



City of Smithville, Missouri
Board of Aldermen – Regular Session Agenda
7:00 p.m. Tuesday, October 3, 2023
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.

Public Comment can be made in person or via Zoom, if by 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. Consent Agenda

• **Minutes**

- September 19, 2023, Board of Aldermen Work Session Minutes
- September 19, 2023, Board of Aldermen Regular Session Minutes

• **Resolution 1272, Leak Adjustment**

A Resolution approving wastewater adjustment in the amount of \$3,312.61 to commercial utility billing customer Hillside Development Corporation.

• **Resolution 1273, Leak Adjustment**

A Resolution approving water and wastewater adjustment in the amount of \$166.59 to utility billing customer Thomas Bloom.

Join Zoom Meeting

<https://us02web.zoom.us/j/89093874191>

Meeting ID: 890 9387 4191

Passcode: 469004

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. Committee Reports

Economic Development Committee

Parks and Recreation Committee

5. City Administrator's Report

ORDINANCES & RESOLUTIONS

6. Bill No. 3005-23, Stormwater Plan – Illicit Discharge 2nd Reading

An Ordinance amending Section 520.110 Dumping or Depositing Dirt, Rock or other Material and enacting in its place a new Section 520.110 Dumping or Depositing Dirt, Rock or other Material. 2nd reading by title only.

7. Bill No. 3006-23, Amendment to the Subdivision Ordinance Stormwater Regulations – 2nd Reading

An Ordinance repealing Section 425.180 Subdivision Maintenance Provisions of the subdivision regulations of the Smithville Municipal Code and re-enacting a new section 425.180. 2nd reading by title only.

- 8. Bill No. 3007-23, City Administrator's Spending Authority – 2nd Reading**
An Ordinance repealing Sections 150.030 and 150.040 of the Code of Ordinance and enacting in its place a new Section 150.030 and 150.040 for approval and competitive bidding. 2nd reading by title only.
- 9. Bill No. 3008-23, Adopt the FY2024 Operating Budget – 1st Reading**
An Ordinance adopting the FY2023 Annual Operating Budget. 1st reading by title only.
- 10. Bill No. 3009-23, Creation of a 110 Smithville Tax Increment Fund – 1st Reading**
An Ordinance approving the creation of the 110 Smithville Tax Increment Financing Fund to account for the receipt of and expenditures from that allocation separate from any other monies. 1st reading by title only.
- 11. Bill No. 3010-23, Amending Utility Rates for Non-Residents – 1st Reading**
An Ordinance amending the utility rates for non-residents. 1st reading by title only.
- 12. Bill No. 3011-23, Amendment to Chapter 520, Sidewalks, Streets and Miscellaneous Public Places – 1st Reading**
An Ordinance amending Chapter 520, Sidewalks, Streets and Miscellaneous Public Places. 1st reading by title only.
- 13. Resolution 1274, Agreement Renewal for Snow Removal**
A Resolution renewing the agreement for Bid No. 21-19 to R&S Lawn Service for residential snow and ice control services in the amount of \$184 per hour.

OTHER MATTERS BEFORE THE BOARD

- 14. 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.
- 15. 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.
- 16. Adjourn**





Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Administration/Finance

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:

- **Minutes**
 - September 19, 2023, Board of Aldermen Work Session Minutes
 - September 19, 2023, Board of Aldermen Regular Session Minutes
- **Resolution 1272, Leak Adjustment**

A Resolution approving wastewater adjustment in the amount of \$3,312.61 to commercial utility billing customer Hillside Development Corporation.
- **Resolution 1273, Leak Adjustment**

A Resolution approving water and wastewater adjustment in the amount of \$166.59 to utility billing customer Thomas Bloom.

SUMMARY:

Voting to approve would approve the Board of Aldermen minutes 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 type="checkbox"/> Other: | |

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

September 19, 2023, 6:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:00 p.m. A quorum of the Board was present: Melissa Wilson, Ronald Russell, Marv Atkins, Leeah Shipley and Dan Ulledahl. Dan Hartman was present via Zoom.

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

2. Main Street Update

Alyssa Sander presented the Main Street District's update report to the Board. She noted in 2021 Main Street District was able to enter into an agreement with the City of Smithville to have the ability to hire a full-time staff person. Alyssa explained that she was hired that October as Executive Director.

She gave a brief history of the Smithville Main Street District. A few years ago, business owners, City employees and the Chamber of Commerce attended a training in Jefferson City to learn about Missouri Main Street. They provide support to help create a culture of community and economic vitality.

In 2019 the group applied for and received the Community Empowerment Grant and then started Smithville Main Street District, which was formerly the Heritage District. In 2021 Smithville Main Street District 2021 Main Street District was able to enter into an agreement with the City of Smithville to have the ability to hire a full-time staff person. Alyssa explained that she was hired in October 2021 as Executive Director. Her job was to continue to facilitate the mission using the four-point tier approach to help out downtown remain the pulse of the community.

Alyssa recognized the Main Street District Board:

Alicia Neth – President, Sarah Ulledahl - Vice President, Leeah Shipley – Secretary, Crystal Calvert – Treasurer, Cara Braithwaite - Board Member, Adam Royds - Board Member, Eugene Diamond - Board Member and Kortney Caldwell - Board Member.

The Main Street's Four-Tier Approach:

Design

In 2022 they partnered with the City to obtain an ARPA grant for Wayfinding Design Guidelines, the project was completed in 2023. She noted that this was an exciting project. They got to do an analysis of the town, they drove throughout the town to see what signs Smithville did and did not have. They formed a committee to help choose the signage design and are excited to get it implemented. Main Street will continue with the creation and implementation of these signs by way of grants.

They were able to raise the bulk of funds to put the lights on the stage, which has been met with many compliments and accolades. An effort that brought many residents together in an excellent show of pride for our downtown community.

In 2022 they had a successful holiday season with help from the City's Parks and Recreation staff. She thanked them for all their help!

Alyssa was able to serve on the committee to help begin to bring art downtown by way of Art on the Move, which is now located at the corner of Main Street and Commercial Street.

They were part of the discussion of the Downtown Use Guidelines and what changes needed to be made.

She gathered resources to begin a Design Assistance packet for business owners to help with their question about tuck pointing, awnings, etc.

Promotion

They had a successful event season in 2022 and part of 2023. They held both wine walks, the whiskey walk, city-wide garage sale, vendor portion of the bike race and Junkville. With these events they were able to raise almost \$30,000 for Main Street.

Alyssa created a Downtown Event Guide for other organizations to assist in seamlessly hosting events. She worked with the Chamber of Commerce on several events and initiatives. They partnered with the Smithville Farmer's and Maker's Market with advertising, promoting the event and the Courier Tribune has been an incredible help to them.

They created a map of the downtown area to hand out to people so they can see where businesses, parking and parks are located.

They utilized social media for brand recognition, promotion, fundraising and community events.

Alyssa noted that they have won two awards at the Missouri Main Street Connection's Premiere Revitalization Conference.

Best New Promotion - Whiskey Walk 2022

Outstanding City Official - Damien Boley

Organization

They formed a new team of the organization and identified a leader for the Community Engagement team. This team was created to help take the message of Main Street to the people and then help them get connected in a particular way.

They hosted several community engagement events to help inform the community about their mission and vision statements, goals, and initiatives.

Alyssa noted that with the help of volunteer Nicole Turner, they created a new logo and rebranding process, to ramp up the brand of the Smithville Main Street District. They feel like this nod to nostalgia and architecture, while giving a modern and unique feel is just what Main Street needs to continue becoming the heart of our community. Nicole is also in marketing and is going to help them with the roll out of the new brand.

Also keeping up with the normal housekeeping with ongoing budget tracking.

Alyssa noted that they have been affiliated with the Missouri Main Street Connection since the beginning. In July the board began a cost benefit analysis regarding their partnership and whether it was a benefit to continue with Missouri Main Street Connection. While their philosophy and four-point approach provided an excellent road map for the organization to begin, they have decided to not renew their partnership with Missouri Main Street Connection for the next calendar year. She explained that when calculating expenses for the required trainings to stay affiliated throughout the year the cost was in the ballpark of \$10,000. Missouri Main Street Connection requires four quarterly trainings, a national conference, a state conference, directors' retreats and monthly calls. The time commitment required for Alyssa and the two other board members was very difficult. She explained that they have decided not to renew their membership for the next calendar year. They are using many of the resources they have provided and feel confident in implementing them moving forward.

Alyssa said that this would be her last report to the Board. She is resigning as the Executive Director. She was offered a new position that she could not pass up. She will remain with Main Street as a volunteer.

Alicia Neth thanked Alyssa for everything she has done to help the Main Street District get up and running. She reiterated the fact that the requirements for being a member of the Missouri Main Street had the volunteers having to take days off from their jobs to attend, but they will continue to use their framework.

Alicia noted that at their board retreat two weeks ago, they rewrote their Mission and Vision Statement.

Mission Statement

The Smithville Main Street District is a community-driven nonprofit organization that preserves, promotes, rejuvenates, and enriches the historic, cultural, and economic landscapes of downtown Smithville, Missouri.

Vision Statement

The Smithville Main Street District envisions a thriving, historic, and diverse downtown that is the pulse of the community.

They are not replacing Alyssa's position at this time. Since they are not renewing their membership with the Missouri Main Street that will eliminate a lot of the day-to-day work. The volunteers will meet once a month to plan their two large events each year and one small event each month, community information and host a monthly Merchant Mingle after hours event.

Alicia explained that their marketing and communications goals are: one social media post

a week, monthly newsletter, implementation of new branding and work towards a Media Day - spring 2024.

The financial and development will still have the same framework: budget, fundraising, identifying three potential grant opportunities and applying for at least one grant a month.

Alicia noted they have discussed possibly getting an intern and have talked with Carol Noecker about some client-connected projects through the high school. Having a student come in and help them with social media and photography.

Alderman Wilson wished Alyssa the best with her new endeavor. She also explained that Smithville is not the first community to not renew their membership with Missouri Main Street. After communities realize how much time was dedicated outside of being in your own community and the expense that come with it that is why they have also not stayed with the Missouri Main Street.

Alyssa noted that after being in the Missouri Main Street for two years much of the information they are receiving now is the same. She said that she had not learned anything new in probably the last year.

3. Downtown Design Guidelines

Jack Hendrix, Development Director, noted that in 2019, the Board of Aldermen adopted the current Sidewalk Design and Use Guidelines after the completion of the Streetscape construction project.

The policy was created to balance the public use of sidewalks, for pedestrian and downtown businesses to use these same areas as other communities. At the time this was adopted, the plan was to annually review those guidelines to make sure that the guidelines still met the needs of the businesses, etc. Unfortunately, in April of 2020, Covid happened, and no review occurred. Now that we have a Main Street District, City staff has been meeting with them and they have had a lot of ideas as to what is working and not working with the guidelines we started. Based on their ideas and suggestions, staff has put together a new Use Guidelines packet. The first change is to remove the sidewalk sign leasing program and convert it to a merchant use permit which means they will be leasing the area. Sidewalk sales will still be allowed. The only thing that is changing with it is the fee structure. There would now be a one-time fee for merchant use and sales. They would still be limited to 45 days per calendar year. The other significant change is the ADA path. Following several meetings staff and the Main Street have developed an amended structure of the guidelines that is believed to open the areas for more flexible uses of the areas, while still preserving the ADA requirements of the sidewalks and keeping it safe for disabled visitors and pedestrians.

The fees have changed but the insurance requirements remain the same. The annual cost for the two types of permits is \$50.00 for a sidewalk café permit and \$25.00 for the Merchant Use Area Permits.

Another change is hanging banners in the downtown area. In the summer of 2019, we had an entity request to hang event banners on the street light banner hangers in the Streetscape project. Staff submitted a proposal to the Board through a work session to

add a fee for staff's costs to install and un-install banners for events in the downtown area. That matter was approved by the Board in August of 2019 and effective on November 1, 2019. While preparing for this presentation, our research indicates that other than the fee approved by the Board, there were no other written guidelines for issuing these permits. Over the last several years, staff have identified several issues that are recommended to be incorporated into an official policy by the Board. That recommendation is:

Throughout the downtown areas with Streetscape improvements the streetlights have incorporated hangers for banners. If a festival or event is scheduled in the Courtyard Park area, it may apply to use the streetlights to place event banners. The installation of banners must be by city staff, and all banners must meet the design specifications of existing city banners in order to be installed. Any such banners may only be placed 14 days prior to the scheduled event, unless there is a prior event that will occur less than 14 days prior to proposed event.

The applicant must provide the city with the proposed design of the banners and provide assurance that the vendor making the banners understands the city's design specifications and will submit compliant banners. The applicant must also provide the proposed number of banners. No more than 20 banners may be installed four at the intersection of Bridge and Church, Bridge and Main, Main and Mill, Main and Commercial, as well as two at Main and 169 and two at Bridge and Meadow). If the applicant seeks a different placement, the locations of the 20 banners must also be provided. Once the city is assured that the signs meet the design specifications, the applicant will be released to order the banners. The completed banners must be delivered to the city no later than five (5) business days prior to the proposed installation date. Once the city removes the banners, the applicant shall come pick up the banners within five (5) days of notification that the banners have been removed.

Alderman Russell asked how well the sidewalk signs program worked and how it is changing.

Jack explained that in the four years there have only been maybe four signs leased. If the changes are approved merchants will be able to have their own signs for advertising, but they have to be brought in at night. They cannot be left outside.

Alderman Russell asked if the ADA path will be marked.

Jack explained that the businesses need to work together so that the sidewalk remains clear for a walkable path to accommodate all disabilities.

Jack noted that this will come back to the Board for approval as an Ordinance to amend the Code of Ordinances and a Resolution to approve the Sidewalk Use Guidelines.

Alderman Hartman noted that he thought this was a great opportunity for our downtown businesses to match what other cities are doing. He thanked everyone for their work on this.

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 6:30 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

September 19, 2023 7:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:58 p.m. following the work session. A quorum of the Board was present: Melissa Wilson, Leeah Shipley, Marv Atkins, Ronald Russell and Dan Ulledahl. Dan Hartman was present via Zoom.

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

2. Pledge of Allegiance lead by Mayor Boley

3. Proclamation

Constitution Week – September 17-23

Heather Ward accepted the Proclamation for the local Platte Purchase Chapter DAR.



4. Public Hearing – Property Tax Rate Levy

Mayor Boley noted that the public hearing for the property tax levy was being held to lower the property tax levy from 0.4126 to 0.3869.

Cynthia explained that the City annually sets the property tax rate. There have been discussions throughout the budget development process that we must wait on the tax information submitted by both Clay and Platte counties. Smithville is predominantly in Clay County, but we have a few residences in Platte County. She noted that we have to have the assessed valuations from the county assessor's office before we are able to use the state formula to come up with our tax rate. Once we have that, we have to submit that information to the Department of Revenue for them to review and approve. Only then can we post information for public hearing. The notice for the public hearing has to be posted

for one week. The City received the certified information from Clay County last Tuesday morning and worked to get it ready to post so that we would be able to have it on tonight's agenda. Staff had anticipated and has had ongoing discussions with the Board on the timing of this since it has happened this way for the last several years. Due to when we receive the assessed valuations from Clay County we are pushed right up to the deadline that the tax rate must be certified by the state at the end of this month. Staff typically anticipates every year doing this as an emergency Ordinance for approval for first and second reading during the same meeting because of the timing.

Cynthia explained that the Hancock Amendment outlines the formula by which we set the property tax rate. Based on those valuations we are only allowed to take growth from new construction and there is multiplier for Consumer Price Index (CPI) that allows a slight increase. The rates typically go down as assessed valuations go up. That is reflected in the rate this presented for review this evening. As the Mayor mentioned, for 2022 was 0.4126 which is just over 41 cents per hundred dollars of assessed valuation, and it rolls back to 0.3869 cents for 2023.

Cynthia explained that the notice of property tax levy hearing information did include some language that was confusing about this evening's meeting. That language is the language that had been used during concerns for public safety and meetings requiring modification that is the language we used when we were meeting with limited public or remote. She noted that when we were preparing for this meeting a number of staff were at a conference and trying to review the information on our phones and were more focused on ensuring that the numbers were reflected correctly in the public notice. Staff missed omitting the information about concerns for public safety and meetings requiring modification. Cynthia apologized for that confusion and noted that the information on the agenda was the correct information for the meeting.

Mayor Boley called the public hearing for the Property Tax Levy to order 7:04 p.m.

No Public Comment.

Mayor Boley declared the public hearing adjourned at 7:04 p.m.

5. Consent Agenda

- **Minutes**

- August 28, 2023 Board of Aldermen Special Session Minutes
- August 28, 2023 Board of Aldermen Work Session Minutes
- August 28, 2023 Board of Aldermen Special Session Minutes
- September 5, 2023, Board of Aldermen Work Session Minutes
- September 5, 2023, Board of Aldermen Regular Session Minutes

- **Financial Report**

- Finance Report for August 2023

- **Resolution 1268, DWI Enforcement Grant Agreement**

A Resolution authorizing and directing the Mayor to sign an agreement with the Missouri Highway and Transportation Commission for a DWI Enforcement Grant.

- **Resolution 1269, Hazardous Moving Violation Grant Agreement**

A Resolution authorizing and directing the Mayor to sign an agreement with Missouri Highway and Transportation Commission for a Hazardous Moving Violation Grant.

- **Resolution 1270, Destination Safe Grant Agreement**

A Resolution authorizing and directing the Mayor to sign an agreement with Missouri Highway and Transportation Commission for a Destination Safe Grant.

Alderman Atkins moved to approve the consent agenda as amended. Alderman Ulledahl seconded the motion.

No discussion.

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

REPORTS FROM OFFICERS AND STANDING COMMITTEES

6. Committee Reports

Alderman Wilson reported on the September 12 Planning and Zoning Commission meeting. They received the update that we have 25 single-family residents permits so far this year and there are few more permits that should be submitted soon. They had a lengthy discussion regarding drafting of an Ordinance for short-term rentals.

The Commission was informed that discussions concerning electronic vehicle charging stations and accessory dwelling units will be brought before them for discussion.

Fairview Crossing North construction is progressing, and the transfer station site plan should be presented to Planning and Zoning soon.

The Comprehensive Dashboard is live on the city's website. Alderman Wilson shared how to access the Comprehensive Dashboard. On the City's homepage click Community then Get to Know Us and then under the 2030 comprehensive plan there's a link [Comprehensive Plan Dashboard](#) for you to access that dashboard and the instructions on how to use it.

7. City Administrator's Report

Cynthia Wagner noted that in a previous City Administrator's reports, she had explained that staff was working to develop the Comprehensive Plan Dashboard. With it being completed she acknowledged Jack Hendrix and Mayra Toothman for their efforts in putting that together. Cynthia explained that it is a useful interactive tool. She highly recommends people go out and take a look at it. The Comprehensive Plan Dashboard tracks the City's progress on the goals outlined in the Comprehensive Plan.

Cynthia noted that the contractor has successfully completed the street maintenance project, which includes crack sealing, microsurfacing, and striping. Work is progressing on the Quincy Boulevard, 4th Street and 4th Terrace improvements. Chuck Soules wants to express his appreciation to the neighbors on both of those projects. There is a lot going on in both of those neighborhoods and sometimes access has been hindered. The residents have been incredibly patient and are excited with the improvements that are occurring. They are really tremendous to work with and we appreciate it. Staff continues to work with contractors to minimize the impact of construction on those residents. Project updates can be found on the [City website](#) and are updated every Friday.

Cynthia noted that it has been the practice of the Board to move Board meetings which fall on election days in which City has questions on the ballot. With the Public Safety sales tax question being on the November 7 ballot we will move the meeting to Monday, November 6, prior to the election date. At this time there are only a couple of items on the agenda for November 6 that could potentially wait till the second meeting in November which is the Tuesday before Thanksgiving. Cynthia inquired if the Board wanted to have a meeting on November 6 or move the items to the November 21 meeting.

The Board agreed to have both meetings in November, Monday, November 6 and Tuesday, November 21 since there are items that will need two readings.

ORDINANCES & RESOLUTIONS

8. Bill No. 3004-23, Setting the 2023 Property Tax Rate – Emergency Ordinance – Sponsored by Mayor Boley - 1st and 2nd Reading

Alderman Ulledahl moved to approve Bill No. 3004-23, setting the property tax levy on all taxable property within the City of Smithville, Missouri for 2023. 1st reading by title only. Alderman Atkins seconded the motion.

Alderman Russell noted that this item needs to be done as an emergency Ordinance because of timing and it is to lower the property tax rate.

Upon roll call vote:

Alderman Wilson- Aye, Alderman Hartman - Aye, Alderman Atkins – Aye,
Alderman Russell - Aye, Alderman Ulledahl – Aye, Alderman Shipley - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 3004-23 approved first reading.

Alderman Ulledahl moved to approve Bill No. 3004-23, setting the property tax levy on all taxable property within the City of Smithville, Missouri for 2023. 2nd reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote:

Alderman Russell- Aye, Alderman Shipley - Aye, Alderman Hartman – Aye,
Alderman Wilson - Aye, Alderman Atkins – Aye, Alderman Ulledahl - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 3004-23 approved.

9. Bill No. 3005-23, Stormwater Plan – Illicit Discharge – 1st Reading

Alderman Ulledahl moved to approved Bill No. 3005-23, amending Section 520.110 Dumping or Depositing Dirt, Rock or other Material and enacting in its place a new Section 520.110 Dumping or Depositing Dirt, Rock or other Material. 1st reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote:

Alderman Atkins - Aye, Alderman Russell - Aye, Alderman Ulledahl – Aye,

Alderman Shipley - Aye, Alderman Wilson – Aye, Alderman Hartman - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 3005-23 approved first reading.

10. Bill No. 3006-23, Amendment to the Subdivision Ordinance Stormwater Regulations – 1st Reading

Alderman Ulledahl moved to approved Bill No. 3006-23, repealing Section 425.180 Subdivision Maintenance Provisions of the subdivision regulations of the Smithville Municipal Code and re-enacting a new section 425.180. 1st reading by title only. Alderman Atkins seconded the motion.

Alderman Russell asked if staff would be trained for this and if there is a cost for the training.

Chuck Soules, Public Works Director explained that Mayra Toothman, Assistant to the Public Works Director, has been going to training for MS4 and once she is trained other staff will be trained through webinars provided by DNR and usually they are at no cost.

Chuck also noted that in the spring we will have information to provide to the HOAs and we will also have a stormwater page on the website.

Upon roll call vote:

Alderman Ulledahl - Aye, Alderman Wilson- Aye, Alderman Russell – Aye,
Alderman Atkins - Aye, Alderman Hartman – Aye, Alderman Shipley - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 3006-23 approved first reading.

11. Bill No. 3007-23. City Administrator’s Spending Authority – 1st Reading

Alderman Ulledahl moved to approve Bill No. 3007-23, awarding Bid No. 23-10, repealing Sections 150.030 and 150.040 of the Code of Ordinance and enacting in its place a new Section 150.030 and 150.040 for approval and competitive bidding. 1st reading by title only. Alderman Russell seconded the motion.

Upon roll call vote:

Alderman Shipley - Aye, Alderman Atkins - Aye, Alderman Wilson – No,
Alderman Ulledahl - Aye, Alderman Hartman – Aye, Alderman Russell - Aye.

Ayes – 5, Noes – 1, motion carries. Mayor Boley declared Bill No. 3007-23 approved first reading.

12. Resolution 1271, Purchase of Drinking Fountains for Main Street Trail

Alderman Ulledahl moved to approve Resolution 1271, acknowledging and approving the expenditure of funds for the purchase of two Main Street Trail water fountains. Alderman Atkins seconded the motion.

Alderman Russell noted that it has been a nightmare trying to get the parts needed to do the repairs on the current water fountains.

Matt Denton, Parks and Recreation Director, noted that the current water fountains were supposed to be frost free but that was not the case, even though they claimed to be. Staff worked with Lexington Plumbing to come up with a better product. The new water fountains chosen will need to be winterized every year.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 1271 approved.

OTHER MATTERS BEFORE THE BOARD

13. Public Comment

None

14. New Business from the Floor

None

15. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7: 19 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Finance

AGENDA ITEM: Resolution 1272, A Resolution Approving A Water Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 1272, approving a wastewater adjustment request in the amount of \$3,312.61 to commercial utility customer Hillside Development Corporation.

SUMMARY:

The City has received notice from Hillside Development Corp, a Commercial utility billing customer, of a repaired water leak and his request for a wastewater adjustment. All requirements set forth in Ordinance 2989-18 have been met.

On or about January 26, the Utilities Division obtained electronic reads of water usage for the month of January. Those reads were uploaded to the billing system and staff was alerted to the accounts that had no, little or high usage.

Following the month of the January 2023 billing cycle, Hillside Development Corporation had started the cycle with a read of 51,547 and finished this cycle with a read of 53,559, which resulted in consumption of **201,200** gallons. This amount was more than twice the established monthly average for the account. As required by Ordinance 2989-18, Hillside Development Corporation has provided proof of repair/maintenance of the broken 2" service line which was the culprit of the high usage during the January 2023 billing cycle.

On or about February 27, 2023, the Utilities Department obtained electronic reads of water usage for the February 2023 billing cycle. Those reads were uploaded to the billing system and staff was alerted to the accounts that had no, little or high usage.

Following the month of the February 2023 billing cycle, Hillside Development Corp had started the cycle with a read of 53,559 and finished this cycle with a read of 56,714, which resulted in consumption of **315,500** gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, Hillside Development Corporation has provided proof of repair/maintenance of the broken 2" service line which was the culprit of the high usage during the February 2023 billing cycle.

If approved, the leak adjustment would issue a credit of \$3,312.61 to Hillside Development Corporation's utility account.

PREVIOUS ACTION:

Staff presented information regarding the procedures for approving a commercial wastewater leak adjustment during the July 18, 2023 Work Session. After this session, the Board of Aldermen approved changes to Section 705.110 Water and Wastewater Leak Adjustment on the September 5, 2023 Regular Session to establish a formal procedure for the BOA to approve commercial wastewater leak adjustments.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Reduce utility revenues by \$3,312.61.

ATTACHMENTS:

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

RESOLUTION 1272

A RESOLUTION APPROVING A WASTEWATER 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, Hillside Development Corporation, a commercial utility billing customer with account 02-000010-00, has notified the City of a water leak and is requesting a wastewater 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 \$3,312.61.

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

A wastewater adjustment in the amount of \$3,312.61 shall be credited to account 02-000010-00 of commercial utility billing customer Hillside Development Corporation.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 3rd day of October 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: Hillside Development Corp

Utility Service Address: 201 S 169 Hwy

Utility Account Number: 02-000010-00

The commercial 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 \$3312.61 at the Board of Alderman meeting on October 3rd, 2023.

I, _____, 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, _____, 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.


Customer's Signature

9/18/2023
Date



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **Hillside Development Corp**

Utility Service Address: **201 S Commercial**

Utility Account Number: **02-000010-00**

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): \$9.04
 Average monthly water usage for this property: 42,966 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): \$5.40

- 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): \$7.69
 Average monthly wastewater usage for this property: 42,966 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	
201,200 gallons @ 9.04 per 1,000 gallons =	1,818.85
Adjusted Water Bill Amount	
0 gallons @ 9.04 per 1,000 gallons =	0.00
+ 201,200 gallons @ 5.4 per 1,000 gallons =	1,086.48
	1,086.48
Water Discount =	
Original Wastewater Bill Amount	
201,200 gallons @ 7.69 per 1,000 gallons =	1,547.23
Adjusted Wastewater Bill Amount	
42,966 gallons @ 7.69 per 1,000 gallons =	330.41
	330.41
Wastewater Discount =	
	1,216.82

MONTH 2 (if applicable)	
Original Water Bill Amount	
315,500 gallons @ 9.04 per 1,000 gallons =	2,852.12
Adjusted Water Bill Amount	
0 gallons @ 9.04 per 1,000 gallons =	0.00
+ 315,500 gallons @ 5.4 per 1,000 gallons =	1,703.70
	1,703.70
Water Discount =	
Original Wastewater Bill Amount	
315,500 gallons @ 7.69 per 1,000 gallons =	2,426.20
Adjusted Wastewater Bill Amount	
42,966 gallons @ 7.69 per 1,000 gallons =	330.41
	330.41
Wastewater Discount =	
	2,095.79

Total Discount =	3,312.61
-------------------------	-----------------

HAMPTON PLUMBING, INC.

P.O. Box 552, Kearney, MO 64060
Office 816-628-5069 Fax 816-628-6096
Info@HamptonPlumbing.Net
www.hamptonplumbing.net

Bill to:	Date	Invoice #
Ashelford Construction, LLC 16520 N Winan Rd Platte City, MO 64079	4/22/2023	31987

Due Date	Class
5/22/2023	203 US Hwy 169

Description	Amount
Bill to replace 2" water line from meter to building. Removed concrete behind building. Dug up by water meter in 2 locations. Stark Boring Co bored from water meter to building.	
Stark Boring. See Attached Invoice	10,740.00
Rental equipment to help Stark Boring and get the job done. As Follows: Vacuum Trailer, Small excavator to dig between retaining wall and building, Hydraulic Hammer for over Cat 306 mini excavator,	7,599.00
Plumbing Materials, 2" poly pipe, 2' Fittings and 2" copper	3,080.00
Dump Truck to haul away spoils and bring gravel	885.00
Labor:	13,500.00

Total **\$35,804.00**

Thank you we appreciate your business

Balance Due **\$35,804.00**

NOTICE TO OWNER

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

1.5% per month (18% annual) finance charge will be added to all delinquent invoices



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Finance

AGENDA ITEM: Resolution 1273, A Resolution Approving A Water Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 1273, approving a water and wastewater leak adjustment request.

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

On or about 29 August 2023, the Utilities Department obtained electronic reads of water usage for the month of August. Those reads were uploaded to the billing system and staff was alerted to the accounts that had no, little or high usage.

Following the month of the August billing cycle, Thomas Bloom had started the cycle with a read 521 of and finished the August cycle with a read of 980, which resulted in consumption of 45,900 gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, Thomas Bloom has provided proof of repair/maintenance of the toilet leak which caused the high usage during the August billing cycle.

If approved, the leak adjustment would issue a credit of \$166.59 to Thomas Bloom's utility account.

PREVIOUS ACTION:

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

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Reduce utility revenues by \$166.59.

ATTACHMENTS:

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

RESOLUTION 1273

**A RESOLUTION APPROVING A WATER AND WASTEWATER
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, Thomas Bloom, a residential utility billing customer with account 10-000770-01, 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 \$166.59.

**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 \$166.59 shall be credited to account 10-000770-01 of residential utility billing customer Thomas Bloom.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 3rd day of October, 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: Thomas Bloom

Utility Service Address: 907 NE 197th Terr.

Utility Account Number: 10-000770-01

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 \$166.59 at the Board of Alderman meeting on 10/5/2023.

I, Thomas Bloom, 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, Thomas Bloom, 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.


Customer's Signature

9-25-23
Date



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **Thomas Bloom**
 Utility Service Address: **907 NE 194th Terr**
 Utility Account Number: **10-000770-01**

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

1. 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): \$9.04
 Average monthly water usage for this property: **67** gallons

2. 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): \$5.40

3. 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): \$7.69
 Average monthly wastewater usage for this property: **67** gallons
 Was the leak inside or outside the home: **inside**
 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	
45,900 gallons @ 9.04 per 1,000 gallons =	414.94
Adjusted Water Bill Amount	
134 gallons @ 9.04 per 1,000 gallons =	1.21
+ 45,766 gallons @ 5.4 per 1,000 gallons =	247.14
	248.35
Water Discount =	166.59
Original Wastewater Bill Amount	
45,900 gallons @ 7.69 per 1,000 gallons =	352.97
Adjusted Wastewater Bill Amount	
45,900 gallons @ 7.69 per 1,000 gallons =	352.97
Wastewater Discount =	0.00

MONTH 2 (if applicable)	
Original Water Bill Amount	
gallons @ 9.04 per 1,000 gallons =	0.00
Adjusted Water Bill Amount	
0 gallons @ 9.04 per 1,000 gallons =	0.00
+ 0 gallons @ 5.4 per 1,000 gallons =	0.00
	0.00
Water Discount =	0.00
Original Wastewater Bill Amount	
0 gallons @ 7.69 per 1,000 gallons =	0.00
Adjusted Wastewater Bill Amount	
0 gallons @ 7.69 per 1,000 gallons =	0.00
Wastewater Discount =	0.00

Total Discount = 166.59

INVOICE #10098

Doug Smith Contracting

816.590.8465

DATE

BILL TO

Jennifer Bloom

FOR

907 N

+1 (831) 566-8067

Details

AMOI

Service call \$195.00

Toilet repair kit \$24.95

New wax ring \$50.00

Re install toilet \$75.00

SUBTOTAL \$344.95

TAX RATE 0.00%

OTHER \$0.00

Sent from my iPhone

Stephen Larson

From: Jennifer Lauren Sakara Bloom <jlsakara@sbcglobal.net>
Sent: Tuesday, September 12, 2023 8:43 PM
To: Finance Department
Subject: Attn: Steven per Jennifer Bloom phone call today.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Steven,

Thank you for taking the time to help me through my very unexpected expense. I now better understand the situation in which I find myself. I'm hoping for a leak adjustment to the mystery excessive water usage that mysteriously occurred in August 2023, per city ordinance determined credit amount.

Attached, please find the invoice document from my Contractor, Doug Smith, providing proof of repair for the unfortunate toilet leak that was found last month in a bathroom on my property at 907 NE 194th Terr.

Please let me know if there's anything else I can do to assist with the procedure to go through a leak adjustment qualification for my very unexpected water bill that will help to mitigate some of the financial hardship it brought with it.

Thank You,

Jennifer Bloom
(831) 566-8067



City Administrator's Report

September 28, 2023

Water Line Break

On Wednesday, September 27 at approximately 3 a.m., staff was notified by the Supervisory Control and Data Acquisition (SCADA) system that the northwest tower was losing water elevation. The plant supervisor reported to the plant and noted that the level in the tower had dropped from approximately 21 feet to 1.7 feet in less than an hour. The north tower was also losing elevation. Distribution staff were called in to begin looking for a leak. A large leak was found on North Main Street between 180th Street and 188th Street. The section of water main was isolated (shut down) around 5 a.m.

The break was fixed and water service was restored around 11 a.m. Water usage in the mornings is generally very high. With lowered capacity and high use, most of the northern end of town experienced low to extremely low water pressure.

Out of abundance of caution, the City issued a PRECAUTIONARY Boil Order for residents north of 180th Street. Some residents South of 180th Street may have experienced lower pressures, but the area of concern was north of 180th Street.

A Precautionary Boil Order is issued if there is any chance that foreign materials may have entered into the water system. A water system typically pushes water out: turn a faucet on and water flows into the sink. With the elevation loss in the towers happening so quickly there could have been a back siphonage into the system. While we never lost all pressure, staff felt we should err on the side of caution and issue the Precautionary Boil Order.

