



City Administrator's Report

November 10, 2021

City Hall Closed – Veteran's Day

City Hall will be closed Thursday, November 11 in observation of Veteran's Day.

DirectionFinder Survey

The 2022 Budget includes funds to conduct a DirectionFinder citizen satisfaction survey. Staff has been working with representatives from ETC Institute to develop a survey and timeline for administration of the survey.

Surveys will be mailed the week of December 1. Staff will work to provide social media and website information notifying the public to look for surveys and to provide response. It is hoped that enough responses will be received by early January to provide statistically significant results. A presentation of results is anticipated at the February 15 Work Session.

Stormwater Management Plan Update

Due to Smithville's population size, the City is required to have a MS4 Stormwater Permit. The 2021-2026 permit cycle became effective on October 1, 2021. The City must be in compliance with the MS4 Permit by October 1, 2022.

The new MS4 Permit requires communities to develop a Stormwater Management Plan (SWMP), which will help the City become compliant with the new requirements of the permit. The SWMP will need to be adopted by January 1, 2022, since the permit requires a plan within 90 days of permit issuance. The SWMP will be evaluated annually to ensure that it is reflective of the current needs of Smithville.

The permit includes requirements for the following:

- Public Education and Outreach
- Public Participation and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Pollution Prevention and Good Housekeeping

Staff will post information on the draft version of the Stormwater Management Plan on the city website and social media on November 17, 2021. There will be the opportunity for public comment by emailing publicworks@smithvillemo.org with any feedback by December 17, 2021.

The City will advertise that the SWMP will be discussed at the December 21 Board of Aldermen Meeting. Staff will provide an overview the new regulations and outline the steps for the City to be compliant with the new permit and include any comment received virtually.

The Public Works Department has developed a dedicated Stormwater Management Page on the [city's website](#). This page will house all the stormwater information and will be updated on a regular basis. Staff has started including "Stormwater Tips" in the quarterly newsletter to residents to coordinate with the current season. Stormwater has also been added as an area to the Report-A-Concern feature on the City's Website.
GFL

Trash/Recycling Update

As of November 10, more than 300 households have applied for the senior trash discount.

In order to notify residents about the additional cart fee increase, staff prepared postcards for the residents who signed up for the additional cart. Staff reached out to GFL for their record of the number of residents that had an additional trash cart, and the process for residents to cancel their additional cart. Based on the records provided by GFL, it was discovered that the City was being under-charged for the total number of addresses that had additional carts. Staff met with GFL to discuss the errors, and potential steps to solve this issue in the future. GFL will correct their numbers based on a monthly report from the Finance Department.

Staff requested that GFL provide a monthly report that includes the following: total number of accounts being billed for residential trash services, total number of additional carts, total number accounts at the senior discount rate, and resident information for any additional cart orders and cancellations. GFL was responsive to this change and will start sending monthly reports to the Finance Department.

After the initial meeting, Finance Department staff reviewed the past bill. Staff noticed a discrepancy with the total number of accounts billed for regular trash service at a rate of \$18.92 (this rate is prior to the November 1 Schedule of Fees). GFL charged \$70,711.14, which would result in a total of 3,373.38 active accounts. The City reported 3,668 accounts billed for trash service during the same billing period. Staff reviewed our records for FY21 and discovered that the City has been overcharged since February 2021 on the trash service portion of our invoices and undercharged for the additional cart portion.

On November 3, staff notified GFL that we believed we should receive a credit of \$8,386.33. This amount is the trash service total reduced by the undercharge of the additional carts for FY21.

On November 8, GFL notified staff that they have submitted the adjustment of \$8,386.33 on the next invoice. GFL will be using monthly house count updates to solve this issue moving forward. Staff will review the monthly reports to ensure that GFL and City records are consistent. GFL has been very responsive to the City's questions and is working to resolve the billing issues.

Police Vehicle Order Submitted

Earlier this week, Enterprise was authorized to order four vehicles for the police fleet. The 2022 Budget includes funds for replacement of police vehicles. Following staff review, it has been determined that leasing is the preferred option for replacement at this time. Staff believes savings can be achieved and hopes that by using the buying power of a larger national entity, receipt of vehicles can be expedited. Once the vehicles are shipped, action will come to the Board to authorize payment.