



City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

Tuesday, December 17, 2024

5:30 p.m. – 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 YouTube page.

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

1. Call to Order
2. Discussion of Public Safety Sales Tax Follow Up
3. FY2024 Year End Update
4. Review of Senior Service's Programs
5. Main Street District Public Art Project
6. Adjourn

Join Zoom Meeting
<https://us02web.zoom.us/j/83437328402>

Meeting ID: 834 3732 8402
Passcode: 901626



Date:	December 17, 2024
Prepared By:	Cynthia Wagner, City Administrator Jason Lockridge, Chief of Police Gina Pate, Assistant City Administrator
Subject:	Public Safety Sales Tax

During the 2023 legislative session, the General Assembly approved a bill which became Section 94.903, R.S. Mo. This legislation enables the City of Smithville to take to the voters a question to approve a half-cent public safety sales tax. Legislative language is attached. In August, following adoption of the legislation, the Board of Aldermen voted to place a question on the November 2023 ballot. The question was not approved by voters at that time.

At the budget planning retreat held in June 2024, the Board expressed a desire to revisit the potential of placing a public safety sales tax question on a future ballot.

For clarification, Section 94.903, R.S. Mo. outlines that:

“If a majority of the votes cast on the proposal by the qualified voters voting thereon are opposed to the proposal, then the tax shall not become effective unless the proposal is resubmitted under this section to the qualified voters and such proposal is approved by a majority of the qualified voters voting on the proposal. However, in no event shall a proposal under this section be resubmitted to the voters sooner than twelve months from the date of the first proposal under this section. If the resubmitted proposal receives less than the required majority, then the governing body of the city shall have no power to impose the sales tax herein authorized, and the authorization under this section is terminated.”

At the October 15, 2024 Work Session, the Board provided direction to staff to bring ballot language forward for the April 8, 2025 election (January 28 certification deadline). During the Work Session, the Board provided feedback to staff that they would like to see an increased communication campaign and more involvement with community groups.

At this time, staff is recommending a communications plan to include information outlining the revenues be proposed to support the following: 1) enhancements to officer compensation to aid in recruitment and retention of officers; 2) fund necessary

public safety equipment and staff to support community growth; and 3) implementation of a full-time animal control program.

Staff has worked over the past two months to develop a robust Public Safety Sales Tax Communications Plan. The items in this plan are outlined below:

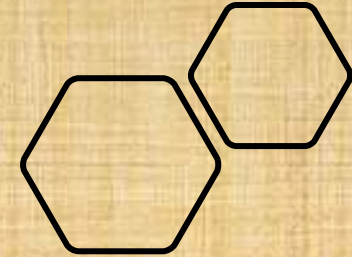
- Naming the ballot language “Proposition P” for consistent messaging.
- The content will say funding for the Police Department instead of Public Safety to reinforce the message that if approved this sales tax revenue would only be for purposes of funding the Smithville Police Department. This will help to educate the public that the City only has a Police Department. NRAD and the Smithville Area Fire Protection District are separate entities.
- Informational meetings for the public and community groups will be scheduled to provide information on how the department is financed and what a new dedicated sales tax could support. Aldermen will be encouraged to attend meetings in their Ward and the public meetings held at City Hall and the Senior Center.
- An eight week social media education plan with a new message / theme each week.
- Informational brochure to include the highlights of the ballot question for distribution.
- A comprehensive informational flyer to be included in the mailed utility bills and sent electronically to utility customers.
- A public information meeting at City Hall and Senior Center.
- Development of a committee.
 - Members:
 - City Staff Representatives:
 - Police Chief, Jason Lockridge
 - Assistant City Administrator, Gina Pate
 - Citizen Committee represented by four members from the 2024 Citizens Academy class.
 - Tasks of the committee:
 - Help share social media content and informational flyers.
 - Member representatives attend the informational meetings in the community.

Estimated costs associated with the expanded planned communication efforts and ballot question are outlined below:

- Ballot Question: \$8,000 (final cost is determined by the number of questions on the ballot, this is our estimated maximum cost)
- Information Highlight Cards for City Hall and Community Groups: \$375

- Production and dissemination of an informational flyer to be included in utility bills: \$1,100
- Weekly Facebook advertisements: \$840

The FY2025 Budget did not include the estimated funding of \$10,315 for the Public Safety Sales Tax ballot question. Based on Board feedback, staff will bring forward a budget amendment in January 2025.



