Street Force Main)

## 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$749,510
Contracted Services	\$237,070
Commodities	\$156,380
Capital Outlay	-
Transfers Out	\$35,000
Capital Improvements	\$325,000
<b>Grand Total</b>	<b>\$1,502,960</b>



## 2024 Discussion Points

- Consideration of the Equipment Replacement and Sharing Program.
- Public Works / Parks & Recreation Facility (including salt storage).
- Continue funding for the Annual Street Maintenance Program.
- Complete third round of the Pavement Condition Index (PCI)

- Provide updates on the current Capital Improvement Projects (CIP) status and make information available on the GIS website.

**Utilities (Public Works)**

Chuck Soules, Public Works Director, presented the accomplishments, successes and future goals and needs for the Utilities Department.

**Department Structure**

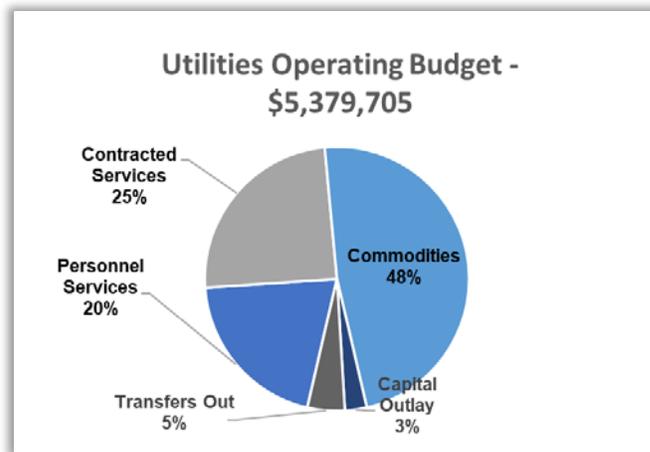
- Public Works Director (50%) – full time
- Utilities Superintendent – full time
- Assistant to the Public Works Director (50%) – full time
- Engineering Technician - full time
- Water Treatment Plant Manager – full time
- Operations Manager – full time
- Administrative Coordinator – full time
- Water Plant Operators (2) – full time
- Water Plant Shift Supervisor – full time
- Water Plant Operators (2) – full time
- Wastewater Plant Operators (2) – full time
- O&M Technicians (3) – full time

**2022-2023 Key Accomplishments**

- Treated 192 million gallons of drinking water that met the standards set by the DNR and the EPA for safe consumption.
- Treated 78 million gallons of wastewater that met all regulatory standards.
- Successfully completed the Smith's Fork Campground Lift Station project.
- Completed construction of Digester #1 Floating Aerator.
- Completed construction of the Winner Avenue Waterline Project.
- Rehabilitated 4,124 linear feet of sewer line, 3 manholes, and repaired and restored service to SBR (sequencing batch reactor) #1.
- Completed construction of a new Raw Water Pump Station and installed a Copper Ion Generator for improved water quality.
- Inspected and conducted weekly preventative maintenance on 31 sewer pump stations and repaired 24 waterline issues.
- Conducted 1,030 on-time utility locates and completed 918 work orders.

**2023 Budget Summary**

2023 Total Budget	
Personnel Services	\$1,271,770
Contracted Services	\$1,627,180
Commodities	\$2,135,205
Capital Outlay	\$67,990
Transfers Out	\$277,560
Capital Improvements	\$7,741,900
<b>Grand Total</b>	<b>\$13,121,605</b>



### 2024 Discussion Points

- Continue the Sewer Rehabilitation Program (Cured in Place Pipe).
  - Regular sewer runs reduced from 15 per month to just a few per year since the program started.
- Consider a bar screen replacement for the wastewater plant.
- 144th Street Lift Station and West Bypass:
  - Negotiations and condemnation processes are underway for four properties. The project is expected to be put out to bid in Fall 2023.
- Consideration of FY2024 – FY2028 Five Year Capital Improvement Plan, which includes the following significant projects:
  - Engineering for wastewater plant expansion and improvements (\$1,050,000 in the Proposed FY2024 CIP).
  - Planning for the Water Plant Expansion Project.
- Utility Rate Review

### Transportation Sales Tax Fund

Chuck Soules, Public Works Director, presented the Transportation Sales Tax Fund.

### Funding Overview

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

### 2022-2023 Key Projects in Progress and Completed

- Complete the 2023 Street Maintenance Program which includes crack sealing, micro surfacing, and street striping on Spellman Road, Northeast 172<sup>nd</sup> Street, Old Jefferson Highway, and 180<sup>th</sup> Street.
- Continue the street sweeping program (which is an MS4 stormwater permit requirement).
- Begin construction in Spring/Summer 2023 on the following capital improvement projects:

- Sidewalk Replacement Program (Liberty Road)
- 4th Street & 4th Terrace – Road Reconstruction (Following Utility Improvements)
- Quincy Boulevard – Road Reconstruction (Following Utility Improvements)

*Transportation Sales Tax provides funding for the City's annual mill and overlay program to repair and rehabilitate streets with a low PCI (pavement condition index)*

### **2024 Discussion Points**

- Establish improvement priorities based on comprehensive evaluations, including consideration of street repairs, water and sewer maintenance, and potential sidewalk additions.
- Continuation of funding:
  - Street Maintenance Program
  - Sidewalk Replacement Program including an ADA-compliant component
  - Striping Program
- 2024 Street Maintenance Program: Includes selected roads in Harborview neighborhood based upon the PCI.
- Commercial Street Sidewalks Project (FY2024) (from Smithville High School to Meadow Street)

### **Capitol Improvement Sales Tax Fund**

Chuck Soules, Public Works Director, presented the Capital Improvement Sales Tax Fund.