Staff did send water samples from the area to a testing firm and the results indicate that the water was not compromised and safe to consume. The water in system was never unsafe to drink.

DNR was notified and City staff followed all Safe Drinking Water Act procedures.

Mayra Toothman – Emerging Leader!

Last week we were notified that Mayra Toothman, Assistant to the Public Works Director, was accepted to the American Public Works Association (APWA) Emerging

Leaders Academy. The Emerging Leaders Academy provides intensive leadership and management training within the context of public works. It encourages professional growth through a strong network of peers and offers an in-depth introduction to APWA at the national, chapter and branch levels.

The Emerging Leaders Program is a National Program designed to provide individuals with the tools and skills to be successful in their professional careers. The application process is very competitive and only 32 candidates from across the United States were selected to participate. The class is a yearlong and begins with a two-day retreat followed by monthly meetings and completion of a class project. Graduation from the class will occur at the APWA Annual Public Works Conference.

Water Treatment Plant Equipment – SCADA

As noted earlier, the water treatment facility uses real-time radio technology, Supervisory Control and Data Acquisition (SCADA), to monitor distribution system assets and to remotely control distribution system pumps and isolation valves. This allows operators to turn pumps on and off and fill towers from the water treatment facility without having to do so manually in the distribution system.

With the addition of the new raw water pump station, the SCADA network is now a mixed system of cellular technology and the original radio technology. Under normal circumstances, this would not be an issue, but the outdated public logic control (PLC) equipment that was installed in 2006 cannot handle the additional information load placed on it. This has resulted in the failure of the SCADA system with communication errors and the inability to run the raw water pump or the chemical feed system at the raw water pump station and will require replacement. Additionally, the system alarms are not responding, and staff is having to manually go to the raw water pump station to regulate chemicals and control pumps. This system controls the pumps that feed the water towers and provides water levels of the towers.

The upcoming water treatment facility improvements that are currently being engineered would call for an upgrade and expansion of the SCADA/PLC putting further demands on the system. The new system will take into account this additional load, so we are prepared for the expansion.

Staff is recommending and I have authorized initiation of an emergency purchase of an estimated \$20,000 to replace the current SCADA/PLC system to meet current and future needs for control and communication. This emergency purchase allows us to expedite ordering the equipment. Funds are included in the maintenance and repair budget for the plant. Approval of the purchase will be on a future agenda.

Board Meeting Schedule

Because November 7 is election day, that meeting will be moved to Monday, November 6.



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Public Works

AGENDA ITEM: Approve Bill No. 3005-23, Amendment to Section 520.110 Dumping Or Depositing Dirt, Rock, Other Material, Or Illicit Discharges – 2nd Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3005-23, approving Amendment to Section 520.110 Dumping Or Depositing Dirt, Rock, Other Material, Or Illicit Discharges Second reading by title only.

SUMMARY:

The City of Smithville holds a Municipal Separate Storm Sewer System (MS4) permit issued by the Missouri Department of Natural Resources (DNR). Among the obligations set forth in this permit is the implementation of an Illicit Discharge Detection and Elimination (IDDE) plan. An IDDE plan serves as a strategic framework for identifying, reporting, investigating, and eliminating illicit discharges within the City's stormwater system.

As a proactive measure within the IDDE plan, it is suggested to amend the current City ordinance to incorporate a provision requiring facility owners or responsible individuals to promptly report any instances of known or suspected illicit discharges originating from their properties to the City.

This revision to our City Code will allow for us to educate the public about illicit discharges and stormwater pollution, and the authority to issue a violation if necessary. The goal of the program is to educate the individual or property owner before issuing any type of citation.

PREVIOUS ACTION:

The Board of Aldermen approved Resolution 2966-22 amending Section 520.110 including Illicit Discharge

The Board of Aldermen approved Resolution 1006 adopting the Stormwater Management Plan for the 2021 -2026 MS4 Permit

POLICY ISSUE:

Amend Section 520.110 Dumping Or Depositing Dirt, Rock, Other Material, Or Illicit Discharges.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other:

- Contract
- Plans
- Minutes

ORDINANCE AMENDING SECTION 520.110 DUMPING OR DEPOSITING DIRT, ROCK, OR OTHER MATERIALS AND ENACTING IN ITS PLACE A NEW ORDINANCE SECTION 520.110 DUMPING OR DEPOSITING DIRT, ROCK, OTHER MATERIALS, OR ILLICIT DISCHARGES

WHEREAS Section 520.110 Dumping Or Depositing Dirt, Rock, Other Materials, Or Illicit Discharges currently reads as follows:

Section 520.110. Dumping Or Depositing Dirt, Rock, Other Materials, or Illicit Discharges.

- A. No person shall dump or deposit or cause to be deposited or dumped, on any street, alley, sidewalk, right-of-way, public place, or waterway, any dirt, earth, rock, clay, sand, shale, building material, debris or rubbish or any other material. Nothing contained herein shall prevent anyone performing the work of grading streets, alleys, sidewalks, rights-of-way, or public places or making improvements thereto from putting necessary materials at such places as may be necessary to perform the contracted work.
- B. No owner, his/her agent or occupant of any land abutting upon any street, alley, sidewalk, public place or waterway in the City shall allow earth or any rubbish from such land to fall or wash upon any part of such street, alley, sidewalk, public place or waterway. Any work on private property adjacent to any such street, alley, sidewalk, public place or waterway shall be responsible for placing protective measures such as silt fences or other erosion control devices to protect such earth or rubbish leaving the private property and obtaining and required permits City for the work involved.
- C. No person shall discharge or cause to be discharged into a natural or man-made stormwater system any waste materials, liquids, vapor, fat, gasoline, benzene, naphtha, oil or petroleum product, mud, straw, lawn clippings, tree limbs or branches, metal or plastic objects, rags, garbage or any other substance which is capable of causing an obstruction to the flow of the storm system or interfere with the proper operation of the system or which will pollute the natural creeks or waterways.
- D. No person shall allow any water to accumulate and/or remain, or stagnate upon, in or about any lot, tract or piece of ground, with the exception of natural streams and waterways; or any barrels, buckets, kegs, tubs, cans or vessels of any kind whatsoever caused or permitted to be thrown, to be placed or to remain upon any lot, property or grounds in the City that might, could or would catch, hold, contain or retain water in which mosquitoes or

insects, bugs, worms or living creatures might be bred, hatched, raised or allowed to remain or accumulate.

WHEREAS the City of Smithville wishes to amend this section to include waterways.

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

Effective immediately Smithville City Ordinance Section 520.110. Dumping Or Depositing Dirt, Rock Or Other Materials, and a new Section 520.110. Dumping Or Depositing Dirt, Rock, Other Materials, or Illicit Discharges. is adopted which shall read as follow:

Section 520.110. Dumping Or Depositing Dirt, Rock, Other Materials, or Illicit Discharges.

- A. No person shall dump or deposit or cause to be deposited or dumped, on any street, alley, sidewalk, right-of-way, public place, or waterway, any dirt, earth, rock, clay, sand, shale, building material, debris or rubbish or any other material. Nothing contained herein shall prevent anyone performing the work of grading streets, alleys, sidewalks, rights-of-way, or public places or making improvements thereto from putting necessary materials at such places as may be necessary to perform the contracted work.
- B. No owner, his/her agent or occupant of any land abutting upon any street, alley, sidewalk, public place or waterway in the City shall allow earth or any rubbish from such land to fall or wash upon any part of such street, alley, sidewalk, public place or waterway. Any work on private property adjacent to any such street, alley, sidewalk, public place or waterway shall be responsible for placing protective measures such as silt fences or other erosion control devices to protect such earth or rubbish leaving the private property and obtaining an required permits City for the work involved.
- C. No person shall discharge or cause to be discharged into a natural or man-made stormwater system any waste materials, liquids, vapor, fat, gasoline, benzene, naphtha, oil or petroleum product, mud, straw, lawn clippings, tree limbs or branches, metal or plastic objects, rags, garbage or any other substance which is capable of causing an obstruction to the flow of the storm system or interfere with the proper operation of the system or which will pollute the natural creeks or waterways.
- D. No person shall allow any water to accumulate and/or remain, or stagnate upon, in or about any lot, tract or piece of ground, with the exception of natural streams and waterways; or any barrels, buckets, kegs, tubs, cans or vessels of any kind whatsoever caused or permitted to be thrown, to be

placed or to remain upon any lot, property or grounds in the City that might, could or would catch, hold, contain or retain water in which mosquitoes or insects, bugs, worms or living creatures might be bred, hatched, raised or allowed to remain or accumulate.

- E. Regardless of any legal requirements, once an individual responsible for overseeing a facility or operation, or managing emergency responses for such, becomes aware of a known or suspected release of materials leading to illegal discharges or the discharge of pollutants into stormwater, storm drain systems, or U.S. water bodies, that person must promptly undertake all necessary actions to ensure the identification, containment, and cleanup of the said release. In instances involving hazardous materials, the responsible individual must immediately inform emergency response agencies of the occurrence through emergency dispatch services. Similarly, for releases of non-hazardous materials, the responsible party is obliged to notify the authorized enforcement agency in person, via telephone, or by facsimile no later than the following business day. Notifications conveyed through personal visits or telephone must be confirmed with written notices, duly addressed and mailed to the Public Works Department within three (3) business days from the initial phone notification. If the release of prohibited materials originates from a commercial or industrial establishment, the owner or operator of the said establishment must also maintain an on-site written record of the discharge incident and the measures undertaken to prevent its recurrence. These records must be maintained for a minimum of three (3) years.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 3rd day of October, 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

1st reading: 09/19/2023

2nd reading: 10/03/2023



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Development

AGENDA ITEM: Bill No. 3006-23, Amendment to the Subdivision Ordinance Stormwater Regulations – 2nd Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3006-323, approving amendment to the Subdivision Ordinance Stormwater Regulations. Second reading by title only.

SUMMARY:

The subdivision ordinance amendment is prompted by a recent audit of the City's relatively new Municipal Separate Storm Sewer System (MS4) permit. The city was required to obtain a general permit in 2013 and following the 2020 Census' population over 10,000 triggered an individual permit instead of the general permit. This new individual permit brings forward several new requirements for the city related to our storm sewer system. One of these new requirements includes requiring perpetual maintenance agreements on all new stormwater basins with the owners or future lot owners through a covenant document to be recorded simultaneously with the final plat.

This covenant document is specifically required by DNR. In addition to this stormwater maintenance provision, the original ordinance included a similar provision for green space maintenance. Amendments include some changes to this provision to highlight the difference between green spaces and stormwater management areas, and also continues the covenant method to identify areas of natural, undisturbed areas that will not need maintenance.

During the work session held on September 5, staff presented the Illicit Discharge Plan to the Board, along with a summary of the proposed best management practices maintenance program. Following this, on September 12, the Planning and Zoning Commission met to review the ordinance and covenant, subsequently recommending approval for the proposed changes.

Once the program is ready, HOAs & BMPs owners will receive more information about a recommended maintenance schedule and the assessment process. In the next couple of months, the City will schedule an initial "informal" assessment with HOAs/owners to identify areas that may require attention or improvement. During both this informal assessment and subsequent inspections, inspectors will focus on aspects such as trash, debris, inlet/outlet blockages, erosion control (reseeding if needed), basin structural integrity, vegetation maintenance, and overall basin condition.

PREVIOUS ACTION:

The Board of Aldermen approved Resolution 1006 adopting the Stormwater Management Plan for the 2021 -2026 MS4 Permit

POLICY ISSUE:

Amendment to the Subdivision Ordinance Stormwater Regulations

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

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

**AN ORDINANCE REPEALING SECTION 425.180. SUBDIVISION
MAINTENANCE PROVISIONS OF THE SUBDIVISION REGULATIONS OF THE
SMITHVILLE MUNICIPAL CODE AND RE-ENACTING A NEW SECTION 425.180
FOR THE CITY OF SMITHVILLE, MISSOURI**

WHEREAS, the Planning and Zoning Commission held a public hearing on September 12, 2023 concerning revisions to Section 425.180 concerning subdivision maintenance provisions and recommended the approval of this ordinance; and

WHEREAS, the City's Municipal Separate Storm Sewer System (MS4) Permit with DNR requires certain additional standards be put in place by the city to preserve and protect the stormwater infrastructure and quality to be in compliance with the state standards; and

WHEREAS, the purpose of this ordinance is to enact a legal requirement for development owners to enter into an agreement with the City ensuring future maintenance be made to the standards that the DNR sets, including maintaining all stormwater infrastructure;

WHEREAS, the Smithville Board of Aldermen deems it to be in the best interest of the City of Smithville to adopt said regulations.

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

SECTION 1 – REPEALING AND RE-ENACTING: Section 425.180 of the Smithville Municipal Code of Ordinances is hereby repealed in its entirety and a new Section 425.180 is enacted to be read and numbered as follows:
Section 425.180. Subdivision Maintenance Provisions.

The City of Smithville shall require the submittal and subsequent recording of covenants to run with the land that ensures continuous maintenance of all stormwater management systems located within any final plat. Such Covenant shall run with the land, tracts and lots included in such plat and all owners of such land, lots or tracts shall be responsible for such maintenance and the costs thereof in perpetuity.

The City may require the submittal and subsequent recording of covenants to run with the land that ensures continuous maintenance of all private green space not otherwise considered part of the stormwater management system located within any final plat. Private green space areas intended to be natural, undisturbed resource areas shall be identified in such covenants as such.

SECTION 2 – REPEAL OF ORDINANCES IN CONFLICT: All ordinances or part of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 – SEVERABILITY CLAUSE: The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4 – EFFECTIVE DATE: This ordinance shall be in full force from and after the date of its passage and approval.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 3rd day of October, 2023.

Damien Boley, Mayor

ATTEST

Linda Drummond, City Clerk

First Reading: 9/19/2023

Second Reading 10/03/2023



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Finance

AGENDA ITEM: Approve Bill No. 3007-23, Revisions to the City's Purchasing Policy – 2nd Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3007-23, approving revisions to the City's Purchasing Policy. Second reading by title only.

SUMMARY:

At the July 18, 2023, Work Session, the Board of Aldermen directed staff to research whether an increase to City Administrator spending authority is warranted.

The City's Code of Ordinances provides a comprehensive overview of spending authority. Section 150.040 of the City of Smithville Code of Ordinances, which describes Competitive Bidding processes, outlines the City Administrator's spending authority in detail. For purchases \$7,500 or above, the purchasing policy requires Board of Aldermen approval to complete the purchase.

Staff performed research on surrounding communities and presented the results to the Board. During the August 28, 2023, Work Session, the Board of Aldermen directed staff to increase the City Administrator's spending authority from \$7,500 to \$15,000. This requires a change to the City's Code of Ordinances, including Section 150.030 and 150.040.

PREVIOUS ACTION:

The Board of Aldermen has taken no previous action on the City Administrator's spending authority.

POLICY ISSUE:

Increase the City Administrator's spending authority.

FINANCIAL CONSIDERATIONS:

This allows for greater latitude to make emergency purchases as needed.

ATTACHMENTS:

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

AN ORDINANCE REPEALING ORDINANCE SECTION 150.030 APPROVAL AND SECTION 150.040 COMPETITIVE BIDDING AND ENACTING IN ITS PLACE A NEW ORDINANCE SECTION 150.030 APPROVAL AND SECTION 150.040 COMPETITIVE BIDDING

WHEREAS, SECTION 150.030 APPROVAL currently reads as follows:

Department level approval for purchases of less than three thousand five hundred dollars (\$3,500) requires only the authorization of the department head or his/her designee to be valid. Approval for purchases at least three thousand five hundred dollars (\$3,500) but less than seven thousand five hundred dollars (\$7,500) requires the authorization of the purchasing agent to be valid. Approval for purchases of seven thousand five hundred dollars (\$7,500) and above requires the authorization of the Board of Aldermen to be valid.

WHEREAS, SECTION 150.040 COMPETITIVE BIDDING currently reads as follows:

- A. When the City negotiates any purchase, sale, or contract, there shall be ample opportunity for competitive bidding in the following manner:
 1. Department Head Purchases. If the consideration is less than three thousand five hundred dollars (\$3,500), bids shall be solicited in the most expedient manner with due regard for competitive prices and quality, and the purchase shall be made at the discretion of, and by the department head or his/her designee.
 2. Semiformal Bid Purchases. If the consideration is for three thousand five hundred dollars (\$3,500) but less than seven thousand five hundred dollars (\$7,500), three (3) written bids shall be solicited in a manner and format established by the purchasing agent.
 3. Formal Bid Purchases. If the consideration is for seven thousand five hundred dollars (\$7,500) or more, shall be purchased by formal, written contract, to be approved by the Board of Aldermen.

WHEREAS, at the August 28, 2023, Work Session, the City of Smithville Board of Aldermen directed staff to increase the City's purchasing agent's spending authority (the City Administrator) from \$7,500 to \$15,000. This directive results in edits to Section 150.030 Approval and Section 150.040 Competitive Bidding, both located in Chapter 150 Purchasing Policy of the City of Smithville Code of Ordinances.

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

SECTION 150.030 APPROVAL

Department level approval for purchases of less than three thousand five hundred dollars (\$3,500) requires only the authorization of the department head or his/her designee to be valid. Approval for purchases of at least three thousand five hundred dollars (\$3,500) but less than fifteen thousand dollars (\$15,000) requires the authorization of the purchasing agent to be valid. Approval for purchases of fifteen thousand dollars (\$15,000) and above requires the authorization of the Board of Aldermen to be valid.

SECTION 150.040 COMPETITIVE BIDDING

A. When the City negotiates any purchase, sale, or contract, there shall be ample opportunity for competitive bidding in the following manner:

1. Department Head Purchases. If the consideration is less than three thousand five hundred dollars (\$3,500), bids shall be solicited in the most expedient manner with due regard for competitive prices and quality, and the purchase shall be made at the discretion of, and by the department head or his/her designee.
2. Semiformal Bid Purchases. If the consideration is for three thousand five hundred dollars (\$3,500) but less than fifteen thousand dollars (\$15,000), three (3) written bids shall be solicited in a manner and format established by the purchasing agent.
3. Formal Bid Purchases. If the consideration is for fifteen thousand dollars (\$15,000) or more, shall be purchased by formal, written contract, to be approved by the Board of Aldermen.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 3rd day of October, 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 9/19/2023

Second Reading: 10/03/2023



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 3008-23 Adopt FY2024 Annual Operating Budget – 1st Reading.

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3008-23, Adopt FY2024 Annual Operating Budget. First reading by title only.

SUMMARY:

City staff have worked collectively since January 2023 to determine the needs, and eventually propose recommendations, for the FY2024 Budget. In May of 2023, the Board of Aldermen, Department Directors, and other key department staff met in a retreat/financial summit to review organizational workplans and priorities identified through recent processes to outline community goals. Various goals were outlined in the retreat. The FY2024 proposed budget:

- Ensures adequate performance in employee recruitment and retention.
- Continues to focus on investment in infrastructure.
- Creates and sustains new public education and communications.
- Assures the maintenance and acquisition of appropriate work equipment.
- Includes \$90,000 for a shelter/restroom combination at the Diamond Crest Splashpad.

The FY2024 Budget Document is included in the agenda packet.

FY2023 Budget “Rollovers”

Each year, the Finance Department adjusts the upcoming budget based upon the remaining amounts in current engineering and construction contracts. These amounts are rolled over as a part of the newly proposed budget. This year, Public Works and Finance staff have worked together to determine the budget rollovers needed for FY2024. This includes projects that have not yet been completed. These rollovers will be noted in the FY2024 – FY2028 Proposed Five Year Capital Improvement Plan. The rollover amounts included in the FY2024 budget are as follows:

General Fund Rollovers

- The City has contracted with Amino Brothers to complete waterline improvements, sidewalk improvements and road reconstruction on Quincy Boulevard. The total contract amount for this project was established at \$1,470,000. Waterline improvements are expected to be completed and billed to

the City before the end of the fiscal year. However, the sidewalk improvements will not be completed until FY2024, at an expected cost of \$205,000. This \$205,000 will be rolled into the FY2024 General Fund Budget. In addition, the road will not be reconstructed until FY2024. Staff have allocated \$175,000 to the General Fund as a source of funds to pay for road reconstruction and \$95,000 to the Capital Improvement Sales Tax Fund as a source of funds to pay for road reconstruction. Therefore, this amount of \$175,000 will be rolled into the FY2024 General Fund Budget and this amount of \$95,000 will be rolled in the FY2024 Capital Improvement Sales Tax Fund Budget.

- The City has contracted With Menke Excavating to complete improvements on 4th Street & 4th Terrace. On August 28, 2023, staff presented information regarding a change order for mailbox improvements on 4th Street & 4th Terrace, at an approximate cost of \$89,000. Therefore, based upon approval from the Board of Aldermen, a rounded amount of \$100,000 will be budgeted in the FY2024 General Fund Budget for the mailbox improvements. Also, there is \$315,000 remaining to be paid for road reconstruction costs. Therefore, \$315,000 will be budgeted in the Transportation Sales Tax Fund in FY2024.
- The City has contracted with BG Consultants for the completion of Commercial Street Sidewalk engineering in the amount of \$105,000. To date, \$58,000 has been paid to BG Consultants for the engineering expenses. The CWWS Fund FY2024 Budget will include \$40,000 to complete this engineering.
- The City has contracted with HDR Engineering for the completion of engineering for the West Bypass of 144th Street Lift Station in the amount of \$346,050. As of September, the City has \$95,025 left on the contract. Some contract expenses are expected to be spent in October, and therefore, the FY2024 CWWS Fund Budget includes an amount of \$85,000 for the remainder of the contract.
- The City has contracted with HDR Engineering for the completion of engineering for the Smith's Fork Pump Station in the amount of \$285,800. As of September, the City has \$71,063 left on the contract. Some contract expenses are expected to be spent in October, and therefore, the FY2024 CWWS Fund Budget includes an amount of \$50,000 for the remainder of the contract.
- The City has contracted with HDR Engineering for the completion of engineering for the Water Treatment Plant Improvements & Residuals in the amount of \$255,730. As of September, the City has \$173,980 left on the contract. Some contract expenses are expected to be spent in October, and therefore, the FY2024 CWWS Fund Budget includes an amount of \$150,000 for the remainder of the contract.
- The City has contracted with HDR Engineering for the completion of engineering for the River Crossing & Maple Lane Waterline Improvements in the amount of \$178,560. As of September, the City has \$75,890 left on the contract. Some

contract expenses are expected to be spent in October, and therefore, the FY2024 CWWWS Fund Budget includes an amount of \$60,000 for the remainder of the contract.

- The City has contracted with HDR Engineering for the completion of engineering for the Owens Branch Sanitary Sewer, Line #1, Phase #1 in the amount of \$321,950. As of September, the City has \$254,355 left on the contract. Some contract expenses are expected to be spent in October, and therefore, the FY2024 CWWWS Fund Budget includes an amount of \$230,000 for the remainder of the contract.
- The City has contracted with HDR Engineering for the completion of engineering for Streetscape Phase III in the amount of \$246,600. As of September, the City has \$59,380 left on the contract. Some contract expenses are expected to be spent in October, and therefore, the FY2024 Capital Improvement Sales Tax Fund Budget includes an amount of \$50,000 for the remainder of the contract.

The Budget Rollovers influence the FY2023 *projected ending fund balance* for the General Fund and the proposed FY2024 total budget. This is explained in the next section below.

Updated Total Budget Summary – For October 17, 2023 Approval

	2024 Projected Beginning Balance	2024 Proposed Revenues	2024 Proposed Expenditures	2024 Projected Ending Balance
General Fund	3,530,984	6,266,986	7,100,790	2,697,180
Capital Improvement Sales Tax Fund	668,200	1,240,750	1,906,340	2,610
Capital Projects Fund	100,000	40,000	-	140,000
Combined Water/Wastewater Fund	6,455,383	10,683,600	15,704,620	1,434,363
Debt Service Fund	267,739	357,830	351,333	274,236
Park and Stormwater Sales Tax Fund	983,800	933,750	1,021,000	896,550
Sanitation Fund	57,974	938,757	931,805	64,926
Marketplace TIF (Allocation) Fund	1,635,910	868,446	1,179,800	1,324,556
Commons CID Fund	137,351	396,592	413,916	120,027
Transportation Sales Tax Fund	537,204	1,168,950	1,699,140	7,014
Vehicle And Equipment Replacement Fund	210,780	374,398	423,547	161,631
Donation Fund	9,109	21,000	15,000	15,109
Judicial Education Fund	3,447	-	3,447	-
Technology Upgrade Fund	632	-	632	-
DWI Recovery Fund	6,612	4,000	5,000	5,612
Police Training Fund	4,538	3,000	5,000	2,538
Grand Total	\$ 14,609,661	\$ 23,298,059	\$ 30,761,370	\$ 7,146,350

The Total Proposed FY2024 Budget includes the aggregate use of fund balance across sixteen budgeted funds. The use in fund balance can be attributed to several high-profile capital improvement projects within the General Fund, CWWS (Combined Water & Wastewater) Fund, Transportation Sales Tax Fund, and Capital Improvement Sales Tax Fund. This includes completion of the following projects:

- Quincy Boulevard (Sidewalks and Road Reconstruction)
- 144th Street Lift Station and West Interceptor - Construction
- Downtown Streetscape Phase III - Construction
- Stonebridge Lift Station – Engineering & Construction
- Water Treatment Plant Improvements & Residuals – Engineering & Construction
- Commercial Street Sidewalks – Construction
- Wastewater Treatment Plan Expansion – Engineering

PREVIOUS ACTION:

As a part of the budget process, the Board of Aldermen first reviewed and discussed upcoming City Department goals on May 16, 2023. Next, the Board held a Financial Retreat on May 17, 2023. Following the retreat, the Board review the Five-Year Capital Improvement plan on June 20, 2023. On August 28, 2023, the Board formally reviewed the FY2024 Proposed Operating Budget.

POLICY OBJECTIVE:

Approval of operating and capital budget to achieve Board of Aldermen goals in FY2024

FINANCIAL CONSIDERATIONS:

Adopting expenditure and revenue budget for FY2024 which establishes spending and receipting authority for the City in FY2024.

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 type="checkbox"/> Other: FY2024 City of Smithville Budget Book | |

AN ORDINANCE ADOPTING THE FY2024 ANNUAL OPERATING BUDGET FOR THE CITY OF SMITHVILLE, MISSOURI, AND AUTHORIZING THE EXPENDITURES OF FUNDS FOR MUNICIPAL SERVICES.

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

THAT, for the purpose of financing the conduct of affairs of the City of Smithville, Missouri during the fiscal year from November 1, 2023, and ending October 31, 2024 inclusive, the budget of the City's revenue and expenses for such period prepared and submitted to the Smithville Board of Aldermen by the City Administrator is hereby approved and adopted as the Official Budget of the City of Smithville, Missouri; and

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

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

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 3rd day of October, 2023.

Damien Boley, Mayor

ATTEST:

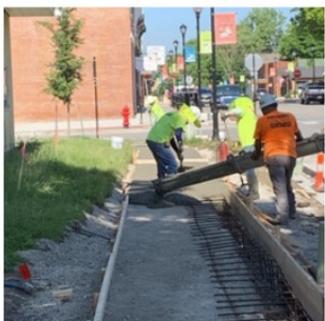
Linda Drummond, City Clerk

First Reading: 10/03/2023

Second Reading: 10/17/2023



Proposed FY2024 Operating Budget & Five Year Capital Improvement Plan City of Smithville, Missouri





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Smithville
Missouri**

For the Fiscal Year Beginning

November 01, 2022

Christopher P. Morill

Executive Director

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Proposed FY2024 Budget Message

August 28, 2023

Honorable Mayor and Board of Aldermen:

I am pleased to present the City of Smithville Annual Operating and Capital Budget for Fiscal Year 2024. This budget reflects the collaboration and dedicated work of staff, Mayor Boley and the Board of Aldermen in achieving the goals and needs of our community.

I believe the FY2024 Budget reflects an appropriate allocation of resources allowing for the continuation of all City services while implementing priorities identified by the citizens of Smithville and the Board of Aldermen.

In May 2023, the Board and staff met in a retreat/financial summit to review organizational workplans and priorities identified through recent processes to outline community goals. During this day-long session, ongoing organizational needs were presented, along with their relationship to community goals outlined in the strategic planning and visioning, comprehensive planning and other planning processes completed over the last several years.

The budget as presented reflects staff's understanding of Board of Aldermen goals outlined at the retreat. In addition to supporting current service levels, the proposed budget provides funding that:

- Ensures adequate performance in employee recruitment and retention.
- Continues to focus on investment in infrastructure.
- Creates and sustains new public education and communications.
- Assures the maintenance and acquisition of appropriate work equipment.

The FY2024 budget reallocates previously approved, but unspent funds for projects or programs approved in the FY2023 Budget. This provides staff the opportunity to complete projects initiated in FY2023, but not yet completed without having to seek amendment in the FY2024 budget. Not included in the proposed budget are funds to address facility needs, most notably a new police station, maintenance facilities, and a community center. Discussions of these needs and associated funding requirements for these needs are ongoing.

On August 28, 2023, the Board of Aldermen approved language for a Public Safety Sales Tax question to appear on the ballot of the November 7, 2023 general election. If approved, the budget would need to be amended. Revenues from the Public Safety Sales Tax would be in held a segregated budgeted fund which would support:

Proposed FY2024 Budget Message

- Addition of Two Police Officers
- Addition of One Animal Control Officer
- Vehicle leasing costs associated with Police Department fleet
- Equipment upgrades and replacement

Any changes to the budget necessitated by decisions in these areas will be addressed through amendments to the FY2024 Budget or through discussion in future budgets.

The Expenditure Budget for all funds for FY2024 is \$30,781,370 and is supported by \$23,298,059 in revenues.

	2024 Projected Beginning Balance	2024 Proposed Revenues	2024 Proposed Expenditures	2024 Projected Ending Balance
General Fund	3,530,984	6,266,986	7,100,790	2,697,180
Capital Improvement Sales Tax Fund	668,200	1,240,750	1,906,340	2,610
Capital Projects Fund	100,000	40,000	-	140,000
Combined Water/Wastewater Fund	6,455,383	10,683,600	15,704,620	1,434,363
Debt Service Fund	267,739	357,830	351,333	274,236
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Sanitation Fund	57,974	938,757	931,805	64,926
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Commons CID Fund	137,351	396,592	413,916	120,027
Transportation Sales Tax Fund	537,204	1,168,950	1,699,140	7,014
Vehicle And Equipment Replacement Fund	210,780	374,398	423,547	161,631
Donation Fund	9,109	21,000	15,000	15,109
Judicial Education Fund	3,447	-	3,447	-
Technology Upgrade Fund	632	-	632	-
DWI Recovery Fund	6,612	4,000	5,000	5,612
Police Training Fund	4,538	3,000	5,000	2,538
Grand Total	\$ 14,609,661	\$ 23,298,059	\$ 30,761,370	\$ 7,146,350

The Total Proposed FY2024 Budget includes the aggregate use of fund balance across sixteen budget funds. FY2024 projected beginning fund balance is approximately \$14.6 million and FY2024 projected ending fund balance is approximately \$7.1 million. In FY2024, the total amount of fund balance expected to be used equals \$7,463,311.

Proposed FY2024 Budget Message

Revenues Overview

The Proposed FY2024 Total General Fund revenue budget includes a projected 9% increase in City sales tax revenues. This increase in City sales tax is supported by the additional collection of recreational marijuana sales tax, which will start October 1, 2023. In addition, the General Fund revenue budget includes a projected 2% increase in use tax revenues, and a projected 4.5% increase in property tax revenues.

Last year, the City worked with Raftelis Financial Consultants to conduct an update to the Utility Rate Study. Utility rate increases are necessary in order to continue funding water and sewer line replacement projects, ongoing system maintenance projects, and system capacity upgrades, in addition to providing for daily staffing and operational needs. The FY2024 Budget includes a 15% increase in the water volume and fixed charge and a 15% increase in the wastewater volume and fixed charge. In addition to the increases in these rates, the FY2024 Budget includes estimated COP proceeds of \$3,900,000 to fund the 144th Street Lift Station and West Bypass of 144th Street (West Interceptor).

The revenue budgets for the Transportation Sales Tax Fund, Capital Improvement Sales Tax Fund, and Park and Stormwater Sales Tax fund includes a projected 3% increase in sales tax revenue. Each of these funds have as their only source designated voter-approved half-cent sales taxes.

Expenditures Overview

As previously mentioned, the FY2024 Budget totals \$30,761,370 in expenditures across 16 budgeted funds. This includes \$14,468,340 in capital improvement project expenses to improve water, wastewater, stormwater, and street infrastructure as well as the additions of park amenities throughout the City. The Five Year CIP totals \$50,634,975 across all funds. The General Fund accounts for the majority of personnel, programs and services in the City and totals \$7,100,790 in expenditures, a 15.38% increase from projected FY2023 expenditures (once the project budget rollovers are accounted for).

The proposed budget includes a 3% Consumer Price Index (CPI) adjustment to the employee compensation plan (effective November 1, 2023); a 15% increase in medical insurance; increases to property & liability insurance and worker's compensation; and increases to contractual services such as police dispatching, annual audit services.

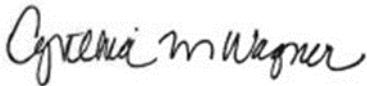
In addition to providing for infrastructure needs and continuation of service provision, the FY2024 Budget prepares the City of Smithville for future growth and expanded tourism, provides opportunities for personal connection with our citizenry and the provision of education on the City's core functions. To achieve this, additional budget has been proposed for allocation to several program and service enhancements. These enhancements are reflected in:

Proposed FY2024 Budget Message

- Funding a Continued Partnership with Smithville Main Street District
- Funding an Agreement With the Chamber of Commerce Agreement to Provide Additional Services
- Website Enhancements
- Transfer of Funds into the VEF (Vehicle & Equipment Replacement Fund)
- Continue to Fund Neighborhood Beautification Grants
- Adding a Wastewater Treatment Plant Operator
- Creation of a Citizens Academy Program
- Implementation of Downtown Wayfinding & Signage
- Creation of South Employment Overlay District

Additionally, the FY2024 Budget prioritizes managing aging assets which have reached the end of their lifecycle through fiscally responsible purchasing methods.