FY2024 Year End Unaudited Financial Review

12/17/2024



General Fund FY2024 Year End Financial Review

12/17/2024

General Fund – FY2024 Performance

Revenue Budget Recap

- Moderate increase in revenues
 - Property Tax
 - Sales Tax
 - Use Tax
 - Motor Fuel Tax

Expenditure Budget Recap

- Small variances
 - Salary and Wages
 - Capital Improvements

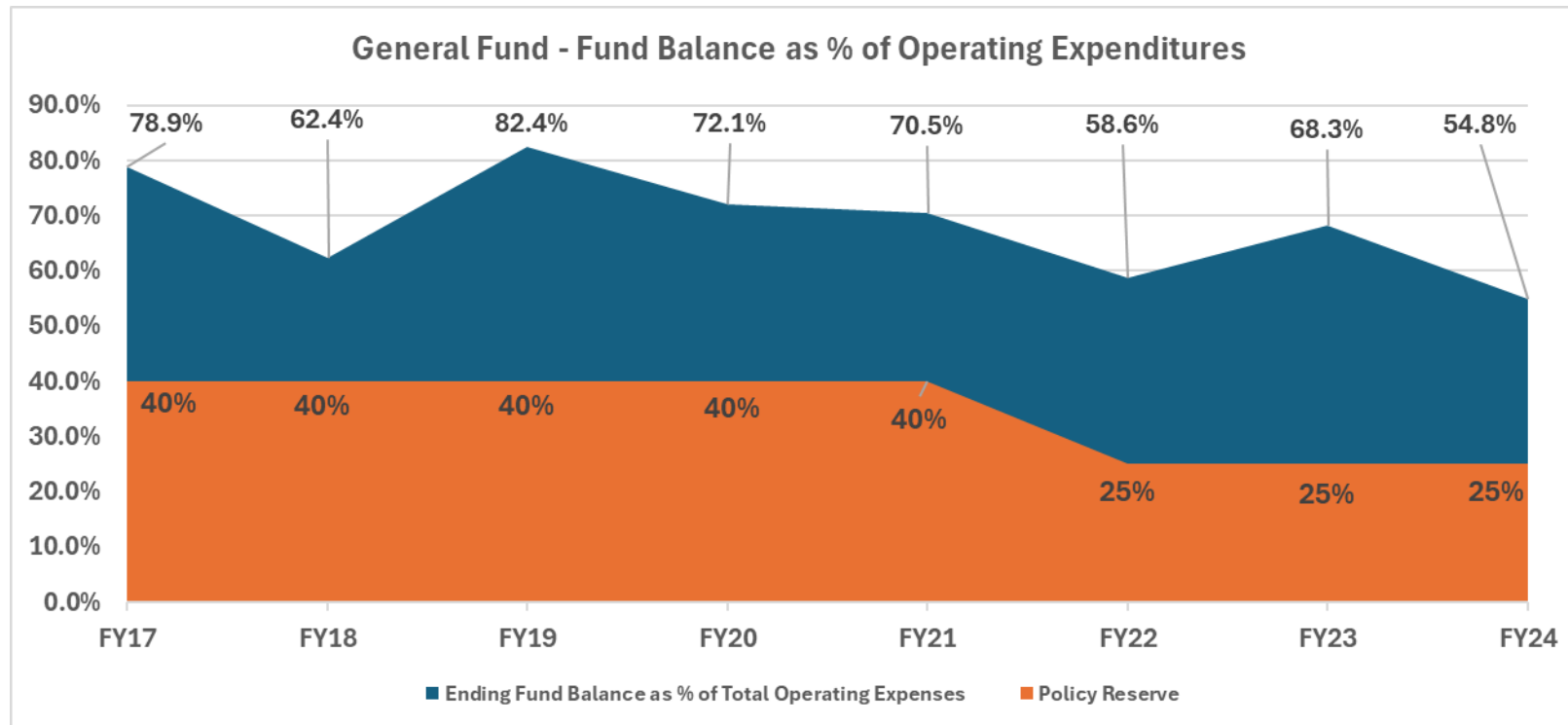


