



City Administrator's Report

January 15, 2025

Street Maintenance Budget

As the attached memo from Finance Director Rick Welch notes, a budget amendment is included in Tuesday's agenda to address an oversight in development of the FY2025 Budget.

2024 Neighborhood Beautification Grant Award Update

On April 1, 2024, the Board of Aldermen awarded Neighborhood Beautification Grants (NBG) to four Homeowners Associations (HOAs): Cedar Lakes, Forest Oaks, Hills of Shannon and Stonebridge. According to the grant terms, HOAs have up to one year to submit reimbursement requests. The project for the Cedar Lakes HOA was completed and reimbursed in FY2024. The deadline for submitting reimbursement requests for the 2024 NBG is April 1, 2025. The FY25 Budget does not reflect the remaining reimbursements from the FY24 Budget. Included with the budget amendment mentioned previously is an amendment of \$14,131.33 to account for the remaining reimbursements that were not made in FY24.

This week, Forest Oaks submitted photos of their improved entrance signage along with a request for reimbursement for their project.



Before



After

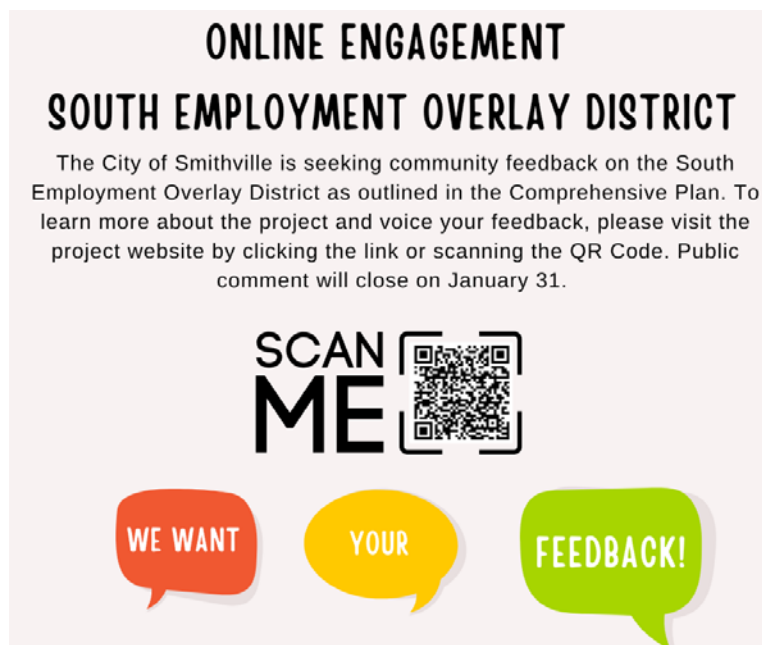
Website Redesign Update

Assistant City Administrator Gina Pate and City Clerk Linda Drummond are leading the website redesign project. Earlier this week, they met with Revize to kick off the design process and establish the project timeline. Regular meetings with the Revize project team will be held to ensure progress, and they will collaborate with the city's internal communications team to complete tasks in preparation for the May 1 go-live date. Milestone updates will be shared throughout the project.

South Employment Overlay District

Staff continues to work with the consultants on the overlay district project. A new webpage specifically for public comments has been released and it will be live through January 31. Thereafter, the consultant will begin the process of incorporating the comments into the final documents that we will bring to you for review. Please use the following link to access the webpage:

<https://snyder-associates.mysocialpinpoint.com/smithville-zoning-overlay-1>



Review of Liquor Licensing Process

Staff is currently working with the regional Liquor Control Agent for the Missouri Division of Alcohol and Tobacco Control in review of the City's existing ordinances governing liquor licensing. The goal of this review is to align City ordinances and nomenclature with county and state licensing language in order to reduce confusion in the application process. It is anticipated that recommended ordinance changes would come to the Board of Aldermen later this spring.