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



Cynthia M. Wagner
City Administrator

Community History

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



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

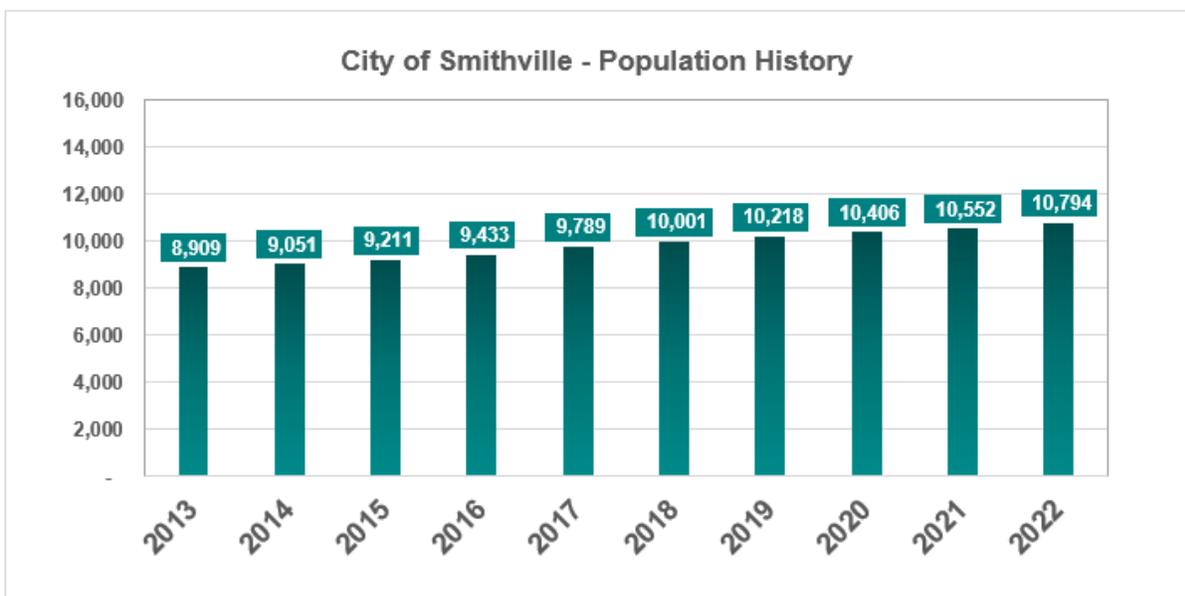
On July 6, 1868, the town of Smithville was incorporated. The City currently operates as a council/administrator form of government. The governing body of the City is the Board of Alderman, which is comprised of six members elected by ward (two alderman per ward), and a Mayor elected at large. The Mayor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

Community History (Continued)

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



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



Almost 40% of the population is comprised of students. Young families continue to move to the City to enroll their children in the schools. This school-age-family subgroup drives the family-friendly nature of the community and the common desire for a safe and secure community. It is expected that Smithville's population will continue to grow.

Community History (Continued)

City of Smithville Demographic Profile

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

Demographic indicators, sourced from the 2030 Comprehensive Plan, are shown above.

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

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



Citizen Engagement / Strategic Planning

2019 Citizen Based Strategic Plan

In 2019, the City of Smithville embarked upon a visioning and strategic planning process to shape its future. The community came together to develop a vision for the future of Smithville that was inclusive, innovative, and forward thinking. The resulting Community Vision and Strategic Action Plan provided a roadmap for the City to achieve its goals and aspirations.

The process identified the following vision for the future of Smithville to create with the support of five strategic pillars:



The Strategic Plan's vision and pillars formed the foundation for the City's Comprehensive Plan (2020), Parks & Recreation Master Plan (2021), and the Transportation Master Plan (2022). These plans involved a significant amount of community input.

The Comprehensive Plan is a foundational document that guides land-use and planning decisions over the next ten years. It also helps guide the evolution of the community, and how it looks and feels. The Plan is a thoughtful, achievable, and sustainable roadmap for community aspirations for the future. The City's Comprehensive Plan has made considerable progress since 2020, and the City created a new [Comprehensive Plan Dashboard](#) on the City's Website.

Citizen Engagement / Strategic Planning

The City of Smithville’s Parks and Recreation Master Plan provides a ten-year vision for parks, recreation, open space, and trails in the City of Smithville. This work builds on the community visioning and Comprehensive Plan work conducted through 2019 and 2020.

The Transportation Master Plan sets the course for transportation in Smithville for the next ten to twenty years. It outlines a future vision for community mobility and infrastructure, establishes guiding principles for network planning and investment, and provides recommendations for achieving this vision.

The Strategic Plan, Comprehensive Plan, Parks & Recreation Master Plan, and Transportation Master Plan all support one another to ensure that the plans are well-positioned to support future growth and investment throughout the City.



Diverse Housing and Neighborhood Options Pillar

Goal	Update
Initiate the Comprehensive Planning Process	Completed in 2020.
Facilitate the Availability of More Diverse Housing Options	In progress, the comprehensive plan outlines future land-use.
Define and Develop Neighborhood Nodes	Completed in 2020 in the comprehensive planning process.
Preserve Green Space and Rural Feel	Identified in the Comprehensive Plan, Parks Master Plan, and Transportation Master Plan.



Strengthened Business and Economic Development Pillar

Goal	Update
Focus on Technology and Bioscience Companies	Ongoing, CPC of Missouri Development, an 82,500-square-foot manufacturing and cultivation facility in opened in 2022.
Leverage off Airport Redevelopment	In progress.
Pursue Tourism Related Business Potential	In progress, continued partnership with Smithville Main Street District.
Create Dedicated Industrial Zones	Completed, identified in the Comprehensive Plan.

Citizen Engagement / Strategic Planning



Retention of Small-Town Feel and Sense of Community Pillar

Goal	Update
Create “Smithville Community Oasis” Area	In progress, grant funding secured for Riverwalk Phase I. Downtown Community Oasis Character Areas identified in 2030 Comprehensive Plan, Parks Master Plan, and Transportation Master Plan.
Utilize Unique Signage and Promotions	In progress, Wayfinding Signage and Design Guidelines was completed in March 2023. Funds identified in FY2024 Budget for Downtown signage installation.
Pursue Tourism Related Business Potential	Ongoing, continued partnership with Smithville Main Street District.
Create Dedicated Industrial Zones	Completed, identified in the 2030 Comprehensive Plan.



Enhanced Recreation and Connectivity Pillar

Goal	Update
Create a Recreation and Connectivity Master Plan	Completed in June 2021.
Study Community Desires for Recreation Facilities	In progress, facilities identified in Parks Master Plan, and continue community discussions.
Build Recreation as an Economic Driver	In progress, identified in the Parks Master Plan, City partnership in recreation events.
Build Regional Trail Connectivity	In progress, identified in Parks Master Plan and Transportation Master Plan.



Continued Commitment to Education Pillar

Goal	Update
Create Educational Cluster	In progress, planning goals identified in Comprehensive Plan.
Forge Strong Partnership between School and City	Ongoing, City and School representatives participate in multiple community groups, City participates in School District’s Real World Learning Program, City Administrator and School District Superintendent meet monthly.
Create Industry Responsive Educational Pathways	Ongoing, City participates in Real World Learning Program.
Build a Lifelong Learning Culture	Ongoing, City offers programming for all ages, Citizens Academy included in FY2024 budget.

Citizen Engagement / Strategic Planning

DirectionFinder Survey

The City of Smithville Citizen Survey continues to serve as a guidepost for evaluating current levels of service the City provides to residents, as well as allowing staff to better understand the needs of the community. The survey specific provides City leadership with clearly defined priorities, objective performance measurements and benchmarks, and meaningful citizen involvement responses. The DirectionFinder survey has been conducted two times in the last five years (once in 2019 and once in 2021).

Following the conclusion of the second survey, staff are continuing to see *major customer satisfaction strides* in the following areas:

- Satisfaction With City Services
- Satisfaction with Parks & Recreation Amenities & Programs
- Image, Appearance, and Quality of Life in the City of Smithville
- Value Received for your City Tax Dollars & Fees
- Feelings of Safety in the City

During the development of the FY2024 Budget, the Board of Aldermen directed staff to engage in a citizen survey every three years.



Mission, Vision, and Values

City Vision Statement

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

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

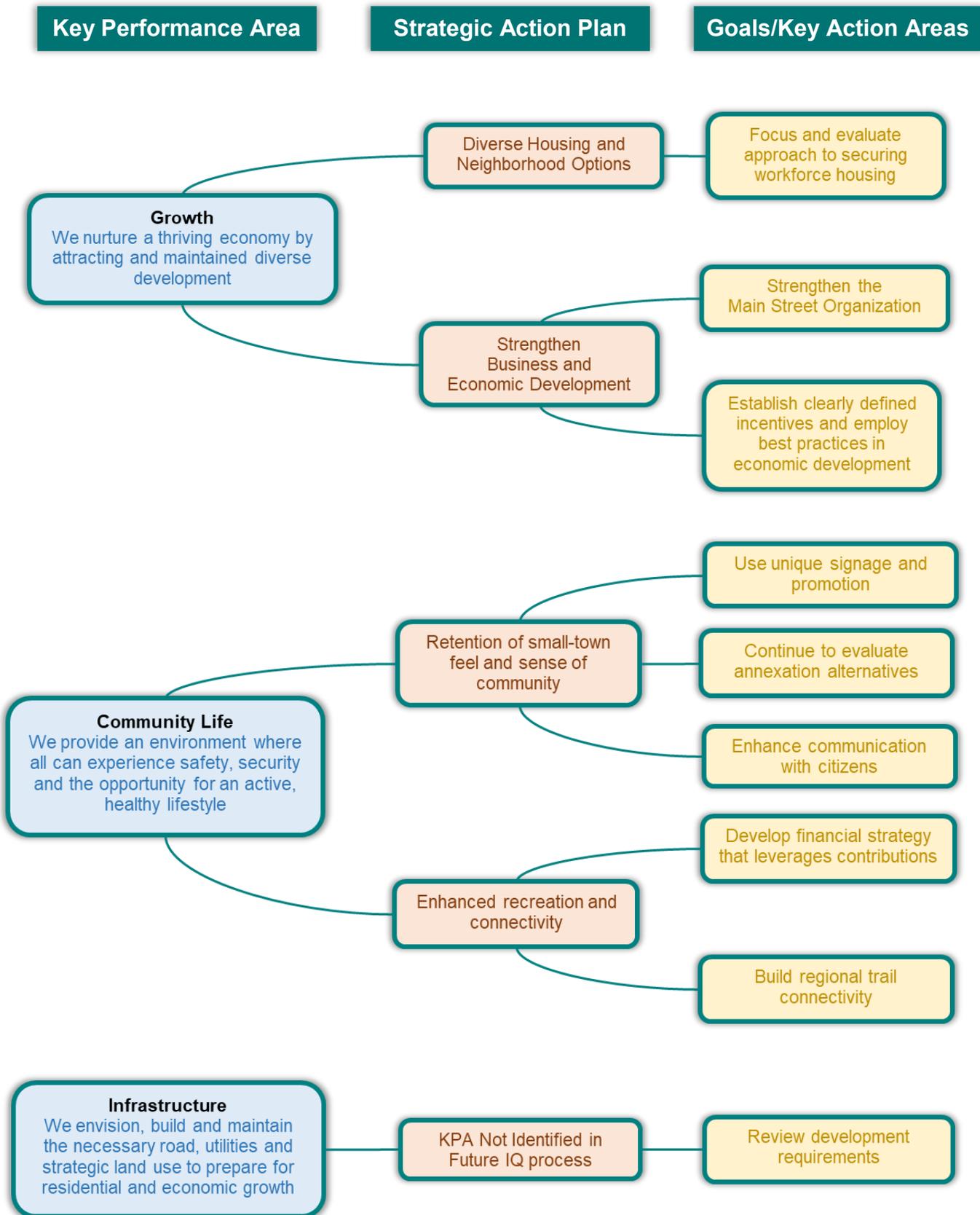
**Smithville builds its future
by embracing growth, encouraging commerce
and cultivating its natural surroundings**

Key Performance Areas

The Governing Body has identified five key performance areas (KPAs) those areas in which the community must have success to move forward. Growth, community life, and infrastructure are the three key performance areas with governance and finance as the two remaining key areas as values on which the board achieves its work. As a vision, these KPA's inform the daily work of its staff and serve as the basis in forming the priority goals for the organization.

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

Priority Goals



City of Smithville - Governing Body

Form of Government

The City of Smithville operates as a council/administrator form of government. The Governing Body of the City is the Board of Aldermen, which is comprised of six members elected by ward (two Aldermen per ward), and a Mayor elected at large. The Mayor and each Alderman are elected to four-year terms, which was extended from two-year terms via a ballot question in November 2022.

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

A ward map is depicted on the following page. Ward boundaries were recently redrawn as is the case every ten years with the Population and Housing Census.

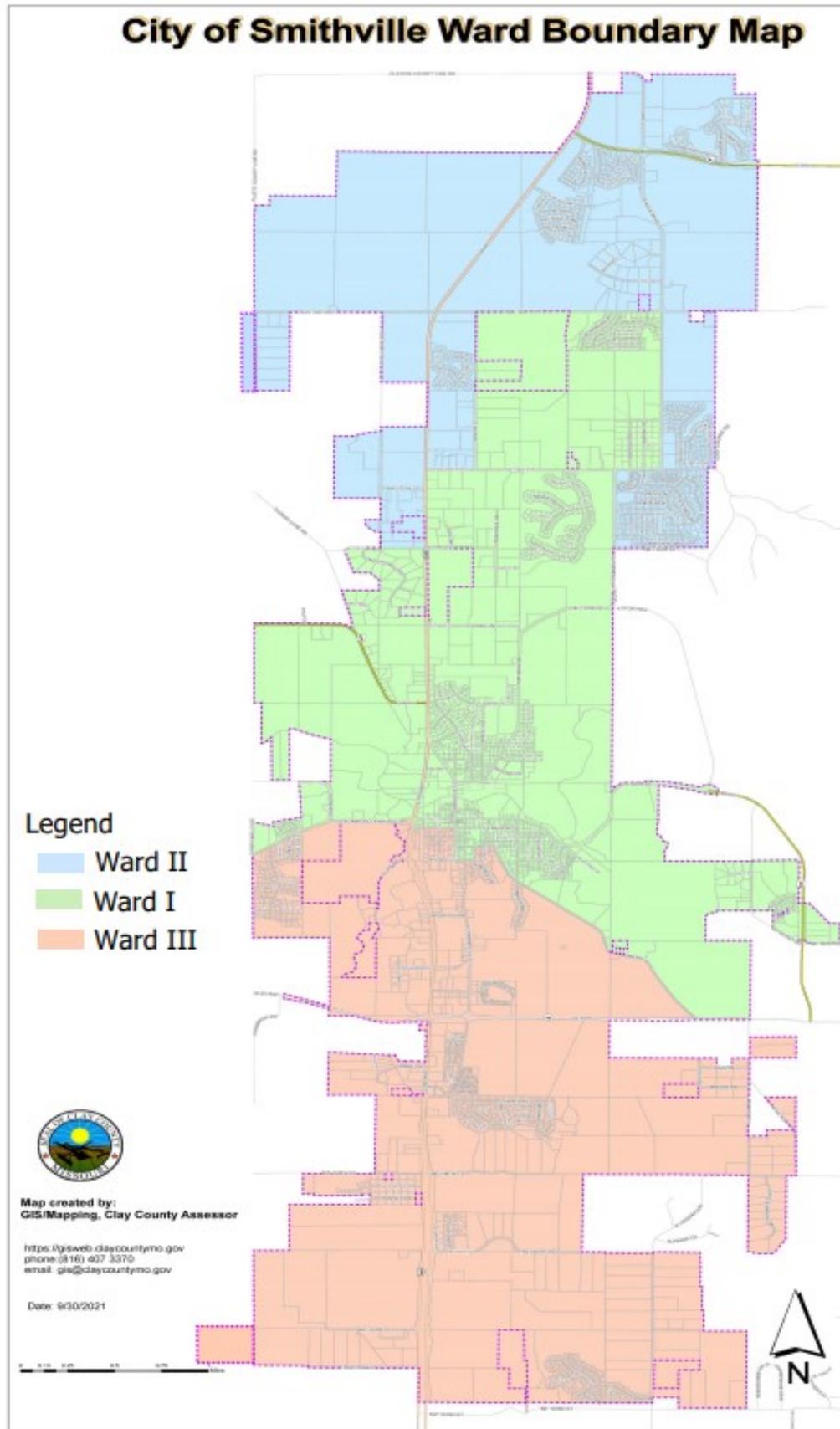
City of Smithville Mayor and Board of Alderman

Representation	Elected Official	Term Length
Mayor	Damien Boley	Term Expires April 2024
Alderman - Ward 1	Dan Ulledahl	Term Expires April 2024
Alderman - Ward 2	Ronald Russell	Term Expires April 2024
Alderman - Ward 3	Marvin Atkins	Term Expires April 2024
Alderman - Ward 1	Dan Hartman	Term Expires April 2027
Alderman - Ward 2	Melissa Wilson	Term Expires April 2027
Alderman - Ward 3	Leeah Shipley	Term Expires April 2027

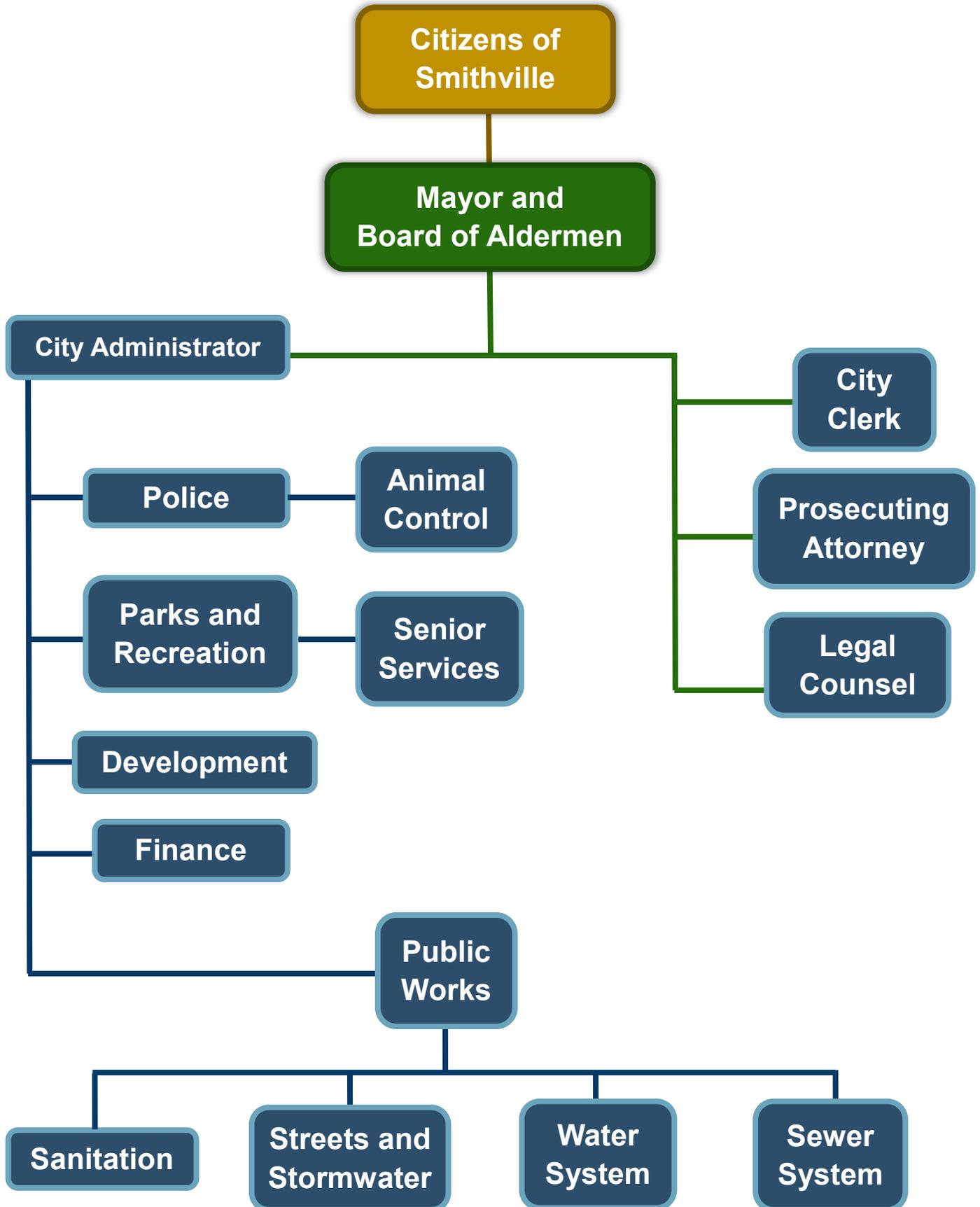


City of Smithville - Board of Aldermen Chamber

City Ward Boundary Map



City Organizational Chart



Management/Leadership Team

City Administrator

Cynthia Wagner

Assistant City Administrator

Gina Pate

City Clerk

Linda Drummond

Chief of Police

Jason Lockridge

Parks and Recreation Director

Matthew Denton

Development Director

Jack Hendrix

Finance Director

Stephen Larson

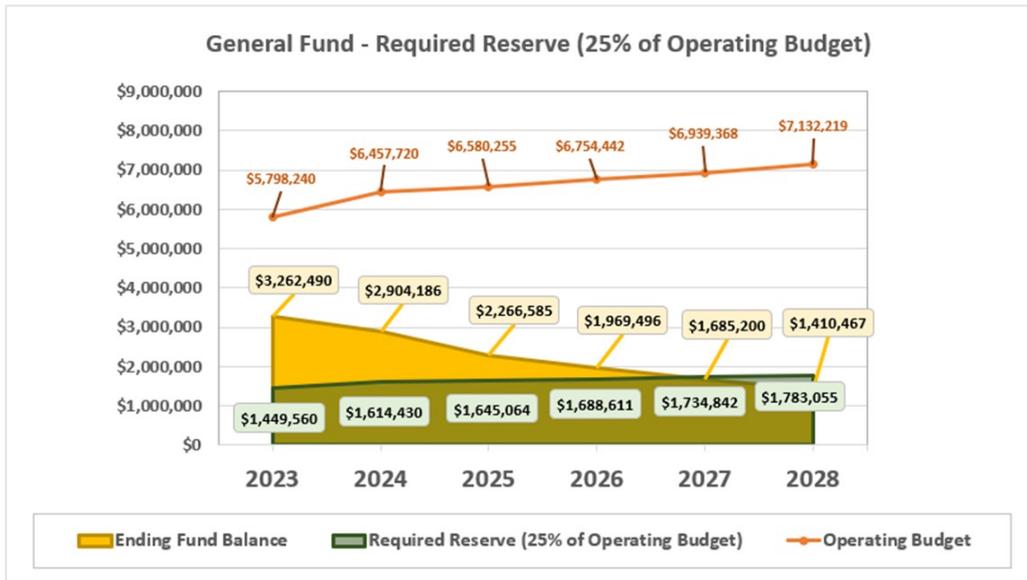
Public Works Director

Chuck Soules

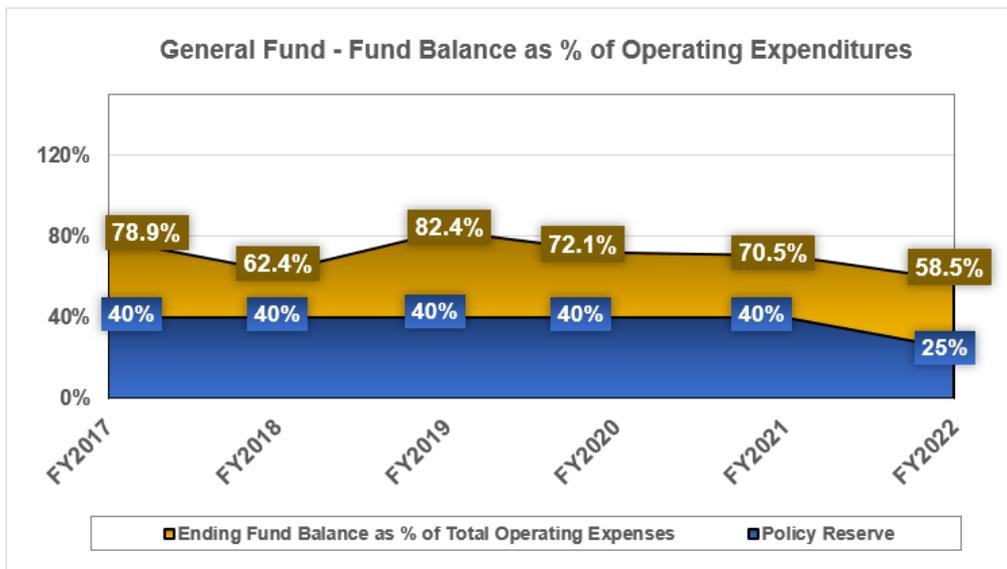
Long Range Financial Planning

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

Below is the General Fund Required Reserve and Excess Cash Analysis which is reviewed multiple times by the Board of Alderman during the budget process. There is a **25%** of operating budget reserve requirement for the General Fund. The graph below reflects the five-year cashflow for the Proposed FY2024 budget:

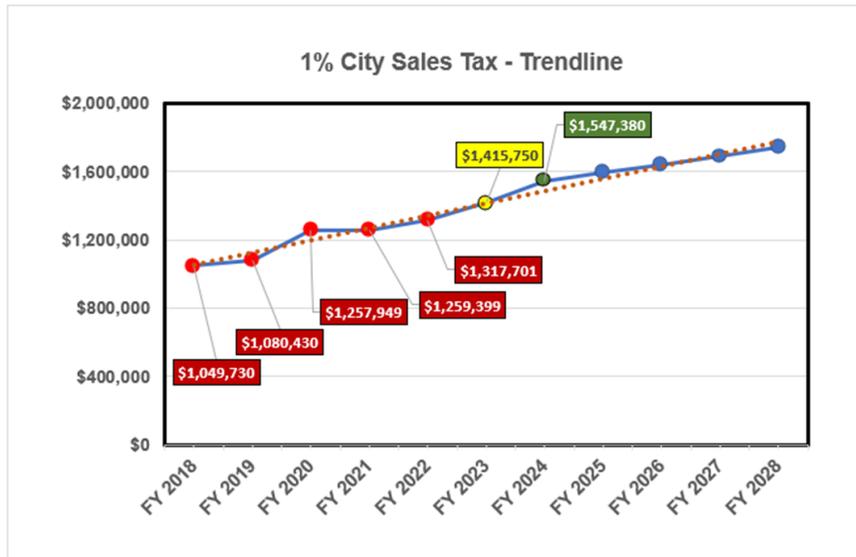


Below is a five year history of the General Fund ending cash balance as a percentage of actual operating expenditures.



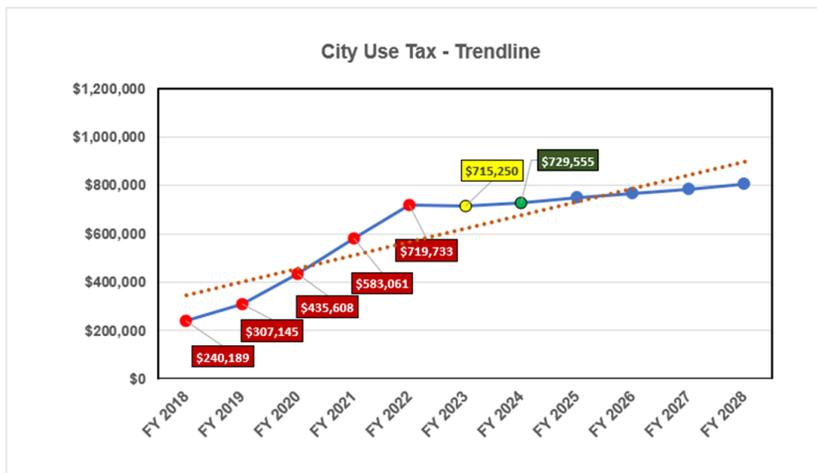
Long Range Financial Planning (Continued)

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



Red	Actuals
Yellow	FY2023 Projected
Green	FY2024 Proposed
Blue	Projected Out Years

Use taxes, collected for online purchases and deliveries, have also continued to grow. The consumer market has changed, with at-home purchasing becoming a more and more popular way to acquire goods and services. In addition, the City's use tax rate increased to 2.500% after the addition of the Park and Stormwater Sales Tax (2020) and Capital Improvement Sales Tax (2018). Below is snapshot of City use tax long range forecast:



Red	Actuals
Yellow	FY2023 Projected
Green	FY2024 Proposed
Blue	Projected Out Years

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

Annual Budget Calendar

The City of Smithville budget and fiscal year runs from **November 1** to **October 31**. The Budget is adopted by Ordinance, which requires two readings. Typically, each reading is done at a separate Board of Aldermen meeting. Each winter, a budget calendar is presented to staff and the Board of Aldermen, laying out a timeline for budget preparation, review, and approval. The timeline includes budgetary items such as the Capital Improvement Plan and Schedule of Fees. The FY2023 budget calendar was presented as follows:

In April, the Finance Director, City Administrator, and Assistant City Administrator met with department heads to review each departments FY2023 budget priorities, including recommendations for changes to the schedule of fees, anticipated changes to revenues, revisions to expenditure estimates for department line items, capital improvement and outlay requests, and the capital improvements project listing and timeline.

FY2024 Proposed Budget Timeline	
April 2023	<ul style="list-style-type: none"> ▪ Hold Departmental Budget Meetings
May 2023	<ul style="list-style-type: none"> ▪ FY2023 EOY Revenue Projections Completed
	<ul style="list-style-type: none"> ▪ Five Year Capital Improvement Plan (FY2024 - FY2028) Prioritized & Updated
	<ul style="list-style-type: none"> ▪ Board of Aldermen - Financial Retreat
	<ul style="list-style-type: none"> ▪ Draft FY2024 Budget Assembled
June 2023	<ul style="list-style-type: none"> ▪ Departmental Review of Draft FY2024 Budget
	<ul style="list-style-type: none"> ▪ Board Discussion & Review of Five Year Capital Improvement Plan
	<ul style="list-style-type: none"> ▪ Board Discussion & Review of Comprehensive Listing of Schedule of Fees
August 2023	<ul style="list-style-type: none"> ▪ First Review of Recommended DRAFT FY2024 Operating Budget and Five Year Capital Improvement Plan
September 2023	<ul style="list-style-type: none"> ▪ Board of Aldermen sets the 2023 Property Tax Levy
October 2023	<ul style="list-style-type: none"> ▪ Public Hearing is held for Water and Sewer Utility Rates
	<ul style="list-style-type: none"> ▪ Board of Aldermen approves the FY2024 Budget
	<ul style="list-style-type: none"> ▪ Board Approves Changes to the Schedule of Fees via Resolution

Financial Policies And Basis of Accounting and Budgeting

City of Smithville Code of Ordinances - Chapter 140 - Finance and Taxation

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

City of Smithville Code of Ordinances - Chapter 150 - Purchasing Policy

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

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

Basis of Accounting & Budgeting

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

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

The next set of pages in the Budget Book include information regarding debt management and General Obligation debt limitations.

Debt Management

Debt Policies

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

Bond Rating

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

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

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

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

Debt Management (Continued)

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

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

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

Debt Management (Continued)

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

- The City has a strong economy with access to the broad and diverse Kansas City metropolitan statistical area.
- The City is adequately managed with standard financial policies and practices under S&P Global Financial Management Assessment methodology.
- The City showcases strong budgetary performance with slight operating surpluses in the General Fund and at the total governmental fund level in FY2018.
- The City has very strong budgetary flexibility with an available cash reserve in FY2018 of approximately 72% of operating expenditures.
- The City has very strong liquidity with total government available cash at 102.6% of total governmental fund expenditures, 43 times governmental debt service, and access to external liquidity.
- Very weak debt and contingent liability profile, with debt service carrying charges at 2.4% of expenditures and net direct debt that is 238% of total governmental fund revenue.
- Adequate institutional framework.

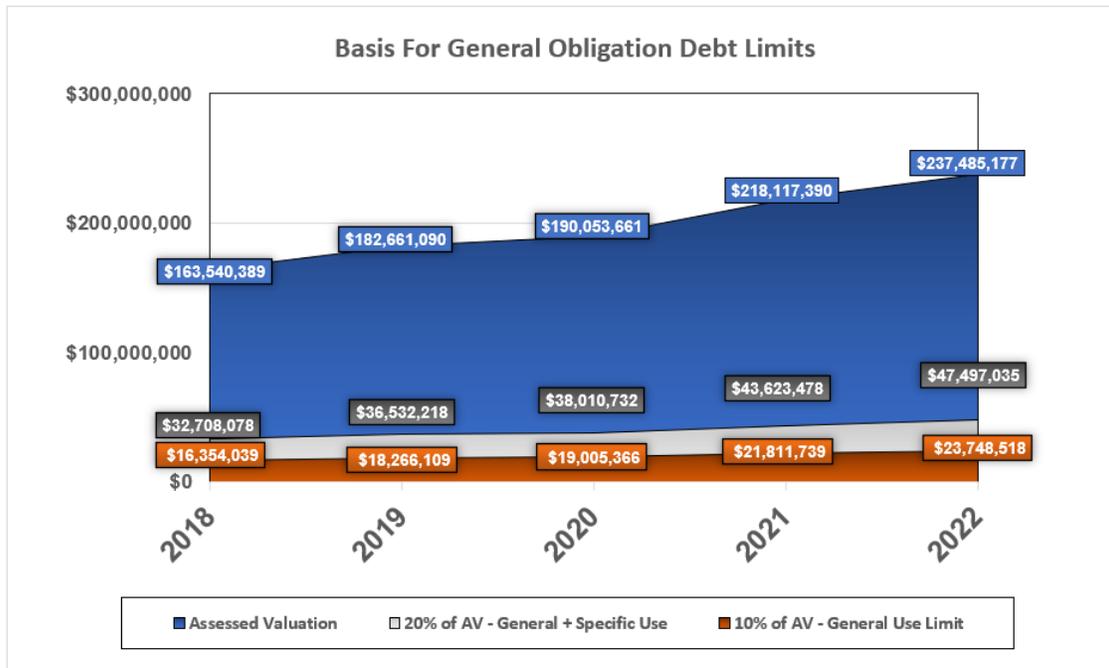
General Obligation Debt Limits

All General Obligation (GO) bonds must be voter-approved. Article VI, Section 26 of the Missouri Constitution limits the amount of GO bonds that may be issued by a municipality for general needs at 10% of the City's assessed valuation (AV). The debt limit is tested at the time of the election to authorize the issuance of the bonds. The maturity date of a GO bond issuance must not be later than 20 years from the date of its issuance. The Missouri Constitution does permit the City to incur GO debt for an additional 10% of the City's AV for the specific purpose of water or electric plant improvements, but the City's total GO debt across all three available platforms cannot exceed 20% of the City's AV. The City's 2022 Assessed Valuation is **\$237,485,177**, meaning the City's GO debt ceiling is **\$47,497,035** (20% of AV) and **\$23,748,518** (10%) may be used for general purposes.