OK Railroad Trail

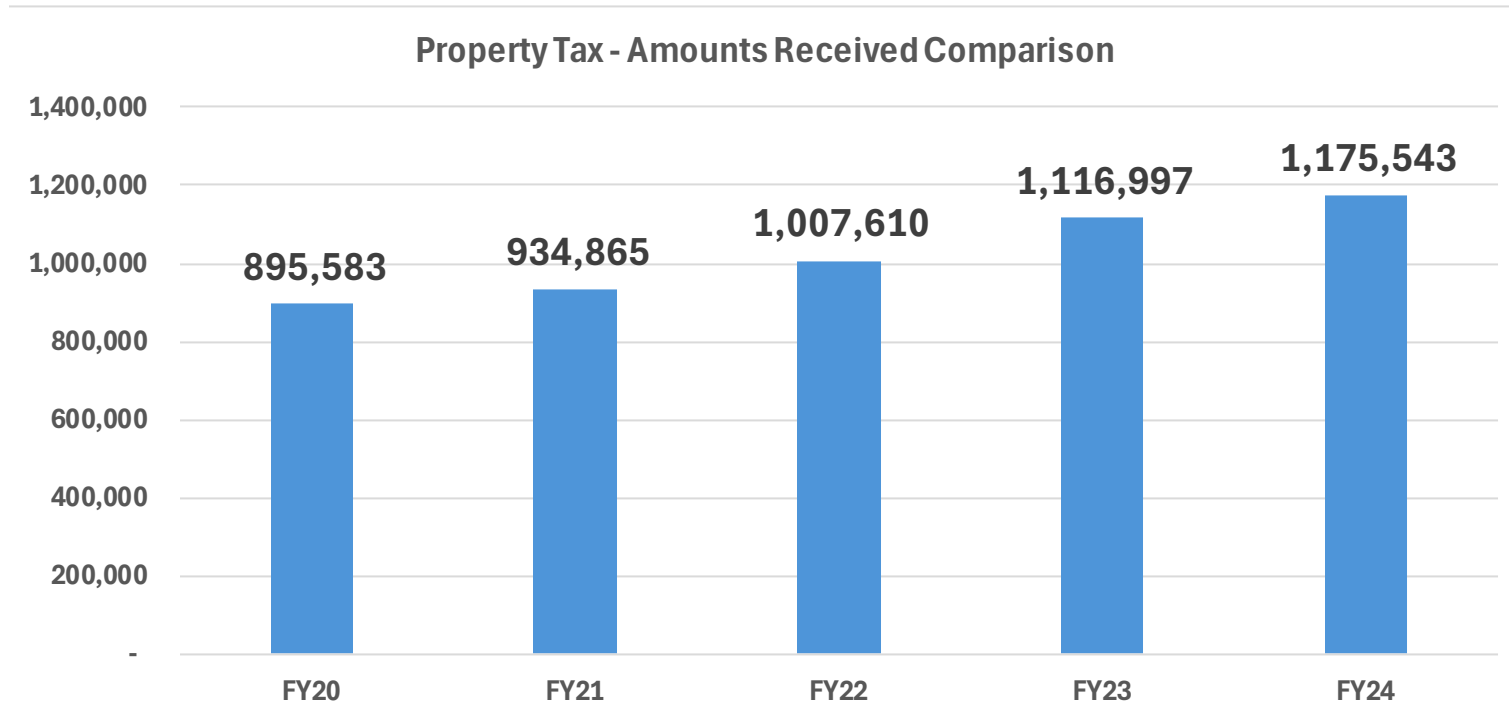
General Fund – FY2024 Performance

General Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 3,262,490	\$ -	\$ 3,963,979	\$ 701,489
Revenues	\$ 6,266,986	\$ 6,674,967	\$ 6,942,100	\$ 675,114
Expenditures	\$ 7,100,790	\$ 7,406,812	\$ 7,099,528	\$ (1,262)
Ending Cash Balance	\$ 2,428,686	\$ 3,219,449	\$ 3,806,551	\$ 1,377,865

