

**FY2025
Department Review**

**Board of Aldermen
Work Session
June 4, 2024**



Department Review



- The department review is an opportunity to highlight **recent accomplishments** and **successes** and identify the **future goals** and **needs** of departments.
- A high-level budget summary indicating the categories of allocated expenses of each department and a department organizational chart are included in the presentation.

ADMINISTRATION

Department Structure



FY2024 Updates

- Continued partnership with Smithville Main Street District.
- First year of new MOU with the Smithville Chamber of Commerce
- Communication & Training Enhancements
- Administered the third year of the Neighborhood Beautification Grant Program.
- Supported and enhanced the Employee Wellness Program.
- Board approved enhancement to LAGERS Retirement Program to go in effect on July 1.
- Development of the first Citizen's Academy.
- Administered the first year of Career Development Plans for full-time employees.
- Development of internal Employee Recognition Program – Employee Spotlight.
- Wayfinding Signage – in progress
- Service Agreements
 - IT Support Services
 - VOIP Phone Services
 - Internet Services

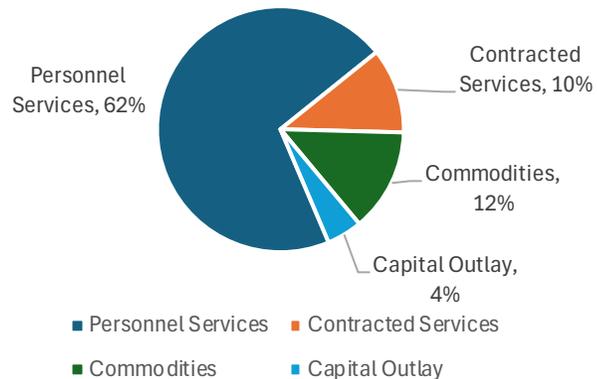


ADMINISTRATION

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 477,460.00
Contracted Services	\$ 75,822.00
Commodities	\$ 91,662.00
Capital Outlay	\$ 31,400.00
Capital Improvements	\$ 100,000.00
Grand Total	\$ 776,344.00

Administration Operating Budget

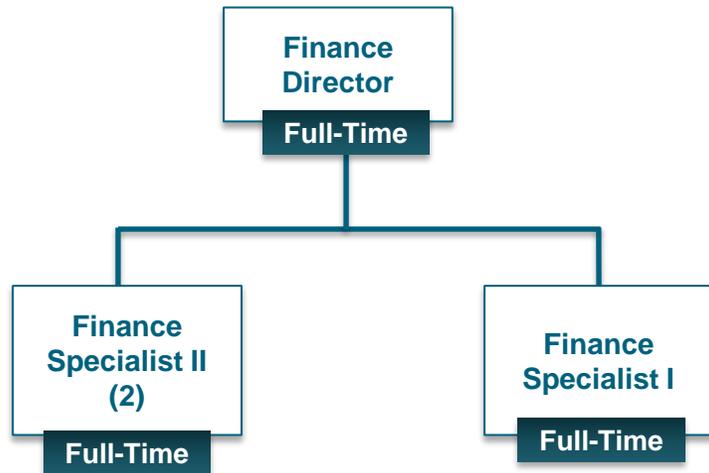


FY2025 Discussion Points

- FY2024 included the fourth year of Smithville Main Street District funding, concluding the original agreement.
- Expanded IT Support, with focus on Cybersecurity.
 - Continued technology replacement
- City Programming
 - Citizens Academy
 - Neighborhood Beautification Grant
- Wayfinding Signage
- Recruitment and Retention
 - Compensation
 - Fringe Benefits
 - Career Development Plans
 - Focus on Citywide Training
- Website Enhancements
- Marketing Enhancements
- DirectionFinder Survey
- Economic Data Analysis program

FINANCE

Department Structure



FY2024 Updates

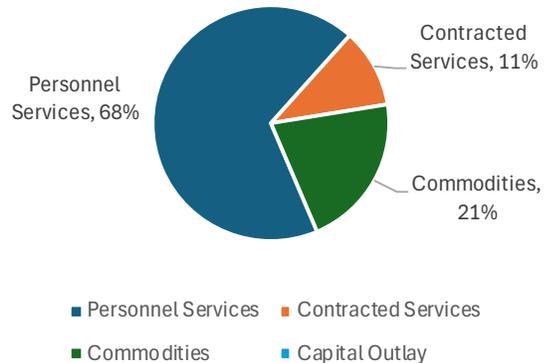
- Received the GFOA Distinguished Budget Award for the FY2023 Budget Document (5th straight year).
- Migrated to ERP Pro 10 from ERP Pro 9 (formally called Incode).
- Implemented Utility Billing Cashiering, a Tyler Technologies business module with upgraded features for both City of Smithville utility department and its customers.
- Implement Tyler Content Manager, a Tyler Technologies module increasing ease of use and efficiency for business transactions.
- Working to streamline a contract management protocol to assist both the staff and Governing Body.
- Create an asset management protocol, including construction work in progress (CIP), to assist finance in tracking and auditors.
- Improve financial statements and financial disclosure process with auditors for upcoming year end audit.