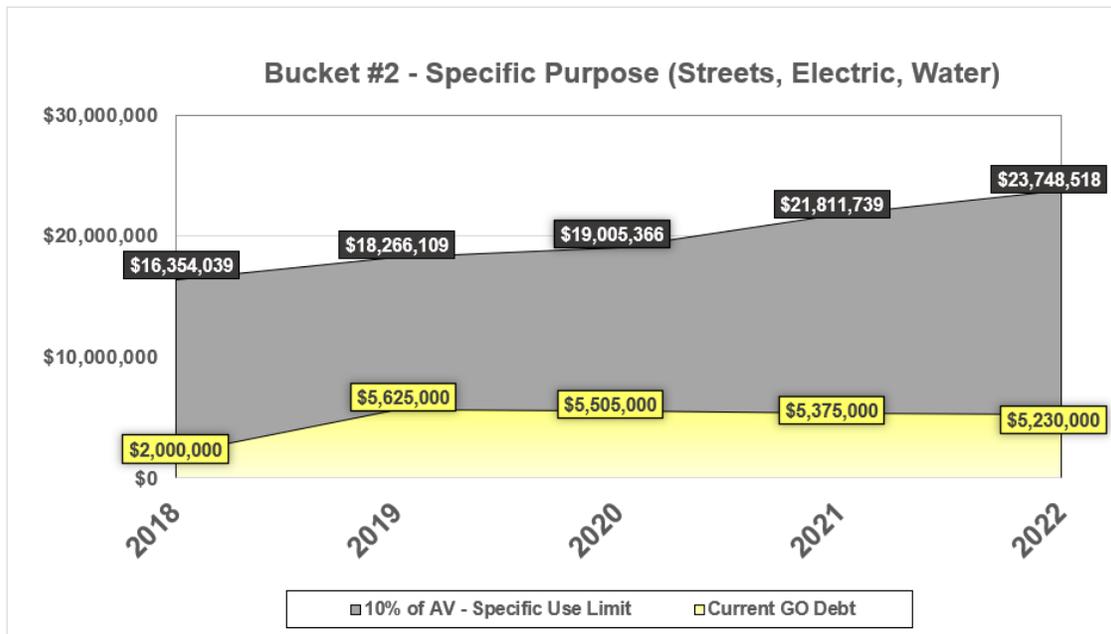
In 2018, voters approved the issuance of \$5,625,000 in GO debt for the City. As of November 1, 2022, the City's GO balance is \$5,230,000, and there is no additional GO debt for specific purposes. See the next page for graphs illustrating the general obligation debt limits.

Debt Management (Continued)

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



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



Debt Management (Continued)

Certificates of Participation (COPs), on the other hand, do not need to be voter-approved, and do not have a debt ceiling. In terms of outstanding COPs, the City issued COPs in 2018 for water and wastewater improvements and as of November 1, 2022, the City has \$7,550,000 in COP debt remaining.

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

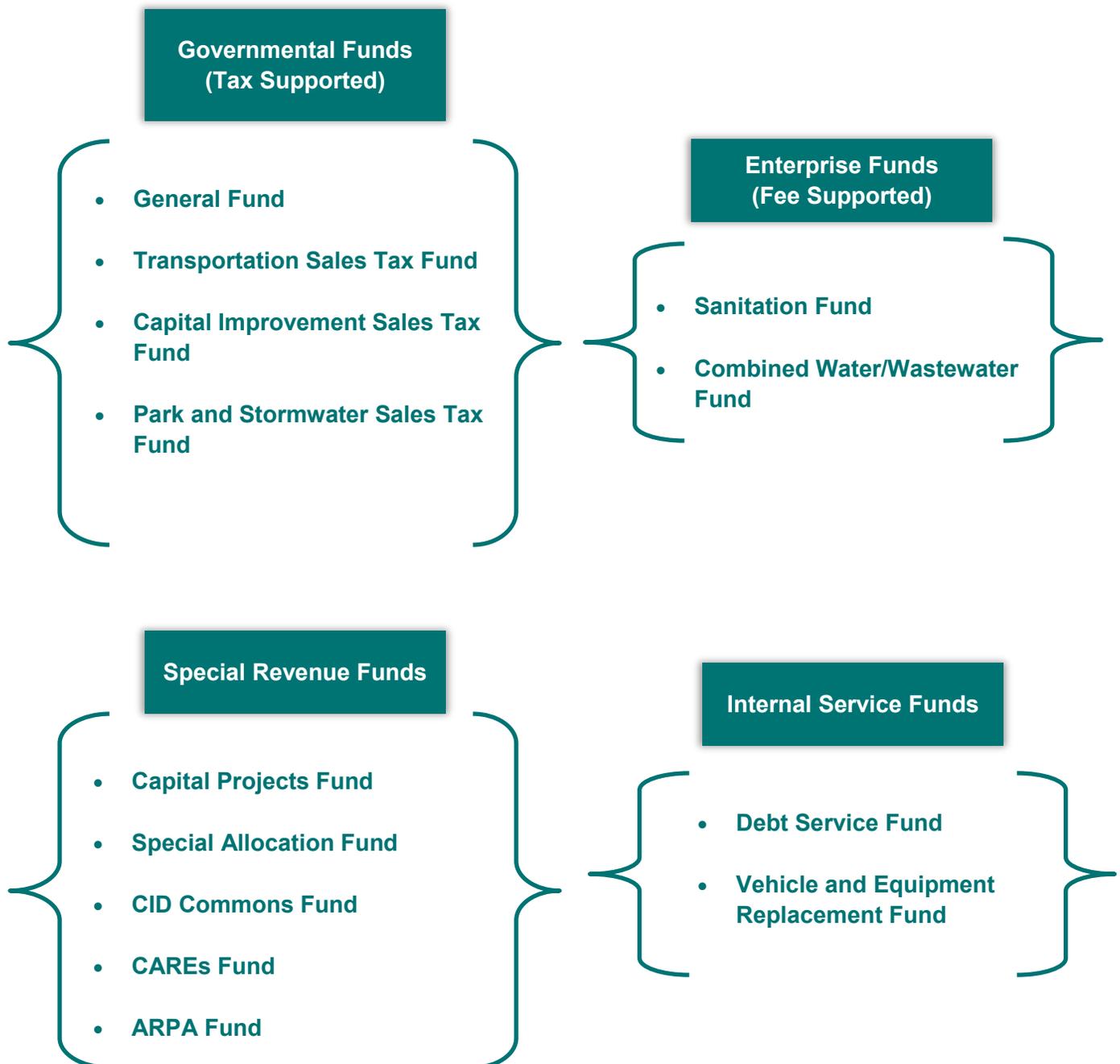
Future Debt Planning

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

Capital Improvement Project	Estimated Cost	Timeline	Financing Instrument	Fund
144th Lift Station and West Bypass (Construction)	\$3,900,000	FY2024	COP	CWWS
Owens Branch Gravity Line Phase #1, Line #1 (Construction)	\$2,200,000	FY2025	COP	CWWS
Owens Branch Gravity Line Phase #1, Line #2 (Construction)	\$2,500,000	FY2026	COP	CWWS
Wastewater Treatment Plant Expansion (Construction)	\$6,000,000	FY2026 & FY2027	COP	CWWS
Water Treatment Plant Expansion, Phase I (Construction)	\$7,500,000	FY2028	COP	CWWS
Owens Branch Gravity Line Phase #1, Line #3 (Construction)	\$2,500,000	Pending Project	COP	CWWS
144 th Street to Forest Oaks Gravity Line (Construction)	\$3,000,000	Pending Project	COP	CWWS

Categories of Funds

The City operates using a 12 different budgeted funds. The only “dormant” (unused) fund is the CAREs fund which featured special revenues for COVID-19 relief. Tax supported funds receive revenue through sales, property taxes, motor fuel taxes, and intergovernmental revenues. Enterprise funds are supported through fee revenues which include monthly utility charges for the CWWS fund and monthly solid waste charges for the sanitation fund. Special revenue funds, such as the ARPA fund and Capital Projects Fund, are supported through federal and state grant monies, while the Special Allocation Fund receives economic activity taxes and PILOTS (payments in lieu of taxes), and the CID Commons Fund receives CID Sales & Use Tax.



Total Budget Summary

Below is the presentation of the Proposed FY2024 Budget summary indicating projected beginning fund balances for FY2024 and projected ending fund balances for FY2024. The proposed revenues and proposed expenditures are reflective of the total budget for all budgeted funds for FY2024.

	2024 Projected Beginning Balance	2024 Proposed Revenues	2024 Proposed Expenditures	2024 Projected Ending Balance
General Fund	3,530,984	6,266,986	7,100,790	2,697,180
Capital Improvement Sales Tax Fund	668,200	1,240,750	1,906,340	2,610
Capital Projects Fund	100,000	40,000	-	140,000
Combined Water/Wastewater Fund	6,455,383	10,683,600	15,704,620	1,434,363
Debt Service Fund	267,739	357,830	351,333	274,236
Park and Stormwater Sales Tax Fund	983,800	933,750	1,021,000	896,550
Sanitation Fund	57,974	938,757	931,805	64,926
Marketplace TIF (Allocation) Fund	1,635,910	868,446	1,179,800	1,324,556
Commons CID Fund	137,351	396,592	413,916	120,027
Transportation Sales Tax Fund	537,204	1,168,950	1,699,140	7,014
Vehicle And Equipment Replacement Fund	210,780	374,398	423,547	161,631
Donation Fund	9,109	21,000	15,000	15,109
Judicial Education Fund	3,447	-	3,447	-
Technology Upgrade Fund	632	-	632	-
DWI Recovery Fund	6,612	4,000	5,000	5,612
Police Training Fund	4,538	3,000	5,000	2,538
Grand Total	\$ 14,609,661	\$ 23,298,059	\$ 30,761,370	\$ 7,146,350

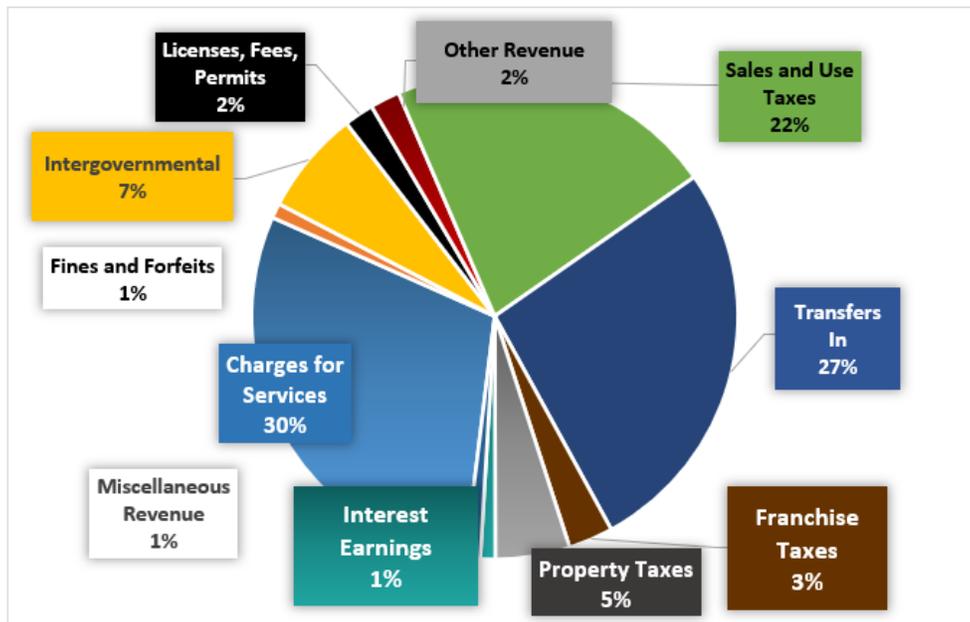
The Total Proposed FY2024 Budget includes the aggregate use of fund balance across sixteen budgeted funds. FY2024 projected beginning fund balance approximately \$14.6 million and FY2024 projected ending fund balance is approximately \$7.1 million. In FY2024, the total amount of fund balance expected to be use equals \$7,463,311.

This use in fund balance for the FY2024 Budget can be attributed to the numerous capital improvement projects within the General Fund, CWWS (Combined Water & Wastewater) Fund, Transportation Sales Tax Fund, and Capital Improvement Sales Tax Fund. This includes major projects, such as the 144th Street Lift Station and West Interceptor (Bypass of 144th Street), construction of Downtown Streetscape Phase III, engineering and construction of the Stonebridge Lift Station, construction of Water Treatment Plant Improvements, construction of the Commercial Street Sidewalks, and engineering for the upcoming Wastewater Treatment Plant Expansion.

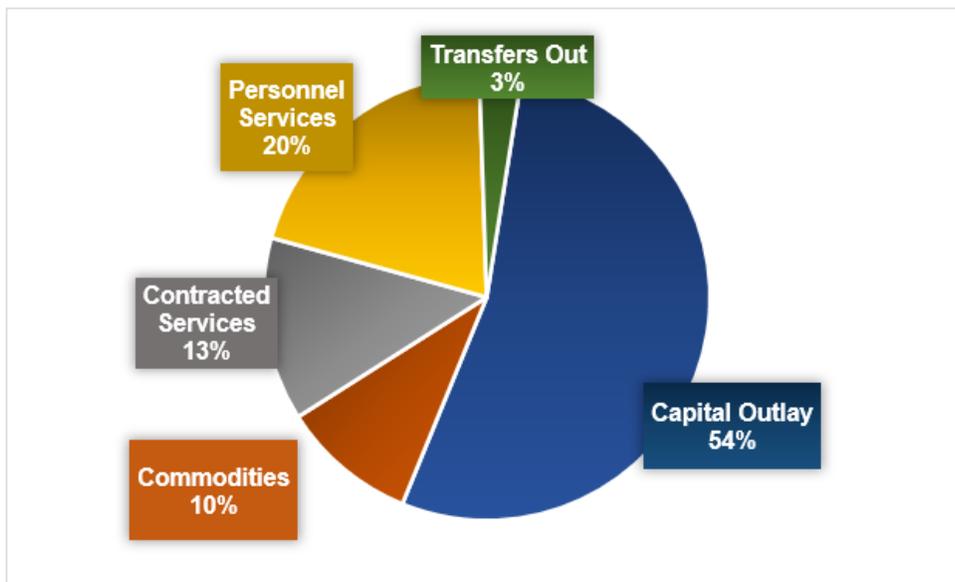
Total Budgets - By Category

Below are the Proposed FY2024 total revenue and expenditure budgets by category percentage. Charges for services and sales/use taxes make up the largest portion of revenues (accounting for nearly **52% of all revenues**) while transfers in account for **27% of all revenues** (which is attributable to COP Proceeds in the CWWS Fund).

Proposed FY2024 Total Revenue Budget - By Category Percentage



Proposed FY2024 Total Expenditure Budget - By Category Percentage



General Fund

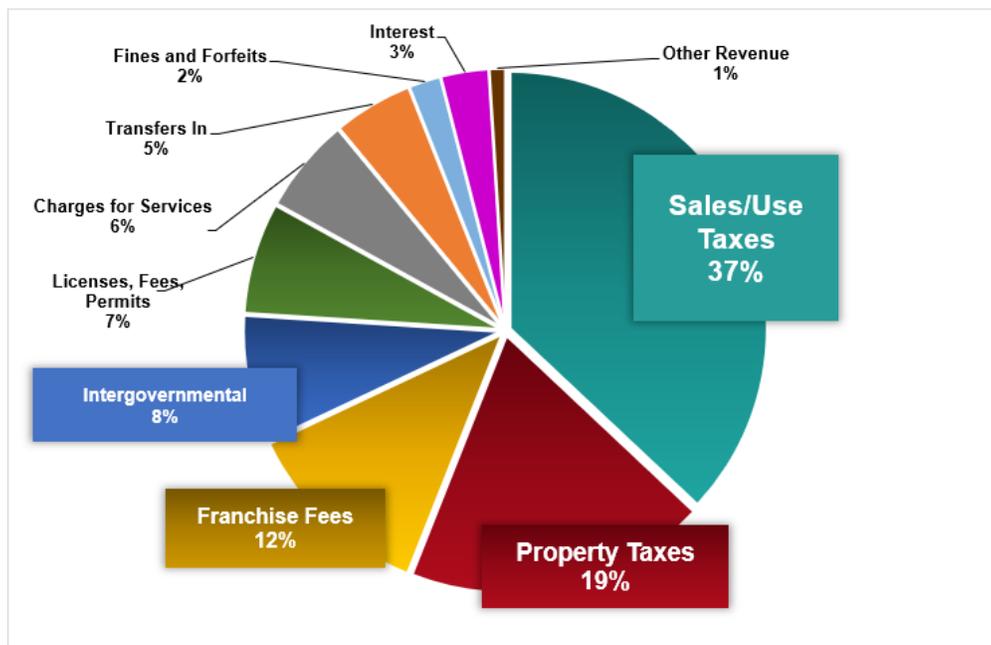
The General Fund functions as the primary operating fund for the City of Smithville. The General Fund provides the resources necessary to fund a majority of City functions, such as police protection and emergency response, parks maintenance and recreational programs, senior services, code enforcement,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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 3,558,070	\$ 3,736,229	\$ 3,315,925	\$ 3,425,221	\$ 3,530,984
General Fund Revenues By Type					
Property Taxes	934,865	1,007,610	1,043,745	1,112,270	1,152,896
Sales and Use Taxes	1,933,488	2,122,573	2,068,284	2,219,475	2,360,105
Franchise Taxes	698,064	742,590	674,690	762,211	759,740
Licenses, Fees, and Permits	477,942	422,663	442,279	360,376	390,725
Intergovernmental Revenues	329,972	388,676	402,872	485,820	491,420
Charges for Services	344,104	317,125	347,900	370,719	382,060
Fines and Forfeits	138,949	118,738	112,615	114,400	114,320
Interest Earnings	49,909	124,953	63,500	495,000	294,500
Other Revenue	90,263	70,615	29,595	58,350	31,170
Transfers In	450,763	227,148	280,860	281,160	285,550
Total Revenues	\$ 5,448,319	\$ 5,542,691	\$ 5,466,340	\$ 6,259,781	\$ 6,262,486
General Fund Expenses By Type					
Personnel Services	3,391,290	3,723,302	4,232,980	4,308,525	4,561,470
Contractual Services	466,180	580,498	604,630	491,018	531,620
Commodities	807,340	1,125,725	978,650	1,050,785	1,083,450
Capital Outlay	565,350	269,174	459,050	268,691	727,250
Transfers Out	40,000	155,000	35,000	35,000	197,000
Total Expenses	\$ 5,270,160	\$ 5,853,699	\$ 6,310,310	\$ 6,154,018	\$ 7,100,790
Net Change in Fund Balance	\$ 178,159	\$ (311,008)	\$ 843,970	\$ 105,763	\$ (838,304)
Ending Fund Balance	\$ 3,736,229	\$ 3,425,221	\$ 2,471,955	\$ 3,530,984	\$ 2,692,680

General Fund Revenue Overview

A pie chart illustrating the breakdown of General Fund revenues is shown below. Sales and Use taxes is the largest form of revenue for the City and make up 37% of the total. Property taxes make up 19%, and is the second largest category of revenue. Franchise fees for electricity, natural gas, telecommunications, cable television, and utilities are collected and comprise the third largest category of revenue at 12%.

Proposed FY2024 General Fund Revenue Budget By Category Type



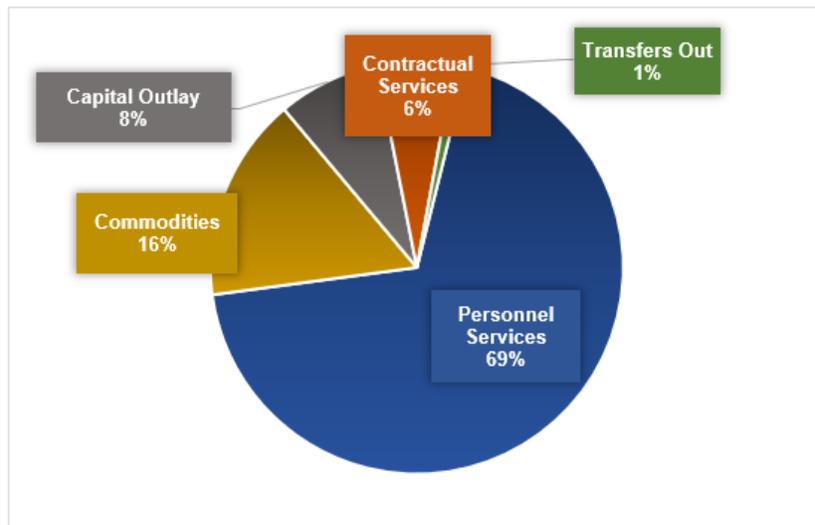
The table below outlines examples of key revenues found in the remaining categories:

Licenses, Fees, Permits	Building Permits, Business Licenses, Motor Vehicle Fees
Intergovernmental	Motor Fuel Tax, Grant Revenue, SRO Agreement Revenue
Charges for Services	Smith's Fork Campground Fees, Athletic Field Rental, Youth/Adult Recreation Fees
Fines and Forfeits	Traffic Violations, DUIs
Interest Earnings	Interest Earned from Cash on Hand at Bank, Certificate of Deposits
Other Revenue	Sponsorships, Animal Pound Fees, Sale of Personal Property
Transfers In	Revenue Transferred In from Other Funds

General Fund Expenditure Overview

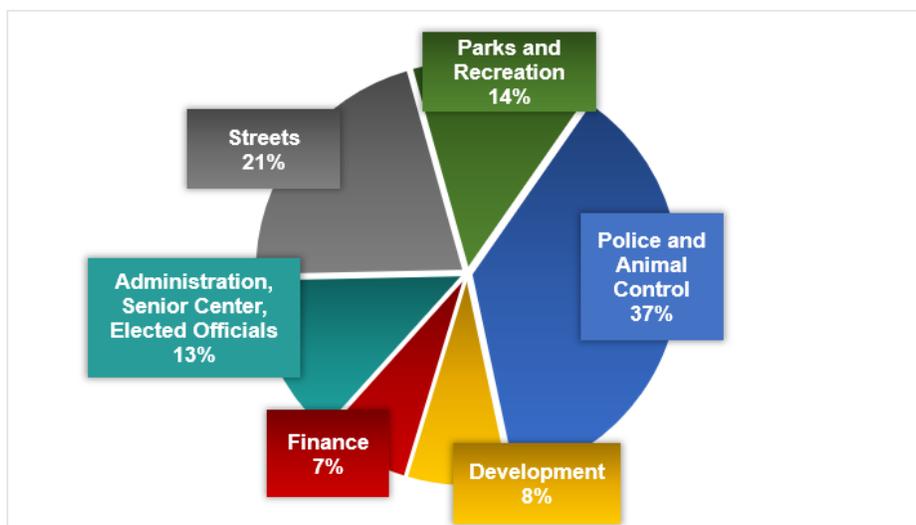
The City of Smithville is a public service organization which is reflected through the makeup of the General Fund Budget. 69% of the budget is for personnel services comprised of full-time salaries, part-time salaries, seasonal salaries, fringe benefits, and retirement expenses. 16% of the budget is comprised of commodities which includes fuel, electricity, natural gas, and repairs and maintenance. Contractual Services, Capital Outlay, and Transfers Out make up the rest.

Proposed FY2024 General Fund Expenditure Budget - By Spending Category



A pie chart illustrating the breakdown of General Fund expenditures by department is shown below. Public Safety (Police & Animal Control), Parks and Recreation and Streets comprise 72% of the total General Fund budget. The remaining departments make up the rest of the General Fund budget. The total Proposed FY2024 General Fund expenditure budget is \$7,100,790.

Proposed FY2024 General Fund Expenditure Budget - By Department



Elected Officials

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



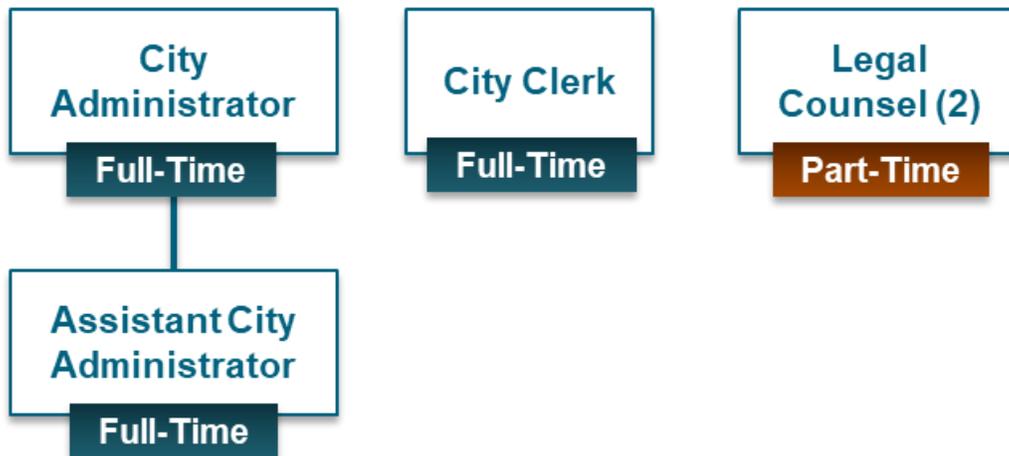
Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Elected Officials					
Personnel Services	15,849	15,694	16,350	16,182	16,350
Contracted Services	3,862	14,266	5,160	5,160	2,160
Commodities	12,415	21,818	21,770	21,590	17,830
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 32,126	\$ 51,778	\$ 43,280	\$ 42,933	\$ 36,340

Administration

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

Department Organizational Chart



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Administration					
Personnel Services	417,477	401,813	439,540	470,171	515,040
Contracted Services	99,484	88,226	97,490	102,490	75,830
Commodities	77,695	76,855	83,500	103,930	91,720
Capital Outlay	369,297	109,899	80,400	55,228	131,400
Transfers Out	-	-	-	-	-
Grand Total	\$ 963,953	\$ 676,792	\$ 700,930	\$ 731,819	\$ 813,990

Administration

2022/2023 Accomplishments

- ◆ Continued partnership with Smithville Main Street.
- ◆ The Board of Aldermen adopted the Economic Development Incentives Policy in August 2022, which was prepared by the Economic Development Committee.
- ◆ Completed the following communication and training enhancements:
 - ◆ Bi-Monthly Citizen Newsletters
 - ◆ Implementation of “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).

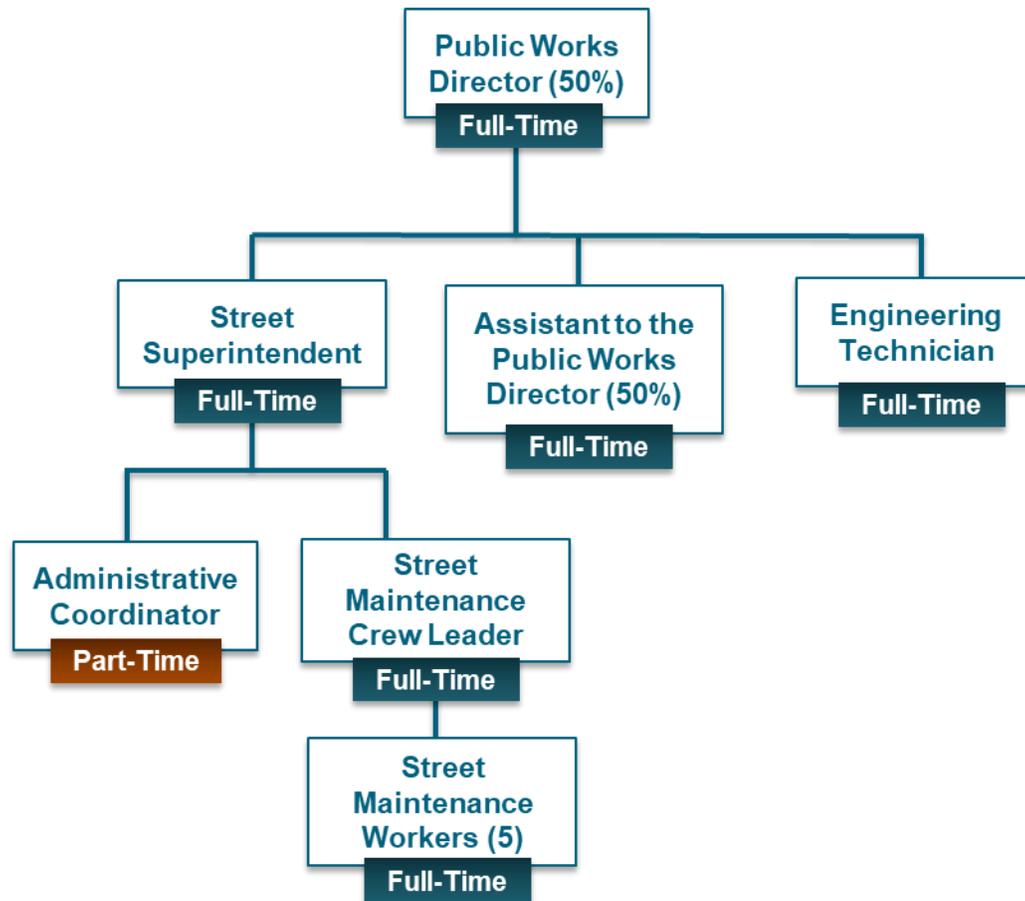
2024 Department Goals

- ◆ Continue to work with Smithville Main Street District and Chamber of Commerce.
- ◆ Administer the third Neighborhood Beautification Grant (\$25,000 in FY2024 Proposed Budget).
- ◆ Establishing a Laptop Replacement Program (annual replacement of specific laptops each year).
- ◆ Establish a Citizens Academy.
- ◆ Implement Wayfinding Signage Around City.
- ◆ Enhance Employee Relations Programs, which include:
 - ◆ Wellness Program
 - ◆ City-Wide Focus on Training
 - ◆ Compensation and Merit Pool
 - ◆ Retirement Enhancements
- ◆ Website Enhancements

Streets (Public Works)

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

Department Organizational Chart



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Streets (Public Works)					
Personnel Services	592,344	629,510	749,510	760,419	781,160
Contracted Services	89,608	161,455	212,070	75,500	73,070
Commodities	126,658	230,967	156,380	157,194	173,300
Capital Outlay	8,815	44,260	300,000	125,145	555,250
Transfers Out	40,000	20,000	35,000	35,000	55,000
Grand Total	\$ 857,425	\$ 1,086,192	\$ 1,452,960	\$ 1,153,258	\$ 1,637,780

Streets

2022/2023 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, 4th Street & 4th Terrace, and the 144th Street Force Main).

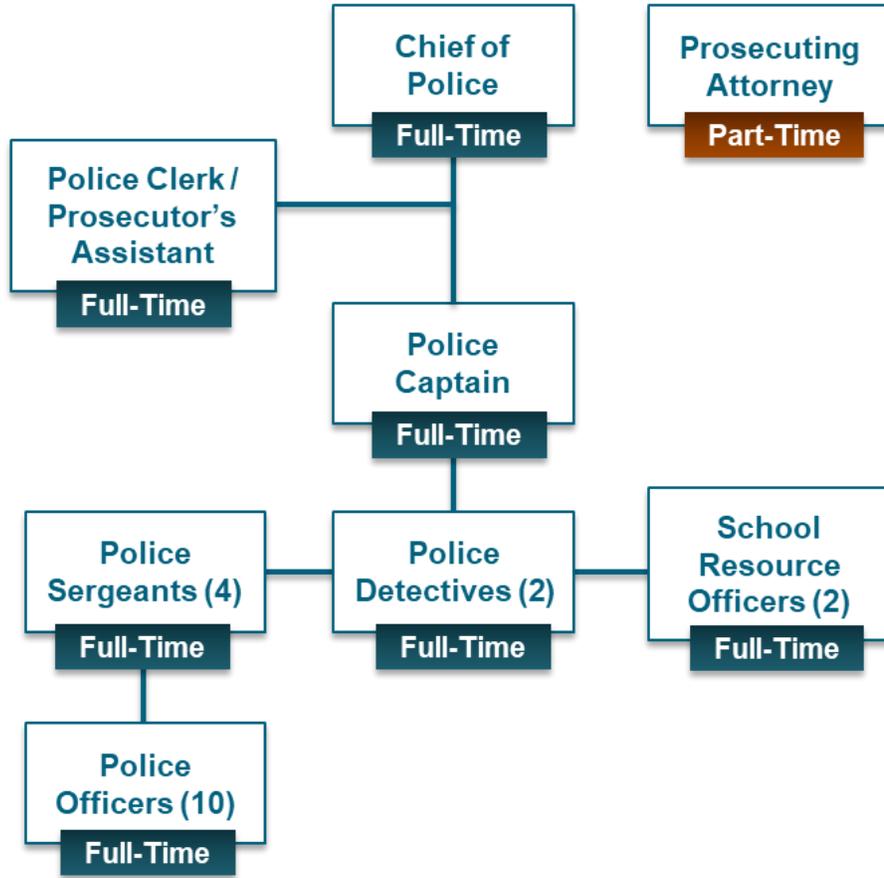
2024 Department Goals

- ◆ Consider the expansion of the Equipment Replacement and Sharing Program.
- ◆ Consider the construction of a Public Works and Parks & Recreation Facility (which would include salt storage capabilities).
- ◆ Continue funding for the Annual Street Maintenance Program.
- ◆ Complete a 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.

Police

The Police Department is responsible for uniform police patrol services, investigations, School Resource Officer programs, and animal control. The Police Department operates 24 hours per day, 7 days per week in two, twelve hour shifts. Emergency calls are routed to officers through the Platte County Sheriff's Office Dispatch. The City and Smithville R-II School District work together to provide two dedicated, full-time school resource officers during the school year.

Department Organizational Chart



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Police					
Personnel Services	1,437,159	1,610,219	1,788,010	1,899,847	1,985,790
Contracted Services	88,251	148,596	116,320	124,465	140,780
Commodities	206,346	299,085	293,540	304,967	314,880
Capital Outlay	23,026	111,849	29,200	36,199	19,000
Transfers Out	-	135,000	-	-	108,000
Grand Total	\$ 1,754,782	\$ 2,304,749	\$ 2,227,070	\$ 2,365,478	\$ 2,568,450

Police

2022/2023 Accomplishments

- ◆ 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 2023.
- ◆ 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.

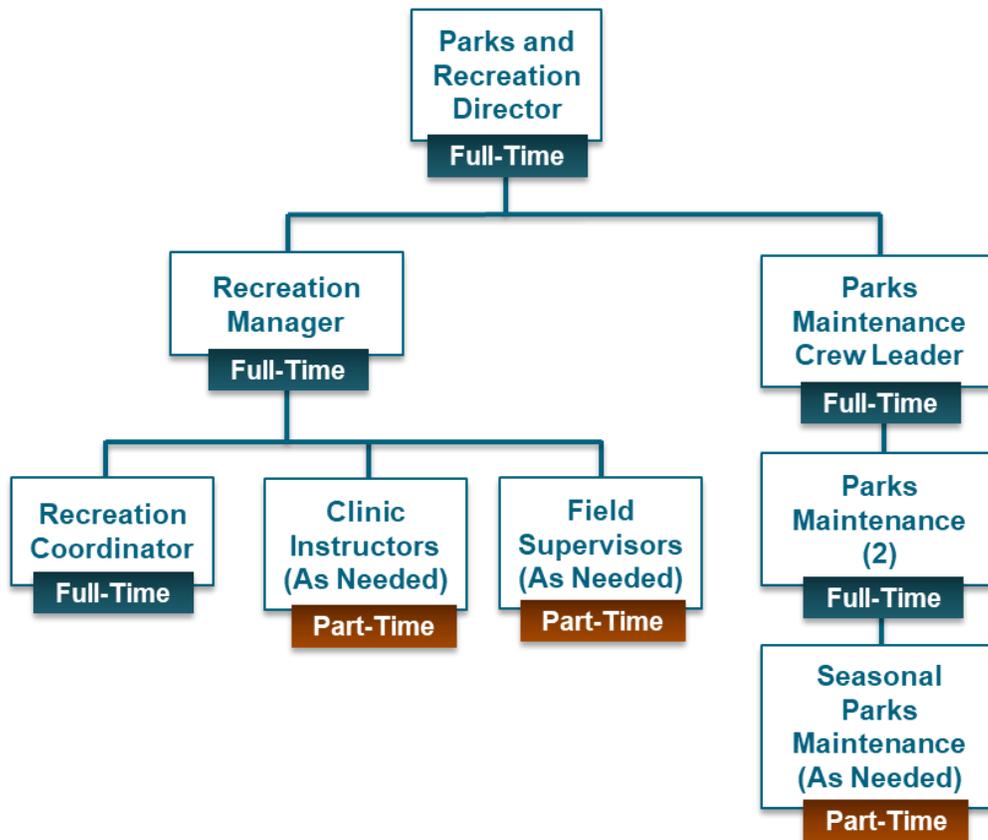
2024 Department Goals

- ◆ Implement the Police Sabbatical Program
- ◆ Add two Police Officers and associated vehicles, which is dependent on election results for the Public Safety Sales Tax.
- ◆ Replace Police handguns.
- ◆ Replace four mobile data terminals, which constitutes the second round of replacement of computer terminals.
- ◆ Continue the annual Taser Replacement Program.
- ◆ Continue to train and develop new Police staff.
- ◆ Implement Mental Health Wellness Checks program.

Parks and Recreation

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

Department Organizational Chart



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Parks & Recreation					
Personnel Services	362,524	374,130	481,620	450,923	485,870
Contracted Services	71,796	84,074	76,650	82,516	101,160
Commodities	244,936	327,863	252,880	280,979	290,060
Capital Outlay	4	-	47,850	50,012	20,000
Transfers Out	-	-	-	-	19,000
Grand Total	\$ 679,260	\$ 786,066	\$ 859,000	\$ 864,431	\$ 916,090

Parks & Recreation

2022/2023 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 the restroom at Smith’s Fork.
- ◆ Hired an new Recreation Coordinator position (new position funded in the FY2023 Budget).

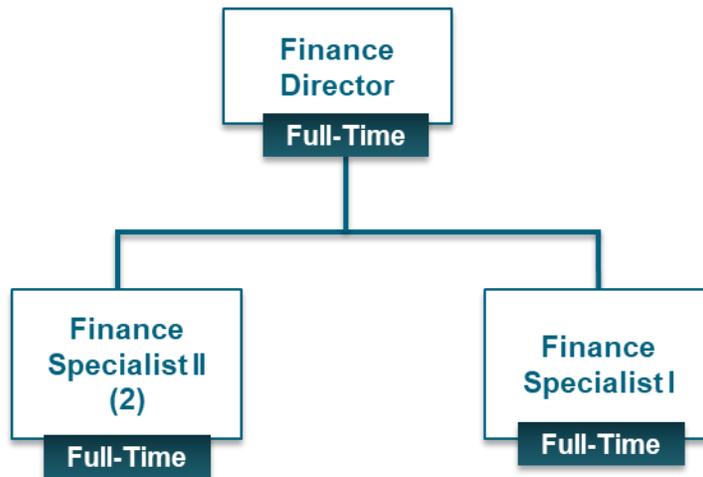
2024 Department Goals

- ◆ Prioritize park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund.
- ◆ Discuss using the “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 the remaining amount).
- ◆ Continue working with the Legacy Fund.
- ◆ Implement the Equipment Replacement & Sharing Program.

Finance

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

Department Organizational Chart



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Finance					
Personnel Services	219,070	308,244	342,060	306,981	345,310
Contracted Services	30,784	41,243	37,850	43,341	54,970
Commodities	68,158	94,214	86,350	103,058	108,440
Capital Outlay	2,000	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 320,012	\$ 443,700	\$ 466,260	\$ 453,380	\$ 508,720

Finance

2022/2023 Accomplishments

- ◆ Received the GFOA Distinguished budget Award for the FY2023 Budget Document (4th straight year).
- ◆ Implemented the Positive Pay ACH and check fraud program which prevents check washing/ fraud and potential ACH fraud.
- ◆ Implemented a 15% Senior Citizen Discount for monthly water and wastewater fixed charges 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.
- ◆ Completed 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).

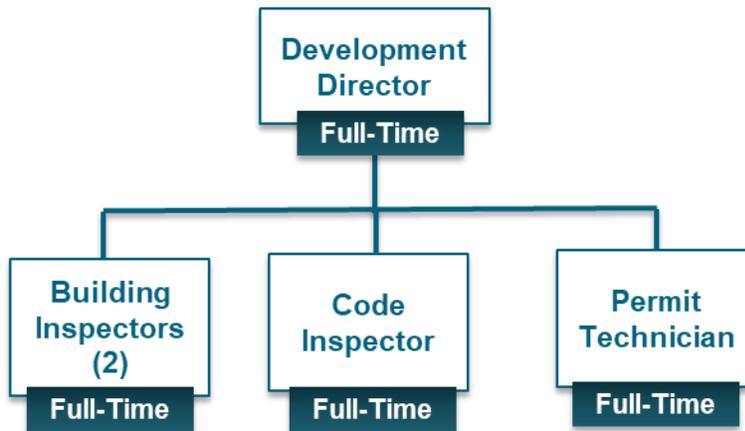
2024 Department Goals

- ◆ 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 the issuance of the 2024 Series COP.
- ◆ Update and implement utility rate recommendations from the utility rate model based upon CWWS operational and capital expenses.

Development

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

Organizational Chart



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Development					
Personnel Services	346,866	383,691	415,890	404,002	431,950
Contracted Services	41,627	27,641	36,190	36,190	48,390
Commodities	39,550	52,773	61,140	53,646	67,590
Capital Outlay	1,683	3,167	1,600	2,106	1,600
Transfers Out	-	-	-	-	15,000
Grand Total	\$ 429,726	\$ 467,272	\$ 514,820	\$ 495,944	\$ 564,530

Development

2022/2023 Accomplishments

- ◆ Continued several implementation actions from Comprehensive Plan 2030, which included the following:
 - ◆ *Goal HN1.1* - Support 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.

2024 Department Goals

- ◆ Continue to pursue completion of 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.

Animal Control

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



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Animal Control					
Personnel Services	-	-	-	-	-
Contracted Services	3,120	7,142	6,000	4,456	6,000
Commodities	1,380	2,616	3,100	5,430	3,100
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 4,500	\$ 9,758	\$ 9,100	\$ 9,886	\$ 9,100

Senior Services

The Senior Center is a facility owned by the City which is leased to a not-for-profit organization. The Senior Center is also made available to the public for rental for private events. Please see the City's Comprehensive Schedule of Fees Listing for more information regarding rental opportunities and costs for the Senior Center or contact the City's Parks & Recreation Department. The Senior Center is located at 113 West Main Street, just west of City Hall.



Department Financial and Budget Schedule

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Senior Services					
Personnel Services	-	-	-	-	-
Contracted Services	8,062	7,855	16,900	16,900	29,260
Commodities	11,059	19,536	19,990	19,990	16,530
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Grand Total	\$ 19,121	\$ 27,391	\$ 36,890	\$ 36,890	\$ 45,790

General Fund Expenditure Overview

Below is a table showcasing General Fund highlights found in the Proposed FY2024 Budget.

FY2024 Expenditure Highlight	Department	FY2024 Expenditure Description and FY2024 Budget Amount
Year 4 of Financial Support for the Smithville Main Street Program	Administration	Program is funded at \$5,000 for Year Four. This financial support is provided to the Smithville Main Street Association which was created to provide marketing and educational support for the revitalization of Downtown Smithville.
Chamber of Commerce & City Agreement	Administration	Agreement is funded at \$10,000 . This agreement between the City and Chamber of Commerce will provide financial resources to ensure there are business development tools and services available to local businesses and Smithville business merchants and citizens.
Additional City-Wide Department Training	Administration	Training is funded at \$5,000 . These resources allow for City employees to achieve additional certifications and licensing as well as attend regional and national seminars and conferences, all in the effort to build on the professionalism and knowledge current employees have.
Annual Laptop Replacement Program	Administration	Program is funded at \$5,000 . Many of the City's laptop computers were last replaced with CAREs funding during the COVID-19 pandemic, or earlier. This funding creates a laptop replacement plan which allocates funds to departments on an annual basis going forward.
Website Improvements	Administration	Cost is estimated to be \$10,000 . The Board of Aldermen directed staff to research and find ways to improve the City website or explore website upgrades/enhancements to streamline citizen functions and interactions.
Employee Wellness Programming	Administration	Programming is funded at \$3,500 . Staff are proposing to enhance the City's employee wellness programming which includes fitness challenges, "Lunch and Learns", and CPR Training events.
Annual Citizens Academy	Administration	Program is funding at \$2,500 . Staff are proposing to create a citizens academy which informs and educates citizens on the City's core functions, including Police, Parks & Recreation, Public Works, and Finance.
Annual Neighborhood Beautification Grant Program	Administration	Program is funded at \$25,000 . 2024 is the third year of the program which provides funding to applicants to complete projects that beautify and enhance the public spaces within the City's neighborhoods.
Annual Downtown Wayfinding & Signage	Administration	Cost is \$100,000 Annually. The City contracted with KMA Design for the development of signage guidelines. The next step is to allocate annual funding for the implementation/installment of wayfinding signs and pedestrian kiosk stations.
Police Ballistic Vests Replacement (Four)	Police	Cost is \$6,000 . The Police Department continues to replace upcoming "out of warranty" equipment and plans to replace three ballistic vests in 2024 for Police Officers.
Mental Health Wellness Checks	Police	Cost is \$6,000 . Mental Health Wellness Checks are required by the State of Missouri to address Police Officers coping with stress and potential psychological trauma resulting from responses to critical incidents or emotionally difficult events.

General Fund Expenditure Overview

Below is a table showcasing General Fund highlights found in the Proposed FY2024 Budget.

FY2024 Expenditure Highlight	Department	FY2024 Expenditure Description and FY2024 Budget Amount
Mobile Data Terminals (In Car Computers) Replacement	Police	Cost is \$13,000 . The Police Department is completing the second half of the MDT (Mobile Data Terminal) In-Car Computer Replacement Program. These computers are used by Police Officers inside the Patrol cars.
Portion of 1 st & Bridge Street Round-A-Bout Engineering	Streets	General Fund will provide financial resources of \$50,000 of the estimated total cost of \$150,000. This CIP project addresses navigation issues, pedestrian crossing issues, and safety problems at the intersection of Bridge Street, Hilltop Street, and East 1 st Street.
South Employment Overlay District Plan	Development	Cost is \$12,500 . The Smithville Comprehensive Plan 2030 identifies three separate "Overlay" districts to help bolster the local economy. Impacted property owners would work with the City and the selected consultant to develop a conceptual plan. This action would commence in early 2024.
Equipment Replacement Planning	Parks & Recreation	UTV Side-By-Side: Cost is \$20,000 . The current Parks & Recreation Kubota UTV has a critical engine issue which is projected to cost the department \$9,000 to fix. Since the UTV was manufactured in 2005, staff are proposing to replace the vehicle because of the age and depreciation of the asset.
	Streets	Leasing Tractor & Boom Mower. Lease cost is estimated to be \$46,000 annually. The current tractor/mower has experienced mechanical/electrical issues making the equipment unreliable to use. Staff are electing for a Five Year Municipal Lease Option with an estimated
	Streets	Skid Steer Purchase Option Cost is \$29,250 . The Board of Aldermen approved a Five Year Lease for a John Deere 330G Skid Steer and the Streets Department proposes to go ahead and purchase the equipment. The purchase option will be available in 2024.

Combined Water & Wastewater Fund

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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 4,528,147	\$ 5,602,501	\$ 7,123,744	\$ 6,854,956	\$ 6,455,383
CWWS Fund Revenues					
Charges for Services	4,617,321	5,054,736	5,070,817	5,572,565	5,909,100
Intergovernmental	-	805,495	-	-	100,000
Impact Fees	292,296	283,906	330,000	220,320	280,000
Other Revenue	61,193	79,769	35,000	42,000	42,000
Interest Earnings	4,451	1,200	5,000	3,000	2,500
Transfers In / Debt Proceeds	-	-	3,900,000	-	4,350,000
Increase in Customer Deposits	19,330	2,888	-	-	-
Total Revenues	\$ 4,994,591	\$ 6,227,994	\$ 9,340,817	\$ 5,837,885	\$ 10,683,600
CWWS Fund Expenses					
Personnel Services	1,014,536	1,069,642	1,271,770	1,264,678	1,423,410
Contractual Services	926,871	748,138	1,569,327	736,850	2,368,930
Commodities	619,264	1,282,898	2,018,058	1,633,060	1,665,040
Capital Outlay / Debt Pay-	1,150,386	1,629,521	7,933,400	2,325,311	9,908,490
Transfers Out	209,180	245,340	277,560	277,560	338,750
Total Expenses	\$ 3,920,237	\$ 4,975,539	\$ 13,070,115	\$ 6,237,458	\$ 15,704,620
Net Change in Fund Balance	\$ 1,074,354	\$ 1,252,455	\$ (3,729,298)	\$ (399,573)	\$ (5,021,020)
Ending Fund Balance	\$ 5,602,501	\$ 6,854,956	\$ 3,394,446	\$ 6,455,383	\$ 1,434,363

Utilities

2022/2023 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 the construction of Digester #1 Floating Aerator.
- ◆ Completed the construction of the Winner Avenue Waterline Project.
- ◆ Rehabilitated 4,124 linear feet of sewer line, 3 manholes, and repaired and restored service to SBR #1 (sequencing batch reactor).
- ◆ Completed the 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.

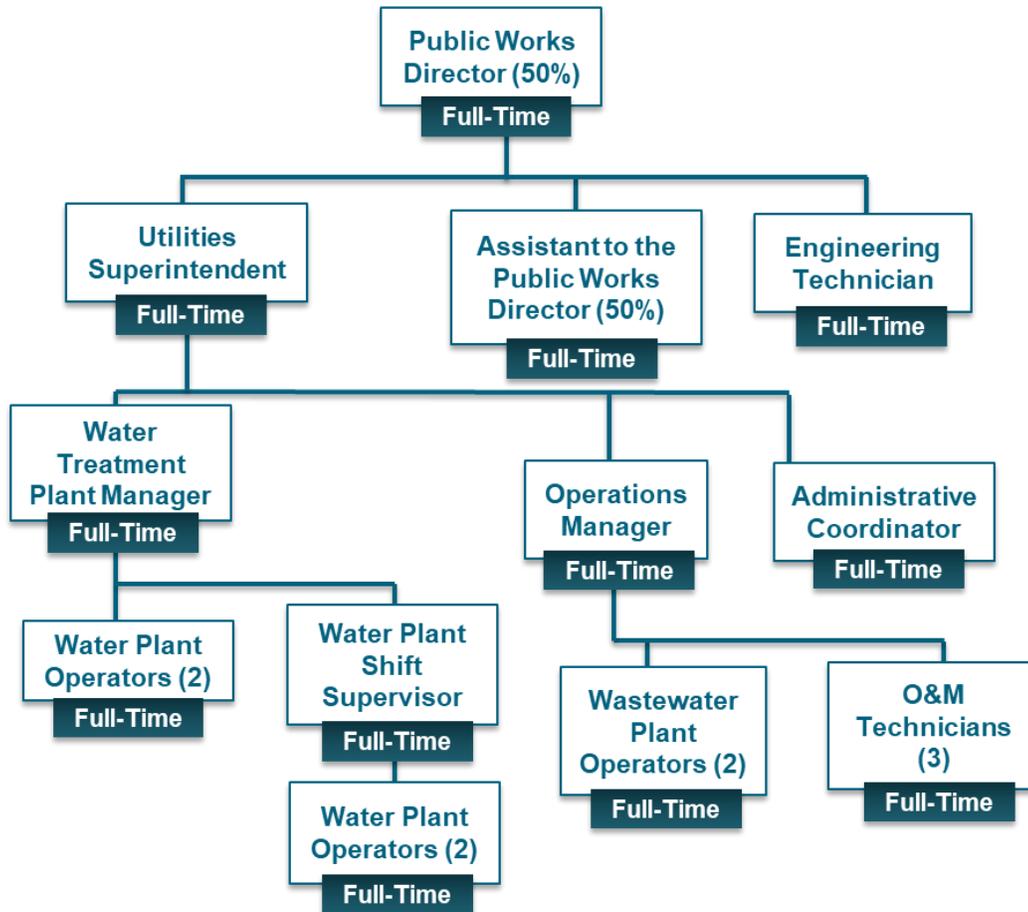
2024 Department Goals

- ◆ Continue the Sewer Rehabilitation Program (Cured in Place Pipe).
 - ◆ Staff reduced the number of sewer line cleanings 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:
 - ◆ Right-of-way acquisition continues. The project is expected to be put out to bid shortly after the beginning of 2024.
- ◆ Consideration of the 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

Utilities (Public Works) (CWWS Fund)

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

Organizational Chart



Department Financial and Budget Schedule

Transportation Sales Tax Fund

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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 762,606	\$ 462,260	\$ 354,072	\$ 429,407	\$ 537,204
Transportation Sales Tax Fund Revenues					
Sales Tax (0.5%)	587,177	608,121	589,713	642,650	667,450
Other Revenue	-	15,826	-	4,130	1,500
Grant Revenue	-	-	-	-	500,000
Transfers In / Proceeds from	-	-	-	-	-
Total Revenues	\$ 587,177	\$ 623,947	\$ 589,713	\$ 646,780	\$ 1,168,950
Transportation Sales Tax Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	38,971	3,721	185,010	60,000	40,000
Commodities	833,359	126,162	160,275	157,056	155,850
Capital Outlay / Debt Payments	15,194	526,917	356,960	321,927	1,503,290
Transfers Out	-	-	-	-	-
Total Expenses	\$ 887,524	\$ 656,800	\$ 702,245	\$ 538,983	\$ 1,699,140
Net Change in Fund Balance	\$ (300,347)	\$ (32,853)	\$ (112,532)	\$ 107,797	\$ (530,190)
Ending Fund Balance	\$ 462,260	\$ 429,407	\$ 241,540	\$ 537,204	\$ 7,014

Sanitation Fund

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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 55,436	\$ 62,992	\$ 61,219	\$ 57,588	\$ 57,974
Sanitation Fund Revenues					
Charges for Services	872,880	813,122	915,860	844,436	938,757
Total Revenues	\$ 872,880	\$ 813,122	\$ 915,860	\$ 844,436	\$ 938,757
Sanitation Fund Expenses					
Contracted Services	865,324	818,526	900,600	844,050	931,805
Total Expenses	\$ 865,324	\$ 818,526	\$ 900,600	\$ 844,050	\$ 931,805
Net Change in Fund Balance	\$ 7,556	\$ (5,404)	\$ 15,260	\$ 386	\$ 6,952
Ending Fund Balance	\$ 62,992	\$ 57,588	\$ 76,479	\$ 57,974	\$ 64,926

Special Allocation (Marketplace TIF) Fund

The Special Allocation Fund is the recipient of property tax revenue over and above the property tax base and the recipient of TIF EATs (Economic Activity Taxes) for the Smithville Marketplace TIF District. Revenues collected and received for the Special Allocation Fund are subject to administrative costs and developer reimbursement requests for eligible expenses per the Marketplace TIF agreement. Requests submitted by the developer for reimbursement are presented to the Board of Alderman for approval.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	8,260	386,786	48,041	2,427,864	\$ 1,635,910
Special Allocation Fund Revenues					
Property Taxes	19,537	189,505	195,000	209,948	220,446
Sales and Use Taxes	361,284	1,016,380	510,000	572,500	588,000
Interest Earnings	-	12,000	-	82,500	60,000
Proceeds from Debt Issued	-	8,068,953	-	-	-
Total Revenues	\$ 380,821	\$ 9,286,838	\$ 705,000	\$ 864,948	\$ 868,446
Special Allocation Fund Expenses					
Contractual Services	-	6,914,999	700,000	700,000	500,000
Commodities	-	-	-	-	-
Capital Outlay / Debt Payments	-	328,953	-	953,902	676,800
Transfers Out	2,295	1,808	3,000	3,000	3,000
Total Expenses	\$ 2,295	\$ 7,245,760	\$ 703,000	\$ 1,656,902	\$ 1,179,800
Net Change in Fund Balance	\$ 378,526	\$ 2,041,078	\$ 2,000	\$ (791,954)	\$ (311,354)
Ending Fund Balance	\$ 386,786	\$ 2,427,864	\$ 50,041	\$ 1,635,910	\$ 1,324,556

Commons CID Fund

The Commons CID (Community Improvement District) Fund is the recipient of the 1% CID Sales/Use tax revenue generated from the Smithville Marketplace CID. Revenues collected and receipted for the Commons CID Fund are subject to administrative costs and developer reimbursement requests for eligible expenses per the CID Agreement. Requests submitted by the developer for reimbursement are presented to the Board of Alderman for approval.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ -	\$ 297,096	\$ 83,790	\$ 92,718	\$ 137,351
Commons CID Fund Revenues					
Sales and Use Taxes	297,096	350,439	380,250	380,250	396,592
Total Revenues	\$ 297,096	\$ 350,439	\$ 380,250	\$ 380,250	\$ 396,592
Commons CID Fund Expenses					
Contracted Services	-	548,342	331,880	331,880	410,000
Transfers Out	-	6,475	3,738	3,738	3,916
Total Expenses	\$ -	\$ 554,817	\$ 335,618	\$ 335,618	\$ 413,916
Net Change in Fund Balance	\$ 297,096	\$ (204,378)	\$ 44,632	\$ 44,633	\$ (17,324)
Ending Fund Balance	\$ 297,096	\$ 92,718	\$ 128,422	\$ 137,351	\$ 120,027

Capital Improvement Sales Tax Fund

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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 347,270	\$ 254,029	\$ 394,454	\$ 410,774	\$ 668,200
Capital Improvement Sales Tax Fund Revenues					
Sales Tax (0.5%)	659,009	692,937	672,435	728,750	752,750
Intergovernmental Revenues	-	-	488,000	-	488,000
Total Revenues	\$ 659,009	\$ 692,937	\$ 1,160,435	\$ 728,750	\$ 1,240,750
Capital Improvement Sales Tax Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	-	72,368	109,000	116,480	650,000
Commodities	-	-	-	-	-
Capital Outlay	410,060	-	891,000	-	895,000
Transfers Out	342,190	463,824	355,370	354,845	361,340
Total Expenses	\$ 752,250	\$ 536,192	\$ 1,355,370	\$ 471,325	\$ 1,906,340
Net Change in Fund Balance	\$ (93,241)	\$ 156,745	\$ (194,935)	\$ 257,426	\$ (665,590)
Ending Fund Balance	\$ 254,029	\$ 410,774	\$ 199,519	\$ 668,200	\$ 2,610

Debt Service Fund

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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 231,262	\$ 243,597	\$ 255,934	\$ 255,934	\$ 267,739
Debt Service Fund Revenues					
Transfers In	342,190	351,550	354,845	354,845	357,830
Total Revenues	\$ 342,190	\$ 351,550	\$ 354,845	\$ 354,845	\$ 357,830
Debt Service Fund Expenses					
Capital Outlay / Debt Payments	329,855	339,213	343,040	343,040	351,333
Total Expenses	\$ 329,855	\$ 339,213	\$ 343,040	\$ 343,040	\$ 351,333
Net Change in Fund Balance	\$ 12,335	\$ 12,337	\$ 11,805	\$ 11,805	\$ 6,497
Ending Fund Balance	\$ 243,597	\$ 255,934	\$ 267,739	\$ 267,739	\$ 274,236

Capital Projects Fund

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

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 1,261,031	\$ 20,976	\$ 181,855	\$ 183,729	\$ 100,000
Capital Project Fund Revenues					
Other Revenue	6,250	77,479	40,000	-	40,000
Charges for Services	-	100,000	-	-	-
Intergovernmental	290,439	-	-	-	-
Transfers In / Debt Proceeds	-	112,274	-	-	-
Interest	-	-	-	-	-
Total Revenues	\$ 296,689	\$ 289,753	\$ 40,000	\$ -	\$ 40,000
Capital Project Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	68,567	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay / Debt Payments	1,468,177	127,000	-	83,729	-
Transfers Out	-	-	-	-	-
Total Expenses	\$ 1,536,744	\$ 127,000	\$ -	\$ 83,729	\$ -
Net Change in Fund Balance	\$ (1,240,055)	\$ 162,753	\$ 40,000	\$ (83,729)	\$ 40,000
Ending Fund Balance	\$ 20,976	\$ 183,729	\$ 221,855	\$ 100,000	\$ 140,000

Park & Stormwater Sales Tax Fund

The Park and Stormwater Sales Tax Fund accounts for a voter approved 1/2 cent (0.5%) sales tax which became effective October 1, 2020 through September 30, 2040. The Park and Stormwater Sales Tax fund was created as a part of the FY2021 budget development process. The sales tax may be used for the purpose of operating, maintaining, funding, and/or financing parks and recreation needs and stormwater control.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ -	\$ 437,318	\$ 749,556	\$ 809,380	\$ 983,800
Park & Stormwater Sales Tax Fund Revenues					
Sales Tax (0.5%)	614,190	690,960	672,435	723,750	752,750
Intergovernmental Revenues	-	-	-	-	181,000
Other Revenue	-	11,000	-	-	-
Total Revenues	\$ 614,190	\$ 701,960	\$ 672,435	\$ 723,750	\$ 933,750
Park & Stormwater Sales Tax Fund Expenses					
Personnel Services	-	-	-	-	-
Contractual Services	27,335	47,325	217,750	83,130	50,000
Commodities	8,334	9,062	-	-	-
Capital Outlay	141,203	273,511	280,000	466,200	971,000
Transfers Out	-	-	-	-	-
Total Expenses	\$ 176,872	\$ 329,898	\$ 497,750	\$ 549,330	\$ 1,021,000
Net Change in Fund Balance	-	\$ 372,062	\$ 174,685	\$ 174,420	\$ (87,250)
Ending Fund Balance	\$ 437,318	\$ 809,380	\$ 924,241	\$ 983,800	\$ 896,550

Vehicle and Equipment Replacement Fund

The Vehicle and Equipment Replacement Fund (VERF) accounts for expenses related to the management of the City’s vehicle fleet. The VERF was created as a part of the FY2021 budget development process. This process included the approval of an agreement between the City and Enterprise Fleet Management to lease “white fleet”, or non-police vehicles for City use. In recent years, the City has started to lease Police patrol vehicles through Enterprise Fleet Management to replace aging patrol units. Ideally, building up and retaining a cash balance of at least \$750,000 in the VERF is desirable in order to re-purchase the entire fleet if the City would decide to forgo the lease agreement with Enterprise Fleet Management.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ -	\$ 25,676	\$ 157,400	\$ 184,328	\$ 210,780
VERF Revenues					
Sale of Personal Property & Leased Vehicles	51,972	193,778	352,100	301,770	125,398
Transfers In	40,000	175,000	70,000	70,000	249,000
Total Revenues	\$ 91,972	\$ 368,778	\$ 422,100	\$ 371,770	\$ 374,398
VERF Expenses					
Contractual Services	66,296	210,126	381,750	329,883	423,547
Capital Outlay	-	-	-	15,435	-
Total Expenses	66,296	210,126	381,750	345,318	423,547
Net Change in Fund Balance	25,676	\$ 158,652	\$ 40,350	\$ 26,452	\$ (49,149)
Ending Fund Balance	\$ 25,676	\$ 184,328	\$ 197,750	\$ 210,780	\$ 161,631

“CARES” FUND

The CARES (Coronavirus Aid, Relief, and Economic Security Act) Fund was established by the City to account for Federal stimulus money received in response to the COVID-19 pandemic. In 2020, the City received \$945,400 in CARES funding, which was distributed by Clay County, Missouri. The City obligated and expended all CARES financial resources and the fund finished FY2021 with no cash balance and no future anticipated revenues or expenses in FY2021 or beyond.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ 588,259	\$ -	\$ -	\$ -	\$ -
CARES Fund Revenues					
Intergovernmental	-	-	-	-	-
Interest Earnings	-	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
CARES Fund Expenses					
Personnel Services	472	-	-	-	-
Contractual Services	251,352	-	-	-	-
Commodities	56,497	-	-	-	-
Capital Outlay	40,650	-	-	-	-
Transfers Out	239,288	-	-	-	-
Total Expenses	\$ 588,259	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (588,259)	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Donation Fund

The City's Donation Fund was established by the Board of Aldermen in July 2022 to account for financial donations provided to the City for both broad and specific municipal purposes. For example, the Donation Fund houses Legacy Fund donations, which was created for the purposes of fundraising for certain City and Park projects. The City is permitted to have a separate donation fund (separate from the General Fund) in which donations are housed.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ -	\$ -	\$ 16,500	\$ 3,305	\$ 9,109
Donation Fund Revenues					
Other Revenues	-	3,305	10,500	21,476	21,000
Total Revenues	\$ -	\$ 3,305	\$ 10,500	\$ 21,476	\$ 21,000
Donation Fund Expenses					
Capital Outlay	-	-	20,000	15,672	15,000
Total Expenses	\$ -	\$ -	\$ 20,000	\$ 15,672	\$ 15,000
Net Change in Fund Balance	\$ -	\$ 3,305	\$ (9,500)	\$ 5,804	\$ 6,000
Ending Fund Balance	\$ -	\$ 3,305	\$ 7,000	\$ 9,109	\$ 15,109

American Rescue Plan Act (“ARPA”) Fund

Congress passed the ARPA (American Rescue Plan Act) on March 11, 2021 to provide fiscal relief to local governments as a result of the COVID-19 pandemic. The ARPA appropriates \$19.53 billion to U.S. states for distribution to non-entitlement units of local government (NEUs) which constitutes those cities, towns, and villages with a population under 50,000. The City of Smithville ARPA revenue estimate is \$2,178,300 which was distribution to the City of Smithville over the course of FY2021 and FY2022. The City has planned to utilize the ARPA funding for the Raw Water Pump Station, Zebra Mussel, Valve Control capital improvement project (as seen in the five year CIP). ARPA funds are anticipated to be fully expended by the end of FY2023.

	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Proposed FY2024
Beginning Fund Balance	\$ -	\$ 1,089,550	\$ 953,273	\$ 880,215	\$ -
ARPA Fund Revenues					
Intergovernmental	1,089,138	1,110,128	-	-	-
Interest	412	10,570	-	-	-
Total Revenues	\$ 1,089,550	\$ 1,120,698	\$ -	\$ -	\$ -
ARPA Fund Expenses					
Capital Outlay	-	1,330,033	953,270	880,215	-
Total Expenses	\$ -	\$ 1,330,033	\$ 953,270	\$ 880,215	\$ -
Net Change in Fund Balance	\$ 1,089,550	\$ (209,335)	\$ (953,270)	\$ (880,215)	\$ -
Ending Fund Balance	\$ 1,089,550	\$ 880,215	\$ 3	\$ -	\$ -

Sales Tax Overview

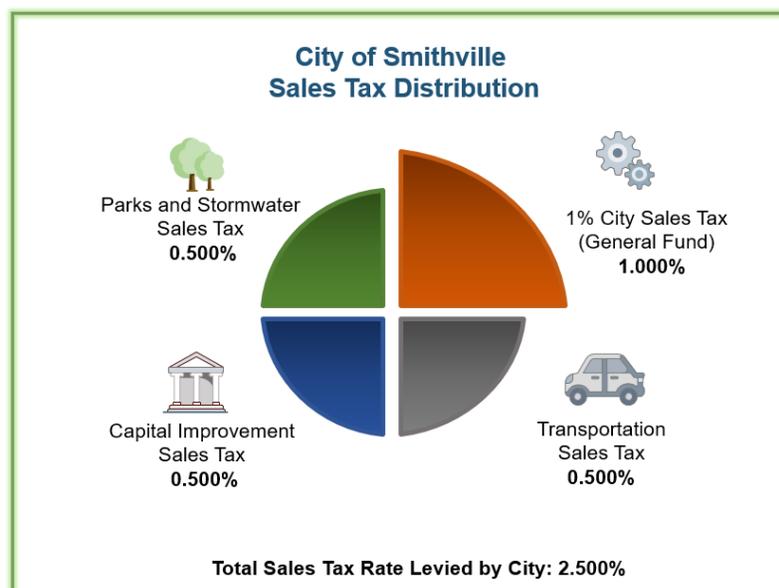
The City of Smithville total sales tax rate is **8.475%**. Nearly half of this total sales tax rate is effective for the State of Missouri. Clay County, the Smithville Area Fire Protection District, and the Kansas City Zoo District also have rates enacted. The City of Smithville sales tax rate is 2.500%.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

City of Smithville - Sales Tax Rate Breakdown

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

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

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



Capital Improvement Plan Overview

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

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

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



In 2023, Black Chain Link Lift Station Safety Fence is Installed near the Harborview Neighborhood Subdivision

In 2023, New PVC Waterline is Installed to Replace Aging Cast Iron Pipe on Quincy Boulevard



Development of the Capital Improvement Plan

CIP Planning Process

As the budget process begins, Staff meet to begin understanding the resources the City has available to fund capital projects. The City has three special sales tax funds which all provide crucial funding for capital projects: the Transportation Sales Tax Fund, the Capital Improvement Sales Tax Fund, and the Park and Stormwater Sales Tax Fund. Other funds, such as the CWWS Fund and General Fund, also support capital project spending and required separate staff analysis to understand available resources and revenues. To begin this process, the City Administrator, Finance Director, and Finance Analyst meet to discuss sales tax revenue projections and examine water and wastewater sales (in context of the CWWS Fund). This sets the stage for the prioritization and recommendation of projects into the CIP.