General Fund – Fund Balance Analysis

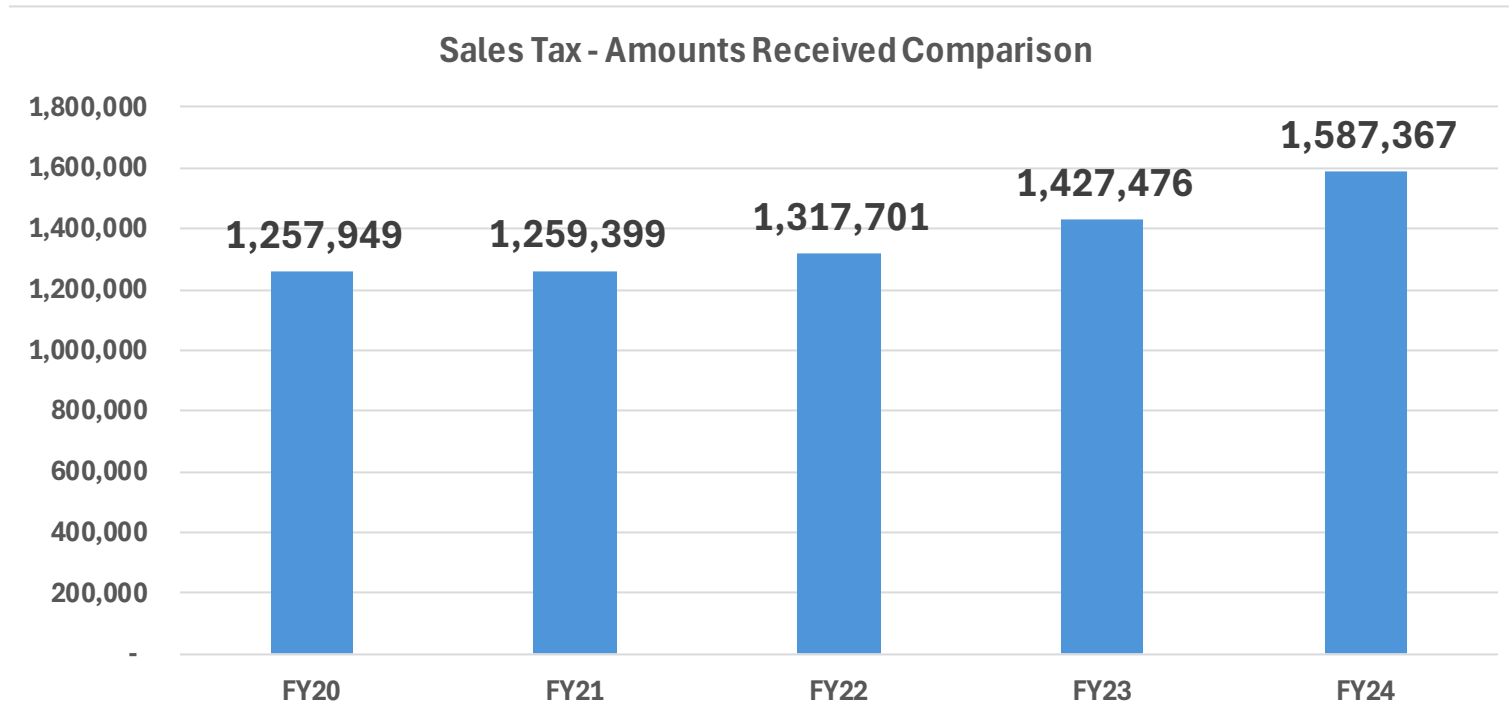


FY2024 Property Tax



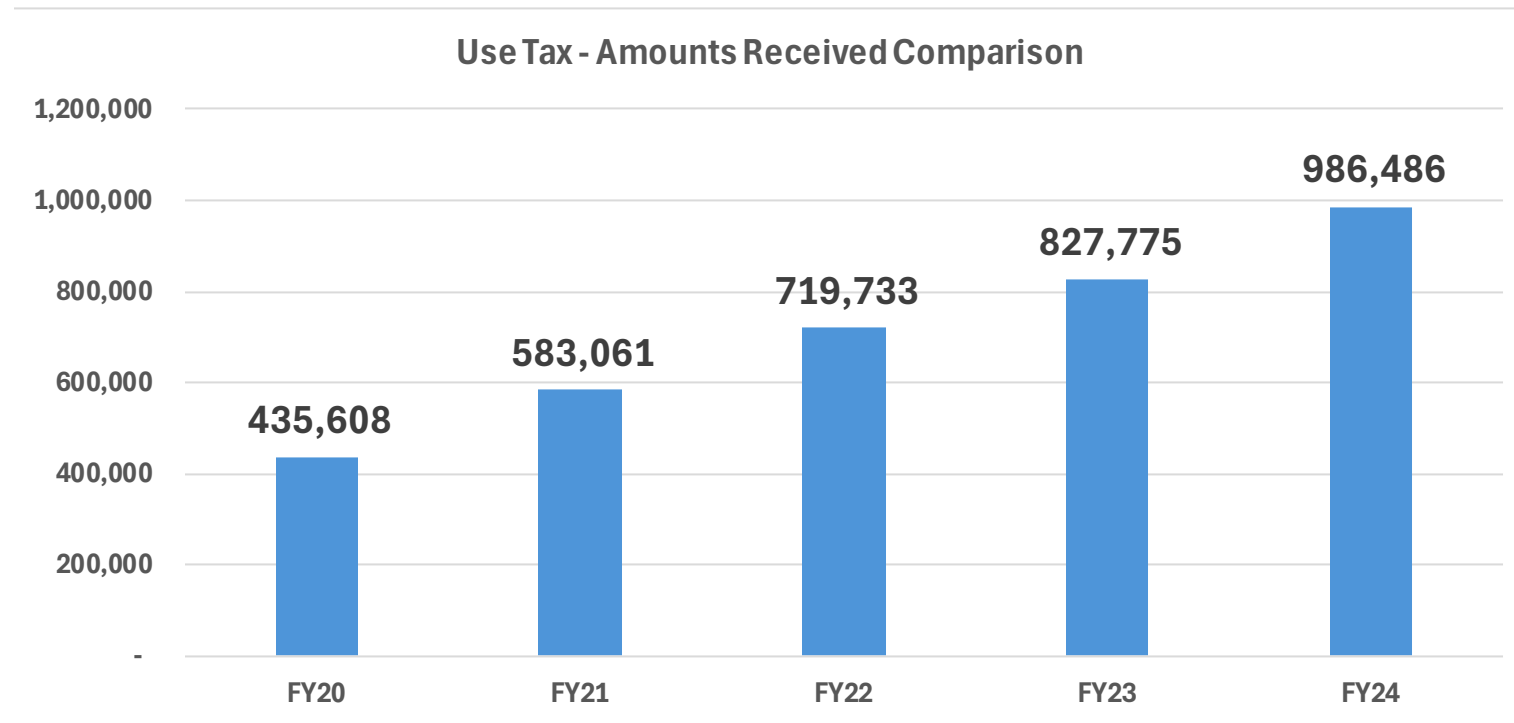
In FY24, sales tax receipts increased by 5.2% over FY23.

FY2024 City Sales Tax



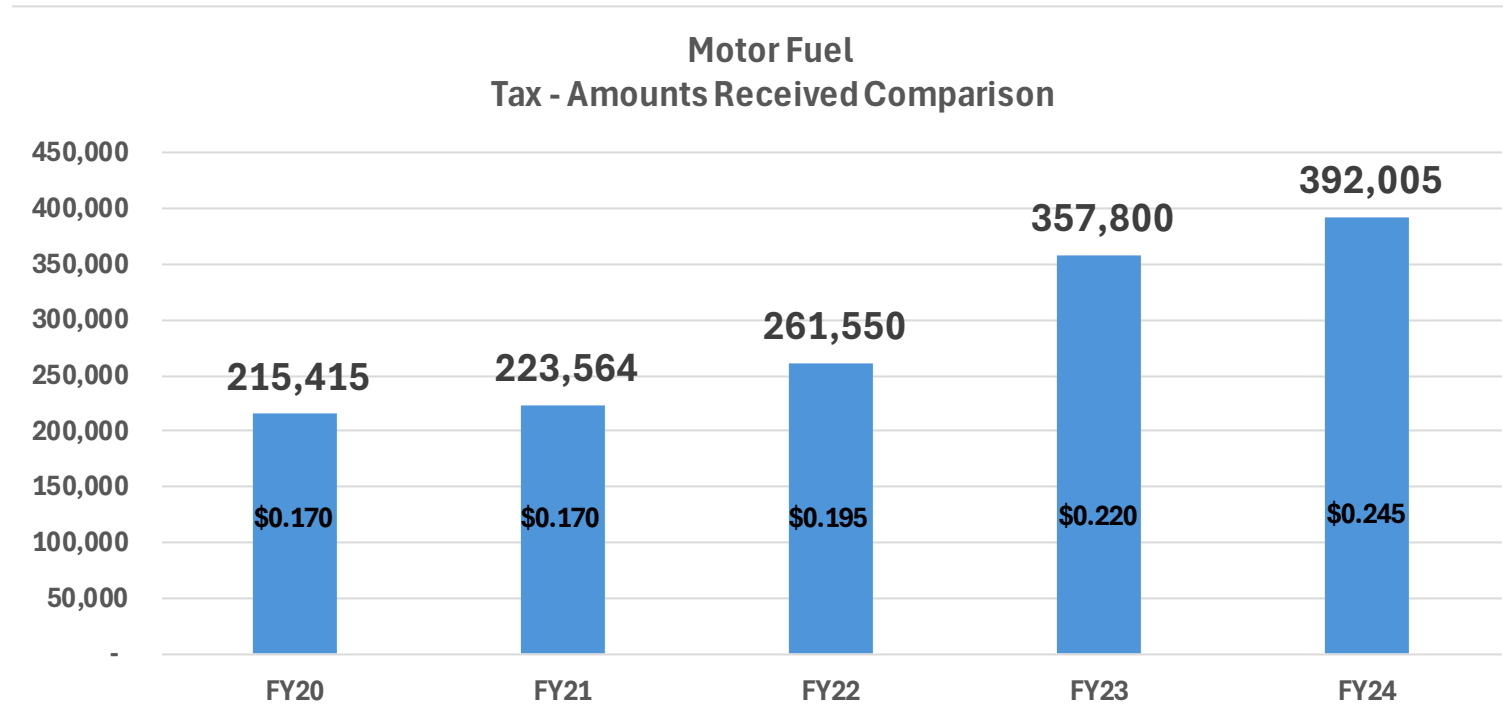
In FY24, sales tax receipts increased by 11.2% over FY23.

FY2024 City Use Tax



In FY24, sales tax receipts increased by 19.2% over FY23.

FY2024 Motor Fuel Tax



On October 1, 2021, the Missouri Fuel Tax Rate increased from 17 cents per gallon to 19.50 cents per gallon. The tax is set to increase by the same amount yearly between 2021 and 2025 on July 1 of each year.

In FY24, sales tax receipts increased by 9.6% over FY23.