Building code update process

In very late 2023, the Planning Commission was asked to weigh in on the potential of adding code provisions (2021 Energy Code) that would outline responsibilities for new Electric Vehicle Charging requirements in both residential and commercial developments. At that time, the Commission recommended that staff postpone any

updates to the EV charging requirements and wait until the new 2024 code adoption process is brought forward and review together. Staff's plan was to prepare for the update to the 2024 codes in 2025. The city adopted the 2018 codes in late 2020 in preparation of the ISO audit of our building code enforcement. That auditing process sets the community's score on the BCBEGS rating used by insurance companies when setting insurance rates. One of the items weighed during the audit process is the age of the adopted codes. If codes are older than five years past adoption, an entity only qualify for no more than 80% of the potential scores.

In our 2021 audit, the city received ratings of 4 for Commercial and 5 for Residential (The lower the number the better the score) due in part to the ability to use the certifications of our contracting inspector with IBTS who had nearly all the possible certifications in both residential and commercial. We were recently notified by ISO that they were going to be commencing the city's audit and requested potential times to prepare for that meeting. At that time, staff requested additional time to review the potential adoption of the 2021 or 2024 codes as our codes are now outside the 5-year window mentioned above. Based upon the amount of work needed to complete such a review of the new codes we will not be able to update our codes prior to our audit. As a result, we made contact with the previous ISO inspector who now works for IBTS. He was able to give us some additional directions that will allow us to perform well on the audit, as well as request up to one year to finalize the 2024 code adoption process.

Since we will be able to request this additional time for our audit information, staff have begun the process necessary to start the 2024 code review process and prepare for adopting that code family. Over the coming months, and continuing through the summer, we will evaluate the changes to the codes (2018 v 2024) to prepare for public hearings and presentation to the Planning Commission. We will be specifically reviewing the 2024 Energy Code provisions as the 2021 adoption of the 2021 version by the City of Kansas City have been rather controversial. We will be working with the Home Builders association, other localities and the MARC staff to come to a general recognition of which changes are not recommended.

	<div>STAFF REPORT</div>
Date:	January 15, 2025
Prepared By:	Rick Welch, Finance Director
Subject:	Budget Amendment – Street Maintenance
Staff Report:	Finance

During the development of the fiscal year 2025 budget, funds for street maintenance operations were not included in the Transportation Sales Tax Fund. All capital projects were budgeted, but maintenance and repair items were inadvertently not budgeted.

The chart below shows the FY24 budget, actual FY24 expenses, and the FY25 budget request which should have been included in the budget as adopted.

		FY24 Budget	Expensed	FY25 Budget
09-0202-5100	Repairs and Maintenance - Building	1,000	-	-
09-0202-5101	Repairs and Maintenance - Equipment	15,000	9,700	10,000
09-0202-5103	Repairs and Maintenance - Street	82,000	98,000	98,000
09-0202-5130	Tools and Supplies	41,000	225	
09-0202-5135	Supplies - Street Signs	-	1,311	
09-0202-5143	Fuel	17,000	27,000	27,000
09-0202-5200	Professional Services	-	11,000	12,000
09-0202-5700	Capital Improvement Projects	-	8,000	9,000
		156,000	155,236	156,000

In order to provide the budget authority for maintenance expenditures, a budget amendment is required. Staff has included \$156,000 in Transportation Sales Tax Funds in the budget amendment on Tuesday's agenda to provide authority for this purpose. The Transportation Sales Tax Fund has sufficient fund balance for this amendment. Expenditure of all of the maintenance funds would bring the projected fund balance in this fund to \$402,000 at the end of FY2025.

To prevent similar oversights in the future, steps will be taken to improve the review process, implement more stringent checks and balances, and enhance communication among departments.

With the recent hiring of a new Streets Superintendent, it is anticipated that review of maintenance needs and the most efficient and effective means of completing that work could result in additional budget amendments in the fund this year.