Several factors are considered when prioritizing and recommending capital projects to the Board of Aldermen for funding in the Five Year CIP Plan, which include the following:

- Projects Reducing Risk, Public Danger, or Preserving Infrastructure/High Usage Assets
- Board of Aldermen Priorities
- Master Plan Recommended Projects
- Projects With *Potential* Outside Funding Opportunities (Cost Sharing, Federal & State Grants)
- Projects With *Secured* Outside Funding
- Projects Contributing to the Economic Development of the City

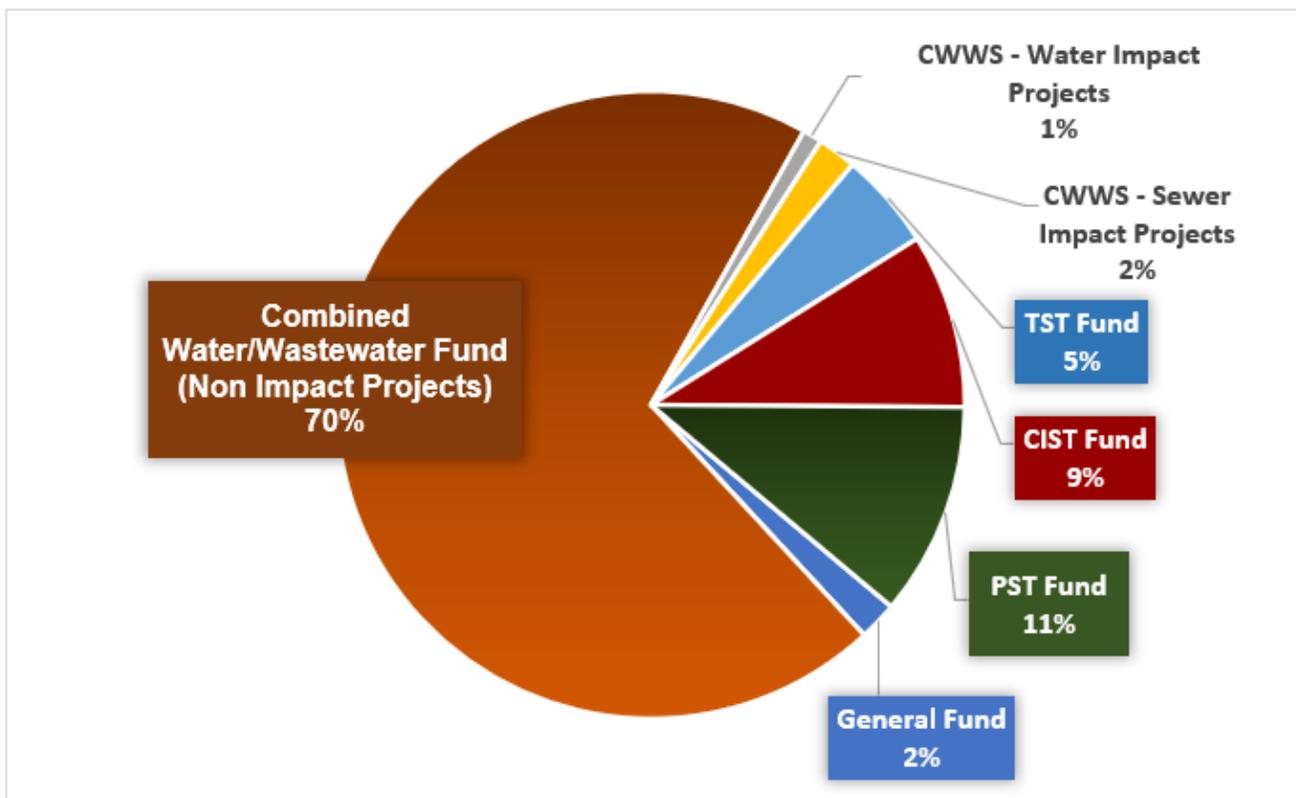
Once these conversations occur, projects are slotted into each fund and the Finance/Administration team reviews projected cashflows which illustrate whether the fund is projected to have the capacity to fund requested projects. Projects are then either “funded” or dropped to the “pending” list where they reside outside of the Five Year CIP. The projects are retained on the pending list for continued consideration by staff and the Board, but are not yet planned/funded in the Five Year CIP.

After projects are slotted into the CIP for funding and presentation to the Board of Aldermen, Public Works and Finance Analysts prepare individual project descriptions, justifications/rationale for completing the project, and the impact on operating costs. These products, known as “CIP Project Pages” showcase each project and outline the source of funding and whether outside (non-City originated) funding is helping to fund the project. When appropriate, maps or areas of impact are included so the public can more clearly understand what areas of the City would be affected.

The Administration/Finance office presents the proposed Five Year CIP Plan to the Board of Aldermen for initial consideration in May during the budget process. The Board provides feedback, and staff completes any necessary revisions to the CIP for second “look” or review in August (which constitutes the first budget workshop).

Five Year CIP - By Funding Type

The Five Year Capital Improvement Plan is primarily composed of water and wastewater projects as indicated by the pie chart below. 70% of all CIP expenditures in the Five Year CIP are either water or wastewater related expenses. This number increases to 73% when accounting for projects paid with water and wastewater impact cash. The Capital Improvement Sales Tax Fund (CIST Fund) accounts for 9% of CIP projects in the next Five years while the Transportation Sales Tax Fund (TST Fund) accounts for 5% and the Park and Stormwater Sales Tax (PST Fund) accounts for 11%. Together, the three special 0.5% Sales Taxes account for 25% of all CIP planned expenditures in the next five years.



Impact of the CIP on Annual Operating Budget

The Five Year Capital Improvement Plan includes planning for capital projects designed to minimize expenditures programmed within the City's operating budget. Below are examples of capital projects which reduce various maintenance and repair expenses:

- The Annual Street Overlay & Maintenance Program reduces expense related to maintaining and repairing streets (pothole filling and patching). The PCI (Pavement Condition Index) helps staff understand which sections of City road are in the greatest need for mill and overlay, or overall replacement. Proactively fixing roads with poor PCI scores helps save expenses related to refilling potholes or repeatedly patching certain areas of road. The Transportation Sales Tax Fund provides funding to perform mill and overlay for areas prioritized as highest need by staff.
- The Downtown Streetscape Phase III project, scheduled for construction in FY2024, provides funding to rebuild curb and gutter and mill and overlay sections of the downtown Smithville corridor. The project includes the addition of brick and black lamp posts throughout the northern Downtown portion. Over time, maintenance costs will likely increase as these items continue to wear out and are in need of replacement.
- Waterline replacement and improvement projects are planned with the goal of replacing aging water and wastewater lines, much of which are subject to line breaks which create unpleasant outages for utility customers. Public Works continues to coordinate an annual "cured-in-place" sewer rehabilitation program which seals the aging wastewater pipe and helps to halt future potential leaks.



The City contracted with Pavement Management Inc. for the completion of the 2023 Street Maintenance Program in which they performed crack sealing to prevent further degradation and extend the life of the road.



The City contracted with SAK for "cured-in-place" sewer rehabilitation and manhole rehabilitation. This prevents further breakdown of sewer line and manholes through a relining process which provides greater structural integrity.

City of Smithville Proposed FY2024 - FY2028 Five Year Capital Improvement Plan



Plan Prepared by City of Smithville Finance and Administration Departments

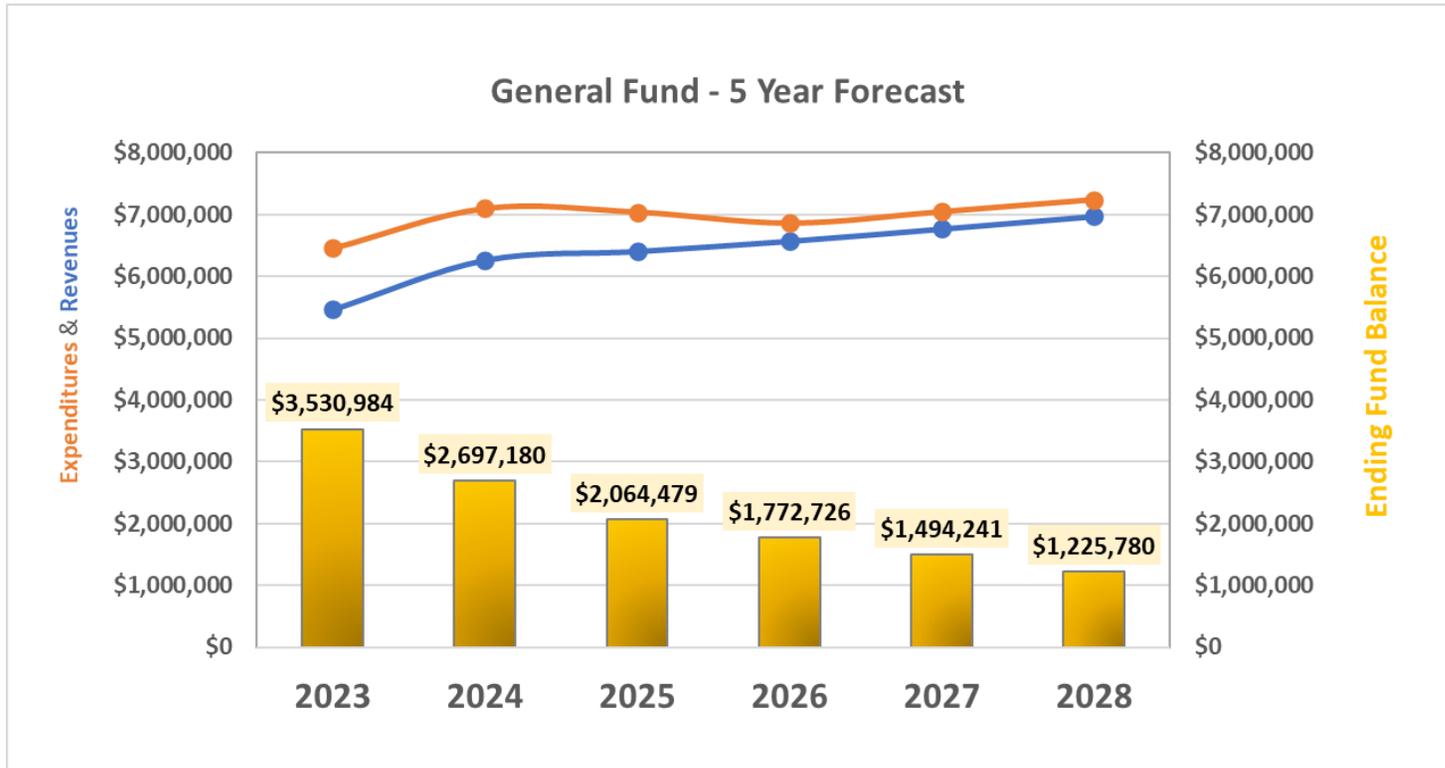
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Five Year Capital Improvement Plan - General Fund						
Capital Improvement Projects	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Wayfinding Signage Installation	Administration	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Complete Quincy Boulevard Sidewalks (Construction)	Public Works - Streets	\$205,000	-	-	-	-
Complete Quincy Boulevard Road Reconstruction (Construction)	Public Works - Streets	\$175,000	-	-	-	-
Complete 4 th St & 4 th Terr Mailbox Improvement (Construction)	Public Works - Streets	\$100,000	-	-	-	-
1 st & Bridge Street Round-A-Bout (Engineering)	Public Works - Streets	\$50,000	-	-	-	-
Additional Annual Asphalt Overlay Program Funding	Public Works - Streets	-	\$100,000	-	-	-
Additional Sidewalk Replacement Program Funding	Public Works - Streets	-	\$50,000	-	-	-
Second Creek Bridge Sidewalks (30% of Construction)	Public Works - Streets	-	\$250,000	-	-	-
Riverwalk Park & Trail (10% of Construction)	Public Works - Streets	-	\$200,000	-	-	-
Grand Total		\$630,000	\$700,000	\$100,000	\$100,000	\$100,000

Project Totals By City Department	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Administration	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Parks & Recreation	-	-	-	-	-
Public Works - Streets	\$530,000	\$600,000	-	-	-
Police	-	-	-	-	-
Grand Total (Net Cost)	\$630,000	\$700,000	\$100,000	\$100,000	\$100,000

Five Year Cash Flow Analysis - General Fund



Five Year CIP Total

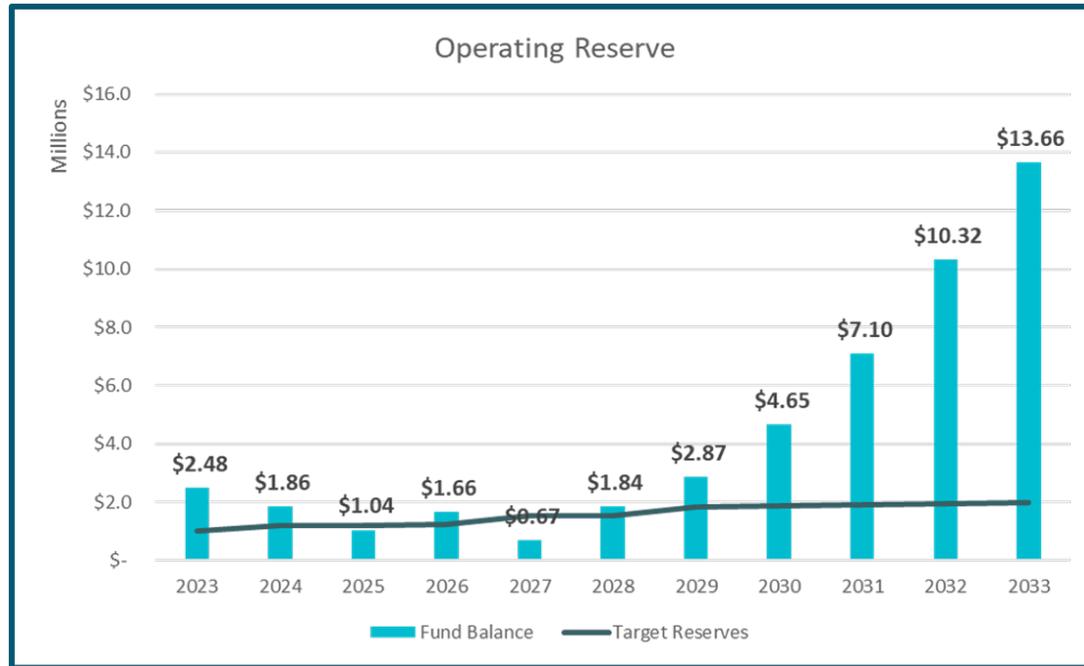
\$1,630,000

Pending Projects Outside Five Year CIP - General Fund

Pending Projects	Department Name	Cost Estimate
Police Department Building (Engineering)	Police	\$1,000,000
Police Department Building (Construction)	Police	\$16,000,000
Streets & Parks & Recreation Facility Building (Engineering)	Parks & Rec/PW	\$500,000
Streets & Parks & Recreation Facility Building (Construction)	Parks & Rec/PW	\$8,000,000
Tornado Sirens (Purchase & Installation)	Police	Unknown Cost
Grand Total (Net Cost)		\$25,500,000

Five Year Capital Improvement Plan - Combined Water and Wastewater Fund						
Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY2027	FY2028
Complete Auth 94 - West Bypass of 144th St Lift Station (Engineering)	Public Works - Utilities	\$85,000	-	-	-	-
Complete Auth 92 - Smith's Fork Pump Station (Engineering)	Public Works - Utilities	\$50,000	-	-	-	-
Complete Auth 99 - WTP Improvements/Residuals (Engineering)	Public Works - Utilities	\$150,000	-	-	-	-
Complete Auth 97 - River Cross/Maple Ln Waterline (Engineering)	Public Works - Utilities	\$60,000	-	-	-	-
Complete Auth 98 - Owens Branch Sanitary Sewer (Engineering)	Public Works - Utilities	\$230,000	-	-	-	-
Interconnect Mains at 144 th /169 Highway (S2, Construction)	Public Works - Utilities	\$55,000	-	-	-	-
Highway 92 & Commercial Waterline (Engineering)	Public Works - Utilities	\$125,000	-	-	-	-
144 th Street Lift Station (Construction)	Public Works - Utilities	\$1,700,000	-	-	-	-
West Bypass of the 144 th Street Lift Station (Construction)	Public Works - Utilities	\$2,200,000	-	-	-	-
Maple Lane & River Crossing (12" Waterline) (50% of Construction)	Public Works - Utilities	\$700,000	-	-	-	-
Est. Remaining Contract - Smith's Fork Force Main (Construction)	Public Works - Utilities	\$300,000	-	-	-	-
McDonalds/Central Bank Lift Station (Engineering)	Public Works - Utilities	\$100,000	-	-	-	-
Smith's Fork Park Waterline (Construction)	Public Works - Utilities	\$170,000	-	-	-	-
Headworks Bar Screen (Construction)	Public Works - Utilities	\$325,000	-	-	-	-
Stonebridge Lift Station (Engineering)	Public Works - Utilities	\$250,000	-	-	-	-
Stonebridge Lift Station (Construction With SSD Cost Sharing)	Public Works - Utilities	\$1,500,000	-	-	-	-
Water Treatment Plant Improvements (Construction)	Public Works - Utilities	\$900,000	-	-	-	-
Owens Branch Gravity Line Phase #1, Line #1 (Construction)	Public Works - Utilities	-	\$2,200,000	-	-	-
McDonalds/Central Bank Lift Station (Construction)	Public Works - Utilities	-	\$500,000	-	-	-
Highway 92 & Commercial Waterline (Construction)	Public Works - Utilities	-	\$300,000	-	-	-
Owens Branch Gravity Line Phase #1, Line #2 (Engineering)	Public Works - Utilities	-	\$600,000	-	-	-
Owens Branch Gravity Line Phase #1, Line #2 (Construction)	Public Works - Utilities	-	-	\$2,500,000	-	-
Water Plant Expansion (Engineering)	Public Works - Utilities	-	-	\$2,100,000	-	-
Wastewater Treatment Plant Expansion (Construction)	Public Works - Utilities	-	-	\$3,000,000	\$3,000,000	-
<i>Additional Water and Wastewater Project Funding</i>	Public Works - Utilities	-	-	-	\$2,000,000	-
Water Plant Expansion, Phase I (Construction)	Public Works - Utilities	-	-	-	-	\$7,500,000
<i>Additional Water and Wastewater Project Funding</i>	Public Works - Utilities	-	-	-	-	\$2,000,000
Grand Total (Net Cost)		\$8,900,000	\$3,600,000	\$7,600,000	\$5,000,000	\$9,500,000

Five Year Cash Flow Analysis - CWWS Fund (Non Impact Fees)



Five Year CIP Total
\$34,600,000



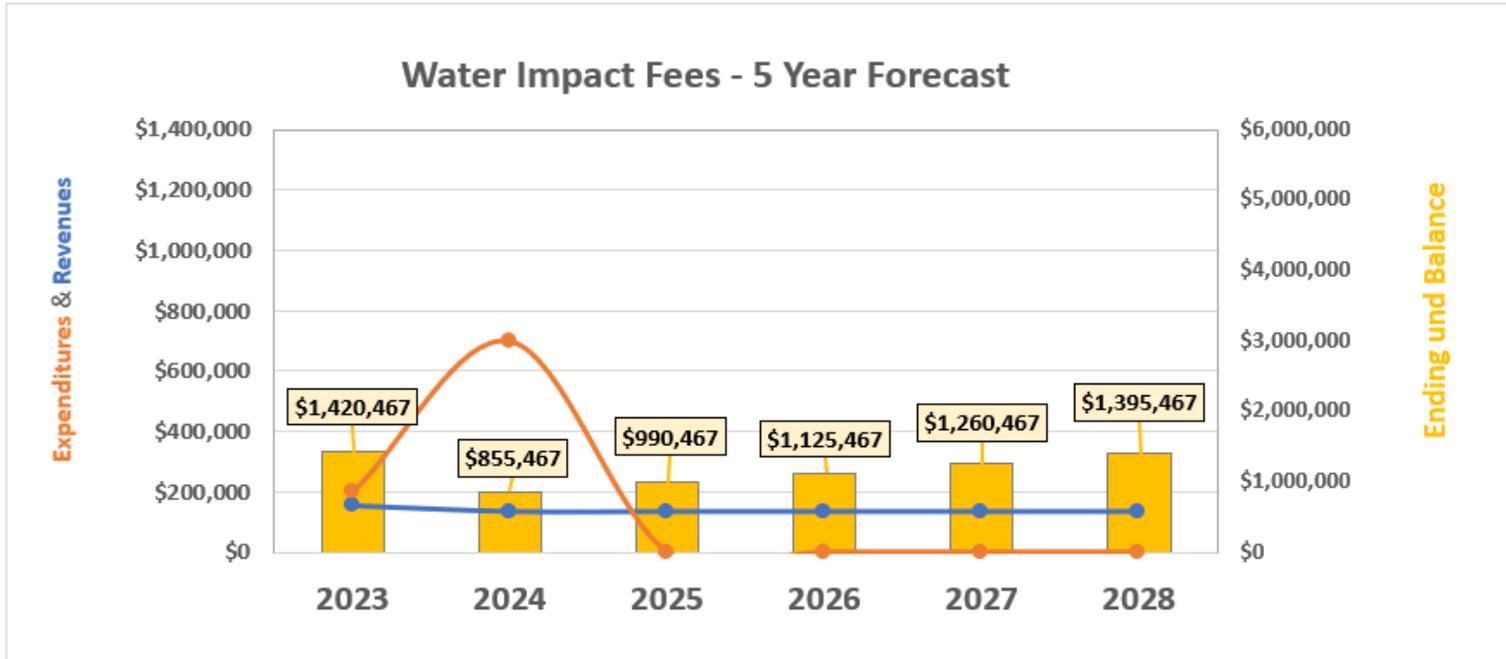
Pending Projects - Outside Five Year CIP - CWWS Fund

Pending Projects	Department	Cost Estimate
Lift Station Bar Screen (Engineering)	Public Works - Utilities	\$500,000
Lift Station Bar Screen (Construction)	Public Works - Utilities	\$2,000,000
Stonebridge Lift Station/Force Main Replacement (Engineering)	Public Works - Utilities	\$250,000
Stonebridge Lift Station/Force Main Replacement (Construction)	Public Works - Utilities	\$1,000,000
Northwest Subdivision Waterline Loop System (E & C)	Public Works - Utilities	\$200,000
Eagle Parkway Water Line (E & C)	Public Works - Utilities	\$300,000
Main Street Waterline (River Crossing to Liberty) (E & C)	Public Works - Utilities	\$250,000
Helvey Park (12" Waterline) (E & C)	Public Works - Utilities	\$700,000
169 Highway Waterline (Commercial to SW Tower) (E & C)	Public Works - Utilities	\$700,000
Owens Branch Gravity Line Phase #1, Line #3 (Engineering)	Public Works - Utilities	\$700,000
Owens Branch Gravity Line Phase #1, Line #3 (Construction)	Public Works - Utilities	\$2,500,000
Water Plant Expansion, Phase II (Construction)	Public Works - Utilities	\$7,500,000
144 th Street to Forest Oaks Gravity Line (Construction)	Public Works - Utilities	\$3,000,000
Grand Total (Net Cost)		\$19,600,000

Five Year Capital Improvement Plan - Water Impact Projects

Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Maple Lane & River Crossing (12" Waterline) (50% of Construction)	Public Works - Utilities	\$700,000	-	-	-	-
Grand Total		\$700,000	-	-	-	-

Five Year Cash Flow Analysis - Water Impact Projects & Fees



Five Year CIP Total

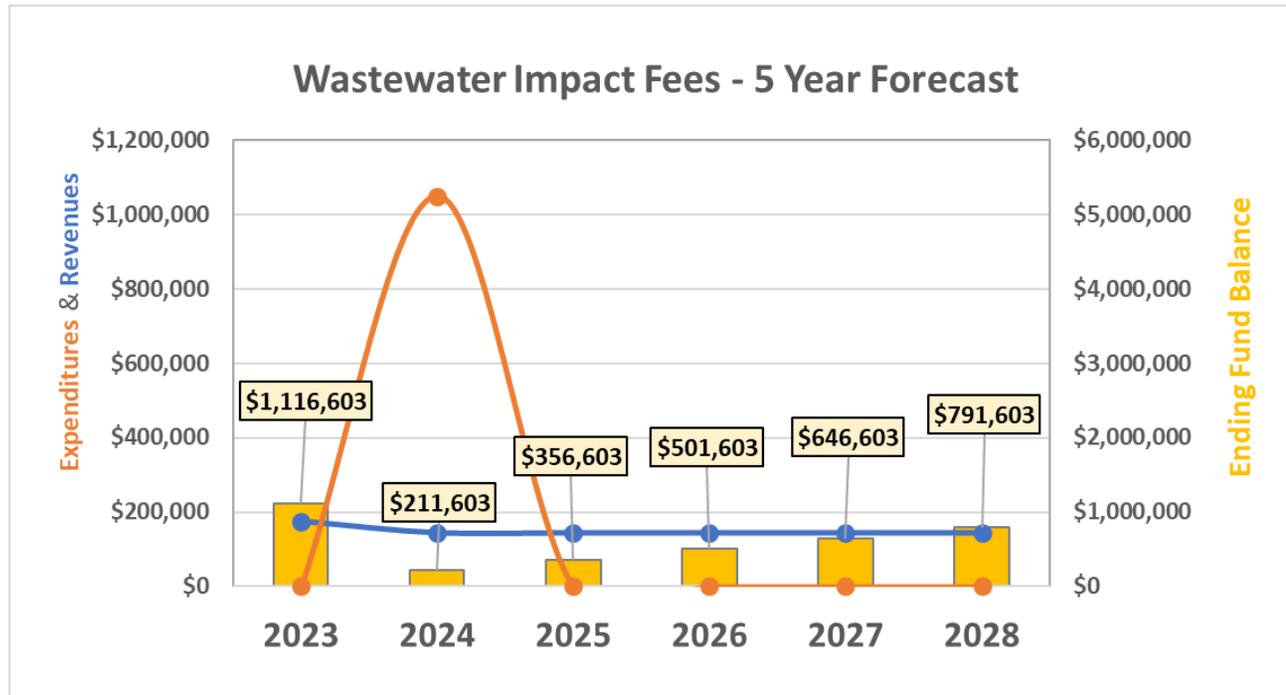
\$700,000

Pending Projects - Outside Five Year CIP - Water Impact Projects

Pending Projects	Department	Cost Estimate	Year Planned
None	None	-	None

Five Year Capital Improvement Plan - Wastewater Impact Projects						
Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Wastewater Treatment Plant Expansion (Engineering)	Public Works - Utilities	\$1,050,000	-	-	-	
Grand Total		\$1,050,000	-	-	-	-

Five Year Cash Flow Analysis - Wastewater Impact Projects/Fees



Five Year CIP Total

\$1,050,000

Pending Projects - Outside Five Year CIP - Wastewater Impact Projects

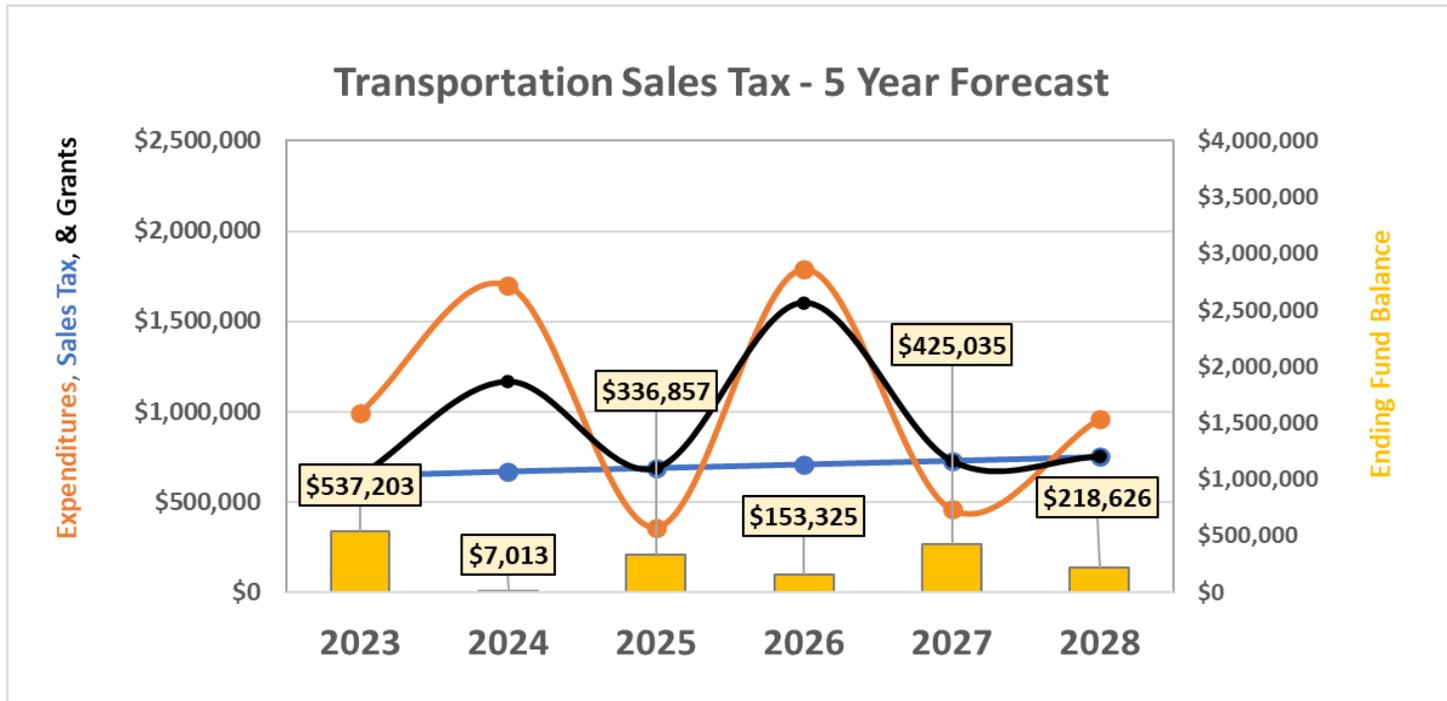
Pending Projects	Department	Cost Estimate
None	None	-

Five Year Capital Improvement Plan - Transportation Sales Tax Fund

Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Asphalt Overlay Program (Projects TBD)	Public Works - Streets	\$300,000	\$200,000	\$200,000	\$300,000	\$300,000
Annual Sidewalk Replacement Program	Public Works - Streets	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Complete 4 th St & 4 th Terr Road Reconstruction (Construction)	Public Works - Streets	\$315,000	-	-	-	-
Complete Commercial Street Sidewalks (Engineering)	Public Works - Streets	\$40,000	-	-	-	-
Commercial Street Sidewalks (Construction)	Public Works - Streets	\$750,000	-	-	-	-
Commercial Street Sidewalks (MARC Reimbursement)	Public Works - Streets	(500,000)	-	-	-	-
1 st & Bridge St Round-A-Bout Construction (80% of Project Expense)	Public Works - Streets	-	-	\$1,430,000	-	-
1 st & Bridge Street Round-A-Bout (MARC Reimbursement)	Public Works - Streets	-	-	(896,000)	-	-
180 th & Eagle Round-A-Bout Construction (25% of Project Expense)	Public Works - Streets	-	-	-	-	\$300,000
Grand Total (Net Cost)		\$930,000	\$225,000	\$759,000	\$325,000	\$625,000

GREEN Numbers Indicated "Secured" Grant Funding

Five Year Cash Flow Analysis - Transportation Sales Tax Fund



Five Year CIP Total
\$2,864,000



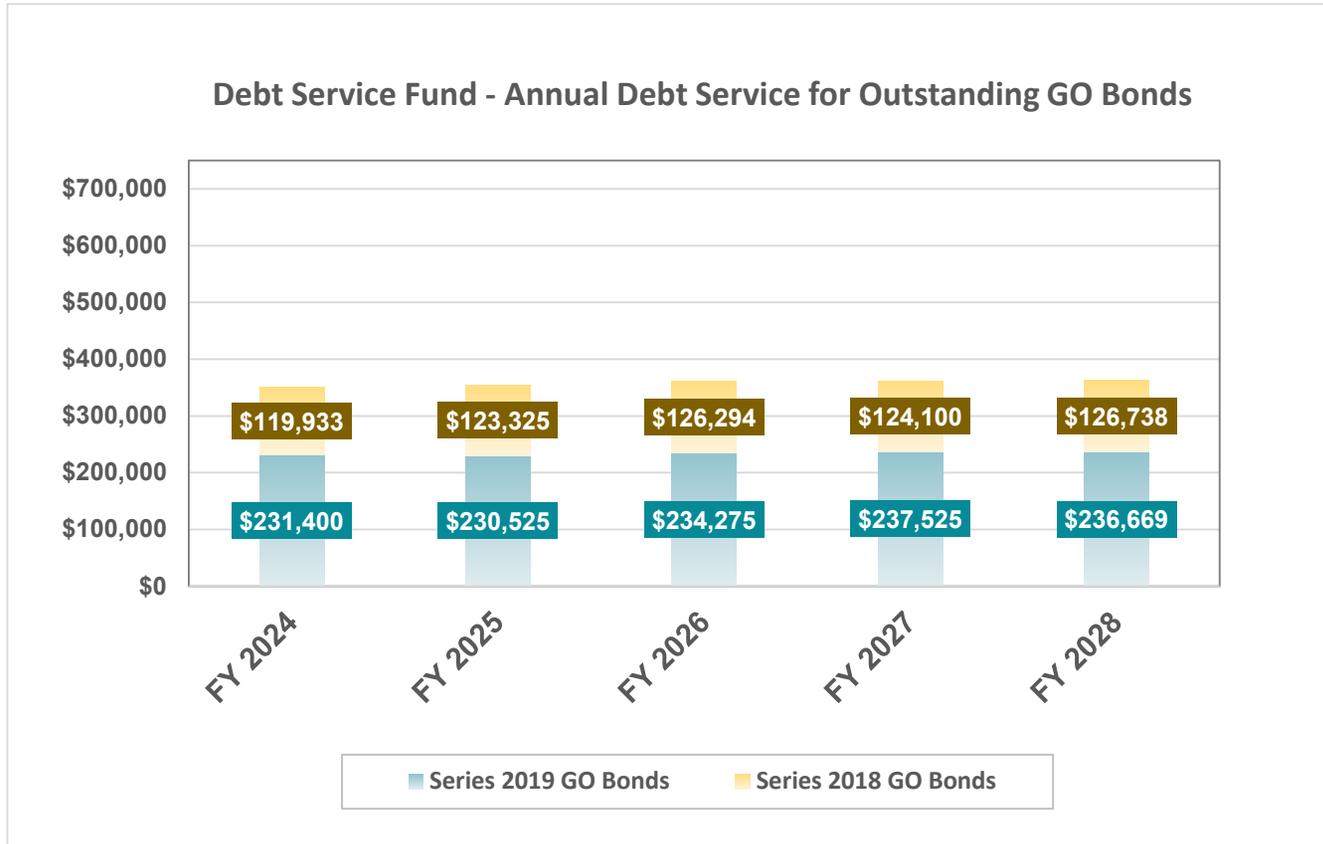
Pending Projects - Outside Five Year CIP - Transportation Sales Tax Fund