### **Funding Overview**

- The Capital Improvement Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on April 3<sup>rd</sup>, 2018.
- The City began to see initial collections of the sales tax in November 2018.
- The Capital Improvement Sales Tax was authorized by voters to be enacted until December 31<sup>st</sup>, 2038 (20 years).
- The sales tax is to be used for the purpose of funding, financing, operating, and maintaining capital improvements.
- The primary obligation of this sales tax is to fund outstanding debt service first (Series 2018/2019 General Obligation Debt). Leftover cash is utilized for capital projects.

### **Key Projects – Completed**

- Projects completed in this fund since the April 2018 election include:
  - Amory Road Improvements
  - 2<sup>nd</sup> Creek Road Bridge
  - 180<sup>th</sup> Street Trail
  - Commercial Street Sidewalks
  - Main Street Walking Trail
  - Downtown Streetscape Phase I & II

### **Projects – In Progress and Planned**

- Downtown Streetscape Phase III - Engineering & Construction

## **2024 Discussion Points**

- The City has been awarded federal transportation funding, through Mid-America Regional Council (MARC), for the following projects:
  - Second Creek Sidewalks
  - 1<sup>st</sup> & Bridge Street Round-A-Bout
  - Riverwalk Park & Trail
- Consideration of FY2024 – FY2028 CIST Capital Improvement Plan:
  - Riverwalk & Trail – Engineering (\$250,000 in FY2024)
  - Second Creek Sidewalks – Engineering (\$150,000 in FY2024)
  - 1<sup>st</sup> & Bridge Street Round-A-Bout – Engineering (\$200,000 of \$250,000 in FY2024 through CIST funding)
  - Second Creek Sidewalks – Construction (\$945,000 in FY2025)
  - Riverwalk & Trail – Construction (\$480,000 of \$1,800,000 in FY2025)

## **Parks and Stormwater Sales Tax Fund**

Chuck Soules, Public Works Director, and Matt Denton, Parks and Recreation Director, presented the Parks and Stormwater Sales Tax Fund.

### **Funding Overview**

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

## **2022-2023 Key Projects In Progress and Completed**

### **Parks and Recreation**

- Completed Diamond Crest Park Playground, Sidewalk, and Fencing Improvements.
- Completed RTP grant application for the "OK" Railroad Trail (Phase I) to connect Diamond Crest to Lake Meadows.
- Completed LWCF (Land Water Conservation Fund) grant application for Emerald Ridge Park.
- Awarded \$900,000 in MARC funding for the Riverwalk Park & Trail.
- Installed Park Boulder Signs around the City Parks

### **Stormwater**

- Completed a "Stormwater Needs Assessment" and cleared blockage in Owens Branch stream.
- Developed an "Illicit Discharge and Elimination Plan" as identified by the MS4 audit.
- Initiating stormwater projects on Quincy Boulevard, Bridge Street, and 4<sup>th</sup> Street & 4<sup>th</sup> Terrace during Spring/Summer 2023.

## **2024 Discussion Points**

### **Park & Recreation**

- Implement Year 3 of the Parks and Recreation Master Plan with the update to the Emerald Ridge Neighborhood Park.
- Pursue "OK" Railroad Trail Construction.
- Consideration of resurfacing Heritage and Smith's Fork Playgrounds.

## **Stormwater (Public Works)**

Chuck Soules, Public Works Director, presented Stormwater.

### **•Stormwater Maintenance Projects**

- Woods Court (Clean Up) – Cost Estimate of \$40,000
- Rock Creek (Unclogging) – Cost Estimated of \$74,000
- Northeast 158<sup>th</sup> and Chestnut (Dredging) – Cost Estimate of \$60,000

### **•Stormwater CIP Projects**

- Stonebridge (in FY2024), Dundee Road (in FY2025), Forest Oaks (in FY2026), Cedar Lakes (in FY2027), and Maple Lane (in FY2028) stormwater improvements.

## **Sanitation Fund**

Chuck Soules, Public Works Director, presented the Sanitation Fund.

## **2024 Discussion Points**

- Negotiated a new Solid Waste services contract with GFL for 2024 (Green for Life), which includes.
  - Working with GFL for contract renewal and will bring rate recommendations to the Board.
  - Retained 2 City Wide Bulky Item Pick-Ups.
  - Continued to retain the Cardboard Recycling Drop-Off Station in Downtown Smithville.
  - Increased the Residential Participation Rate of the E-Waste Event and recycled 3,150 pounds of paper and 7,371 pounds of computer electronics.
  - City will host a Household Hazardous Waste Event in August 2023.

Stephen provided the FY2024 budget process schedule.

## **FY2024 Budget Process Schedule**

- Board Retreat (May 17)
- Five Year Capital Improvement Program Review and Discussion (June 6)
- Schedule of Fees Review and Discussion (July 18)
- FY2024 Operating Budget and 5 Year CIP Review: 1<sup>st</sup> Discussion (August 15)
- FY2024 Operating Budget and 5 Year CIP Review: 2<sup>nd</sup> Discussion - If Needed (September 5)
- Adopt FY2024 Budget on 2<sup>nd</sup> Reading (October 17)

## **4. Adjourn**

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:54 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor