



A community with growing spaces, that is going places, the City of Smithville, Missouri is comfortably uncomplicated. While it is closely connected to the Kansas City metropolitan area, Smithville is serene and far from routine.

**FY2020**

**ANNUAL**

**OPERATING**

**BUDGET**



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## FY2020 BUDGET MESSAGE

Honorable Mayor and Board of Aldermen:

It is my pleasure to present the City of Smithville Fiscal Year 2020 Operating and Capital Budget. This budget reflects the cooperation and dedicated work of staff, Mayor Boley, and the Board of Aldermen in achieving the goals and needs of our community.

In 2019, a Direction Finder survey was conducted to determine citizen satisfaction with City services and more than 670 responses were received. Overall, Smithville residents have a positive perception of the City: satisfaction with the overall quality of major City services in Smithville rated 9% above the U.S. average and 14% above the Missouri and Kansas regional average. Top opportunities identified for improvement included: maintenance of City streets, effectiveness of community planning and development, flow of traffic and congestion management, and overall quality of water/sewer utilities.

Development of the FY2020 Budget was also guided by the one- to two-year goals established by the Board of Aldermen at its May 2019 retreat. Key Performance Areas, which were originally established by the Board in 2018, were confirmed at the 2019 retreat. The Key Performance Areas, including how success is defined for each, are listed in the illustration to the right.



Growth

**Growth** — We nurture a thriving economy by attracting and maintaining diverse development.



Governance

**Governance** — We act as a cohesive team, providing the human and physical resources to advance the goals and the betterment of the community.



Community Life

**Community Life** — We provide an environment where all can experience safety, security and opportunity for an active, healthy lifestyle.



Finance

**Finance** — We maintain public trust through fiscally sound investment of public revenues and resources.



Infrastructure

**Infrastructure** — We envision, build, and maintain the necessary road, utilities and strategic land use to prepare for residential and economic growth.



Community Engagement

**Community Engagement** — We seek input, partner with our community, and encourage active participation in creating our future.

I believe this document illustrates an allocation of resources allowing implementation of the priority initiatives identified by the Board of Aldermen at its retreat and addresses areas of improvement in the Direction Finder survey.

The following provides a summary of the FY2020 budget provided herein:

- The FY2020 operating revenue budget totals \$11,283,730 across all funds and includes a 3.5% increase in sales tax revenues and 2.1% increase in property tax revenues.
- The FY2020 operating expenditure budget totals \$9,479,680 across all funds and includes a 1.3% cost of living adjustment (COLA) to the salary ranges and a 3.0% merit pool for employee compensation adjustments.
- The FY2020 capital improvement expenditure budget totals \$4,977,820 across all funds.
- The General Fund operating revenue budget totals \$4,545,530 and operating expenditure budget totals \$4,539,560, representing a balanced budget, which meets a short-term goal outlined by the Board.
- The General Fund budget reflects the addition of one new position: a Public Works Director in the newly formed Public Works Department. 60% of this position is funded by the General Fund.
- The General Fund capital improvement expenditure budget totals \$656,300 and includes funding for the rehabilitation of Amory Road, a comprehensive plan, and City Hall improvements.
- The FY2020 budget incorporates capital improvement expenditures related to the 0.5% capital improvement sales tax and related bond issuance approved by voters in April of 2018, which will fund:
  - the South Commercial Street Sidewalk Improvements project (a \$556,426 project under contract and set to be complete this winter).

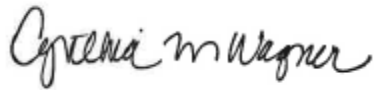
- the Main Street Walking Trail Improvements project (an estimated \$1,247,200 project currently under design and set to be bid this spring).
  - a second phase of the Downtown Streetscape project (an estimated \$240,000 project currently under design and set to be bid this spring).
- The FY2020 budget incorporates capital improvement expenditures related to the 0.5% transportation sales tax, which will fund a biennial Curbs and Stormwater Program project (an estimated \$200,000 project) which will be recommended by the Public Works Director.
- The Combined Water and Wastewater Systems (CWWS) Fund operating revenue budget totals \$3,749,690, which includes a 5.0% increase in water and wastewater revenues as it relates to the recommendation from the utility rate study performed in 2019, and operating expenditure budget totals \$3,113,530, representing a balanced budget.
- The CWWS Fund budget reflects the addition of one new position: a Public Works Director in the newly formed Public Works Department. 40% of this position is funded by the General Fund.
- The CWWS Fund capital improvement expenditure budget totals \$2,549,320 and includes funding for:
  - a Wastewater Master Plan (an estimated \$150,000 project set to be awarded this winter).
  - implementation of a biennial Slipline Sewer Program project (an estimated \$200,000 project set to be bid this winter).
  - the Hawthorne Street, Woodland Court, and Ashmont Sewer project (a \$513,734 project under contract and set to be complete this spring).
  - the 144<sup>th</sup> Street Pump Station project (an estimated \$750,000 project currently under design and set to be bid this winter).
  - the Main Street Waterline project (an estimated \$850,000 project currently under design and set to be bid this spring).



I want to thank each department director for their work in preparing this budget. A special thanks goes to Finance Director Daniel Toleikis for his efforts in budget review and a commitment to providing a revised format for budget review and presentation.

I look forward to working with you through the year in implementing this budget and the goals it represents.

Sincerely,

A handwritten signature in black ink that reads "Cynthia M. Wagner". The script is cursive and fluid, with the first name "Cynthia" being more prominent than the last name "Wagner".

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 15.67 square-mile community that is home to almost 10,000 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, where 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 Aldermen, which is comprised of six members elected by ward (two aldermen per ward), and a Mayor elected at large. The Mayor and each Aldermen are elected to two-year terms.

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, which is under the authority of Clay County, provides flood damage reduction, recreational opportunities, and water supply and storage capabilities for the City.

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, which, 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.



## DIRECTIONFINDER SURVEY

The City of Smithville conducted a survey in January 2019 by contracting with ETC Institute, a national leader in market research, which focuses on helping governmental organizations gather survey data to enhance organizational performance with an emphasis on customer satisfaction surveys.

The survey sought:

- *to objectively assess citizen satisfaction with City services,*
- *to gather input from residents to help set community priorities,*
- *to compare the City's current performance to other communities' performance, and*
- *to assess trends within the community over time.*

More than 670 DirectionFinder surveys were completed and responses indicated that Smithville residents generally have a positive perception of the City. Satisfaction with the overall quality of major City services in Smithville rates 9% above the U.S. average and 14% above the Missouri and Kansas regional average. Smithville rated at or above the U.S. average in 26 of the 52 specific areas assessed and was at least 5% over the U.S. average in 16 of those areas.

A full [Citizen Survey Report](#) was issued in February 2019 summarizing findings of the survey and investment priorities. Future DirectionFinder surveys will be planned during each budget process in order to establish benchmark performance data to evaluate City services and departmental performance.

# CITIZEN-BASED STRATEGIC PLAN

The City of Smithville embarked upon a visioning and strategic planning process in 2019 by contracting with Future iQ, a research and consulting company which specializes in foresight and scenario-based strategic planning, to guide a process to develop a Community Vision and Strategic Action Plan for Smithville.

The Community Vision will represent the views of all aspects of the community, reflect core community values, address emerging trends and issues, imagine a preferred future, and promote local action. The Strategic Action Plan will direct efforts and resources toward a defined vision for the future, employing a roadmap that is realistic, achievable, and sustainable.

The visioning and strategic planning process aimed to provide responses to the following questions:

- *What should the City of Smithville become?*
- *What makes the City of Smithville unique and special and how can the City use these characteristics to prepare for the future?*
- *How will community stakeholder preferences fit into this vision?*

To understand the community's perspectives about key trends shaping the future of Smithville, a survey was made available on the City's website in April 2019. Future iQ created a [Survey Data Visualization Platform](#), which gives the public access to the data gathered from the surveys, to explore responses to survey questions to see what stakeholders thought about a range of key topics.

In early June 2019, approximately 70 dedicated community members and stakeholders engaged in a Think Tank workshop, where they spent the day examining important emerging trends and crafting a range of possible future scenarios for Smithville reaching

out to 2030. A full [Think Tank Report](#) was issued summarizing the visioning and planning session from that day.

The visioning process then moved into the next phase of engagement to the wider Smithville community. Six community engagement sessions in late June 2019 provided an opportunity for the broad community to provide input into the process and three youth sessions, held at the Smithville High School in early September 2019, invited approximately 400 students into the process. Sessions included presentations on trends, discussion, and detailed surveys. The High School sessions explored the students' perception of future trends and implications.

This process identified a vision for the future of Smithville to create **Smithville – a Modern Community Oasis designed for 2030**, with five strategic pillars to support that vision:

- *Continued Commitment to Education*
- *Enhanced Recreation and Connectivity*
- *Diverse Housing and Neighborhood Options*
- *Strengthened Business and Economic Development*
- *Retention of Small-Town Feel and Sense of Community*

In late September 2019, a Think Tank Reconvene was held, which brought together approximately 50 dedicated community members and stakeholders who have been actively involved in the community visioning project. The Think Tank Reconvene reviewed and validated the initiative's vision and engagement process and began work on the strategic pillars that will serve as the building blocks of the Community Vision and Strategic Action Plan.

The project is scheduled to conclude in early November 2019, when a final report will be issued.

## GOVERNING BODY

The City 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 two-year terms.

Municipal Elections are held annually in April. 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 are redrawn every ten years.

### MAYOR AND BOARD OF ALDERMEN

Mayor	Damien Boley	Term Expires April 2020
Alderman, Ward 1	Josh Hurlbert	Term Expires April 2020
Alderwoman, Ward 1	Melissa Wilson	Term Expires April 2021
Alderman, Ward 2	Steve Sarver	Term Expires April 2020
Alderman, Ward 2	John Chevalier, Jr.	Term Expires April 2021
Alderman, Ward 3	Marvin Atkins	Term Expires April 2020
Alderman, Ward 3	Jeff Bloemker	Term Expires April 2021

115,636



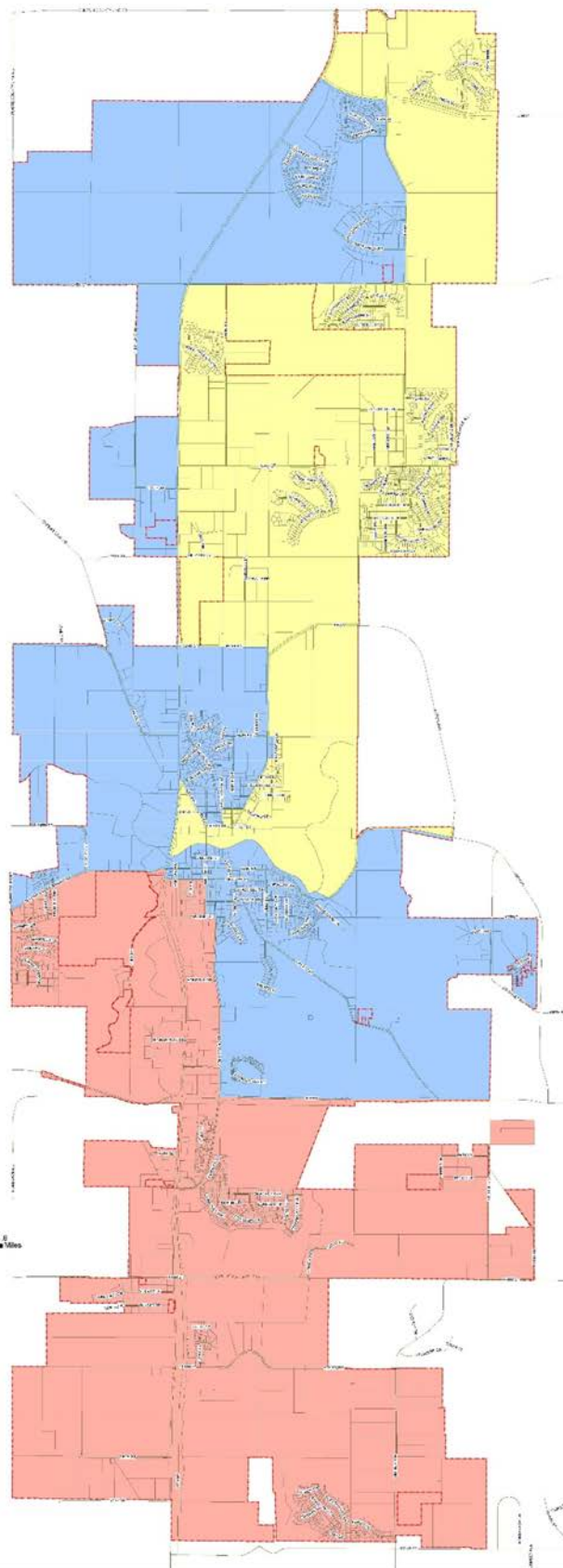
## SMITHVILLE Ward Boundary

### CITY, WARD

- Smithville, Ward 1
- Smithville, Ward 2
- Smithville, Ward 3



Created by Clay County Assessor  
GIS Mapping  
Date: February, 2012



## MISSION, VISION, AND VALUES

The Mayor and Board of Aldermen held a Board Retreat in May 2019 where it reviewed the vision and goals it set at a 2018 retreat and set a course for the community's future. At this session, the Governing Body revised the City's vision statement to read:

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

The Governing Body adopted six pillars of excellence in 2018 as the foundation for its vision for a thriving City: Growth, Governance, Community Life, Finance, Infrastructure, and Community Engagement. These Key Performance Areas are a visible testament to its commitment to the vision statement. These pillars were reaffirmed at the 2019 retreat.

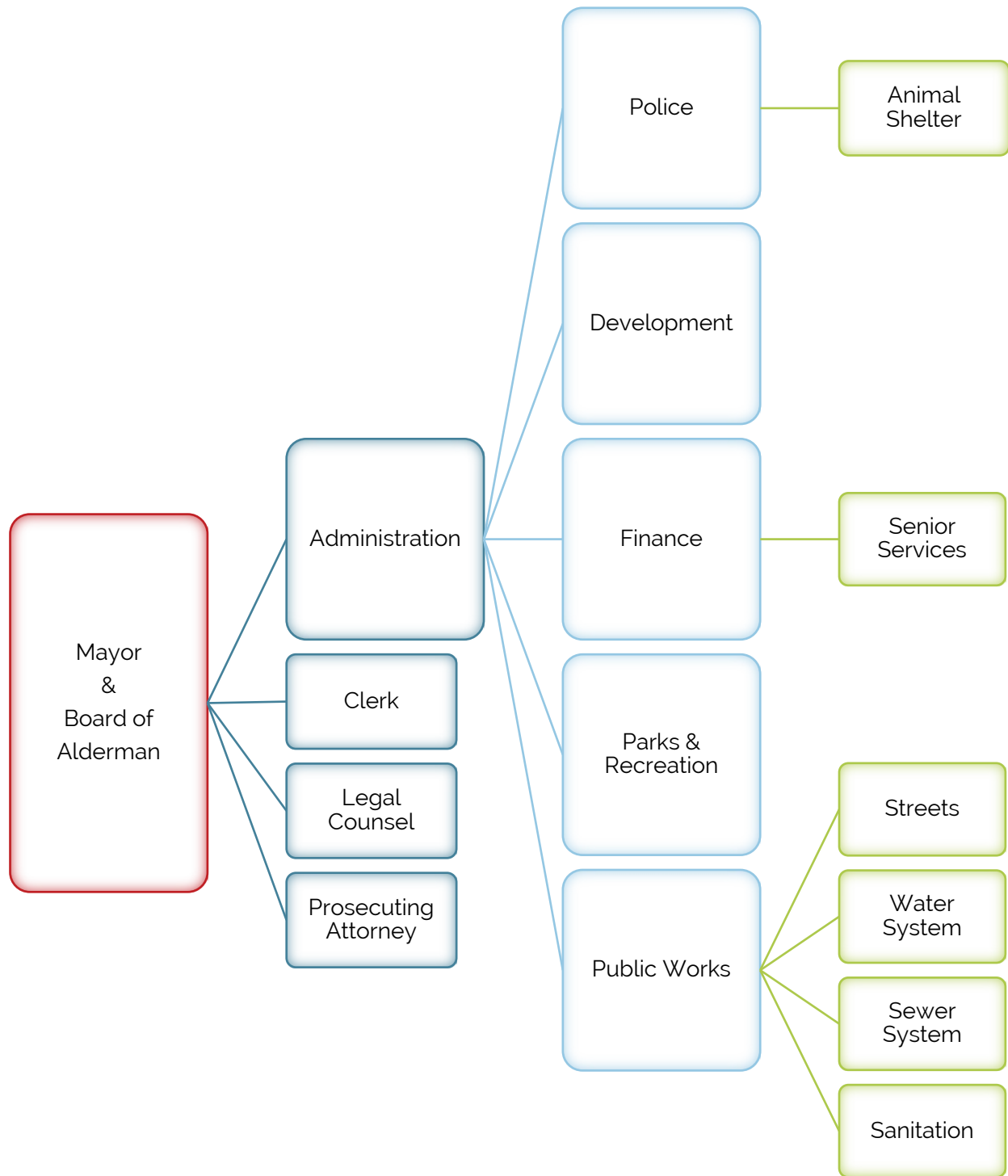
The Governing Body then identified and prioritized potential one- to two-year goals, which are listed below. The goals set a clear direction for the City for ongoing development and operations.

KEY PERFORMANCE AREA	GOAL
Growth We nurture a thriving economy by attracting and maintaining diverse development.	Engage in comprehensive planning process
	Annex Smith's Fork and other areas
	Change development requirements for contiguous development
Governance We act as a cohesive team, providing the human and physical resources to advance the goals and the betterment of the community.	Review and update municipal code

<p>Community Life</p> <p>We provide an environment where all can experience safety, security and opportunity for an active, healthy lifestyle.</p>	<p>Provide recreational opportunities, including a basketball court complex</p>
<p>Finance</p> <p>We maintain public trust through fiscally sound investment of public revenues and resources.</p>	<p>Maintain a financial plan that reflects infrastructure replacement needs</p>
<p>Infrastructure</p> <p>We envision, build, and maintain the necessary road, utilities and strategic land use to prepare for residential and economic growth.</p>	<p>Complete South Sewer project</p>
	<p>Conduct a Wastewater Master Plan</p>
	<p>Develop a Transportation Master Plan</p>
	<p>Pursue Streetscape Phases 2 and 3</p>
	<p>Continue process to implement a special road district</p>



# ORGANIZATION CHART



## LEADERSHIP TEAM

The Governing Body works with an executive leadership team to implement governing body policies across all City departments. The executive leadership team includes the City Administrator's staff and all department directors.

### LEADERSHIP TEAM

City Administrator	Cynthia Wagner
Assistant City Administrator	Nickie Lee
City Clerk	Linda Drummond
Chief of Police	Jason Lockridge
Development Director	Jack Hendrix
Finance Director	Daniel Toleikis
Parks & Recreation Director	Brett McCubbin
Public Works Director	-- VACANT --
Street Superintendent	Allan Jensen
Utilities Superintendent	Robert Lemley

## FINANCIAL STRUCTURE

All of the funds used by a government must be classified into one of five types of funds. Four of these fund types are used to account for governmental-type activities and are known as governmental funds: General Fund, Capital Projects Fund, Special Revenue Fund, and Debt Service Fund. The City uses two special revenue funds: the Capital Improvement Sales Tax Fund and the Transportation Sales Tax Fund.

The other type of fund is used to account for business-type activities and is known as an enterprise fund. The City utilizes two enterprise funds: the Combined Water and Wastewater Systems (CWWS) Fund and the Sanitation Fund.

### GENERAL FUND

The General Fund is the City's primary operating fund. Within the General Fund are nearly all the operating departments. The General Fund accounts for most of the day-to-day operations of the City.

#### Revenue Sources

1% sales tax, property tax, franchise tax, use tax, license and permits fees

#### Expenditure Types

Salary and benefits, operating supplies and services, contractual services, capital outlay

#### Departments

Elected Officials, Administration, Police, Development, Parks & Recreation, Support Services

### CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for large, often multi-year construction projects of the City.

#### Revenue Sources

Proceeds for GO Bond issuances

#### Expenditure Types

Contractual services, capital outlay

#### Departments

Administration, Police, Development, Parks & Recreation, Public Works

## **SPECIAL REVENUE FUNDS**

The Capital Improvement Sales Tax Fund is a special fund used to account for revenues related to the voter-approved 0.5% capital improvement sales tax and expenditures tied to the related voter-approved bond issuance. The capital improvement sales tax expires in 2038.

Revenue Sources

0.5% sales tax

Expenditure Types

Contractual services, capital outlay

Departments

Administration, Police, Development, Parks & Recreation, Public Works

The Transportation Sales Tax Fund is a special fund used to account for revenues from the 0.5% transportation sales tax and specific expenditures limited to construction, reconstruction, repair and maintenance of streets, sidewalks, trails, City-owned parking lots, and bridges within the City. The transportation sales tax does not expire.

Revenue Sources

0.5% sales tax

Expenditure Types

Contractual services, capital outlay

Departments

Public Works

## **DEBT SERVICE FUND**

The Debt Service Fund is used to account for the payment of principal and interest on general obligation debts.

Revenue Sources

Transfer from capital improvement sales tax

Expenditure Types

Debt service requirements for GO Bond repayment

Departments

Finance

## ENTERPRISE FUNDS

The CWWS Fund is used to account for the operation and maintenance of City-owned water and sewer facilities, which are normally self-supported by user charges.

Revenue Sources

Charges for services, Certificates of Participation (COPs)

Expenditure Types

Salary and benefits, operating supplies and services, contractual services, capital outlay

Departments

Utilities

The Sanitation Fund is used to account for the contractual service of refuse and recycling collection and removal, which are normally self-supported by user charges.