**Combined
Water/Wastewater Fund
FY2024 Year End
Financial Review**

12/17/2024

CWWS Fund – FY2024 Performance

Combined Water & Wastewater Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 6,589,526	\$ -	\$ 6,333,054	\$ (256,472)
Revenues	\$ 10,683,600	\$ 6,618,941	\$ 6,604,273	\$ (4,079,327)
Expenditures	\$ 15,704,620	\$ 5,937,037	\$ 4,667,979	\$ (11,036,641)
Ending Cash Balance	\$ 1,568,506	\$ 681,904	\$ 8,269,348	\$ 6,700,842

CWWS Fund – FY2024 Performance

Revenue Performance

- Operational revenue results close to forecasted budget
- No COP Issuance (\$4.2M)

Expenditure Savings

Significant projects delayed:

- 144th Street Lift Station and West Bypass (\$3.9M)
- Stonebridge Lift Station (\$1.5M)
- Smith's Fork Force Main (\$470k)
- Water Treatment Plant Improvements (\$900k)
- Maple Lane & River Crossing Waterline (\$1.4M)





Special Sales Tax Funds FY2024 Year End Financial Review

12/17/2024



Transportation Sales Tax Fund

FY2024 Review

Transportation Sales Tax Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 537,204	\$ -	\$ 569,431	\$ 32,227
Revenues	\$ 1,168,950	\$ 682,217	\$ 738,322	\$ (430,628)
Expenditures	\$ 1,699,140	\$ 739,140	\$ 599,249	\$ (1,099,891)
Ending Cash Balance	\$ 7,014	\$ 480,281	\$ 708,503	\$ 701,489

Expenditure Savings

- Commercial Sidewalks moved to FY25.

Capital Improvement Sales Tax Fund

FY2024 Review

Capital Improvement Sales Tax Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 668,200	\$ -	\$ 692,055	\$ 23,855
Revenues	\$ 1,240,750	\$ 762,472	\$ 776,869	\$ (463,881)
Expenditures	\$ 1,906,340	\$ 418,340	\$ 790,292	\$ (1,116,048)
Ending Cash Balance	\$ 2,610	\$ 1,012,332	\$ 678,632	\$ 676,022

Expenditure Savings

- Streetscape Phase III moved to FY25.

Park and Stormwater Sales Tax Fund

FY2024 Review

Park and Stormwater Sales Tax Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 983,800	\$ -	\$ 1,491,839	\$ 508,039
Revenues	\$ 933,750	\$ 752,156	\$ 774,822	\$ (158,928)
Expenditures	\$ 1,021,000	\$ 618,577	\$ 704,533	\$ (316,467)
Ending Cash Balance	\$ 896,550	\$ 1,117,379	\$ 1,562,128	\$ 665,578

Expenditure Savings

- Emerald Ridge Neighborhood Park & Signage expenditures moved to FY25.



Sanitation Fund FY2024 Year End Financial Review

12/17/2024

Sanitation Fund

FY2024 Review

Sanitation Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 64,925	\$ -	\$ 69,567	\$ 4,642
Revenues	\$ 938,757	\$ 920,573	\$ 924,551	\$ (14,206)
Expenditures	\$ 931,805	\$ 924,397	\$ 907,202	\$ (24,603)
Ending Cash Balance	\$ 71,877	\$ 61,101	\$ 86,916	\$ 15,039



**Vehicle & Equipment
Replacement Fund
FY2024 Year End Financial
Review**

Vehicle & Equipment Replacement Fund

FY2024 Review

VERF Fund	FY24 Original Budget	FY24 Forecasted	FY24 Actual	Variance (Budget vs Actual)
Beginning Cash Balance	\$ 210,780	\$ -	\$ 163,722	\$ (47,058)
Revenues	\$ 374,398	\$ 373,851	\$ 373,851	\$ (547)
Expenditures	\$ 423,547	\$ 465,487	\$ 462,387	\$ 38,840
Ending Cash Balance	\$ 161,631	\$ 119,144	\$ 75,187	\$ (86,444)

Expenditures

- Vehicle lease costs increased for Police patrol vehicles from the General Fund. Increased funding for FY25 has been budgeted to match the expenditure increase.
- Total leased vehicles: 38

Date:	December 17, 2024
Prepared By:	Matt Denton, Parks and Recreation Director
Subject:	Smithville Senior Services Programs

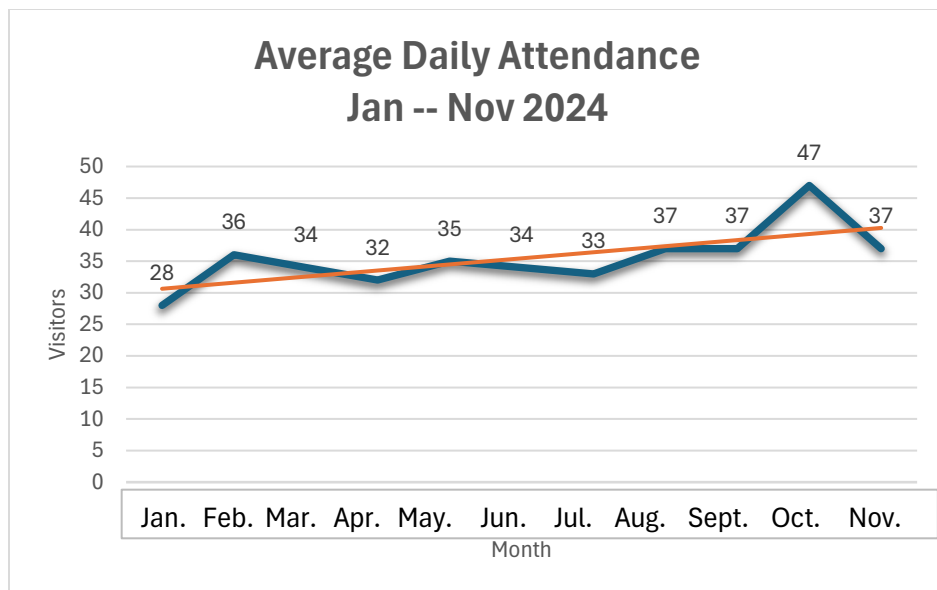
The Smithville Senior Center was renovated in conjunction with Clay County Senior Services to provide the Smithville Senior Center to improve the health, nutrition, and quality of life of Clay County residents sixty years or older. The City signed a 10-year lease agreement with the Smithville Senior Board on August 6, 2013, which was effective until August 5, 2023. From 2013 to 2023, the Senior Center received approximately \$18,000 annually in grant funding from Clay County Senior Services to help cover the costs of meals, supplies, paper goods, and various programs.

In 2021, Clay County Senior Services requested assistance from the city to manage and process the senior grant on behalf of the Senior Board. The Parks and Recreation Department has been providing this assistance since that request.

In 2022/2023, staff met with representatives from the Smithville Senior Board and the City Attorney to update the agreement for the use of the Senior Center Building. Following the City Attorney's recommendations, a Cooperative Agreement was established for annual review, rather than a long-term lease with an annual rent cost.

Following discussions with the Board and Clay County Senior Services in 2023, the City applied for and received \$54,050 in grant funding to cover the cost of the position of Senior Services Coordinator for FY2024. The position is funded fully by the Clay County Senior Services grant. This role is supervised by Parks and Recreation and is officed out of the Smithville Senior Center. The responsibilities include all management, administrative, and operational functions for older adults and Smithville Senior Center.

Since the Senior Services position started, the Senior Center has achieved record attendance and expanded its programs and events, introducing 10 guest speakers, 8 new programs, and 9 special events. Click here to see the [detailed list of the programs and events](#).



In preparation for the 2025 budget season, staff worked with Clay County Senior Services to secure \$13,950 in additional grant funding for the Senior Services Coordinator, to extend our offerings to five meals a week, and to provide other alternative programs on Tuesdays and Thursdays.

Next Steps

The Senior Center Board has decided not to renew the 501(c)(3) status. The financial management of the Senior Center is now overseen by City staff, and other daily responsibilities have been transferred to the Senior Services Coordinator. These changes were all approved by the Senior Center Board before the position was hired.

The Senior Center has evolved into a program managed by the Parks & Recreation Department. The Senior Center Board provides guidance on volunteers, operations, and

activities they wish to see implemented. Staff recommends transitioning from a Cooperative Agreement to a Memorandum of Understanding (MOU) that clearly outlines the duties and responsibilities of both parties. A draft of the [MOU is linked](#), and with direction from the Board, it will be included in a future agenda for adoption.

AGREEMENT

THIS AGREEMENT was entered into this ____ of January 2025, by and between the **CITY OF SMITHVILLE, MISSOURI**, a Missouri Municipal Corporation ("City"), and **SMITHVILLE SENIOR CENTER BOARD**, an advisory committee ("Board"), as follows:

WHEREAS, the City owns the building at 113 W. Main Street, Smithville, MO (hereinafter "Building"), and

WHEREAS, the City desires to offer Senior Services out of the building to provide an opportunity for local seniors a place for affordable and nutritious meals and a welcoming atmosphere for educational and social opportunities, and

WHEREAS, the Board desires that the City provide certain services in connection with the Board's use of the building, subject to the City's supervision and review, and

WHEREAS, The City and Board desire to enter into an agreement, and

NOW, THEREFORE, it is agreed as follows:

IN WITNESS WHEREOF, the parties have entered this Agreement the day and year first above written.

The City of Smithville shall:

1. Reserve the facility for Senior Services programming from 8:00 AM to 2:00 PM, Monday through Friday, beginning January 1 and continuing through December 31.
 - a. The City of Smithville reserves the right to use the building for staff events periodically throughout the year and will coordinate such use with the Senior Services Coordinator in the development of the Senior Center activities calendar.
2. Ensure the proper maintenance of the facility, including responsibility for all utilities, internet access, telephone services, cleaning, and pest control.
3. Secure and maintain appropriate insurance coverage for both the facility and its programs.
4. Coordinate and oversee the scheduling of monthly programs and the provision of daily lunches.
5. Administer and manage all grant funds and reporting requirements associated with funding received from Clay County Senior Services.

The Smithville Senior Center Board shall:

1. Establish an advisory board to provide recommendations to the Parks and Recreation Department regarding proposed improvements or additions to the Smithville Senior Center.
 - a. The board shall include the following officers: president, vice-president, secretary, treasurer, and two additional board members.
2. Maintain a dedicated bank account to manage and safeguard donation funds received for the center.
3. Recruit and coordinate volunteers to assist with morning and lunch service operations.
4. Serve as a support resource to ensure continuity of operations in the absence of the Senior Services Coordinator.

CITY OF SMITHVILLE, MISSOURI

By _____
Mayor Damien Boley

ATTEST:

Linda Drummond, City Clerk

SMITHVILLE SENIOR CENTER BOARD

By _____
Smithville Senior Center Board President

Date:	December 17, 2024
Prepared By:	Gina Pate, Assistant City Administrator
Subject:	Smithville Main Street District Art Mural Project

Background

Over the past two years, the Economic Development Committee (EDC) reviewed the 2019 Strategic Plan and the 2030 Comprehensive Plan to identify goals and priorities.

A priority that emerged was the development of a public art mural program. The EDC reviewed various locations and prioritized a downtown location due to the goals outlined in the Comprehensive Plan. The EDC hosted MU Extension staff to provide more guidance on how to create more opportunities for public art and the location of the project.

Based on discussion with the EDC and Smithville Main Street District, the location of the Courtyard Park bathroom brick wall facing the stage was the preferred location. MU Extension Staff agreed with the location, since most special events occur in Courtyard Park and it is a highly visible location.

The EDC gave direction for SMSD to lead the effort for the public art opportunity in the downtown area, once the pilot program is established staff can create a formal policy for other public art initiatives throughout the city.

This information was presented at the August 6, 2024 Board of Aldermen Work Session. The Board provided feedback to include high school students in the project.

Project Plan

SMSD conducted a community poll for the desire for public art during the month of August 2024 at the Hot Summer Nights events. Based on community feedback, the theme of "Lake Life" emerged. Staff provided SMSD examples of call to artist proposals from other communities. SMSD is at the stage to post the Call for Artists and are seeking Board approval for the location of the art mural at the Courtyard Park bathroom.

The project aims to create a community partnership between the City, SMSD, Smithville School District and local artists. This project will provide a unique opportunity for high school students to be involved with a project that will have lasting impact on the community. The selected artist will work with high school students during the art mural project providing a mentorship opportunity and an industry-related project.

SMSD will be providing the funding and coordination for this project but requires approval for the location since it is city property.

Photos of location:



Strategic Plan & Comprehensive Plan Alignment

This project meets several goals listed in the Strategic Plan and Comprehensive Plan. The EDC discussed that a small public art project could spur more public art initiatives at private businesses. Public art is a tourism opportunity and will help to strengthen our vibrant downtown. The visual appeal can help to attract local businesses and visitors to the downtown area. This project would involve the Smithville School District's Real World Learning Coordinator to help align the project with opportunities for high school students.

Comprehensive Plan Alignment: ST.3.4 *Explore public art opportunities, such as murals, in Smithville's Historic Downtown Subdistrict to strengthen the visual appeal of the Downtown.*

Comprehensive Plan Alignment: BE.1.6 *Identify priorities and available resources for job training and workforce development, internship, and entrepreneurship programs.*

Strategic Plan Alignment: Continued Commitment to Education: *Create industry responsive educational pathways.*

Strategic Plan Alignment: Strengthened Business and Economic Development Pillar: *Pursue tourism related business potential.*

Staff Considerations

This project would be a beneficial opportunity for the city to partner with multiple organizations and local artists, while also providing an attractive amenity for tourism and local events. While there is not an initial cost to the City for the project, there are concerns about the upkeep of the art mural from a maintenance perspective. If the location is approved by the Board, staff would recommend developing a Memorandum of Understanding with SMSD for the maintenance of the mural and the inclusion of City representatives in the project.

There are some concerns about the mural's proposed location, as it may be better suited to private property due to potential issues like cars obstructing the view and the need to relocate existing signage. Currently, the bathroom features signs for "public restroom" and "storm shelter," which could be moved elsewhere on the building. Additionally, there is a bike rack that would be in view of the potential mural. There are windows located on that side of the building, but the dimensions of the building would be included in the Call for Artist information to inform their design proposal.

If this location is not approved, SMSD would need to collaborate with private property owners unless the Board identifies an alternative City-owned site. Another consideration is that a private property owner may have a vision for an art mural that differs from the most recent community feedback.

Next Steps

Staff is seeking Board feedback on the location of the public art mural project managed and funded by SMSD. If the Board would like to move forward with the location of the Courtyard Park bathroom, staff will bring a Memorandum of Understanding with SMSD at a future meeting.

Staff recommends development of a Public Art Policy for future Board consideration.