Pending Projects	Department Name	Cost Estimate
Raised Ped Crosswalk/Flashing Beacon Maple Elem School	Public Works - Streets	\$70,000
2 nd Street Asphalt Overlay (169 to Bridge)	Public Works - Streets	\$25,000
Diamond Crest Asphalt Overlay	Public Works - Streets	\$175,000
Harborview Asphalt (Newport/Harborview Dr/Fletcher/Mesa)	Public Works - Streets	\$230,000
180 th Street Asphalt Overlay (169 to Old Jefferson)	Public Works - Streets	\$750,000
Harborview Asphalt Overlay (Remaining Roads)	Public Works - Streets	\$725,000
Highland Avenue Asphalt Overlay (Halfway Up Hill)	Public Works - Streets	\$30,000
North Main - Asphalt Overlay	Public Works - Streets	\$200,000
134 th Street Asphalt Overlay (Road Agreement with County)	Public Works - Streets	\$155,000
176 th Street Asphalt Overlay (Road Agreement with County)	Public Works - Streets	\$80,000
South Bridge Street --- Asphalt, Curbs, Stormwater	Public Works - Streets	\$145,000
Seal Coating/Micro-Surfacing Downtown City Parking Lots	Public Works - Streets	To Be Determined
Grand Total (Net Cost)		\$2,585,000

Five Year Capital Improvement Plan - Debt Service Fund						
Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Transfer to Debt Service Fund - Annual Debt Service Payment	Finance	\$361,340	\$364,875	\$367,920	\$373,420	\$376,420

Debt Service Detail	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Series 2018 (General Obligation 20 Year Bond)	Finance	\$119,933	\$123,325	\$126,294	\$124,100	\$126,738
Series 2018 ----- Principal (Paid March 1st)	Finance	\$55,000	\$60,000	\$65,000	\$65,000	\$70,000
Series 2018 ----- Interest (Paid March 1st)	Finance	\$32,783	\$32,150	\$31,175	\$30,119	\$28,981
Series 2018 ----- Interest (Paid September 1st)	Finance	\$32,150	\$31,175	\$30,119	\$28,981	\$27,756

Debt Service Detail	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Series 2019 (General Obligation 20 Year Bond)	Finance	\$231,400	\$230,525	\$234,275	\$237,525	\$236,669
Series 2019 -----Principal (Paid March 1st)	Finance	\$115,000	\$120,000	\$130,000	\$140,000	\$145,000
Series 2019 ----- Interest (Paid March 1st)	Finance	\$59,638	\$56,763	\$53,763	\$50,513	\$47,013
Series 2019 ----- Interest (Paid September 1st)	Finance	\$56,763	\$53,763	\$50,513	\$47,013	\$44,656



Series 2018 Final Payment Scheduled for March 1st, 2038

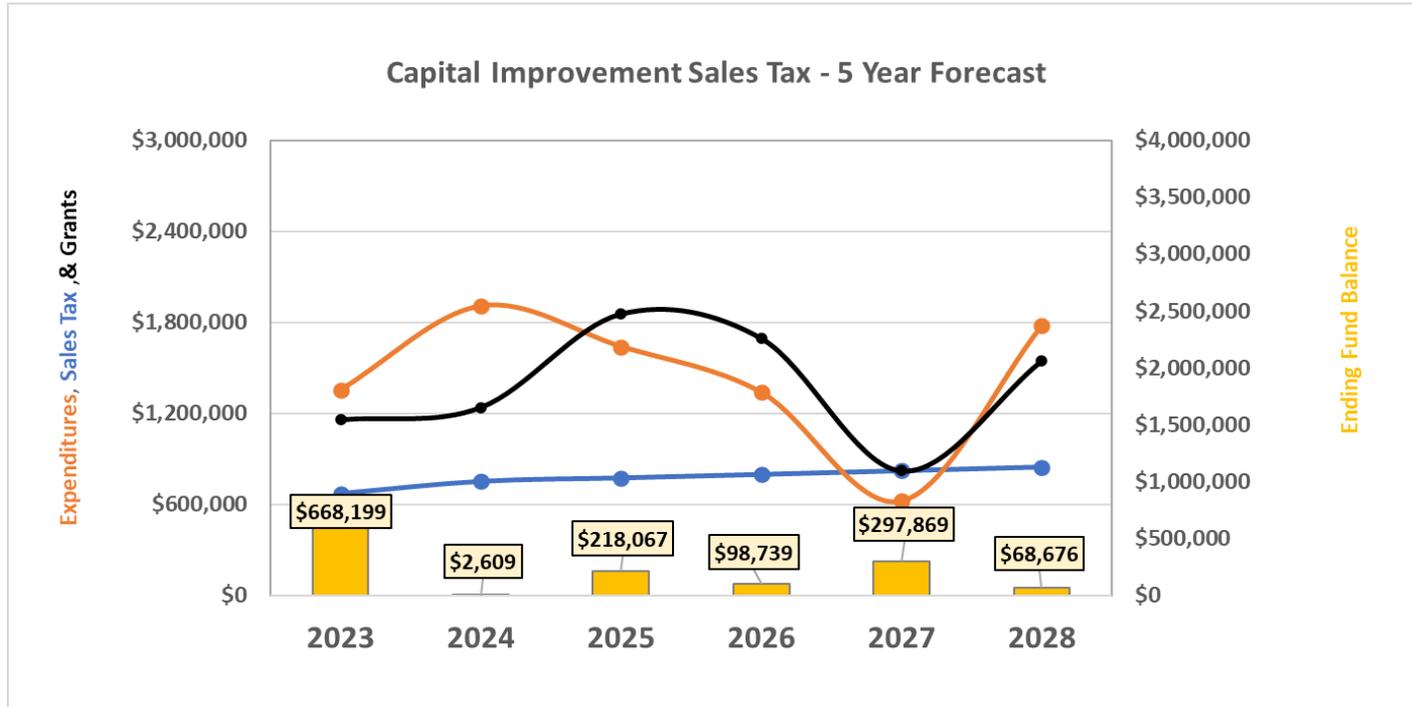
Series 2019 Final Payment Scheduled for March 1st, 2038

Five Year Capital Improvement Plan - Capital Improvement Sales Tax

Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Transfer to Debt Service	Public Works - Streets	\$361,340	\$364,875	\$367,920	\$373,420	\$376,420
Complete Downtown Streetscape Phase III (Engineering)	Public Works - Streets	\$50,000	-	-	-	-
Complete Quincy Boulevard Road Reconstruction (Construction)	Public Works - Streets	\$95,000	-	-	-	-
Riverwalk Park & Trail (Engineering)	Public Works - Streets	\$250,000	-	-	-	-
2 nd Creek Sidewalks (Engineering)	Public Works - Streets	\$150,000	-	-	-	-
1 st & Bridge Street Round-A-Bout (80% of Engineering)	Public Works - Streets	\$200,000	-	-	-	-
Downtown Streetscape Phase III (Construction)	Public Works - Streets	\$800,000	-	-	-	-
Downtown Streetscape Phase III (Grant Reimbursement)	Public Works - Streets	(488,000)	-	-	-	-
2 nd Creek Sidewalks (70% of Construction)	Public Works - Streets	-	\$695,000	-	-	-
2 nd Creek Sidewalks (MARC Reimbursement)	Public Works - Streets	-	(600,000)	-	-	-
Riverwalk & Trail Construction (60% of Project Expense)	Public Works - Streets	-	\$480,000	\$670,000	-	-
Riverwalk & Trail (MARC Reimbursement)	Public Works - Streets	-	(480,000)	(420,000)	-	-
1 st & Bridge Street - Round-A-Bout (20% of Construction)	Public Works - Streets	-	-	\$300,000	-	-
180 th & Eagle Parkway Round-A-Bout (Engineering)	Public Works - Streets	-	-	-	\$250,000	-
Pope Lane Round-a-Bout/Connection (80% of Engineering)	Public Works - Streets	-	-	-	-	\$400,000
180 th & Eagle Parkway Round-A-Bout (75% of Construction)	Public Works - Streets	-	-	-	-	\$1,000,000
180 th & Eagle Parkway Round-A-Bout (MARC Reimburse)	Public Works - Streets	-	-	-	-	(700,000)
Grand Total (Net Cost)		\$1,418,340	\$459,875	\$917,920	\$623,420	\$1,076,420

GREEN Numbers Indicated "Secured" Grant Funding

Five Year Cash Flow Analysis - Capital Improvement Sales Tax Fund



5 Year CIP Total

\$4,495,975



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

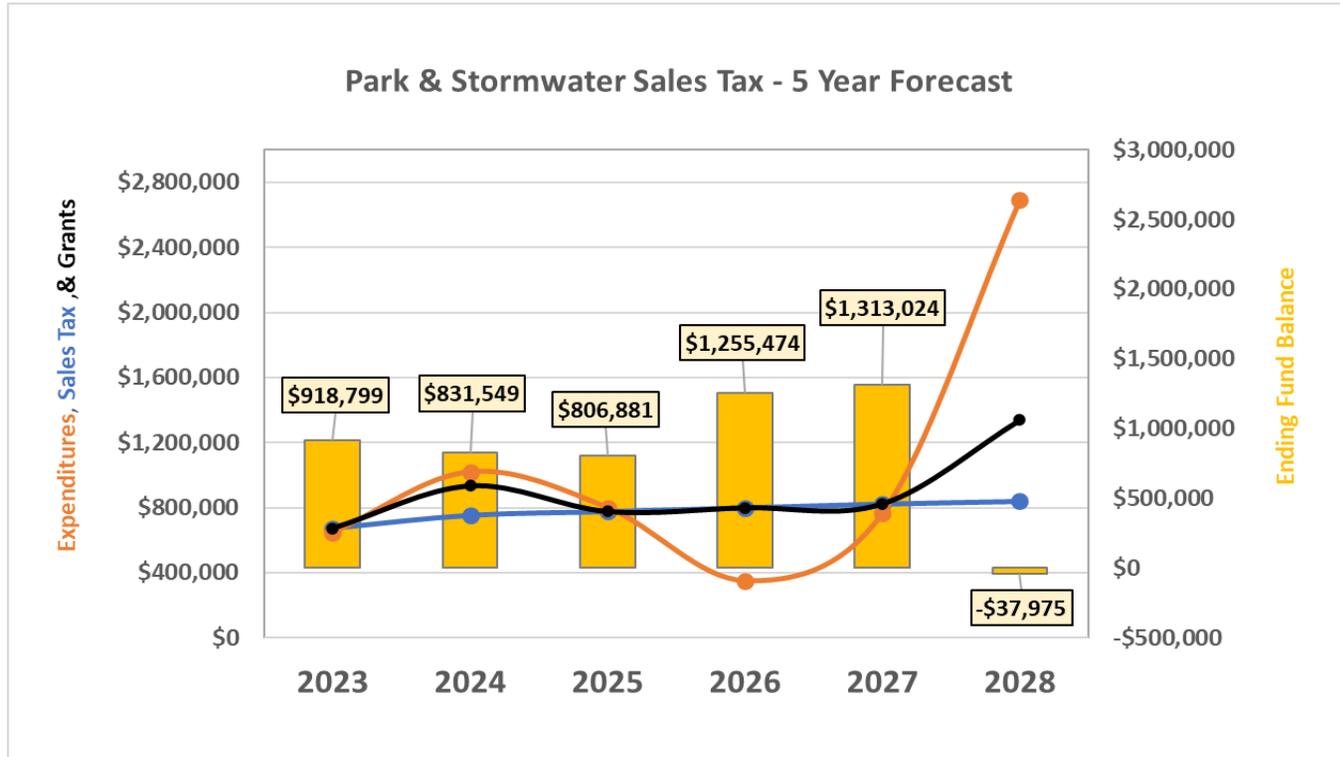
Pending Projects	Department Name	Cost Estimate
180 th & Old Jefferson Round-a-Bout (Engineering)	Public Works - Streets	\$250,000
180 th & Old Jefferson Round-a-Bout (Construction)	Public Works - Streets	\$1,000,000
180 th & Old Jefferson Round-a-Bout (MARC Reimburse)	Public Works - Streets	(700,000)
Grand Total (Net Cost)		\$550,000

Five Year Capital Improvement Plan - Park & Stormwater Sales Tax

Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
OK Railroad Trail - Phase I (Construction)	Parks & Recreation	\$281,000	-	-	-	-
OK Railroad Trail - Phase I (Grant)	Parks & Recreation	(181,000)	-	-	-	-
Emerald Ridge Neighborhood Park & Signage (Construction)	Parks & Recreation	\$450,000	-	-	-	-
Diamond Crest Splashpad Shelter & Bathrooms (Construction)	Parks & Recreation	\$90,000	-	-	-	-
Stonebridge Stormwater Improvements (Engineering)	Public Works	\$50,000	-	-	-	-
Stonebridge Stormwater Improvements (Construction)	Public Works	\$150,000	-	-	-	-
Dundee Road Stormwater Improvements (Engineering)	Public Works	-	\$50,000	-	-	-
Dundee Road Stormwater Improvements (Construction)	Public Works	-	\$150,000	-	-	-
Riverwalk & Trail Construction (30% of Project Expense)	Parks & Recreation	-	\$600,000	-	-	-
Forest Oaks Stormwater Improvements (Engineering)	Public Works	-	-	\$50,000	-	-
Forest Oaks Stormwater Improvements (Construction)	Public Works	-	-	\$300,000	-	-
Cedar Lakes Stormwater Improvements (Engineering)	Public Works	-	-	-	\$25,000	-
Cedar Lakes Stormwater Improvements (Construction)	Public Works	-	-	-	\$100,000	-
Smith's Fork Park Complex (Engineering & Design)	Parks & Recreation	-	-	-	\$640,000	-
Maple Lane Stormwater Improvements (Engineering)	Public Works	-	-	-	-	\$50,000
Maple Lane Stormwater Improvements (Construction)	Public Works	-	-	-	-	\$250,000
Smith's Fork Park Complex (Construction, Phase I)	Parks & Recreation	-	-	-	-	\$2,240,000
Grand Total (Net Cost)		\$840,000	\$800,000	\$350,000	\$765,000	\$2,540,000

Project Totals By City Department	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Parks & Recreation	\$640,000	\$600,000	-	\$640,000	\$2,240,000
Public Works	\$200,000	\$200,000	\$350,000	\$125,000	\$300,000
Grand Total (Net Cost)	\$840,000	\$800,000	\$350,000	\$765,000	\$2,540,000

Five Year Cash Flow Analysis - Park and Stormwater Sales Tax Fund



Five Year CIP Total
\$5,295,000



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

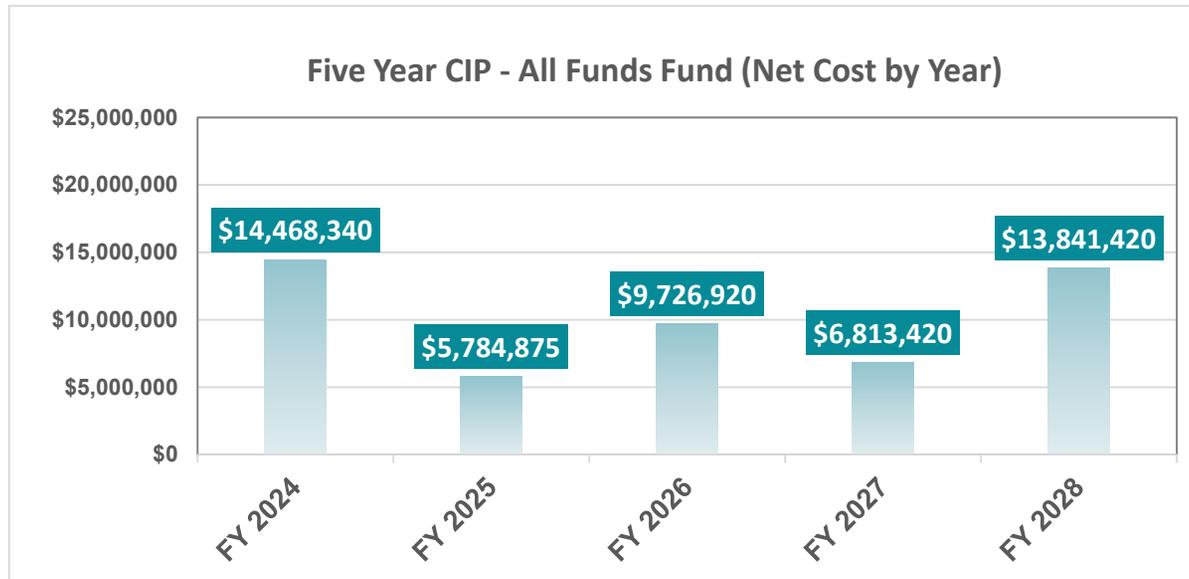
Pending Projects	Dept Name	Cost Estimate
Smith's Fork Park (4 Plex Baseball, Site Development)*	Parks & Recreation	\$3,250,000
Hawthorne Court Park (Public Art and Landscaping)*	Parks & Recreation	\$110,000
Heritage Park (Major Improvements/Site Development)*	Parks & Recreation	\$4,560,000
Helvey Park Loop Trail*	Parks & Recreation	\$220,000
Wildflower Neighborhood Park*	Parks & Recreation	\$330,000
Smith's Fork Park (Destination Development)*	Parks & Recreation	\$5,240,000
Maple Lane ----- Curbs & Stormwater (Engineering)	Public Works	\$15,000
Maple Lane ----- Curbs & Stormwater (Construction)	Public Works	\$175,000
North Bridge Street ----- Curbs & Stormwater (Engineering)	Public Works	\$40,000
North Bridge Street ----- Curbs & Stormwater (Construction)	Public Works	\$200,000
South Bridge Street ----- Curbs & Stormwater (Engineering)	Public Works	\$24,000
South Bridge Street ----- Curbs & Stormwater (Construction)	Public Works	\$120,000
South Mill Street ----- Curbs & Stormwater (Engineering)	Public Works	\$5,000
South Mill Street ----- Curbs & Stormwater (Construction)	Public Works	\$25,000
Grand Total Pending Projects		\$14,314,000

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

Five Year Capital Improvement Plan - Capital Projects Fund						
Capital Improvement Project Name	Dept Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
No Projects	None		-	-	-	-
Grand Total		-	-	-	-	-

All Funds - Five Year Capital Improvement Project Summary

Fund Name	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
General Fund	\$630,000	\$700,000	\$100,000	\$100,000	\$100,000
Combined Water/Wastewater Fund - Non Impact Fee Projects	\$8,900,000	\$3,600,000	\$7,600,000	\$5,000,000	\$9,500,000
Combined Water/Wastewater Fund - Water Impact Fee Projects	\$700,000	-	-	-	-
Combined Water/Wastewater Fund - Wastewater Impact Fee Projects	\$1,050,000	-	-	-	-
Transportation Sales Tax Fund	\$930,000	\$225,000	\$759,000	\$325,000	\$625,000
Capital Improvement Sales Tax Fund	\$1,418,340	\$459,875	\$917,920	\$623,420	\$1,076,420
Parks and Stormwater Sales Tax Fund	\$840,000	\$800,000	\$350,000	\$765,000	\$2,540,000
Capital Projects Fund	-	-	-	-	-
Grand Total	\$14,468,340	\$5,784,875	\$9,726,920	\$6,813,420	\$13,841,420



Grand Five Year CIP Total
\$50,634,975

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

Expense: See the definition "Expenditure".

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

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

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

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

Popular Annual Financial Report: A comprehensive financial report design to be readily accessible and easily understandable to the general public who do not necessarily have a background in public finance.

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

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

Glossary of Terms

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

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

Public Hearing: A formal proceeding held during a Board of Aldermen meeting where the Board may receive testimony from all interested parties, including the general public, on a proposed issue or action.

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

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

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

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

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

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

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

Appendix I — Debt Amortization Schedules

Aug 7, 2018 11:33 am

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BOND DEBT SERVICE

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

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

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

Appendix I — Debt Amortization Schedules

BOND DEBT SERVICE
 City of Smithville, Missouri
 General Obligation Bonds, Series 2018
 FINAL

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

Appendix I — Debt Amortization Schedules

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

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BOND DEBT SERVICE
 City of Smithville, Missouri
 General Obligation Bonds, Series 2019
 FINAL

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

Appendix II - Personnel Summary

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted	FY2024 Proposed
Administration	4.00	3.00	3.00	3.00	3.00
Municipal Court	-	-	-	-	-
Police	21.00	21.00	21.00	21.00	21.00
Parks & Recreation	5.00	5.00	5.00	6.00	6.00
Development	6.00	5.00	5.00	5.00	5.00
Finance	3.00	4.00	4.00	4.00	4.00
Public Works	21.00	23.00	23.00	25.00	26.00
	60.00	61.00	61.00	64.00	65.00

Department Personnel Summary

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted	FY2024 Proposed
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Administration

City Administrator	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	-	-	-	-
Assistant City Administrator	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Management Assistant	1.00	-	-	-	-
Total	4.00	3.00	3.00	3.00	3.00

Municipal Court

Court Administrator	-	-	-	-	-
Total	-	-	-	-	-

Police

Police Chief	1.00	1.00	1.00	1.00	1.00
Police Clerk/Prosecutor's Assistant	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	1.00
Police Sergeant	4.00	4.00	4.00	4.00	4.00
Police Detective	2.00	2.00	2.00	2.00	2.00
Police Officer	10.00	10.00	10.00	10.00	10.00
School Resource Officer	2.00	2.00	2.00	2.00	2.00
Total	21.00	21.00	21.00	21.00	21.00

Department Personnel Summary

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted	FY2024 Proposed
Parks & Recreation					
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation & Marketing Manager	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	-	-	-	1.00	1.00
Parks Maintenance Crew Leader	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	2.00	2.00	2.00	2.00	2.00
Total	5.00	5.00	5.00	6.00	6.00
Development					
Development Director	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	-	-	-	-
Communications Coordinator	-	-	-	-	-
Permit Technician	-	1.00	1.00	1.00	1.00
Utilities Inspector	1.00	-	-	-	-
Building Inspector I	2.00	1.00	1.00	1.00	1.00
Building Inspector II	-	1.00	1.00	1.00	1.00
Codes Inspector II	1.00	1.00	1.00	1.00	1.00
Total	6.00	5.00	5.00	5.00	5.00
Finance					
Finance Director	1.00	1.00	1.00	1.00	1.00
Finance Specialist I	2.00	1.00	1.00	1.00	1.00
Finance Specialist II	-	1.00	1.00	1.00	2.00
Finance Analyst	-	1.00	1.00	1.00	-
Total	3.00	4.00	4.00	4.00	4.00

Department Personnel Summary

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted	FY2024 Proposed
Public Works					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	-	-
Assist to the Public Works Director	-	-	-	1.00	1.00
Admin Coordinator II (Utilities)	1.00	1.00	1.00	1.00	1.00
Street Superintendent	1.00	1.00	1.00	1.00	1.00
Crew Leader - Public Works	1.00	1.00	1.00	1.00	1.00
Street Maintenance Worker	4.00	4.00	4.00	-	-
Street Maintenance Worker I	-	-	-	1.00	1.00
Maintenance Worker II - Streets	-	-	-	4.00	4.00
Utilities Superintendent	1.00	1.00	1.00	1.00	1.00
Water Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Utility Operations Manager	1.00	1.00	1.00	1.00	1.00
Water Plant Operator	4.00	4.00	4.00	-	-
Wastewater Plant Operator	2.00	2.00	2.00	-	1.00
Water Plant Shift Supervisor	-	-	-	1.00	1.00
Utilities Inspector	1.00	2.00	2.00	-	-
Plant Operator I	-	-	-	6.00	6.00
Plant Operator II	-	-	-	2.00	2.00
Plant Operator III	-	-	-	1.00	1.00
Engineering Technician I	-	-	-	2.00	2.00
Utilities Specialist	3.00	3.00	3.00	-	-
Total	21.00	23.00	23.00	25.00	26.00
Grand Total Count	60.00	61.00	61.00	64.00	65.00

Appendix III - Employee Pay Ranges

The Proposed FY2024 Salary Schedule is presented in the table below. The proposed effective date of this salary schedule is November 1, 2023.

Pay Grade	Position Title	Department	Salary Range		
5			\$15.76	\$18.12	\$22.06
			\$32,778.72	\$37,695.53	\$45,890.21
10			\$17.60	\$20.23	\$24.64
	Maintenance Worker I - Parks	Parks & Recreation	\$36,602.90	\$42,087.88	\$51,244.07
	Maintenance Worker I - PW Admin	Public Works			
	Assistant I - PW	Public Works			
15			\$19.01	\$21.85	\$25.84
	Permit Technician	Development	\$39,531.14	\$45,453.16	\$55,352.33
	Finance Specialist I	Finance			
	Administrative Assistant II - Utilities	Public Works			
	O&M Technician/Plant Operator I	Public Works			
20			\$19.95	\$22.95	\$27.94
	Police Admin Assist/Prosecutor Assist	Police	\$41,497.86	\$47,725.82	\$58,105.74
	Maintenance Worker II - Parks	Parks & Recreation			
	Maintenance Worker II - Public Works	Public Works			
	O&M Technician/Plant Operator II	Public Works			
	Recreation Coordinator	Parks & Recreation			
25			\$20.95	\$24.09	\$29.33
	Police Recruit	Police	\$43,573.85	\$50,107.74	\$61,012.12
30			\$22.21	\$25.54	\$31.10
	Code Inspector I	Development	\$46,196.14	\$53,123.38	\$64,683.34
	Finance Specialist II	Finance			
35			\$23.54	\$27.07	\$32.96
	Police Officer I	Police	\$48,971.41	\$56,313.84	\$68,551.23
	Building Inspector I	Development			
	Code Inspector II	Development			
	O&M Technician/Plant Operator III	Public Works			
	Crew Leader - Public Works	Public Works			
	Crew Leader - Parks	Parks & Recreation			
	Engineering Technician I	Public Works			
40			\$24.95	\$28.69	\$34.93
	Building Inspector II	Development	\$51,899.64	\$59,679.12	\$72,659.50
	Finance Analyst	Finance			
	Detective	Police			
	Water Treatment Plan Shift Supervisor	Public Works			

Appendix III - Employee Pay Ranges

Pay Grade	Position Title	Department	Salary Range		
45			\$27.45	\$31.57	\$38.43
	Building Inspector III	Development	\$57,100.53	\$65,666.70	\$79,936.37
	Recreation Manager	Parks & Recreation			
	Engineering Technician II	Public Works			
50			\$29.10	\$33.47	\$40.74
	Police Sergeant	Police	\$60,531.37	\$69,622.00	\$84,743.92
	Water Treatment Plant Manager	Public Works			
	Utilities Operations Manager	Public Works			
	Assistant to the Public Works Director	Public Works			
55			\$32.01	\$36.81	\$44.82
	Streets Superintendent	Public Works	\$66,584.51	\$76,571.09	\$93,222.68
60			\$36.81	\$42.34	\$51.54
	Police Captain	Police	\$76,571.09	\$88,065.49	\$107,208.77
	Utilities Superintendent	Public Works			
65			\$42.34	-	\$63.51
	Assistant City Administrator	Administration	\$88,065.49		\$132,098.24
	Development Director	Development			
	Finance Director	Finance			
	Parks & Recreation Director	Parks & Recreation			
	Police Chief	Police			

Appendix V - Statistical Comparison

Comparable City Data	Smithville, MO	Kearney, MO	Excelsior Springs, MO	Grandview, MO	Liberty, MO
Population (2021)*	10,552	10,741	10,589	25,844	30,377
Available Jobs*	2,010	3,274	4,468	10,441	25,209
Daily Inflow*	1,577	2,680	3,522	9,429	22,241
Inflow Percentage*	78.5%	81.9%	78.8%	90.3%	88.2%
Daily Outflow*	4,631	4,294	3,867	11,870	12,345
Unemployment Rate	4.9%	1.6%	3.7%	5.6%	2.4%
2022 Assessed Valuation	\$ 237,485,177	\$ 240,627,136	\$ 192,752,963	\$ 412,043,305	\$ 692,576,445
2022 Property Tax Rate	0.4126	0.5542	1.0932	1.2867	0.8905
Sales Tax Rate	2.500%	3.000%	3.500%	3.000%	3.375%

Data Source and Context
▪ Daily Inflow -----> # of people employed in City, but living outside of City.
▪ Inflow Percentage -----> Daily inflow as a % of available jobs
▪ Daily Outflow -----> # of people living in City, but employed outside of City.
▪ Job/Inflow Data Source ----> " https://onthemap.ces.census.gov "
▪ Unemployment Source ----> MARC Research Services: " https://gis2.marc2.org/acldata "
▪ Property Tax/AV Source ----> Provided Through County Assessor Offices

*2021 U.S. OnTheMap Census Data (Population Estimates, July 1 2021 (V2021))



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 3009-23, Creation of 110 Smithville, LLC TIF Fund.
1st reading by title only.

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3009-23, Creation of 110 Smithville, LLC TIF Fund. First reading by title only.

SUMMARY:

On June 20, 2023, the City of Smithville Board of Aldermen passed Ordinance No. 2996-23 to approve the 110 Smithville Tax Increment Financing Plan to provide for the development of the area approximately 1.59 acres in size located generally at the northwest corner of the West Main Street and Mill Street in Smithville, Missouri.

The ordinance included the approval of the redevelopment plan which provided that the Developer could be reimbursed for certain redevelopment project costs with revenues generated from Payments in Lieu of Taxes (PILOTs) and Economic Activity Taxes (EATs), which shall be deposited into the Special Allocation Fund. The City of Smithville will hold the funds of the TIF in a custodial capacity.

PREVIOUS ACTION:

The Board of Aldermen approved Ordinance No. 2996-23 which passed the 110 Smithville Tax Increment Financing Plan.

POLICY OBJECTIVE:

To provide for a separate fund to account for and track 110 Smithville, LLC TIF revenues and expenses.

FINANCIAL CONSIDERATIONS:

PILOTs and EATs will be segregated in their own account. Revenues and expenditures will be budgeted each year within this fund.

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 type="checkbox"/> Other: | |

**AN ORDINANCE CREATING THE 110 LLC TAX INCREMENT FINANCING
(SPECIAL ALLOCATION) FUND**

WHEREAS, on June 20, 2023, the City of Smithville Board of Aldermen passed Bill No. 2996-23 to approve the 110 Smithville Tax Increment Financing Plan (the "Redevelopment Plan") to provide for the development of the area approximately 1.59 acres in size located generally at the northwest corner of West Main Street and Mill Street in Smithville, Missouri; and

WHEREAS, the Project Developer proposes the construction of an apartment/residential complex with associated commercial/retail rentable square feet; and

WHEREAS, the Redevelopment Plan provides that the Developer could be reimbursed for certain Redevelopment Project Costs with revenues generated from Payments in Lieu of Taxes (PILOTS) and Economic Activity Taxes (EATs), which shall be deposited into the Special Allocation fund; and

WHEREAS, pursuant to the Redevelopment Plan and the Redevelopment Agreement between the City of Smithville and 110 Smithville, LLC, the City of Smithville will maintain and hold the PILOTS and EATs generated by the TIF in a custodial capacity and the establishment of a separate fund to allow for accounting of revenues and expenditures is desired.

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

The 110 Smithville Tax Increment Financing Plan (Special Allocation) Fund is hereby established in the City's treasury and shall be held and administered by the City's Finance Director.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 3rd day of October, 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/03/2023

Second Reading: 10/17/2023



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 3010-23, Amending Utility Rates for Non-Residents. 1st reading.

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3010-23, Amending Utility Rates for Non-Residents for first reading by title only.

SUMMARY:

During the FY2024 Budget process, staff reviewed changes to the Comprehensive Schedule of Fees with the Board of Aldermen. During this review, staff proposed to change the monthly flat service charge of \$64 for "sewer only" customers who live outside of the Smithville City limits from \$64 to \$81.68 per month. This rate is one and a half times higher than the average residential usage. This rate will be effective November 1, 2023.

In addition, staff are proposing to reinstate charging "water only" customers, who live outside of the Smithville City limits, a rate which is one and a half times higher than the monthly residential water charge and volume rate.

For these water only customers outside the corporate limits, the Schedule of Fees lists this proposed fee at the monthly fee of \$22.05 per month and a usage rate of \$15.60 per 1,000 gallons used, which will be one and a half times the newly proposed rate of \$14.70 per month and \$10.40 per 1,000 gallons used for City residents. These rates will be effective November 1, 2023.

Changing this fee requires revisions to revisions to Section 705.040 Rates for Service. Currently, this ordinance outlines that sewer customers (that are not water customers) who are outside the corporate City limits shall be charged a rate of \$64.00 per month. The reason for the increase is that this flat rate of \$64 has not been increased since October 2013, while customers inside city limits have seen multiple increases during the last 10 years.

Proposed language eliminates listing the charge and simply states that the monthly quantity charges and monthly service charges for customers outside the corporate City limits shall be one and one-half times the charges applicable to City customers. For those sewer customers outside the corporate City limits with no regular water usage data available, they shall be charged a flat rate based upon the average sewer usage of customers within the City.

PREVIOUS ACTION:

POLICY OBJECTIVE:

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FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

Ordinance

Resolution

Staff Report

Other:

Contract

Plans

Minutes

AN ORDINANCE AMENDING UTILITY RATES FOR NON-RESIDENTS

WHEREAS, SECTION 705.040 RATES FOR SERVICE currently reads as follows:

A. The monthly quantity charges and monthly service charges for City water and sewerage services shall be as set forth in the City's Schedule of Fees. Wholesale water sales may be set by special contract at the discretion of the Board of Aldermen.

B. For sewer customers outside the corporate City limits that are also water customers, a rate of one and one-half (1.5) times the applicable rate of customers within the corporate City limits shall apply. Sewer customers that are not water customers shall be charged a rate of sixty-four dollars (\$64.00) per month.

C. Sewer customers connected to the City sewer system, both inside and outside the City limits, shall pay an inflow and infiltration sump pump surcharge in the amount of ten dollars (\$10.00) per month, except those customers who have been adjudged exempt from such fee by certification that no direct or indirect sump pump connection to the sanitary system exists by either a free inspection by City Staff or by a qualified plumber licensed to do business in the City of Smithville. The fee assessed herein shall commence with the bill sent to the customer in February 2014, and any exemption request submitted after January 15, 2014, shall result in the assessment of the fee for the next billing cycle, and exempt thereafter.

D. For sewer customers not adjudged exempt from the inflow and infiltration sump pump surcharge fees no later than January 15, 2015, the monthly inflow and infiltration sump pump surcharge will be in the amount of twenty dollars (\$20.00) per month.

WHEREAS, at the July 18, 2023, Work Session, staff presented the Schedule of Fees, which included an adjustment to the sewer "only" monthly service charge for non-residents. In addition, staff are proposing to reinstate a water "only" monthly service charge for non-residents; and,

WHEREAS, the Board of Aldermen held a public hearing for sewer rates at the October 17, 2023 regular session prior to setting these new rates.