Revenue Sources

Charges for services

Expenditure Types

Contractual services

Departments

Administration

## CAPITAL IMPROVEMENT PLAN

The City's [Capital Improvement Plan](#) (CIP) documents all projects that have been included in prior CIP plans that have not been completed, projects identified by staff and through planning processes such as the Water Master Plan, plus all future projects identified by staff and Governing Body members. A five-year prioritization of projects was determined by the Board of Aldermen at Work Sessions and through adoption of the FY2020 budget. The following CIP items received the highest priority and are included in the FY2020 budget:

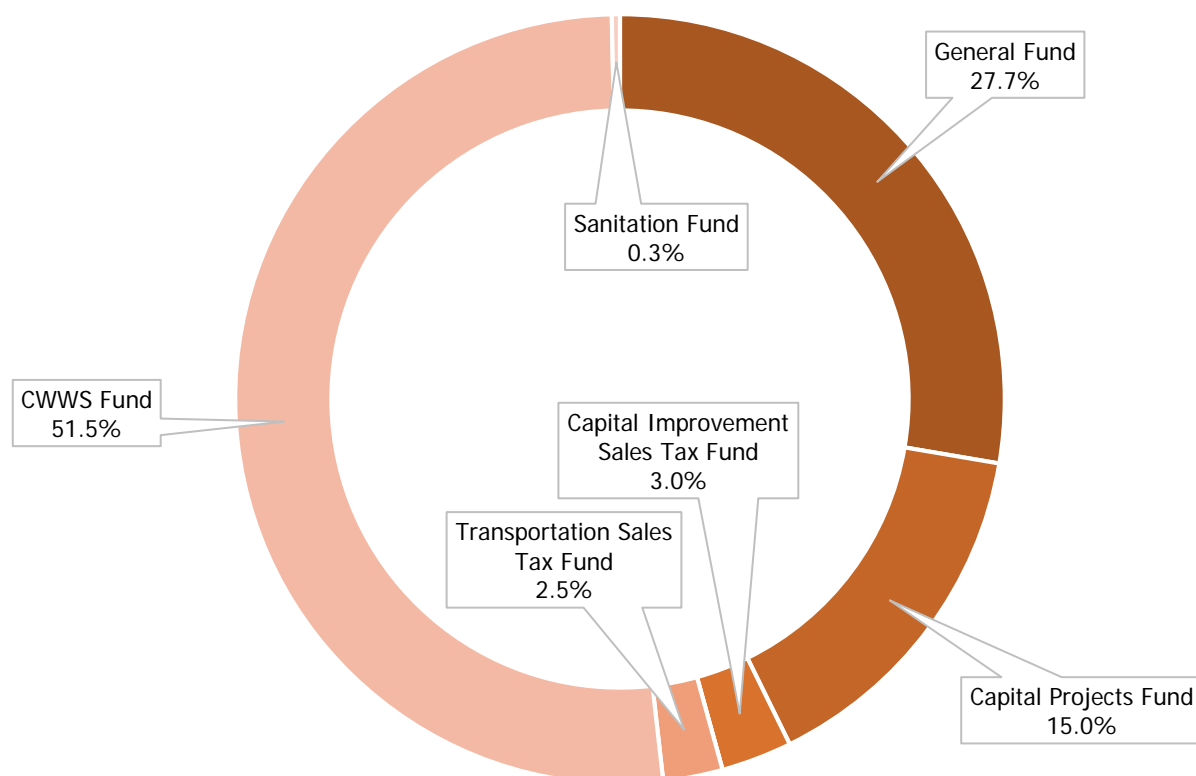
CIP Item	Fund	FY2020 Budget
Comprehensive Plan	General	75,000
City Hall Improvements	General	75,000
City Hall/Police Department Future Needs Study	General	25,000
Heritage Park Basketball Court	General	75,000
Heritage Park Additional Parking Lot	General	85,000
Amory Road Pavement Rehabilitation	General	321,300
Main Street Trail	Capital Projects	1,247,200
Downtown Streetscape	Capital Projects	255,000
Biennial Curbs & Stormwater Program Project	Transp. Sales Tax	200,000
Commercial Avenue Sidewalks & Storm Sewer Inlets	Transp. Sales Tax	10,000
Engineering Roundabout at Bridgeport & Old Jefferson Hwy	Transp. Sales Tax	60,000
Wastewater Master Plan	CWWS	150,000
Biennial Slipline Sewer Program Project	CWWS	200,000
Hawthorne, Woodland, & Ashmont Sewer Project	CWWS	260,000
144 <sup>th</sup> Street Pump Station Project	CWWS	850,000
Main Street Waterline Project	CWWS	922,120
Engineering Valve Box & Raw Water Pump Station Project	CWWS	75,000
Engineering River Crossing 12" Waterline Project	CWWS	92,200
<b>Total</b>		<b>\$4,977,820</b>

The CIP will be updated upon completion of the Strategic Action Plan, Comprehensive Plan, and Wastewater Master Plan.

# BUDGET SUMMARY

## PROJECTED BEGINNING CASH BALANCES: November 1, 2019

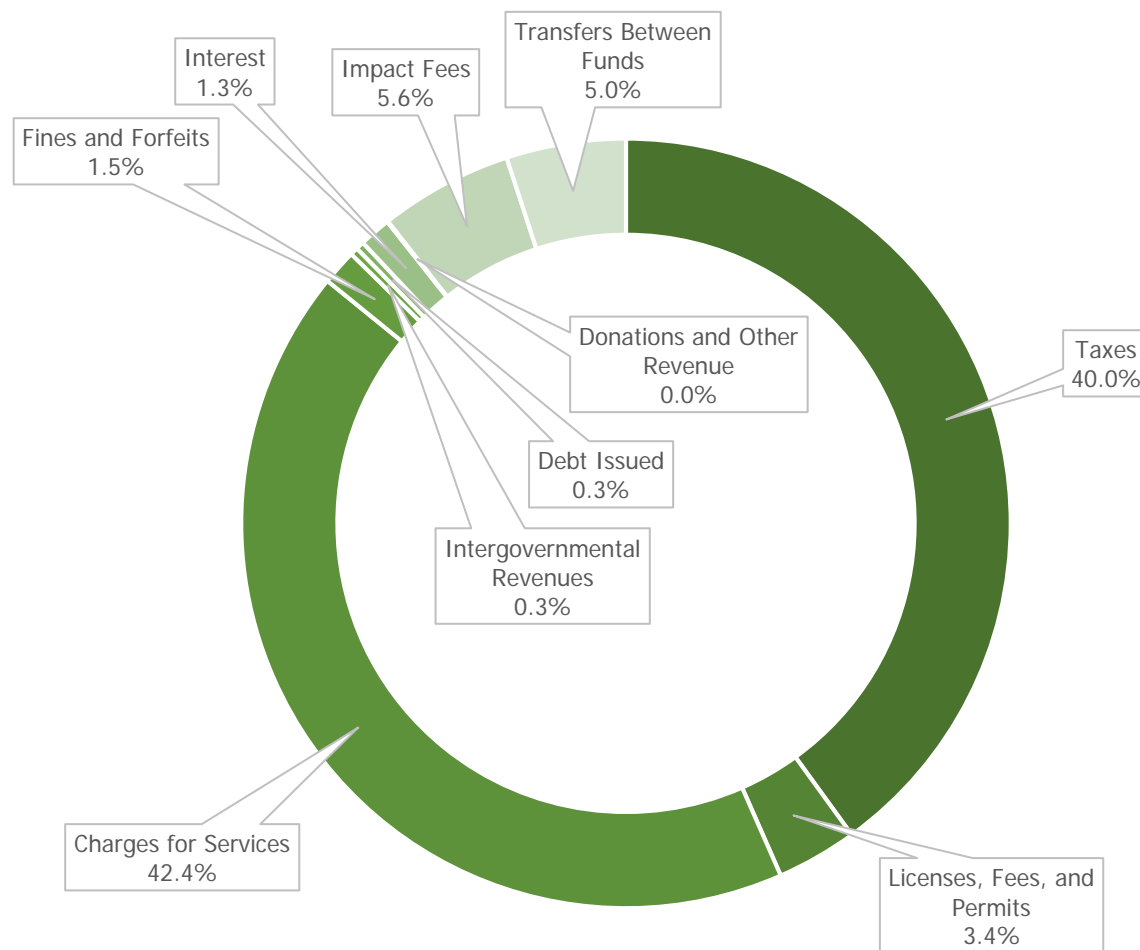
Fund	Cash Balance
General Fund	2,841,256
Capital Projects Fund	1,544,408
Capital Improvement Sales Tax Fund	305,790
Debt Service Fund	-
Transportation Sales Tax Fund	256,769
Combined Water & Wastewater Systems (CWWS) Fund	5,281,430
Sanitation Fund	35,042
<b>TOTAL</b>	<b>10,264,695</b>





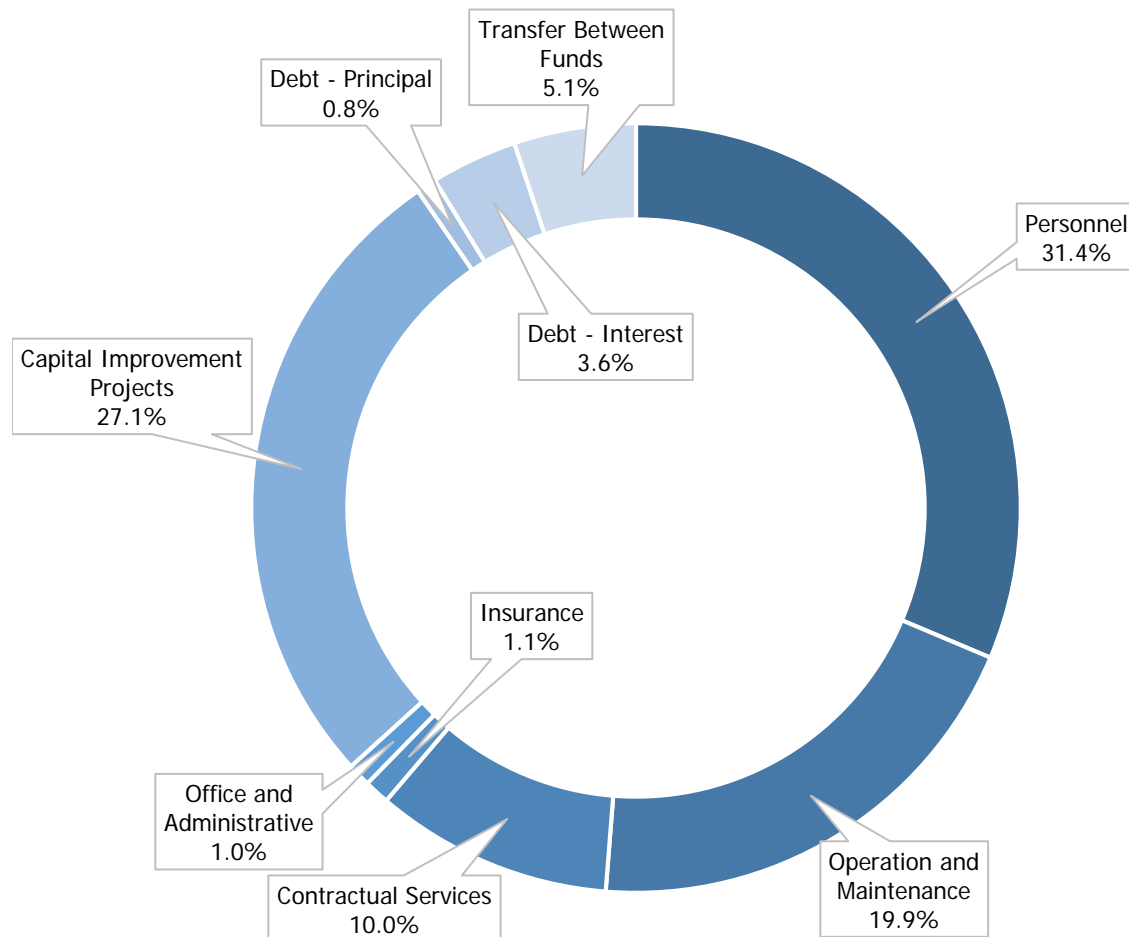
## BUDGETED REVENUE, BY SOURCE (ALL FUNDS COMBINED)

Revenue Category	FY2020 Budget
Taxes, such as sales and use tax, property tax, franchise taxes	4,512,430
Licenses, Fees, and Permits	382,690
Charges for Services, such as water, sewer, sanitation, parks and recreation fees	4,786,200
Fines and Forfeits	167,310
Intergovernmental Revenues	44,800
Debt Issued	38,730
Interest	150,000
Donations and Other Revenues	3,580
Impact Fees for water and sewer	631,710
Transfers Between Funds	566,280
<b>TOTAL</b>	<b>11,283,730</b>



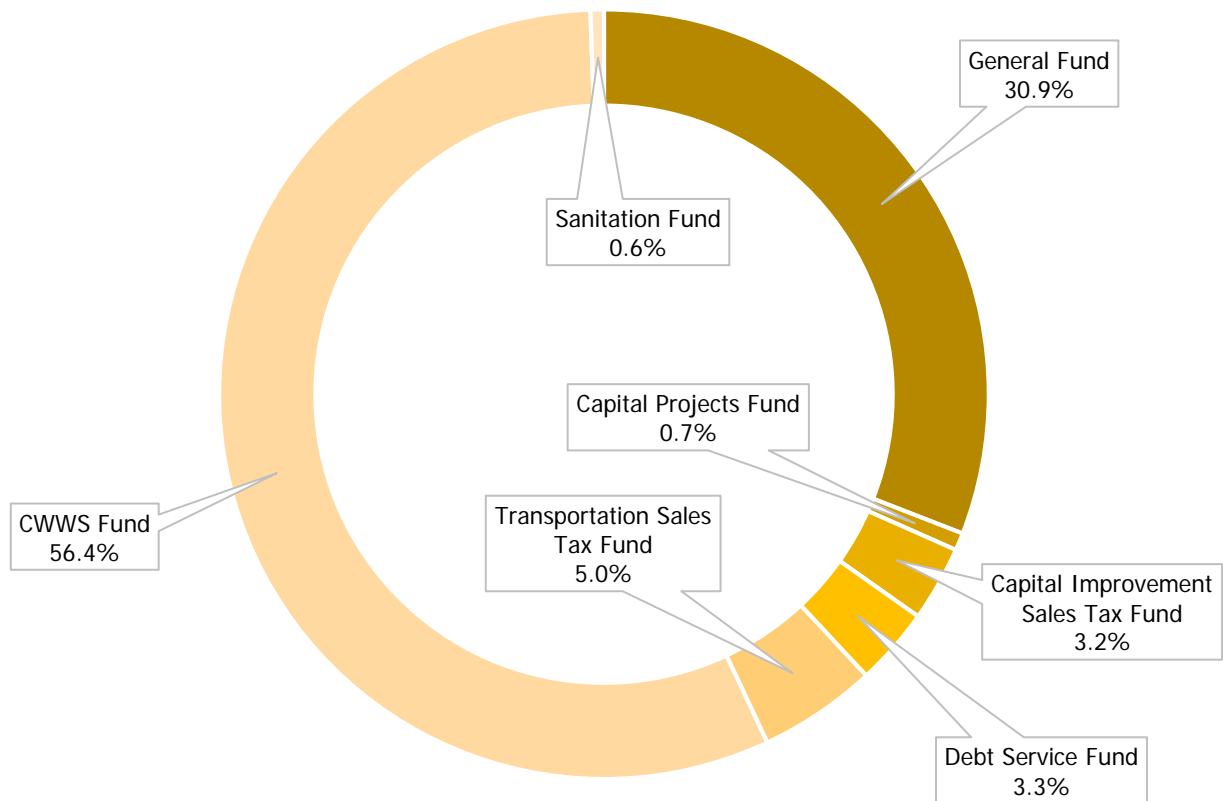
## BUDGETED EXPENDITURES, BY USE (ALL FUNDS COMBINED)

Expenditure Object	FY2020 Budget
Personnel	4,533,430
Operation and Maintenance	2,876,990
Contractual Services	1,444,260
Insurance	152,870
Office and Administrative	141,330
Capital Improvement Projects	3,922,000
Debt - Principal	120,000
Debt - Interest	525,820
Transfers Between Funds	740,800
<b>TOTAL</b>	<b>14,457,500</b>



## PROJECTED ENDING CASH BALANCES: October 31, 2020

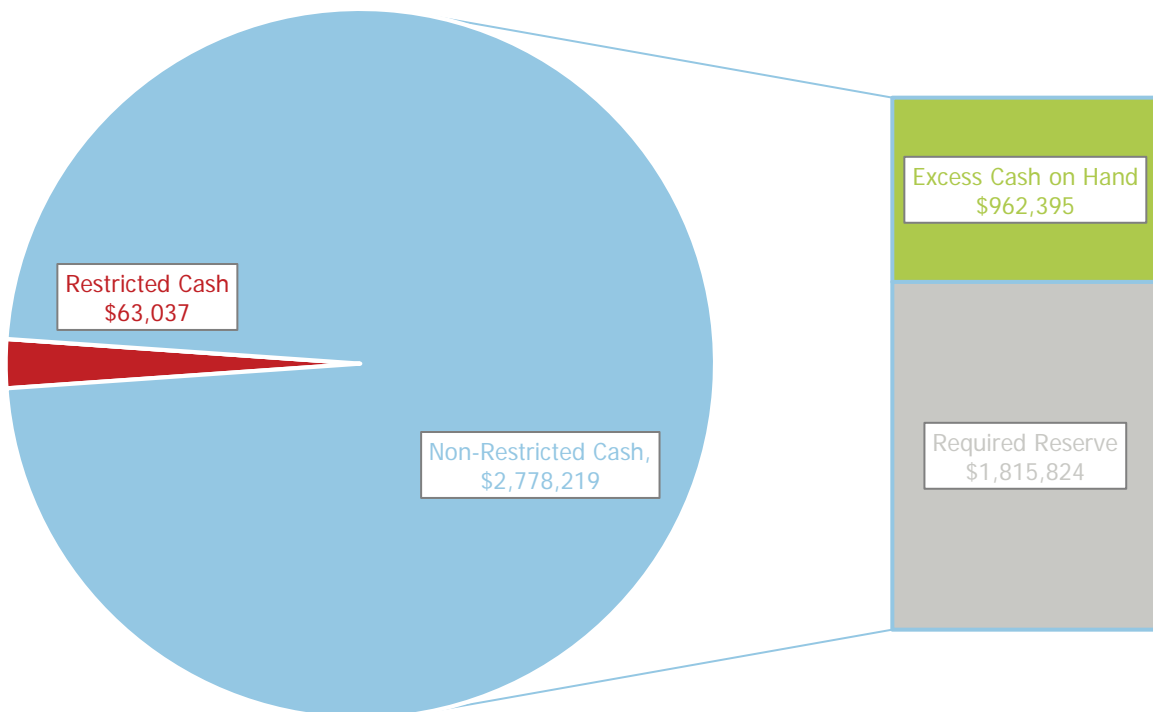
Fund	Cash Balance
General Fund	2,190,926
Capital Projects Fund	52,208
Capital Improvement Sales Tax Fund	224,590
Debt Service Fund	231,260
Transportation Sales Tax Fund	351,849
Combined Water & Wastewater Systems (CWWS) Fund	3,999,980
Sanitation Fund	40,112
<b>TOTAL</b>	<b>7,090,925</b>



# THE GENERAL FUND

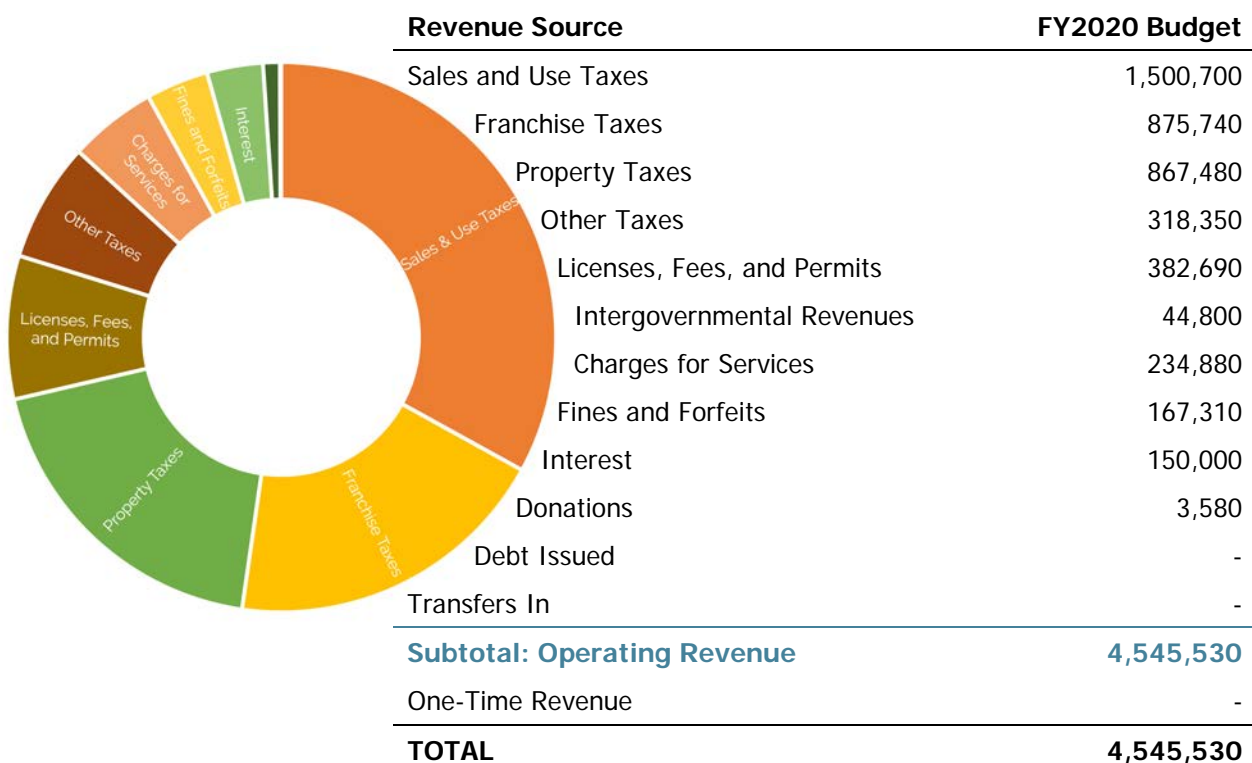
## BEGINNING CASH POSITION

The General Fund is projected to enter FY2020 with a beginning cash balance of \$2,841,256. This includes \$63,037 in restricted cash, which is money in the City's custody that is being held for specific uses: facility rental deposits, downtown sign deposits, sidewalk improvement program deposits, and Tax-Increment Financing (TIF) funding deposits. The remaining \$2,778,219 is non-restricted cash, which is the equivalent to 61% of FY2020 budgeted operating expenditures. A [Reserve Policy](#) requires that the General Fund maintain a reserve of at least 40% of budgeted operating expenditures, which equals \$1,815,824 for FY2020. The remaining 21%, or \$962,395, is considered excess cash on hand.