FINANCE

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 345,310.00
Contracted Services	\$ 54,970.00
Commodities	\$ 107,461.00
Capital Outlay	\$ -
Capital Improvements	\$ -
Grand Total	\$ 507,741.00

Finance Operating Budget

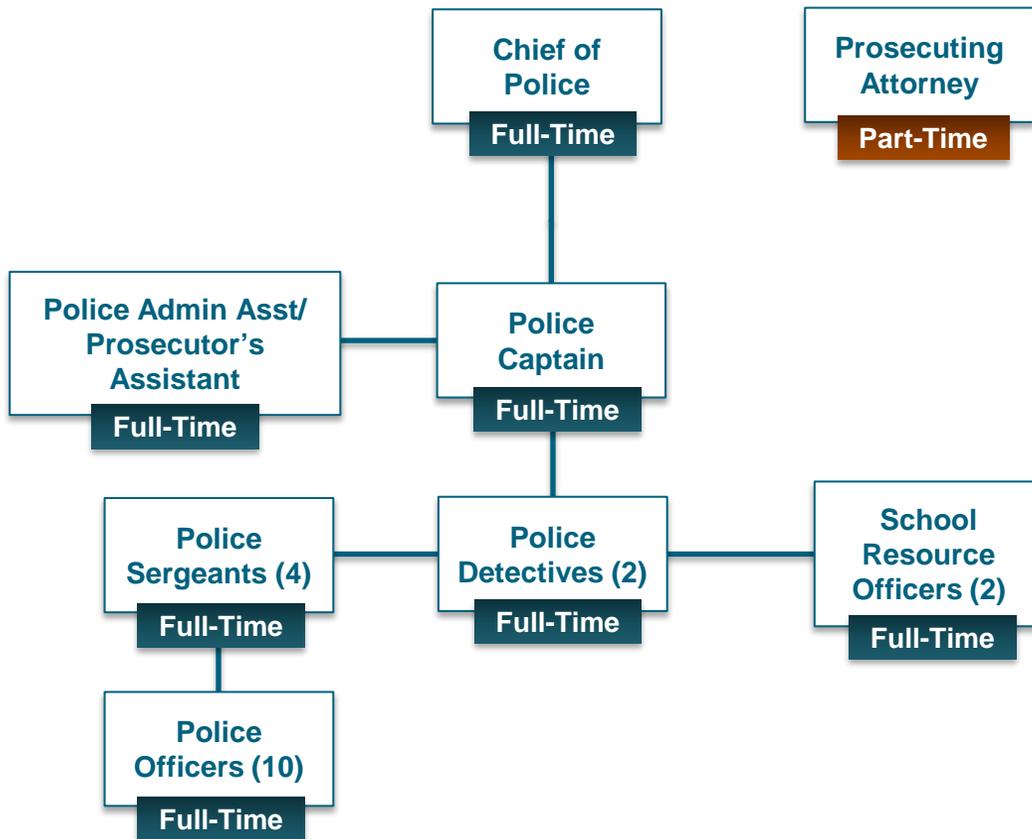


FY2025 Discussion Points

- Continued support and updating of ERP Pro 10 migration, focus on customer experience and potential for other modules to assist in utility data collection.
- Implement Positive Pay ACH and check fraud program which prevents check washing/fraud and potential ACH fraud.
- Staff continues to work with bound council and financial advisor for COP issuance for sewer projects based on cash flow needs.
- Explore banking relationships through a Banking RFP. Central Bank is aware of our intentions.
- Update and implement utility rate recommendations from the utility rate model based upon CWSW operational and capital expenses.
- Continued work on City website with finance activity, short and long-term priorities, and customer forms.
- Implement a finance staff training program.

POLICE

Department Structure



FY2024 Updates

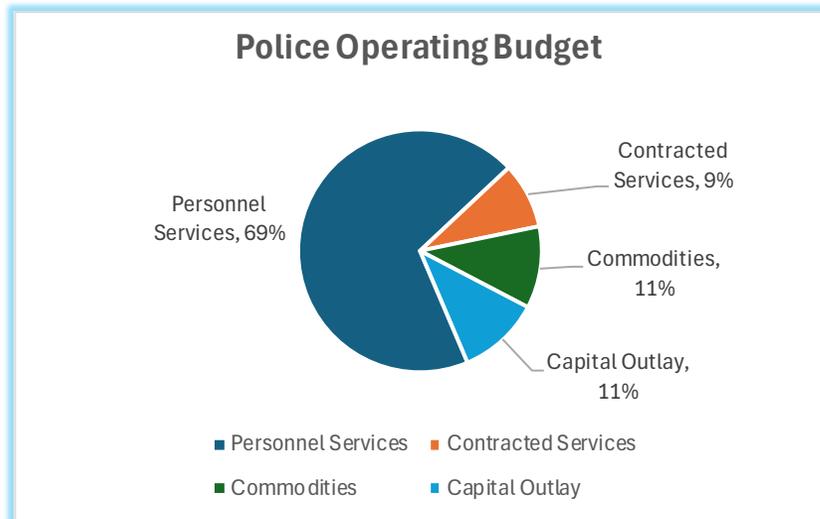
Year	2020	2021	2022	2023	2024 (Projected)
Total Calls for Service	5,970	6,329	7,218	8,055	7,800

- Completed replacement of all patrol vehicles through Enterprise Fleet Management.
- Continues replacement of key equipment programs, like tasers, and mobile data terminals.
- Purchased a second drone, utilizing donations and grant funds.
- Purchased and installed 2 speed signs for the school zone on Eagle Ridge Parkway, using grant funds.
- Sent multiple officers to CIT training- to include basic CIT, Veteran CIT and Youth CIT.
- Continue recruiting and hiring to fill vacant positions.

POLICE

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 1,985,754.00
Contracted Services	\$ 250,773.00
Commodities	\$ 312,834.00
Capital Outlay	\$ 312,834.00
Capital Improvements	\$ 19,000.00
Grand Total	\$ 2,881,195.00

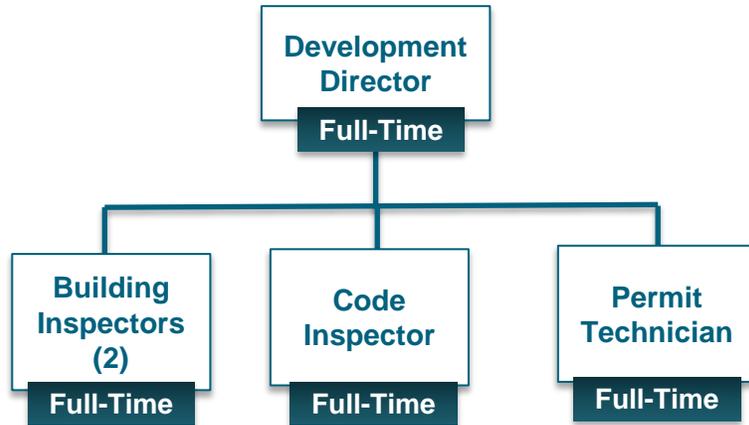


FY2025 Discussion Points

- FY2025 budget will reflect all costs associated with police officer contract approved spring 2024.
- Sergeants' unit voted to be recognized this spring. Negotiations anticipated to be complete for implementation in the FY2025 budget.
- Outdoor warning system is aging and in need of investment.
- Considerations of two additional officers and associated vehicle and equipment.
- New Handguns, Sites and Holsters.
- Benches for Holding Cells.
- Evidence Shelves/Drying Cabinet.
- Clay County Sheriff has advised of cost increases for confinement

DEVELOPMENT

Department Structure



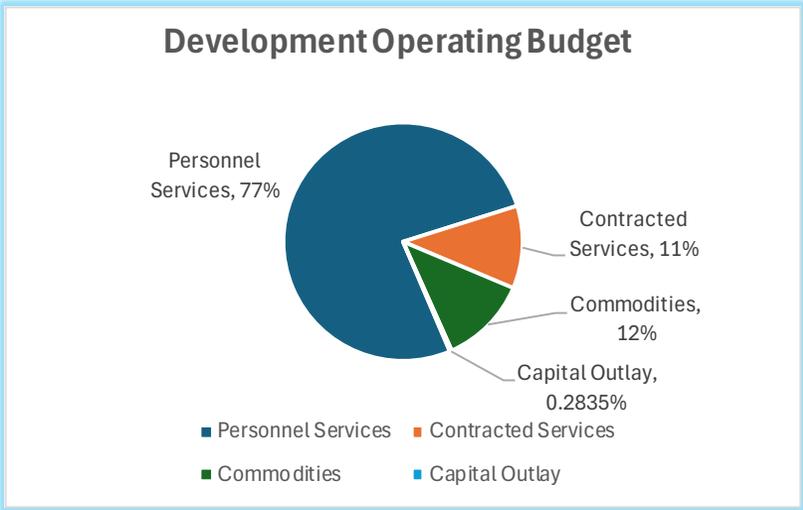
FY2024 Updates

- Continued with implementation of the Comprehensive Plan including improving public transparency with a new Comprehensive Plan Dashboard.
- Installed a new web-based permitting and code enforcement software that will be released to public use after the new Content Manager functions are installed onto the ERP Pro system later in June and July.
- All staff have attained certifications in their fields (Permit Technician, Code Enforcement and now both Building Inspectors).
- Building Inspector's certifications and training have reduced the need for outside inspectors on commercial projects saving several thousand dollars.
- The 169 South Employment Overlay District consultant will begin working on the project this summer and should finish in six to eight months.

DEVELOPMENT

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 431,932.00
Contracted Services	\$ 63,388.00
Commodities	\$ 67,541.00
Capital Outlay	\$ 1,600.00
Capital Improvements	\$ -
Grand Total	\$ 564,461.00



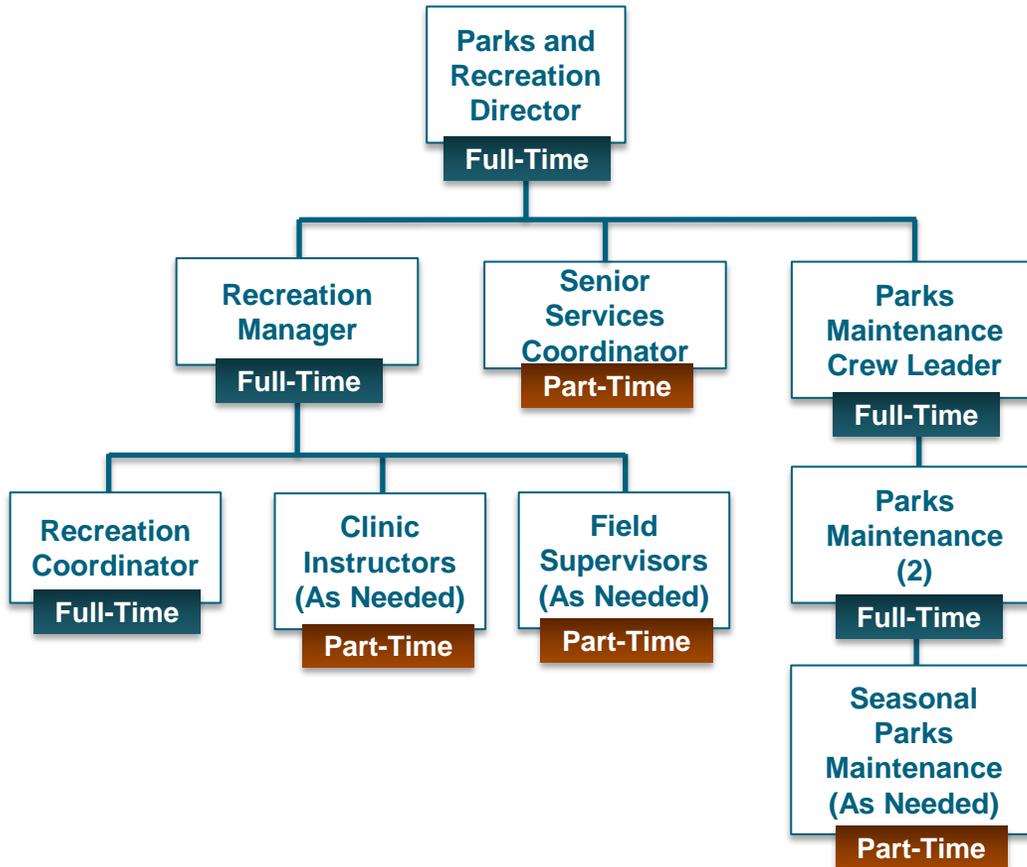
FY2025 Discussion Points

- Continue the following Comprehensive Plan Action Items:
 - Finalize the Corps of Engineers Annexation of Smith’s Fork Park area into the city limits.
 - Complete a comprehensive review of all planning related fees to ensure staff time is included in those fees and also ensure compliance with Hancock.
 - Continue to expand the functionality of the new online permitting system Work towards an online inspections system following the ERP Pro 10 Migration.
 - Expand public engagement and education on Code Enforcement matters.
- The FY25 budget request includes additional training and certification funding as outlined through the employee development process offset by savings from the reduced need for outside inspectors.



PARKS & RECREATION

Department Structure



FY2024 Updates

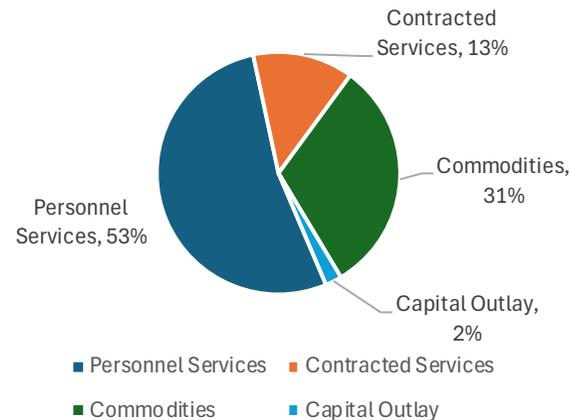
- Continued to complete the short-term goals from the Parks and Recreation Master Plan.
 - Public Art, Park Signage, Diamond Crest Park, Emerald Ridge, New Programming.
- Applied and awarded a CCSS grant for the Senior Center Coordinator. Hired the position in March 2024.
- Held a second fundraising event with the Smithville Chamber of Commerce to raise funds for the Smithville Legacy Fund.
- Submitted and Awarded MDC grant for a water sprayer to water landscape.
- Grew participation in current programs and added more nonrecreational programs (6,615 participants).
- Used in Lieu of Parks Dedication Funds to fund the resurfacing of Heritage Park and Smith's Fork Park Playgrounds.
- Worked with multiple Eagle Scouts on projects in the Scout area; managed all special events downtown and at parks; updated SF Shelter Houses; completed 12 water leaks in the campground.

PARKS & RECREATION

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 485,893.00
Contracted Services	\$ 122,698.00
Commodities	\$ 287,469.00
Capital Outlay	\$ 20,000.00
Capital Improvements	\$ -
Grand Total	\$ 916,060.00

Parks & Recreation Operating Budget

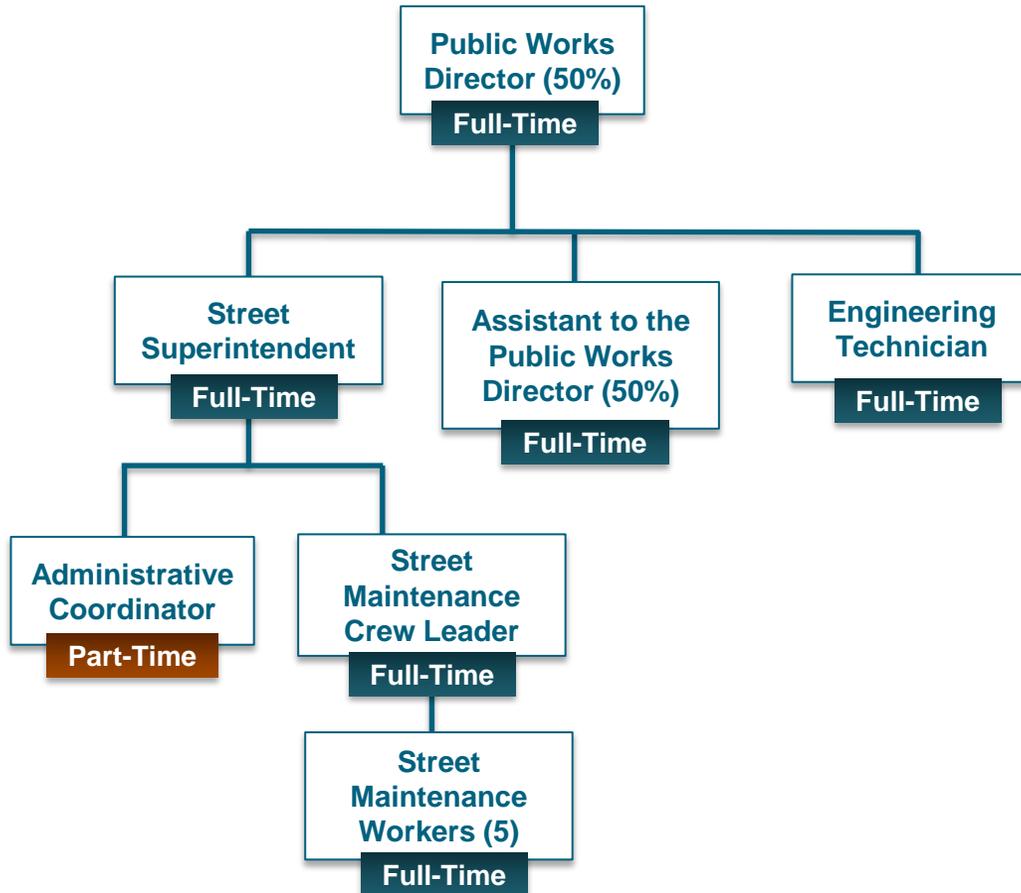


FY2025 Discussion Points

- Implement park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund
- Consideration of a Full Time Park Maintenance Position to meet NRPA national metrics per 10,000 residents (currently not funded in the FY2024 Proposed Budget)
- Consider applying for additional grant funding to expand the Senior Services Coordinator position to full time.
- Smith's Fork Campground road resurfacing after large construction season in the area (currently not funded in the FY2024 Proposed Budget)
- Improvement to the exterior of City Hall and Senior Center buildings
- Diamond Crest parking lot progress

PUBLIC WORKS

Department Structure



FY2024 Updates

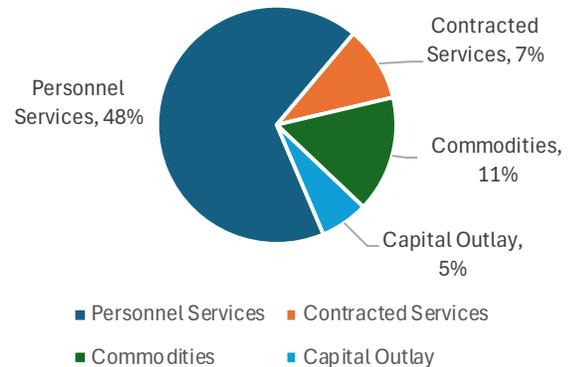
- Provided project administration and inspection services for public infrastructure and private development projects.
- Maintained the condition of streets through patching and crack sealing programs.
- Featured the following items in the GIS website:
 - Pavement Condition Index (PCI) Scores (2024 scores – Summer)
 - Outfalls and Basins (Stormwater Discharge Points)
 - Snow Routes
 - Road Maintenance and Mowing areas Information
 - Capital Improvement Projects
- Continued utilization of pre-treatment with salt brine for snow events.
- Secured Additional funds for infrastructure projects (Streetscape Phase III and Commercial St Sidewalk project).
- Secured RTP Grant funds.
- Performed in-house easement acquisitions for infrastructure improvements (Commercial Street Sidewalks, Streetscape Phase III, and the 144th Street Force Main)

PUBLIC WORKS

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 781,148.00
Contracted Services	\$ 118,061.00
Commodities	\$ 182,910.00
Capital Outlay	\$ 75,250.00
Capital Improvements	\$ 480,000.00
Grand Total	\$ 1,637,369.00

Public Works Operating Budget



FY2025 Discussion Points

- Public Works / Parks & Recreation Facility (including salt storage).
- Need for expanded funding for the Annual Street Maintenance Program and Sidewalk Replacement Program.
- Complete fourth round of the Pavement Condition Index (PCI) in 2026
- Continue to provide updates on the current Capital Improvement Projects (CIP) status and make information available on the GIS website.