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

Section 1. REPEALING AND RE-ENACTING: Section 705.040 of the Smithville Municipal Code of Ordinances is hereby repealed in its entirety and a new Section 705.040 is enacted to be read and numbered as follows:

Section 705.040 Rates for Service

A. The monthly quantity charges and monthly service charges for City water and sewerage services shall be as set forth in the City's Schedule of Fees. Wholesale water sales may be set by special contract at the discretion of the Board of Aldermen.

~~B. For sewer customers outside the corporate City limits that are also water customers, a rate of one and one-half (1.5) times the applicable rate of customers within the corporate City limits shall apply. Sewer customers that are not water customers shall be charged a rate of sixty-four dollars (\$64.00) per month.~~

B. The monthly quantity charges and monthly service charges for water and/or sewerage customers outside the corporate City limits shall be one and one-half (1 ½) times the charges applicable to City customers. For sewer customers outside the corporate City limits with no regular water usage data available, a flat rate shall be charged based upon the average sewer usage of customers within the City multiplied by the non-City customer rates.

C. Sewer customers connected to the City sewer system, both inside and outside the City limits, shall pay an inflow and infiltration sump pump surcharge of twenty dollars (\$20.00) month unless those customers have been adjudged exempt from such fee by certification that no direct or indirect sump pump connection to the sanitary system exists by either a free inspection by City Staff or, at the customer's expense – by a qualified plumber licensed to do business in the City of Smithville. Upon certification of exemption, the assessment of the fee shall end after the first full monthly billing cycle after certification.

~~D. For sewer customers not adjudged exempt from the inflow and infiltration sump pump surcharge fees no later than January 15, 2015, the monthly inflow and infiltration sump pump surcharge will be in the amount of twenty dollars (\$20.00) per month.~~

SECTION 2 – REPEAL OF ORDINANCES IN CONFLICT: All ordinances or part of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 – EFFECTIVE DATE: This ordinance shall be in full force from and after the date of its passage and approval.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 17th day of October, 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 10/03/2023

Second Reading: 10/17/2023



Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Development

AGENDA ITEM: Bill No. 3011-23, Amendment to Chapter 520, Sidewalks, Streets and Miscellaneous Public Places – 1st Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3011-23, amendment to Chapter 520, Sidewalks, Streets and Miscellaneous Public Places. First reading, by title only.

SUMMARY:

If approved, the ordinance would make changes to the Sidewalk Design and Use Guidelines system, including streamlining the process to obtain a permit, as well as create a new permit system for streetlight banners.

The Board of Aldermen approved the current system of sidewalk usage in the downtown area in April of 2019. Following several years of usage, the Smithville Main Street District and stakeholders met with city staff several times of several months in order to make the system more user friendly to the businesses, and still maintain ADA compliance on the sidewalks. At the work session on September 19, 2023, staff and Main Street identified recommended changes to the plan. The Board directed that the proposed changes be incorporated into the revised ordinance.

PREVIOUS ACTION:

Ordinance 3034-18 was adopted on April 16, 2019, to enact the system, and Resolution 687 was approved on the same day to create the Sidewalk Design and Use Guidelines. At the Board work session on September 19, 2023, the Board reviewed staff and Main Street's evaluation of the existing plan resulting in the recommendation to bring forward changes to the ordinance.

POLICY ISSUE:

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FINANCIAL CONSIDERATIONS:

None

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: Design Guidelines | |

AN ORDINANCE AMENDING CHAPTER 520 OF THE CODE BY AMENDING ARTICLE III ENTITLED MERCHANT USE OF SIDEWALKS

WHEREAS, the City of Smithville completed a Capital Improvement Project for the Downtown Streetscape which significantly changed the character of the public spaces downtown; and

WHEREAS, the Board of Aldermen adopted a Merchant Use of Sidewalks ordinance and adopted by Resolution the Sidewalk Design and Use Guidelines in 2019; and

WHEREAS, the Smithville Mainstreet District, various stakeholders and city staff met several times to address potential changes to the ordinance and guidelines to make the permitting process more business and user friendly and presented their recommendations to the Board of Aldermen at its' September 19, 2023 work session; and

WHEREAS, the Board of Aldermen deems it to be in the best interest of the City of Smithville to adopt said amendments to invigorate the new capital project with a sense of community.

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

SECTION 1 – Chapter 520 entitled Streets, Sidewalks and other public places is hereby amended by deleting Article III entitled Merchant Use of Sidewalk Area, Sections 520.140 – 520.200 and adopting a new Article III to be entitled Merchant Use of Sidewalk and Streetlights, to be read and numbered as follows:

Article III MERCHANT USE OF SIDEWALK AND STREETLIGHTS

520.140 Use of Right of Way by Merchants – Permit Required

Any person, firm, corporation or other entity wishing to use the sidewalk and right of way adjacent to its' place of business, or use the streetlight banner hangers in the following areas of the city shall obtain a permit in accordance with the provisions of this chapter.

1. Central Business District

520.150 Definitions.

CENTRAL BUSINESS DISTRICT

For purposes of this Chapter, the district includes those buildings where there exists no front yard setback and the structure on the property abuts the street right of way and is located on Bridge Street from Meadow Street on the south to Church Street on the north and Main Street from Bridge Street on the west to Commercial to the east.

MERCHANT USE AREA

Use of the area immediately adjacent to a business, and as more specifically described in the Sidewalk Design and Use Guidelines.

PEDESTRIAN ACCESS AREA PERMIT

A sidewalk café permit or merchant use area permit issued pursuant to this Chapter.

PERMITTEE

The recipient of a sidewalk café or merchant use area permit.

RESTAURANT

A food service establishment that holds a valid Food Establishment permit from the Clay County Health Department where food and beverages are prepared, served, sold and are delivered for consumption.

RIGHT-OF-WAY

Land in which the City has an easement, has been dedicated by use or is required for use as a sidewalk, street or alleyway.

SIDEWALK

That portion of the right-of-way which is located between the curb line or the lateral line of a street and the adjacent property line and which is intended for use by pedestrians.

SIDEWALK AREA

That portion of the sidewalk that is outside the ADA path as described in the Sidewalk Design and Use Guidelines.

SIDEWALK CAFÉ

A use area of a public sidewalk immediately adjacent to a restaurant, and as more specifically described in the Sidewalk Design and Use Guidelines.

SIDEWALK DESIGN AND USE GUIDELINES

The rules and regulations associated with merchant use of sidewalk areas in the Central Business District adopted by the Board of Aldermen.

SIDEWALK SALE

The temporary use of a sidewalk area for the display of merchandise and as more specifically described in the Sidewalk Design and Use Guidelines.

STREET

That portion of a right-of-way improved, designed or ordinarily used for vehicular and bicycle traffic or parking.

520.160 Sidewalk Cafés

Restaurant merchants in the Central Business District may, by permit only, occupy the Sidewalk Area in front of its occupied place of business in accordance with the Sidewalk Design and Use Guidelines. Each permit shall be annually renewable in the amount listed in the schedule of fees as approved by the Board of Aldermen and shall be subject to the Sidewalk Design and Use Guidelines.

520.170 Consumption of Alcohol in a Sidewalk Café

A Restaurant Merchant who obtains an extension to its premises to include alcohol sales and use in a Sidewalk Café in accordance with the Sidewalk Design and Use Guidelines that complies with the use requirements in its liquor license and the Sidewalk Design and Use Guidelines shall be deemed to have obtained a Special Event Permit as described in Section 600.070.G and H. for customers to consume or possess alcohol in the sidewalk area.

520.180 Sidewalk Sales

Are allowed with a Merchant Use Permit as a specific use in the Merchant Use Area that have separate time and duration limitations than other uses in the Merchant Use Area as described in the Sidewalk Design and Use Guidelines.

520.190 Merchant Use Area Permit

A Merchant in the Central Business District may, by permit only, occupy the Sidewalk Area in front of its' occupied place of business in accordance with the Sidewalk Design and Use Guidelines.

520.200 Streetlight Banners

The banner hangers on the streetlights in the Central Business District may, by permit only, be used for scheduled festivals or events in the Courtyard Park area. Event organizers are required to obtain permits for such use in accordance with the Sidewalk Design and Use Guidelines.

520.210 Creation of Sidewalk Design and Use Guidelines

The Board of Aldermen shall from time to time adopt certain standards for the design and use of sidewalks in the areas designated in Section 520.140 by Resolution, and upon adoption, those standards shall be known as the Sidewalk Design and Use Guidelines.

SECTION 2 – This ordinance shall be in full force from and after the date of its passage and approval.

PASSED by the Board of Aldermen, and **APPROVED** by the Mayor, of the City of Smithville, Missouri, this 3rd day of October, 2023.

ATTEST:

DAMIEN BOLEY
Mayor

Linda Drummond
City Clerk

First Reading: 10/03/2023
Second Reading 10/17/2019



Sidewalk Design and Use Guidelines



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Authority

These Sidewalk Design and Use Guidelines are promulgated in accordance with Section 520.200 of the City of Smithville Code of Ordinances.

Purpose

Sidewalk cafés, merchant use and sale areas contribute to a vibrant urban culture and make Smithville streets more dynamic places to walk, socialize, dine and shop. Sidewalk cafés, use areas and sales are temporary uses that occupy only a part of the public right-of-way. This document is a guide to creating temporary sidewalk cafés, merchant use areas and sidewalk sales that are safe and attractive to patrons and pedestrians.

These guidelines provide acceptable dimensions for sidewalk café, merchant use areas and sales access and for public rights-of-way, sidewalk café barriers and the layout of outdoor service areas. Smithville encourages the use of durable and high-quality outdoor furnishings and materials to increase the safety and comfort of residents and visitors of sales and sidewalk café areas as well as merchant use areas.

Sidewalk cafés, merchant use areas and orderly sidewalk sales enhance the public realm and motivate city and regional residents to patronize Smithville establishments. Restaurant and other business owners who offer sidewalk cafés, merchant use areas and sales shall comply with these guidelines, which are applicable to all areas identified in Section 520.140 of the Code of Ordinances.

Definitions

For purposes of these guidelines, the terms defined in Section 520.150 of the Code shall have the same meanings in this document, with the additional information as this document shall provide.

Overview

Each block and each side of the street in the Central Business District (CBD) have different total widths measured from the building façade to the face of the street curb. There are areas as well where two different ADA Pathways are required to access a business and to allow access to the street crossings, which substantially reduce any effective area for merchant use of the sidewalks. **See Fig. 1**



Fig. 1 Two ADA Pathways Required

Depending upon the location of the business that seeks to use a portion of the sidewalk, the size of the usable area may be smaller or larger in order to meet certain access requirements.

With on-street parking adjacent to the fronts of buildings, passengers need space to open the vehicle door and exit the vehicle, as well as an unobstructed ADA pathway.

With these conditions in mind, the ADA pathway is defined as an area not less than 36" wide. The location of this pathway can be varied from business to business but should remain continuous throughout the block. In order to maintain the continuous nature, each merchant must omit any potential obstructions in the final 3 feet of its' façade width if the ADA path is different on the adjacent property. In no event can the pathway be located within 3' of the face of the street curb to allow passengers to exit vehicles parked at the curb. In areas where a guard is constructed as a part of the City sidewalk, the merchant area may not extend beyond the guard. An example is shown below, **See Fig. 2**

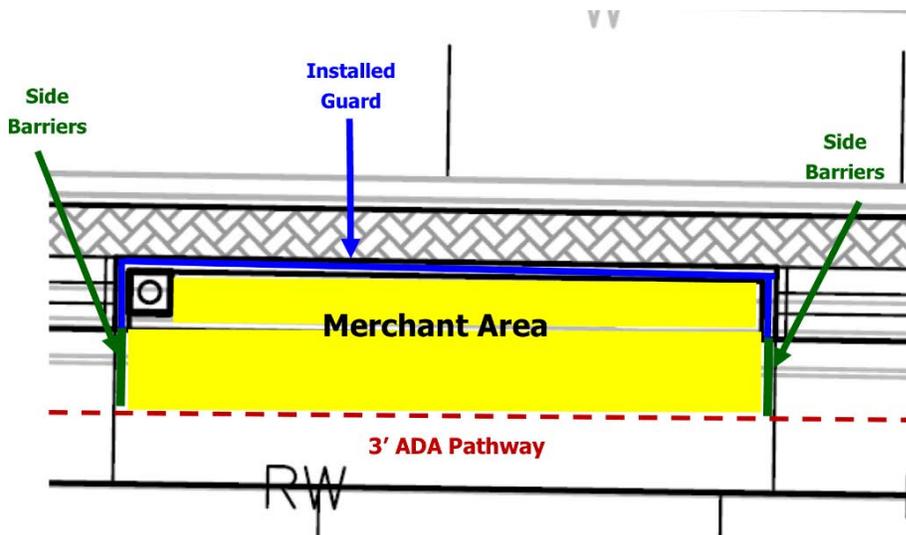


Fig. 2 Example Merchant Area with Installed Guards

The usable area of the sidewalks applies to any merchant use in the Central Business District, including Sidewalk Cafés, Merchant Use areas, Sidewalk Sales and Sidewalk Signs.

Sidewalk Cafés

All sidewalk cafés are limited to the usable space in front of the business that holds the restaurant license from Clay County Health Department, as well as any area in front of an adjacent business, so long as that business provides consent in writing. In order to promote both vibrant business activity in the sidewalk areas of the CBD and maintain a safe and ADA compliant area, there are certain other requirements.

All **furniture** may be of wood, metal or composite materials of a commercial grade and quality that will withstand the weather and usage. All aspects of a sidewalk café must comply with any ADA requirements, including furniture.

Umbrellas may be used in conjunction with tables but shall be made of fire-retardant materials and shall be of one color for the body but may have the restaurant logo affixed. The restaurant

logo must be for the business, and not for any products that the business may sell. The location of any umbrella shall be consistent with ADA requirements.

No tables, chairs or any other parts of sidewalk cafés shall be attached, chained or in any manner affixed to any tree, post, sign or other fixture, curb or sidewalk in or near the permitted area. Sidewalk café seating shall be included when determining the requirements for bathroom facilities of the restaurant. No cooking or fire apparatus shall be allowed on the public sidewalk.

The sidewalk café permit holder is responsible for cleaning and maintenance of the entire sidewalk area in front of its place of business, and any adjacent area used with the written consent of the owner. Such cleaning shall include pressure cleaning if necessary. If the area covered by the permit is not maintained in a neat and orderly appearance after five (5) days' written notice, the City may then take steps necessary to place the property in a neat and clean order and charge the permittee with the reasonable cost of repairs. Such action by the City does not create a continuing obligation on the part of the City to make further repairs or to maintain the property and does not create any liability against the City for any damages to the property if such repairs were completed in good faith.

During business hours, the area, and more particularly the ADA pathway shall be kept clear of obstructions as well as clean and safe. It is encouraged that plates and cups be shatterproof, and in no event shall glass bottles be allowed in a sidewalk café area. IF alcohol is served, the business is responsible for not allowing open containers to be outside the sidewalk café area, and that no outside alcoholic beverages are brought into the area in accordance with state and city liquor licenses.

There shall be no live entertainment or speakers placed in the permit area. The hours of operation for a sidewalk café shall be from the start of business until 11:00 P.M. or thirty (30) minutes after last food service, whichever is earlier, unless the sidewalk café is completely enclosed by fencing or barricades in which case the hours of operation for the sidewalk café shall cease at 1:00 A.M.

No permanent storage of dishes, silverware or other sidewalk café equipment shall be allowed in the permit area, in any portion of the public right-of-way or outside the structural confines of the building in which the restaurant is located; however, the permittee may maintain such non-permanent structures as rolling service stations in the permit area during hours of operation.

The only advertising or signage allowed in the merchant use area is logos on umbrellas, if present, as well as ONE sidewalk sign. . Any signage may only be placed during regular business hours and must be taken in at the close of business.

Any sidewalk café permit may be transferred to the new owner only for the location and area listed on the permit, but subject to the new owner providing an application for such permit. Any transfer of an existing permit does not extend the term of such permit.

The City may require the temporary removal of sidewalk cafés for special events, or when street, sidewalk or utility repairs necessitate such action and may order the immediate removal or relocation of all or parts of a sidewalk café in emergency situations or for safety

considerations, without notice. The City and its officers and employees shall not be responsible for sidewalk café fixtures relocated during emergencies.

Sidewalk Café Permit Process

A. No person shall establish a sidewalk café on any public right-of-way or sidewalk until a permit to operate the sidewalk café has been issued. Sidewalk cafés shall only be located where permitted by the City's zoning regulations and the Sidewalk Design Standards Policy. Sidewalk café permit applications shall be reviewed and approved in the manner as set forth in this Section.

B. General Application Criteria. Application for a sidewalk café permit shall be made to the City on a form provided by the Director of Development. The application shall include, but not be limited to, the following information and attachments:

1. The name, address, email address, and telephone number of the applicant;
2. The name and address of the restaurant;
3. A copy of a valid occupancy permit for the building where the proposed sidewalk café will be located;
4. A copy of a current certificate of insurance in the following categories and amounts:
 - a. Commercial general liability insurance in the amount of no less than the minimum amount stated in Section 537.610.1, RSMo., and as adjusted annually as determined pursuant to Section 537.610.5, RSMo., for all claims arising out of a single occurrence and for any one (1) person in a single accident or occurrence. All insurance shall be from companies duly authorized to do business in the State of Missouri. All liability policies shall provide that the City, its elected officials and employees are an additional insured as to the operation of the sidewalk café and shall provide the severability of interest provision.
5. A detailed site plan that is in compliance with the Sidewalk Design Standards Policy, including but not limited to, the following:
 - a. The proposed use, materials, colors and design;
 - b. Relationship of the sidewalk café to the adjacent existing building and their uses and entrance locations;
 - c. The location of any utilities that might affect or be affected by the proposal;
 - d. The relationship of the sidewalk café to the centerline of the adjacent street, if applicable, and to any existing or proposed public improvements including, but not limited to, benches, fire hydrants, light standards and landscaping;
 - e. A drawing or aerial photograph (to scale) showing the layout and dimensions of the existing sidewalk area and adjacent private property, existing fire hydrants, utility and above ground fixtures, proposed location, size and number of tables, chairs, steps, planters, umbrellas, location of doorways, sidewalk

benches, trash receptacles and any other sidewalk obstructions, either existing or proposed, within the pedestrian area;

f. Photographs, drawings or manufacturer's brochures fully describing the appearance of all proposed tables, chairs, umbrellas or other objects related to the sidewalk café;

g. A description of the property and the total square footage and exact dimensions of the proposed sidewalk café;

h. The existing and proposed pedestrian circulation pattern; and

i. Floor plan of the existing building and any proposed modification showing the relationship of food preparation areas to the sidewalk café.

6. Plans for the operation of the sidewalk café including, but not limited to, hours of operation, maintenance of the sidewalk café and services to be provided; and

7. A written, signed consent form from any adjacent business operator that allows the use of its' sidewalk area.

C. Application Review. The Department of Development shall review the application and approve or deny the permit. The Department may deny an application for a sidewalk café permit where:

1. The applicant has failed to comply with any of the submission requirements contained in this Section or with the Sidewalk Design Standards Policy;

2. The sidewalk café, as the applicant represents how it will be operated, fails to comply with the criteria set forth in this Section;

3. Any information submitted by the applicant is found to be incorrect; or

4. Staff review indicates that the sidewalk café would create an obstruction to or cause congestion of pedestrian or vehicular traffic due to existing conditions on the surrounding public right-of-way so as to represent a danger to the health, safety or general welfare of the public. In the event the Department of Development denies a permit, the applicant may within ten (10) days of the date of the denial appeal the denial to the Board of Aldermen. Notice of denial shall be sent to the applicant by United States mail, certified mail, return receipt requested at the address shown on the permit application. Upon an appeal of the denial of a permit, the Department of Development shall prepare a report for the Board. The Board shall hear the appeal at the next regularly scheduled meeting. The Board may affirm, reverse or reverse with conditions the decision of the Department of Development.

D. Permit Issuance. A sidewalk café permit shall be subject to the following conditions:

1. Effective period. Each permit shall be effective for one (1) year subject to annual renewal as provided below.

2. Hold harmless provision. The permit shall include an explicit hold harmless provision holding the City harmless from any and all liability arising out of the issuance of a sidewalk café permit and the operation of the sidewalk café.

3. Site plan controlled. The permit shall be specifically limited to the area shown on the exhibit attached to the application and made part of the permit.

E. Permit Renewal. The permit renewal fee will become due and payable thirty (30) days prior to the expiration of the permit. Together with such fee, the permittee shall provide the Department of Development with a renewal application on a form provided by the department containing the location of the sidewalk café. An application for renewal must include a new site plan **if** any changes are being made to the previously approved sidewalk café's structure or layout. Failure to pay the renewal fee or submit the renewal application with supporting documentation (where applicable) at least thirty (30) days prior to the expiration of the existing sidewalk café permit shall be grounds to reject the renewal application. In the event of rejection, the permittee shall remove the sidewalk café upon the expiration of the existing sidewalk café permit.

F. Permit Suspension or Revocation. The City may, as deemed necessary, inspect sidewalk cafés to determine compliance with the criteria set forth in this Section and the Sidewalk Design and Use Guidelines. The City may revoke or suspend a permit for any sidewalk café if it is found that:

1. Any necessary business or health permit has been suspended, revoked or canceled;
2. Permittee does not have insurance which is correct and effective in the minimum amount as required in this Section;
3. Changing conditions of pedestrian or vehicular traffic cause congestion necessitating the removal of the sidewalk café. Such decisions shall be based upon findings that the existing conditions represent a danger to the health, safety or general welfare of the public;
4. Permittee fails to maintain or keep the sidewalk safe and clean; or
5. Permittee has failed to correct violations of the City Code of Ordinances within five (5) working days of receipt of the official's notice of same delivered in writing to the permittee. Upon revocation or suspension of a permit, the Department of Development shall give notice of such action to the permittee in writing stating the action which has been taken and the reason therefor. The revocation or suspension shall become effective within fifteen (15) days following receipt of the notice by the permittee unless appealed as provided in this Code.

G. Fee. The annual fee for a sidewalk café permit is Fifty dollars (\$50.00) and shall not be prorated.

Merchant Use Areas

All merchants in the Central Business District are eligible to obtain a Merchant Use area Permit in the area in front of the business premises. The purpose of the Merchant Use area Permit is

to allow the merchant to place furniture, statues, potted plants, or other similar decorations associated with the business, or to conduct sidewalk sales as limited below. The usable sidewalk area described above is the only areas available for use, and any permit holder is responsible for maintaining any displayed decorations above in the usable area in a safe manner.

Merchant Use Permit Process

A. General Application Criteria. Application for a merchant use permit shall be made to the City on a form provided by the Director of Development. The application shall include, but not be limited to, the following information and attachments:

1. The name, address, email address, and telephone number of the applicant;
2. The name and address of the business;
3. A copy of a current certificate of insurance in the following categories and amounts:

Commercial general liability insurance in the amount of no less than the minimum amount stated in Section 537.610.1, RSMo., and as adjusted annually as determined pursuant to Section 537.610.5, RSMo., for all claims arising out of a single occurrence and for any one (1) person in a single accident or occurrence. All insurance shall be from companies duly authorized to do business in the State of Missouri. All liability policies shall provide that the City, its elected officials and employees are an additional insured as to the operation of the sidewalk café and shall provide the severability of interest provision.

4 . A detailed site plan that is in compliance with the Sidewalk Design Standards Policy, including but not limited to, the following:

- a. The proposed use, materials, colors and design;
- b. Relationship of the use area to the adjacent existing building and their uses and entrance locations;
- c. The location of any utilities that might affect or be affected by the proposal;
- d. A drawing or aerial photograph (to scale) showing the layout and dimensions of the existing sidewalk area and adjacent private property, existing fire hydrants, utility and above ground fixtures, proposed location, size and number of tables, chairs, steps, planters, umbrellas, location of doorways, sidewalk benches, trash receptacles and any other sidewalk obstructions, either existing or proposed, within the pedestrian area; and,
- e. The existing and proposed pedestrian circulation pattern.

B. Application Review. The Department of Development shall review the application and approve or deny the permit. The Department may deny an application for a Merchant Use Area permit where:

1. The applicant has failed to comply with any of the submission requirements contained in this Section or with the Sidewalk Design Standards Policy;

2. Any information submitted by the applicant is found to be incorrect; or

4. Staff review indicates that the sidewalk merchant use area would create an obstruction to or cause congestion of pedestrian or vehicular traffic due to existing conditions on the surrounding public right-of-way so as to represent a danger to the health, safety or general welfare of the public. In the event the Department of Development denies a permit, the applicant may within ten (10) days of the date of the denial, resubmit the application with corrections as indicated on the notice of denial. If the applicant is denied after corrections are submitted, the applicant may appeal the denial to the Board of Aldermen. Final Notice of denial shall be sent to the applicant by United States mail. The applicant may within ten (10) days of the date of the Final Notice of Denial file an appeal of the denial of a permit. Upon receipt, the Department of Development shall prepare a report for the Board. The Board shall hear the appeal at the next regularly scheduled meeting. The Board may affirm, reverse or reverse with conditions the decision of the Department of Development.

D. Permit Issuance. A Merchant Use Area permit shall be subject to the following conditions:

1. Effective period. Each permit shall be effective for one (1) year subject to annual renewal as provided below.

2. Hold harmless provision. The permit shall include an explicit hold harmless provision holding the City harmless from any and all liability arising out of the issuance of the permit and the use of the area.

3. Site plan controlled. The permit shall be specifically limited to the area shown on the exhibit attached to the application and made part of the permit.

E. Fee. The permit is Twenty-five dollars (\$25.00) and shall not be prorated.

F. Permit Renewal. The permit renewal fee will become due and payable thirty (30) days prior to the expiration of the permit. Together with such fee, the permittee shall provide the Department of Development with a renewal application on a form provided by the department containing the location of the merchant use area. An application for renewal must include a new site plan **if** any changes are being made to the previously approved layout, and an updated certificate of insurance. Failure to pay the renewal fee or submit the renewal application with supporting documentation (where applicable) at least thirty (30) days prior to the expiration of the existing permit shall be grounds to reject the renewal application. In the event of rejection, the permittee shall remove all items upon the expiration of the existing permit.

G. Permit Suspension or Revocation. The City may, as deemed necessary, inspect the permit area to determine compliance with the criteria set forth in this Section and the Sidewalk Design and Use Guidelines. The City may revoke or suspend a permit if it is found that:

1. Permittee does not have insurance which is correct and effective in the minimum amount as required in this Section.

2. Changing conditions of pedestrian or vehicular traffic cause congestion necessitating the removal of the permit area. Such decisions shall be based upon findings that the existing conditions represent a danger to the health, safety or general welfare of the public.

3. Permittee fails to maintain or keep the sidewalk safe and clean; or

4. Permittee has failed to correct violations of the City Code of Ordinances within five (5) working days of receipt of the official's notice of same delivered in writing to the permittee. Upon revocation or suspension of a permit, the Department of Development shall give notice of such action to the permittee in writing stating the action which has been taken and the reason therefor. The revocation or suspension shall become effective within fifteen (15) days following receipt of the notice by the permittee unless appealed as provided in this Code.

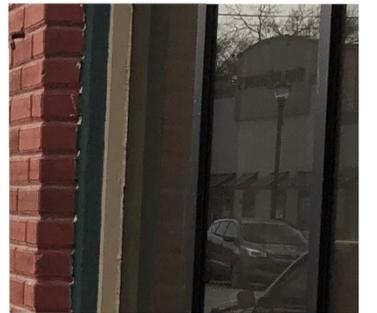
H. Sidewalk Sales limitations

Sidewalk sales are limited to three consecutive days and 45 cumulative days in any calendar year for any premises. The business must notify the City with the dates of such sales and maintain count for the cumulative total.

Use of Streetscape Banner hangers

Throughout the downtown areas with Streetscape improvements the streetlights have incorporated hangers for Banners. If a festival or event is scheduled in the Courtyard Park area, it may apply to use the streetlights to place banners of its' event on such streetlights. The installation of banners must be by city staff, and all banners must meet the design specifications of existing city banners in order to be installed. Any such banners may only be placed 14 days prior to the scheduled event, unless there is a prior event that will occur less than 14 days prior to proposed event.

The applicant must provide the city with the proposed design of the banners and provide assurance that the vendor making the banners understands the city's design specifications and will submit compliant banners. The applicant must also provide the proposed number of banners. No more than 20 banners may be installed (4 at the intersection of Bridge and Church, Bridge and Main, Main and Mill, Main and Commercial, as well as two at Main and 169 and two at Bridge and Meadow) and if the applicant seeks a different placement, the locations of the 20 banners must also be provided. Once the city is assured that the signs meet the design specifications, the applicant will be released to order the banners. The completed banners must be delivered to the city no later than five (5) business days prior to the proposed installation date. Once the city removes the banners, the applicant shall come pick up the banners within five (5) days of notification that the banners have been removed.





Board of Aldermen Request for Action

MEETING DATE: 10/3/2023

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1274, Agreement Renewal for Residential Snow Removal

REQUESTED BOARD ACTION:

A motion to approve Resolution 1274, renewing the agreement for Bid No. 21-19 to R&S Lawn Service for residential snow and ice control services in the amount of \$184 per hour.

SUMMARY:

In 2021, R&S Lawn Service was awarded Bid No. 21-19 for residential snow and ice control services at an amount of \$175 per hour. They serviced the Rollins Landing and Harborview neighborhoods. The contractor provided all equipment, fuel, and personnel to operate the equipment for snow removal services. The City provided the deicing materials and training.

The contract allows for renewal of services for two additional terms. In 2022, R&S Lawn Service and the City of Smithville renewed the agreement for a second season at the rate of \$184 per hour. The amendment included expanding services to include Greyhawke and Wildflower in addition to Rollins Landing and Harborview.

R&S Lawn Service wishes to renew the agreement for a third season at the same rate as 2022. Snow removal services will continue to be provided to the same neighborhoods.

The City of Smithville has had a consistently positive experience with R&S Lawn Service LLC. The contractor has displayed reliability, efficiency, and responsiveness in ensuring the safety and convenience of residents during winter months. Based on their performance, staff recommends renewing the agreement for a third season with R&S Lawn Service. Staff will continue to review options to improve this operation.

PREVIOUS ACTION:

Approved Resolution 991 Awarding Bid#21-19 to R&S Lawn Service.
Approved Resolution 1095 renewing the agreement with R&S Lawn Service.

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

Snow removal expenses are included in the Street Division Maintenance Budget.

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other: Contractor's letter
- Contract
- Plans
- Minutes

RESOLUTION 1274

A RESOLUTION RENEWING THE AGREEMENT FOR BID NO. 21-19 TO R&S LAWN SERVICE FOR RESIDENTIAL SNOW AND ICE CONTROL SERVICES IN THE AMOUNT OF \$184 PER HOUR

WHEREAS, the City's contract with R&S Lawn Service allows for renewal of two additional terms for snow removal services; and

WHEREAS, the City desires to extend the contract an additional year through April 1, 2024; and

WHEREAS, the services provided by R&S Lawn Service have met the needs of the City; and

WHEREAS, staff recommends approving the contract renewal as being the most advantageous to the City.

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

THAT the Mayor is hereby authorized and directed to approve the attached contract renewal with R&S Lawn Service for City facility for snow and ice control services in an amount not to exceed \$184 per hour.

PASSED AND ADOPTED by the board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 3rd of October 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Subject: Contract Renewal - City of Smithville

Charles,

I hope this email finds you well. We have greatly appreciated the opportunity to collaborate with the City of Smithville over the past two years, and we are eager to continue our partnership.

Considering our successful cooperation, we would like to renew the contract and maintain the same

· rates as last year, which were set at \$184 per hour.

Furthermore, we are committed to continuing to provide our services to the following neighborhoods: Harborview, Rollins Landing, Wildflower, and Greyhawke. We believe that our continued support in these areas will help us collectively achieve our shared goals and serve the community to the best of our abilities.

Thank you for considering our request for contract renewal.

We look forward to your response and to the prospect of continuing our productive partnership with the City of Smithville.

Sincerely,

A handwritten signature in black ink that reads "Rick Smith, President". The signature is written in a cursive style with a large, looped initial "R".

Rick



FY23 Planning Calendar

***** Items on the Planning Calendar are subject to change*****

October 17, 2023 Work Session 6:30 p.m.

Discussion of City Website Platform

October 17, 2023 Regular Session 7:00 p.m.

Public Hearing – Sewer Rates

Public Hearing – Fairview Crossing CID

Ordinance – FY2024 Operating Budget – 2nd Reading

Ordinance - 110 Smithville Tax Increment Financing Fund 2nd Reading

Ordinance – Amending Utility Rates for Non-Residents – 2nd Reading

Ordinance – Amending Chapter 520 Sidewalk, Streets and Miscellaneous Public Places – 2nd Reading

Ordinance – Fairview Crossing North CID – 1st Reading

Ordinance – Agreement with MoDOT - Fairview Crossing – 1st Reading

Resolution – Amending the Schedule of Fees

Resolution – Employee Compensation Plan

Resolution - Employee Handbook

Resolution – Agreement with Chamber of Commerce

Resolution – Award Bid – Streetscape Phase III

Resolution – Special Event Permit – Main Street Wine Walk

Resolution – Temporary Liquor License – Main Street – Wine Walk

Resolution – Downtown Sidewalk Guidelines

Appointment – Economic Development Committee

Appointment – Planning and Zoning Commission

Executive Session Pursuant to Section 610.021(3)RSMo.

November 6, 2023 Work Session (Moved to Monday due to the Election)

Discussion of Grant Opportunities

November 6, 2023 Regular Session 7:00 p.m. (Moved to Monday due to the Election)

Proclamation – National American Indian Heritage Month

Ordinance – Fairview Crossing North CID – 2nd Reading

Ordinance – Agreement with MoDOT - Fairview Crossing – 2nd Reading

Ordinance - Fairview Crossing North CID Fund – 1st Reading

Resolution – “Go To Market” Authorization for COP

November 21, 2023 Work Session 6:00 p.m.

Discussion of Potential Ballot Issues

November 21, 2023 Regular Session 7:00 p.m.

Ordinance - Fairview Crossing North CID Fund – 2nd Reading

Resolution – Award Bid #23-11 - WTP Residuals

Resolution – Engineering On-Call Services

December 5, 2023 Work Session

Discussion FY2023 Year End Budget Review

December 5, 2023 Regular Session 7:00 p.m.

Resolution – Water Treatment Plant Improvements

December 19, 2023 Work Session 6:00 p.m.

December 19, 2023 Regular Session 7:00 p.m.

Unscheduled:

City/County Shared Roads – Clay and Platte

Contract with PWSD #8

ADU's (Accessory Dwelling Units) on Existing Properties

Courtyard Park Alleyway Safety

Credit Card Payment Contract

Approval of Financing – COP for Utility Projects – Move to February

Past Planning Calendars can be found on the City's website in each Board of Aldermen Regular session meeting under more....additional documents.