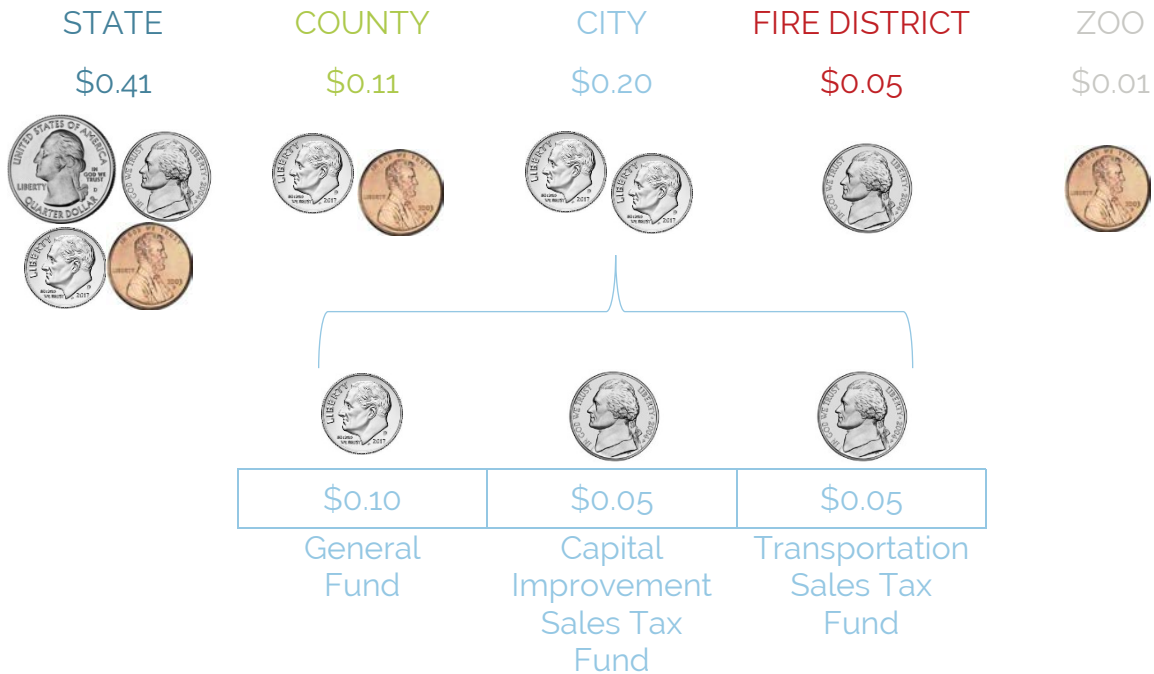
## REVENUES

General Fund revenues provide the resources necessary to fund a majority of City functions, such as police protection and emergency response, code enforcement, permitting, licensing, parks maintenance and recreational programs, senior services, and street and sidewalk maintenance, among others. These functions are primarily funded through revenue from sales and use taxes, property taxes, and franchise taxes. Supplementary sources like ticketing fines, building permit fees, business license fees, and recreational fees provide additional support. The following table outlines FY2020 General Fund budgeted revenue, by source:

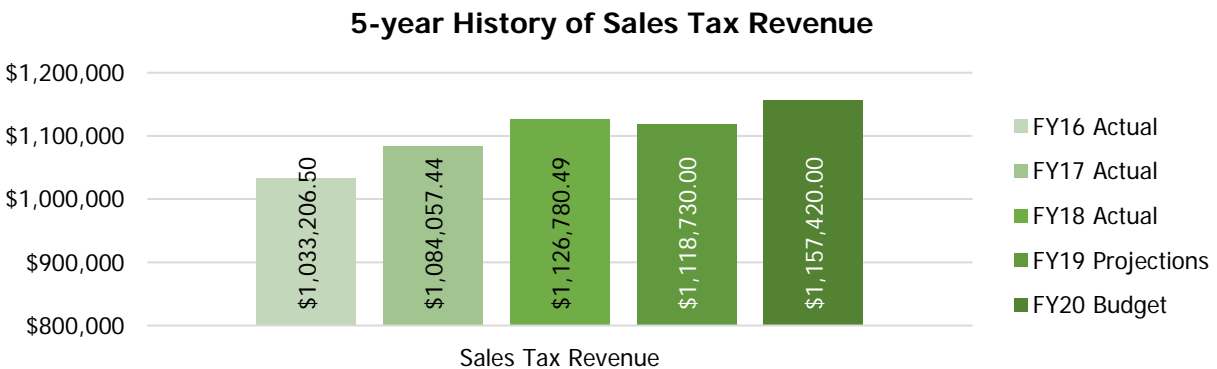


Sales tax, a tax imposed on the purchase price of tangible property or taxable services sold at retail, is the largest component of General Fund revenues. The City receives a portion of the sales tax on every purchase made in Smithville, and half of that portion goes into the General Fund (the other half gets split between the Capital Improvement Sales Tax and Transportation Sales Tax Funds). For example, when you purchase a \$9.79 meal at a restaurant in Smithville, you are charged \$0.78 in sales tax. That \$0.78 gets

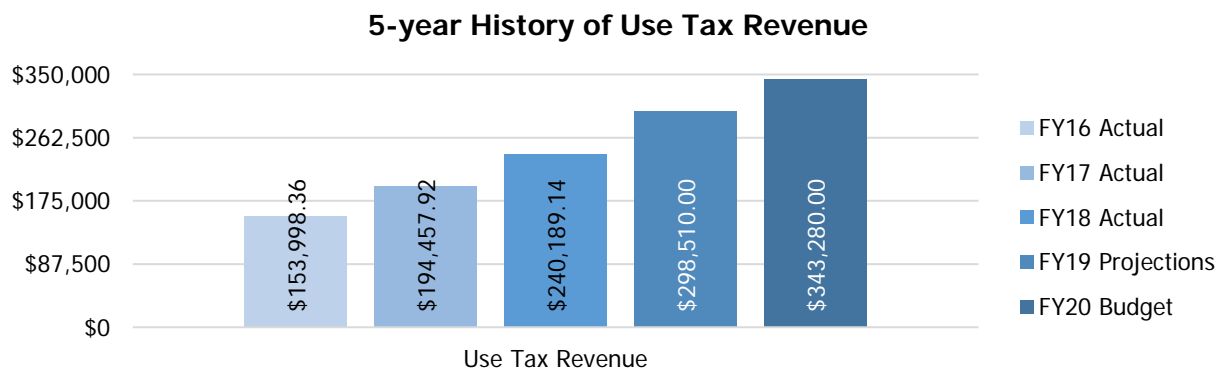
divided among several taxing jurisdictions – the State of Missouri, Clay County, City, Smithville Area Fire District, and Kansas City Zoo:



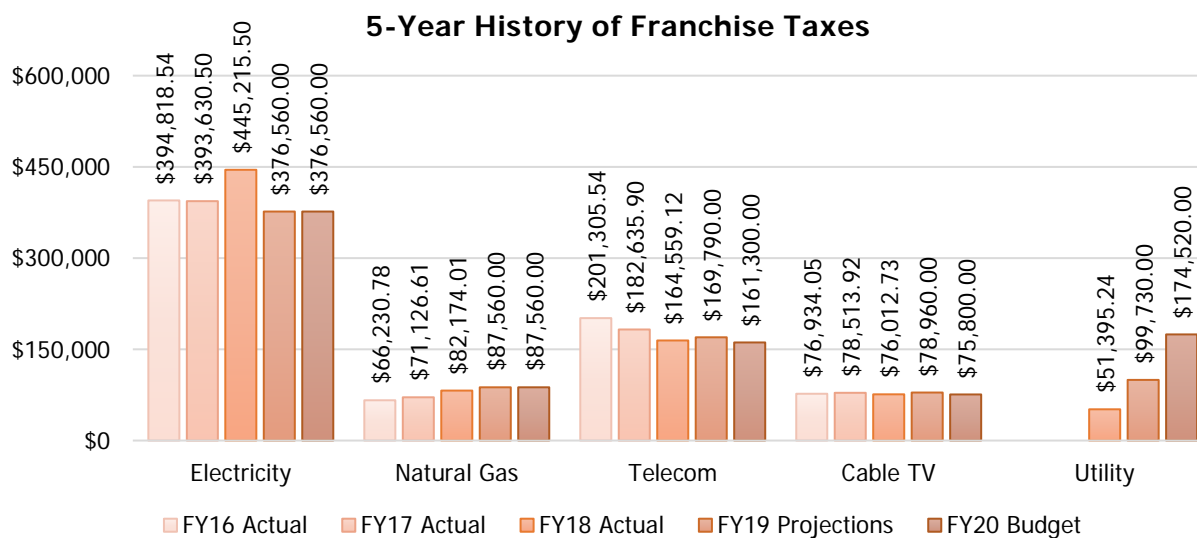
Of the \$0.20 the City receives in this example, \$0.10 is receipted into the General Fund. Over the course of the year, that adds up to account for nearly one-fourth of all General Fund revenues, or an estimated \$1,157,420, in FY2020. This a 3.5% increase in sales tax revenue over projected FY2019 sales tax revenue. One-third of that increase is attributable to sales growth from existing businesses, while the additional two-thirds is from new businesses opening in Smithville, most notably at the Smithville Marketplace.



Similar to how sales tax is based on a purchase made in Smithville, use tax is a tax imposed on the purchase of property from out-of-state vendors that gets delivered to an address in Smithville. Use tax accounts for an estimated \$343,280 in FY2020. This a 15.0% increase in use tax revenue over projected FY2019 sales tax revenue.



The City also charges franchise taxes to electric, natural gas, telecommunication, cable, and utility providers in exchange for use of City streets and other public property. The franchise tax is an amount equal to five percent (5%) of the providers' gross revenues received from the operation of the system in the City. Franchise taxes account for an estimated \$875,740 in FY2020. The utility franchise tax is a tax against the City's water utility and was implemented in FY2018 with gradually increasing percentages.