**Floating Aerator
Wastewater Treatment Plant**



Valve Vault – Raw Water Pump Station

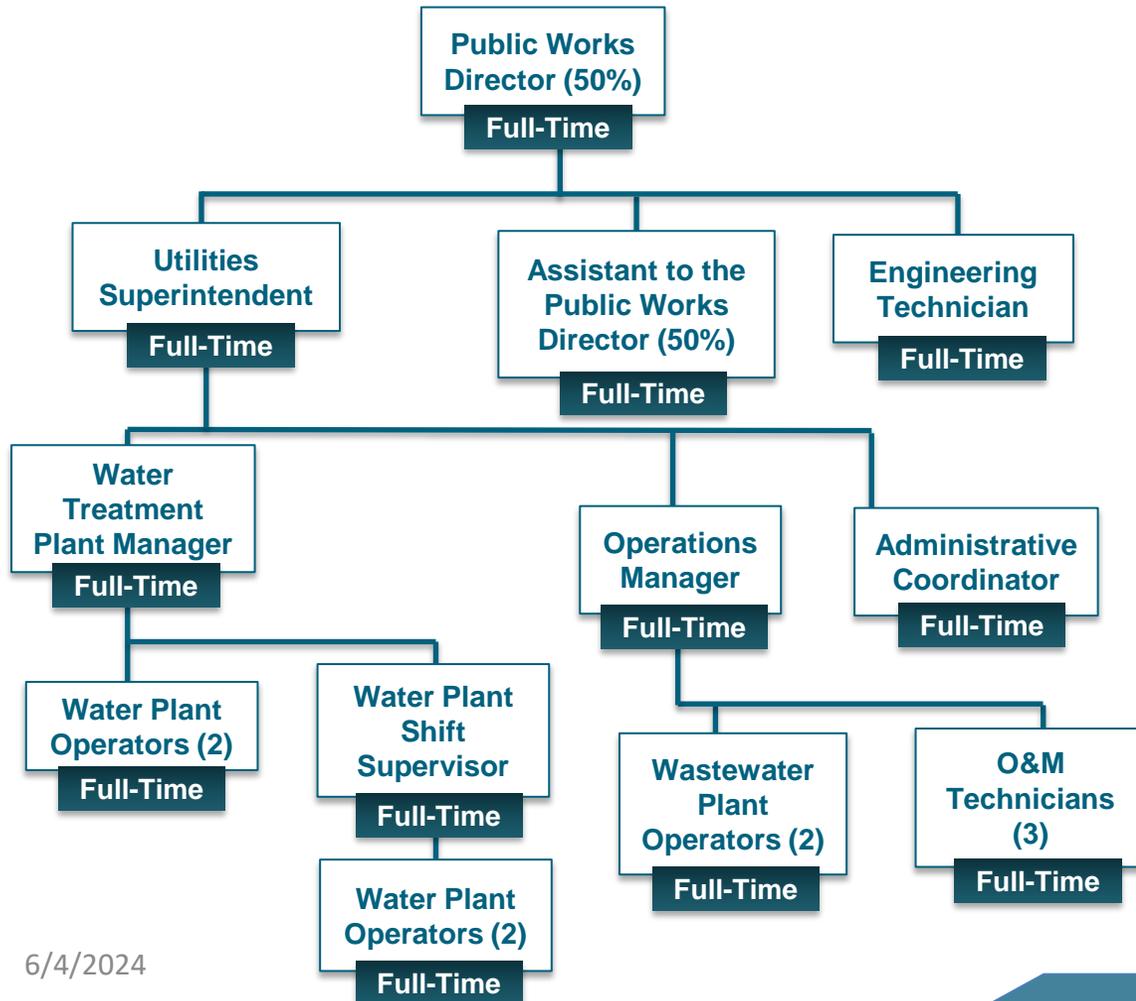


**Utilities Department
Public Works**



UTILITIES (PUBLIC WORKS)

Department Structure



FY2024 Updates

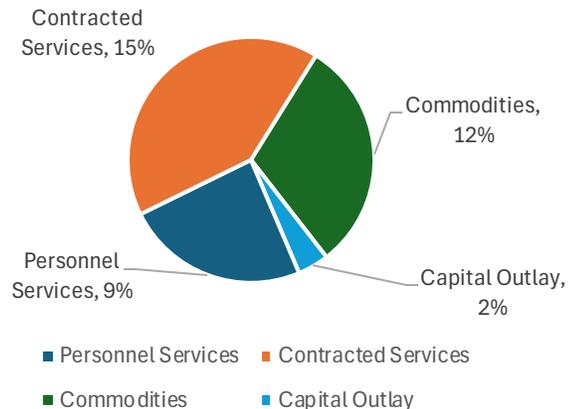
- Treated 164 million gallons of drinking water that met the standards set by the DNR and the EPA for safe consumption. (Nov – April)
- Treated 140 million gallons of wastewater that met all regulatory standards.
- Awarded bid for a bar screen replacement for the wastewater plant.
- Installed HVAC system in the Water treatment plant.
- Repaired and restored service to SBR (sequencing batch reactor) #2 & #3.
- Awarded bid for water plant improvements project.
- Rehabilitated 3,371 linear feet of sewer line and 15 manholes as part of the 2024 Sanitary sewer maintenance program.
- Inspected and conducted weekly preventative maintenance on 31 sewer pump stations and repaired 24 waterline issues.
- Conducted 1,406 on-time utility locates and completed 723 work orders.
- Staff completed Trimble training to have the capability of adding coordinates and features to GIS.

UTILITIES (PUBLIC WORKS)

2024 Budget Summary

2024 Total Budget	
Personnel Services	\$ 1,423,388.00
Contracted Services	\$ 2,428,148.00
Commodities	\$ 1,811,510.00
Capital Outlay	\$ 241,500.00
Capital Improvements	\$ 9,800,000.00
Grand Total	\$15,704,546.00

Utilities Operating Budget



2025 Discussion Points

- Continue the Sewer Rehabilitation Program (Cured in Place Pipe).
 - Regular sewer runs reduced from 15 per month to just a few per year since the program started.
- 144th Street Lift Station and West Bypass:
 - Negotiations and condemnation processes are almost complete for four properties. The project is expected to be put out to bid in Summer 2024.
- Consideration of FY2025 – FY2029 Five Year Capital Improvement Plan, which includes the following significant projects:
 - Engineering for wastewater plant expansion and improvements (\$1,050,000 in the Proposed FY2025 CIP).
 - Planning for the Water Plant Expansion Project.
- Utility Rate Review
- Wastewater permit is due for renewal in 2025.



Transportation Sales Tax Fund

TRANSPORTATION SALES TAX FUND

Funding Overview

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

FY2024 Updates

Key Projects In Progress and Completed

- Completed the 2024 Sidewalk Replacement Program (Harborview)
- Completed the 2024 Street Maintenance Program which includes mill & overlay and curb repairs in the Harborview neighborhood.
- Continued the street sweeping program (which is an MS4 stormwater permit requirement).
- Completed construction of 4th Street & 4th Terrace – Road Reconstruction (Following Utility Improvements)
- Quincy Boulevard – Road Reconstruction (Following Utility Improvements) will be completed this Spring.