Property tax is the third largest revenue source for the General Fund. The City holds a public hearing and approves its mill levy rate for personal and real estate property taxes before September 1st each year. Property tax bills are mailed in mid-November by the county collector and payments are due by December 31st each year. But the City is only one of several taxing jurisdictions who make up your property tax bill. The table below lists the certified 2019 property tax mill levy rates for all Smithville taxing jurisdictions:

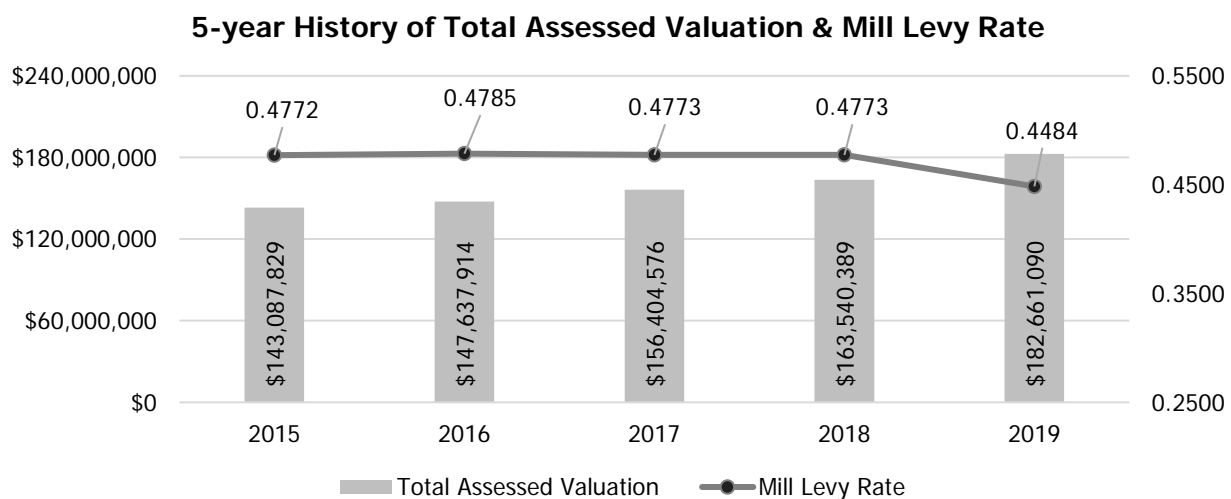
<b>Taxing Jurisdiction</b>	<b>Mill Levy Rate</b>
Smithville School District	5.1000
Smithville Fire District	0.4821
City of Smithville	0.4484
Northland Regional Ambulance District (NRAD)	0.4221
Mid-Continent Library	0.3633
County Services	0.1768
Handicap Tax	0.1130
Health Tax	0.0942
Mental Health Tax	0.0942
State Tax	0.0300
<b>Total</b>	<b>7.3241</b>

The \$100 bill below represents the distribution of \$100 of property tax that you pay to each taxing jurisdiction.

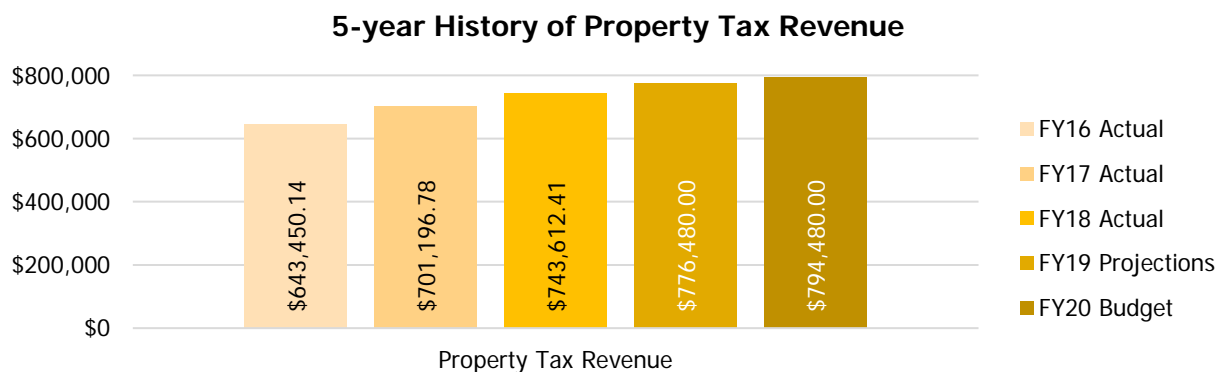


2019 property tax bills are due by December 31st, and the City usually receives its share, an estimated \$867,480 in FY2020, in January. This a 2.1% increase in property tax revenue over projected FY2019 property tax revenue. A majority of that increase is attributable to increases in assessed valuation of existing property, while the remaining part of that increase is from new construction in Smithville.

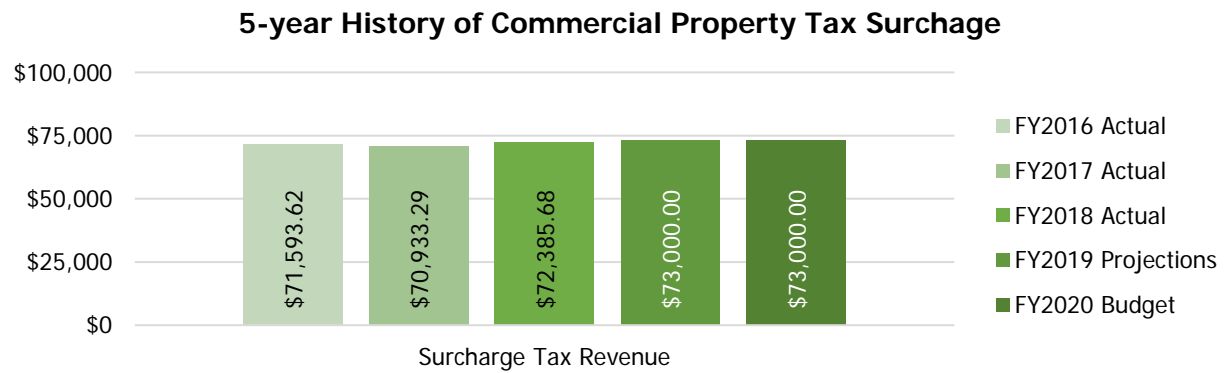
The graph below depicts a history of assessed valuation and mill levy rate for the last five years. The total assessed valuation divided by 100, multiplied by the mill levy rate, will give an approximate amount of the total property tax revenues billed in each year.



The City estimates to collect 97% of total property tax revenues billed in 2019, or an estimated \$794,480, in FY2020.

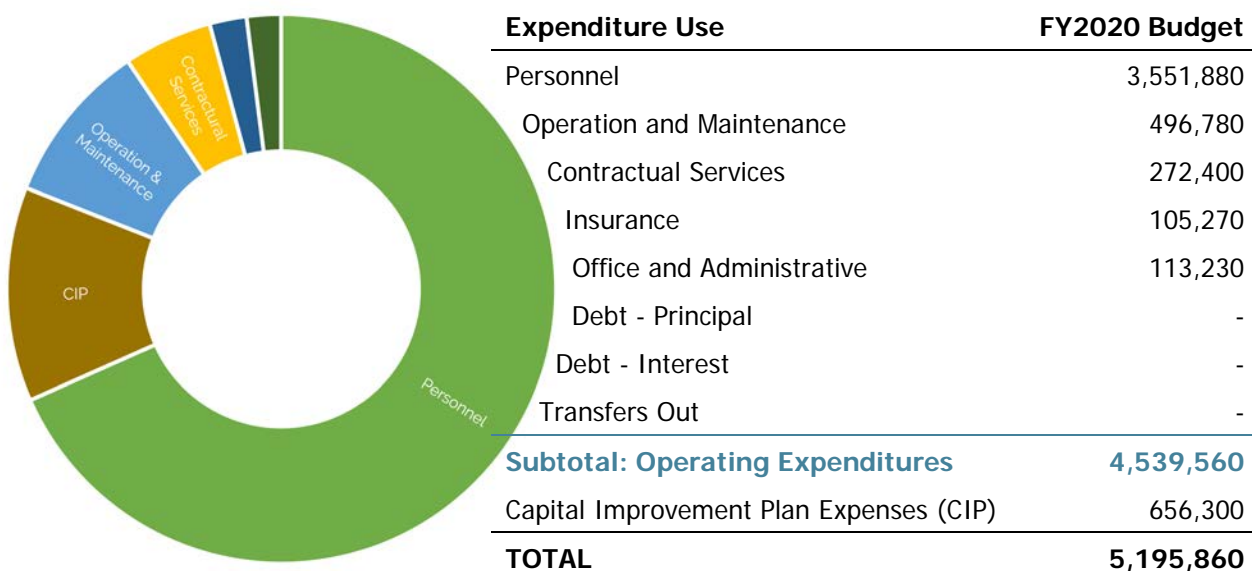


Clay and Platte Counties also impose a commercial property tax surcharge, an additional property tax imposed on commercial property in lieu of personal property tax. Clay County's mill levy rate is 1.5900 (third-largest in the State), whereas Platte County's is 0.3600, and these surcharge taxes get passed on to the City. This surcharge tax accounts for an estimated \$73,000 in FY2020.



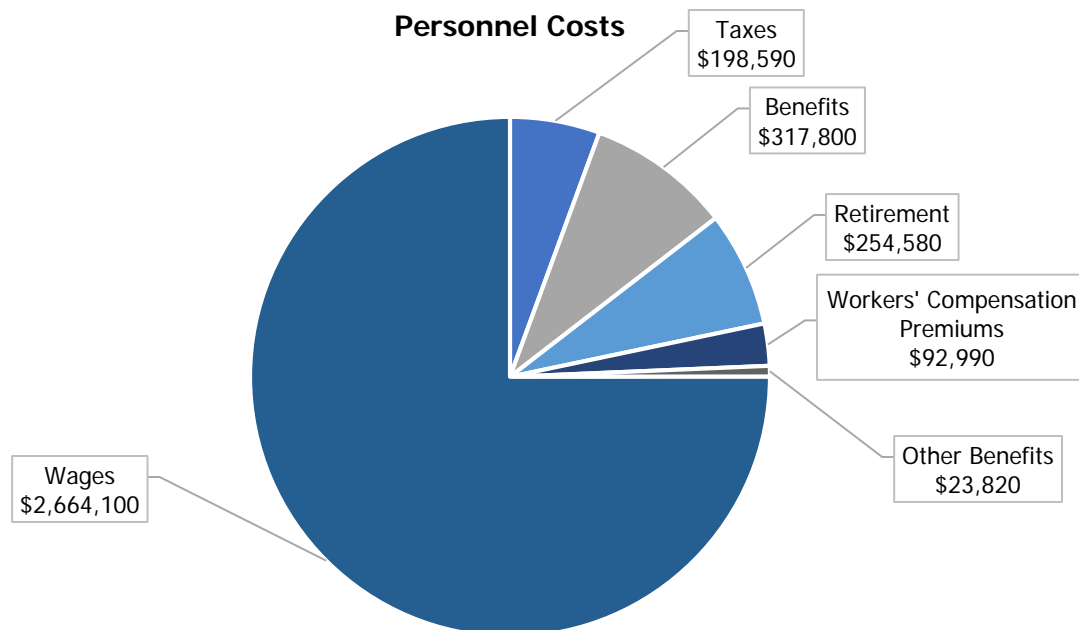
## EXPENDITURES

General Fund expenditures cover employee salaries and benefits, operational costs, maintenance costs, contracted services, insurance, and office and administrative costs for the elected officials, administration, police, development, finance, parks and recreation, and public works (street division) departments. Expenditures also support the Capital Improvement Plan (CIP) and other large one-time expenses. The following table outlines FY2020 General Fund budgeted expenditures, by use:



Personnel is the largest component of General Fund expenditures, accounting for more than three-fourths of FY2020 budgeted operating expenditures. The position of Public Works Director is the only addition to personnel in the FY2020 budget and 60% of this new position will be funded by the General Fund (the other 40% will be funded by the Combined Water & Wastewater Systems Fund). The parks and recreation department and public works department (street division) restructured their personnel to address internal equity for entry level positions, facilitate progression through positions, and provide consistency across all City-wide maintenance positions. A Summary of Personnel for the FY2017 through FY2020 budgets is provided later in this document. The [FY2020 Employee Compensation Plan](#) contains a 1.3% cost-of-living increase across all pay ranges to capture Consumer Price Index (CPI) growth effective November 1. Appendix A

contains a listing of budgeted positions and their respective salaries as of November 1. Employees with one-year of service or more as of March 31 are eligible to receive a share of a 3.0% merit pool which will go into effect on May 1.



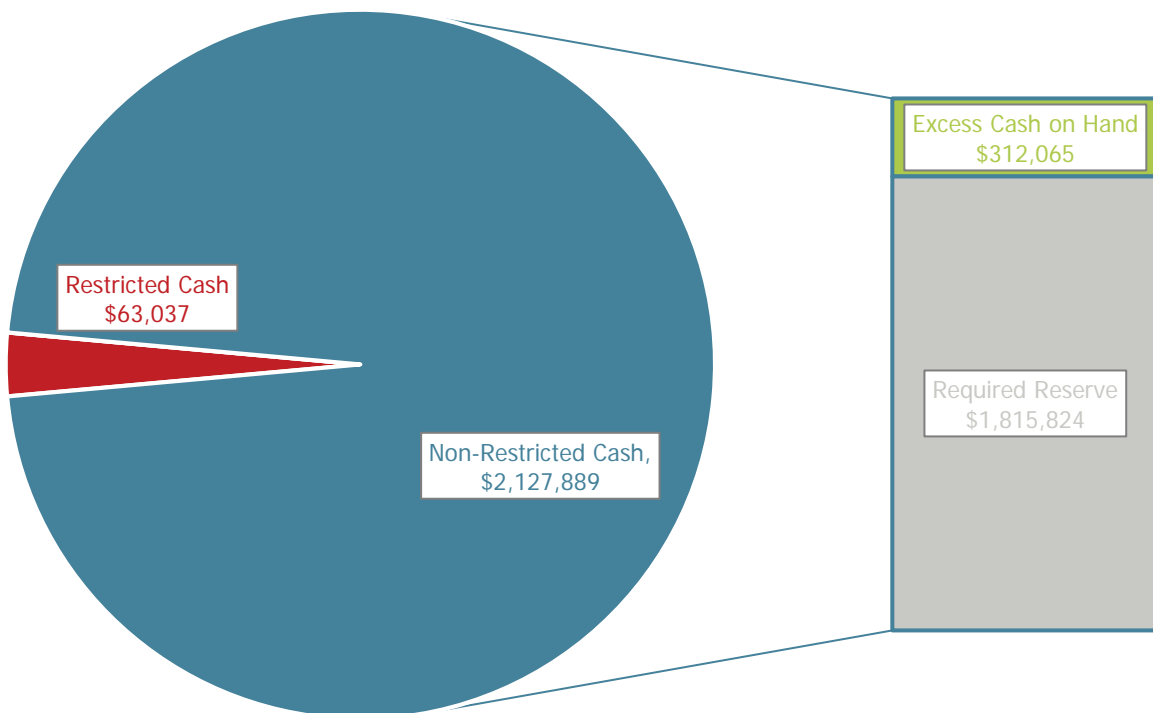
Operations and maintenance expenses make up the second largest aspect of General Fund expenditures. These expenses include electricity, telephone, internet, fuel, tools and supplies, and repairs and maintenance of equipment, vehicles, buildings, and other types of infrastructure like parks and roads. Contractual Services are outside services provided to the City, typically under a formal financial agreement. These types of services provide support in the areas of information technology services, engineering services, and financial and audit services where City staff does not have the expertise and/or where a third-party is necessary to oversee City operations.

The FY2020 capital improvement expenditure budget utilizes \$656,300 of excess cash on hand for CIP and other one-time expenses. This provides funding to complete the Amory Road Pavement Rehabilitation project, a update to the 2005 Comprehensive Plan, and improvements in layout and functionality of City Hall space.

## ENDING CASH POSITION

The General Fund began FY2020 with \$962,395 in excess cash on hand and the FY2020 capital improvement expenditure budget utilizes \$656,300 of that for CIP and other one-time expenditures, leaving \$306,095 in excess. Meanwhile, General Fund operating revenues are estimated to be \$5,970 over operating expenditures in FY2020, which will add to the City's excess cash on hand at the end of FY2020. Therefore, the General Fund will finish FY2020 with an estimated excess cash on hand of \$312,065. The 40% policy-required reserve amount of \$1,815,824 will remain untouched.

Therefore, the General Fund is projected to finish FY2020 with a total unrestricted cash balance of \$2,127,889. The City will also remain in the custody of about \$63,037 in restricted cash which will continue to be held for specific uses: facility rental deposits, downtown sign deposits, sidewalk improvement program deposits, and Tax-Increment Financing (TIF) funding deposits.



## GENERAL FUND BY DEPARTMENT

The following pages provide a brief overview of the functions of each department, provide departmental organizational charts, and list benchmarking goals for each department.

The DirectionFinder survey conducted in January 2019 sought citizen's input and satisfaction levels on a variety of City services. It is anticipated that a similar survey be conducted every 2-3 years to update citizen satisfaction levels and areas of improvement or decline. A survey is not included in the FY2020 budget.

Benchmarking goals were established for the FY2019 budget year. The data provided is a projection of results based on data available at the time of budget adoption. A complete benchmarking data analysis will be presented to the Board of Aldermen beginning this winter. That presentation will be followed by discussion with the Board of Aldermen for revisions to, additions, or deletions of benchmarking goals to better reflect how data can be gathered. The City is an active participant in the Mid-America Regional Council's Regional Benchmarking Initiative (RBI). The RBI was formed to gather and share data between Kansas City metropolitan cities, which ranges from demographic information to department specific information. The RBI is in year two of data collection and meets roughly every other month.

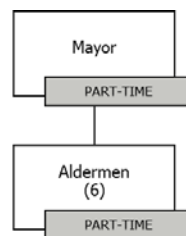
General Fund expenditures are made by department according to the City's [Purchasing Policy](#). While expenditures are made on a line-item basis, they generally fall into one of four buckets: Personnel, Commodities, Contracted Services, and Capital Outlay. The following pages contain prior-year and FY2020 budgeted expenditures, with specific cost information on items that have a large impact on each departmental budget.



## elected officials



The [Board of Aldermen](#) is the Governing Body of the City. It is empowered by state law to make laws and regulations with respect to municipal affairs. The Smithville Board of Aldermen is composed of six members serving staggered, two-year terms. The Mayor is empowered by state law to carry out the laws and regulations set by the Board of Aldermen and is also elected to a two-year term.



The April 7, 2020 General Municipal Election will fill the City Offices of Mayor, Ward 1 Alderman, Ward 2 Alderman, and Ward 3 Alderman.

Performance Benchmarks	FY2019 Result	FY2020 Goal
*SURVEY* Citizens rating the quality of local government as good or excellent	45%	> 78%
*SURVEY* Overall value perceived from tax dollars spent	37%	> 70%

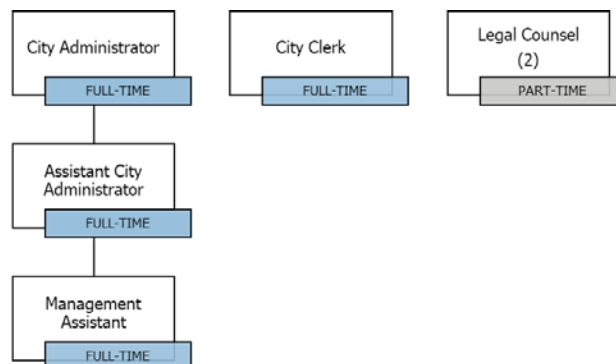


Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	15,501.96	16,309.35	15,550.00	16,020.00
Contracted Services	-	-	65,940.00	5,420.00
Commodities	40,984.40	33,626.41	46,960.00	49,460.00
Capital Outlay	-	-	-	-
<b>Total</b>	<b>56,486.36</b>	<b>49,935.76</b>	<b>125,280.00</b>	<b>70,900.00</b>

FY2019 Projections include \$13,400 in contracted services for a community survey, which was conducted by ETC Institute in January 2019, and \$52,500 in contracted services for the Citizen-Based Strategic Planning process, which is presently being facilitated by Future iQ, Inc.



The [Office of the Administration](#) includes four full-time employees, including the City Administrator, Assistant City Administrator, City Clerk, and Management Assistant, and provides resources for Board-appointed legal counsel. The City Administrator serves as chief administrative officer of the City and serves to ensure the implementation of adopted goals and objectives. The City Administrator implements policies adopted by the Board of Aldermen, proposes recommendations to the Board of Aldermen regarding the budget, capital improvements, legislative policy, and service programs, and appoints all department heads. The department also performs economic development activities related to the overall economic environment of the community and coordinates all aspects of human resources in the organization. The City Clerk is responsible for all official records, municipal code, Board agendas, meeting minutes, and maintaining the City seal.



Performance Benchmarks	FY2019 Result	FY2020 Goal
Percentage of records request processed in a timely manner	100%	> 98%
Number of worker's compensation claims	4	< 5
*SURVEY* Citizen satisfaction with the effort to inform citizens about local issues	49%	> 90%
*SURVEY* Percentage of citizens satisfied with quality of City's website	53%	> 82%
*SURVEY* Citizen satisfaction with overall quality of services provided by the City	59%	> 70%



The Administration Department's FY2020 budget includes \$12,500 in contracted services for half the estimated cost for a future needs study for a mixed-use City Hall/Police Department building (the Police Department budget includes the other half of the estimated cost), and \$75,000 in contracted services for a comprehensive plan. The FY2020 budget also includes an additional \$75,000 for improvements to City Hall.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	296,923.71	297,412.37	411,950.00	449,650.00
Contracted Services	106,622.51	132,965.77	30,120.00	116,110.00
Commodities	188,845.40	401,749.98	66,860.00	54,100.00
Capital Outlay	587,719.88	-	3,580.00	75,000.00
<b>Total</b>	<b>1,180,111.50</b>	<b>832,128.12</b>	<b>512,510.00</b>	<b>478,440.00</b>

FY2019 projections include \$112,000 in personnel for the addition of the approved Assistant City Administrator position.

FY2018 actual figures contain \$26,475.91 in contracted services for utilizing the consulting services of Strategic Government Resources for the City Administrator hiring process, \$26,000.00 in contracted services for a community center feasibility study performed by the YMCA of Greater Kansas City, and \$57,750.95 in contracted services for the engineering of the Downtown Streetscape and Second Creek Road Bridge Replacement projects. FY2018 also contains \$264,782.50 for the purchase of land at the northwest corner of 169 Highway and Main Street.

FY2017 actual figures contain \$96,666.39 in contracted services for the engineering of the Downtown Streetscape and Second Creek Bridge Replacement projects, \$49,498.00

in commodities for the replacement of two HVAC units at City Hall, and \$536,562.84 in capital outlay for the Hawthorne Street Improvements project.