TRANSPORTATION SALES TAX FUND



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

2025 Discussion Points

- Establish improvement priorities based on comprehensive evaluations, including consideration of street repairs, water and sewer maintenance, and potential sidewalk additions.
- Continuation of funding:
 - Street Maintenance Program
 - Sidewalk Replacement Program including an ADA-compliant component
 - Striping Program
- 2025 Street Maintenance Program: Includes Mill & Overlay of Commercial Street (from 92 to Meadow Street)



**Capital Improvement
Sales Tax Fund**



CAPITAL IMPROVEMENT SALES TAX FUND

Funding Overview

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

Key Projects - Completed

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

Projects - In Progress & Planned

- Downtown Streetscape Phase III
- Commercial Street Sidewalks
- Riverwalk Trail
- Second Creek Sidewalks

CAPITAL IMPROVEMENT SALES TAX FUND

2025 Discussion Points



Downtown Streetscape Phase III – Bridge Rendering

- The City has been awarded federal transportation funding, through Mid-America Regional Council (MARC), for the following projects:
 - Second Creek Sidewalks
 - 1st & Bridge Street Round-A-Bout
 - Riverwalk Park & Trail
- Consideration of FY2025 – FY2029 CIST Capital Improvement Plan:
 - Riverwalk & Trail – Engineering (**\$250,000** in FY2024)
 - Second Creek Sidewalks – Engineering (**\$150,000** in FY2024)
 - 1st & Bridge Street Round-A-Bout – Engineering (**\$200,000** of **\$250,000** in FY2024 through CIST funding)
 - Second Creek Sidewalks – Construction (**\$945,000** in FY2025)
 - Riverwalk & Trail – Construction (**\$480,000** of **\$1,800,000** in FY2025)



**Park & Stormwater
Sales Tax Fund**

PARK & STORMWATER SALES TAX FUND

Funding Overview

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

FY2024 Updates

Key Projects In Progress and Completed

Parks & Recreation

- Awarded Design for Emerald Ridge Park
- Complemented resurfacing of Heritage Park and Smith's Fork Park Playgrounds
- Secured RTP grant for OK Railroad Trail (Phase I) to connect Diamond Crest to Lake Meadows
- Secured \$900,000 MARC Grant for the Riverwalk Trail.

Stormwater

- Developed an "Illicit Discharge and Elimination Plan" as identified by the MS4 audit.
- Completed stormwater projects on Quincy Boulevard, Bridge Street, and 4th Street & 4th Terrace.
- Stormwater projects to be completed this summer:
 - Stonebridge Stormwater Improvements Project

PARK & STORMWATER SALES TAX FUND



2025 Discussion Points

Park & Recreation

- Implement Year 4 of the Parks and Recreation Master Plan-> Engineering and Design for Smith's Fork Park Sports Complex.
- Emerald Ridge Park and Playground Construction.
- OK Railroad Trail Construction.

Stormwater (Public Works)

- Stormwater Maintenance Projects
 - Woods Court (Clean Up) – Cost Estimate of \$40,000
 - Rock Creek (Unclogging) – Cost Estimated of \$74,000
 - Northeast 158th and Chestnut (Dredging) – Cost Estimate of \$60,000
- Stormwater CIP Projects
 - Dundee Road (in FY2025), Forest Oaks (in FY2026), Cedar Lakes (in FY2027), and Maple Lane (in FY2028) stormwater improvements.

SANITATION FUND



Many residents took advantage of the opportunity to recycle electronics and paper during the 2024 E-Waste & Shredding Event

2025 Discussion Points

- Negotiated Solid Waste services contract with GFL for 2024 (Green for Life).
 - Working with GFL for contract renewal and will bring rate recommendations to the Board.
 - Retained 2 City Wide Bulky Item Pick-Ups
 - Added a Bulky item drop off event.
 - Continued to retain the Cardboard Recycling Drop-Off Station in Downtown Smithville.
 - Increased the Residential Participation Rate of the E-Waste Event and recycled 9,450 pounds of paper and 2,271 pounds of computer electronics.

FY2025 Budget Process Schedule

- Board Retreat (**June 13-14**)
- Schedule of Fees Review and Discussion (**July 16**)
- FY2025 Operating Budget and 5 Year CIP Review: 1st Discussion (**August 20**)
- FY2025 Operating Budget and 5 Year CIP Review: 2nd Discussion - If Needed (**September 3**)
- Adopt FY2025 Budget on 2nd Reading (**October 15**)