The Municipal Court administered court proceedings as a division of the Clay County Circuit Court. The court was transferred to the Clay County Circuit Court in January 2019 per an Ordinance adopted by the Board of Aldermen in late 2018.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	102,966.18	88,071.04	39,850.00	-
Contracted Services	-	-	-	-
Commodities	9,940.02	9,972.58	4,450.00	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>112,906.20</b>	<b>105,600.00</b>	<b>44,340.00</b>	<b>-</b>

FY2019 projections include a decrease in personnel for the salary and benefits of the Court Administrator, whose position was changed to Police Clerk and whose salary and benefits was moved to the Police Department for the second half of the budget year.

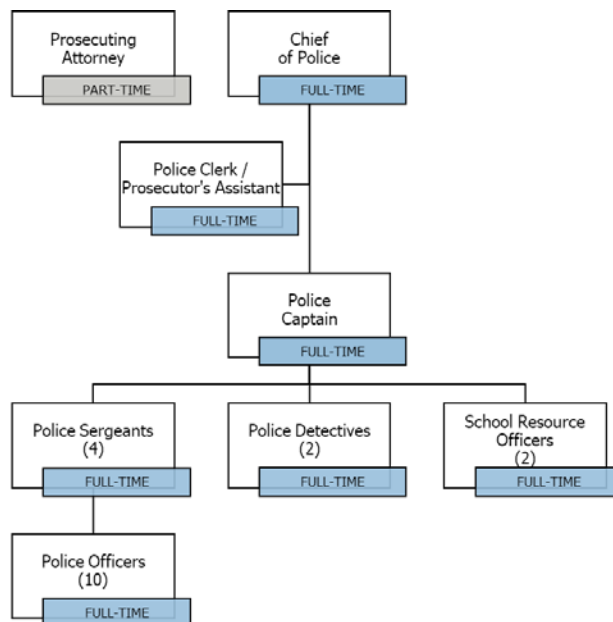
FY2017 actual figures contain a decrease in personnel for the salary and benefits of the Prosecuting Attorney, whose salary and benefits was moved to the Police Department budget in FY2018.



The [Police Department](#) is responsible for uniform police patrol services, investigations, School Resource Officer programs, and animal control. Each sworn officer maintains a peace officer license issued by the State of Missouri and receives training to earn sufficient Continuing Education Units (CEUs) to retain their license. Each police officer receives basic police training at a state-approved law enforcement training academy and once hired, receives their field training following the guidelines of the department's field training officer (FTO) program. Improvement through education is emphasized through seminars, in-service training, on-line training, and specialized training opportunities.

The Police Department operates 24/7 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 police officers to the schools.



<b>Performance Benchmarks</b>	<b>FY2019 Result</b>	<b>FY2020 Goal</b>
Percentage of property crimes cleared	44%	> 65%
Percentage of violent crimes cleared	17%	> 65%
Average time to respond to priority calls (from dispatch to on-scene arrival)	2:00	< 5:30
*SURVEY* Citizen satisfaction with police and safety concerns	85%	> 80%





The Police Department's FY2020 budget includes \$73,200 in personnel for a full-year of the Police Clerk/Prosecutor's Assistant position. The FY2020 budget also includes \$12,500 in contracted services for half the estimated cost for a future needs study for a mixed-use City Hall/Police Department building (the Administration Department budget includes the other half of the estimated cost).

Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	1,052,580.55	1,224,779.34	1,411,620.00	1,552,840.00
Contracted Services	74,270.60	75,304.73	83,710.00	102,890.00
Commodities	142,461.45	206,253.06	218,950.00	227,300.00
Capital Outlay	38,781.90	144,995.06	107,130.00	11,200.00
<b>Total</b>	<b>1,308,094.50</b>	<b>1,651,332.19</b>	<b>1,821,410.00</b>	<b>1,894,230.00</b>

FY2019 projections include \$36,600 in personnel for a half-year of the Police Clerk/Prosecutor's Assistant position, which transitioned from the Municipal Court, and \$56,000 in personnel for the addition of the approved second School Resource Officer position. FY2019 projections also include \$94,000 in capital outlay for the purchase of new vehicle cameras and body cameras.

FY2018 contains an increase in personnel for the addition of the Police Captain position, the transfer of the Prosecuting Attorney from the Municipal Court, the transition of a Police Officer from the Clay County Drug Task Force, and for one new Police Officer position. FY2018 also contains \$39,278 in commodities for repairs to hail-damaged vehicles, \$56,586 in capital outlay for in-vehicle computers for patrol, and \$75,604 in capital outlay for the purchase of two new police vehicles.



The City operates a shelter to care for impounded dogs until such time the rightful owner claims the dog or the dog is adopted. Known as "[Megan's Paws and Claws](#)," the shelter is located in the public works facility and utility division staff assist with the maintenance and care of the shelter and its dogs.

Performance Benchmarks	FY2019 Result	FY2020 Goal
Percentage of dogs adopted within fourteen days of first eligible adoption date	82%	> 95%

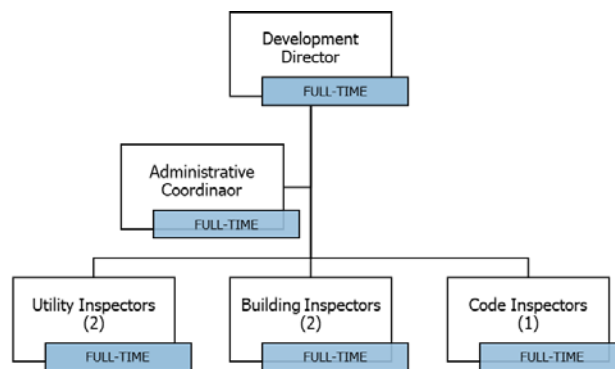


Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	-	-	-	-
Contracted Services	-	1,376.08	4,860.00	5,500.00
Commodities	-	2,358.01	1,180.00	2,100.00
Capital Outlay	17,325.59	16,511.80	-	-
<b>Total</b>	<b>17,325.59</b>	<b>20,245.89</b>	<b>6,040.00</b>	<b>7,600.00</b>

FY2018 actual figures include \$16,511.80 in capital outlay for the completion of the new shelter house.

FY2017 actual figures contain \$17,325.59 in capital outlay for the construction of the new shelter house.

The [Development Department](#) reviews and comments on all proposed developments, reviews compliance with all zoning regulations and development ordinances, and processes applications for plats, rezoning, site plan revisions, and 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 maintenance of existing properties and structures.



Performance Benchmarks	FY2019 Result	FY2019 Goal
Number of days between application and issuance for commercial development permits	17	< 27
Number of days between application and issuance for residential development permits	4	< 17
Number of days between request and inspection for commercial development	0	< 2
Number of days between request and inspection for residential development	1½	< 2
Number of days between inspection to voluntary compliance (code enforcement)	35	< 38
Percentage of code enforcement cases resolved through forced compliance	7%	< 11%
*SURVEY* Citizen satisfaction with the speed of code compliance process	35%	> 75%



The Development Department's FY2020 budget includes \$61,000 in personnel for the return of a building inspector from military leave, which is offset by a savings of \$32,000 in contracted services for the reduction in building inspections performed by the Institute for Building Technology and Safety (IBTS) due to that leave of absence.

Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	310,256.03	347,435.56	331,590.00	422,940.00
Contracted Services	130,556.65	106,450.71	62,630.00	25,500.00
Commodities	28,028.91	35,971.79	56,460.00	54,350.00
Capital Outlay	29,019.83	791.29	10,000.00	-
<b>Total</b>	<b>497,861.42</b>	<b>490,649.35</b>	<b>460,680.00</b>	<b>502,790.00</b>

FY2019 projections include \$40,000 in contracted services for building inspections performed by IBTS during the referenced leave, and \$10,000 in capital outlay for new computer software and equipment.

FY2018 actuals contain \$67,250.00 in contracted services for a marketing and communications consultant, Native Digital, for development and execution of marketing strategy.

FY2017 actuals contain \$88,703.00 in contracted services due to an audit journal entry to account for unreimbursed TIF legal fees, fees which were reimbursed to this department in FY2018. FY2017 actuals also contain \$21,544.00 in capital outlay for the purchase of a truck, and \$6,740.00 in capital outlay for ArcGIS software.



The [Finance Department](#) is responsible for development and review of department policies and procedures, budgeting, debt financing, cash management, investments, and banking relations. The Finance Department produces all major financial documents of the City, including the annual budget and Certified Annual Financial Report (CAFR), comprehensive schedule of fees, and employee compensation plan. The Finance Department strives to be communicative, transparent, accountable, and trusted. The department's staff processes accounts payable, payroll, and billing and collection of animal licenses, business licenses, taxes, and utilities.



Performance Benchmarks	FY2019 Result	FY2020 Goal
Very strong (AA-, AA, AA+) or extremely strong (AAA-, AAA) bond credit rating	AA	AA
Percentage of on-time debt service payments	100%	100%
Number of material weaknesses and significant deficiencies noted in annual audit	4	< 6
Monthly bank reconciliations completed within 15 days of month-end	63%	100%
*SURVEY* Overall satisfaction with customer service from City employees	68%	> 80%



Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	185,948.11	199,954.96	218,660.00	230,850.00
Contracted Services	40,209.84	46,815.12	25,000.00	35,060.00
Commodities	30,839.70	31,707.57	48,510.00	52,070.00
Capital Outlay	-	-	2,530.00	-
<b>Total</b>	<b>256,997.65</b>	<b>278,477.65</b>	<b>294,700.00</b>	<b>317,980.00</b>

FY2019 projections include \$2,530.00 in capital outlay for new computers throughout the department.



The [Senior Center](#) is a facility operated by the City which is leased to a not-for-profit organization, but is also made available to the public for rental for private events.

Performance Benchmarks	FY2019 Result	FY2020 Goal
Percentage increase in rentals over previous year	67%	> 110%



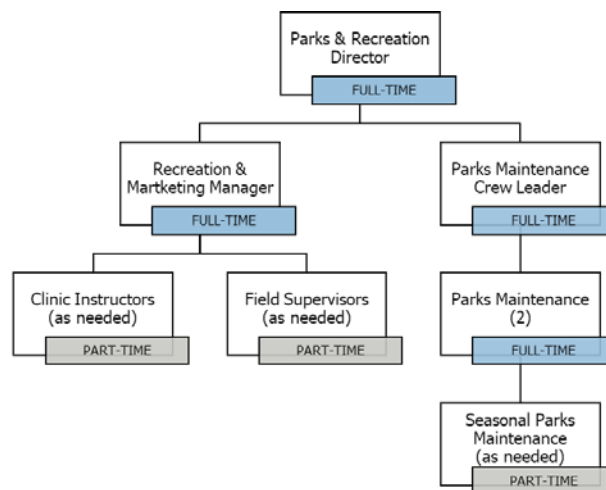
## senior services budget



The Senior Center's FY2020 budget includes \$12,870 in contracted services for the Meals on Wheels program, and \$2,090 in commodities for the janitorial services contract.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	-	-	-	-
Contracted Services	12,392.55	11,451.25	10,050.00	12,870.00
Commodities	17,399.88	17,030.74	10,990.00	9,130.00
Capital Outlay	-	-	-	-
<b>Total</b>	<b>29,792.43</b>	<b>28,481.99</b>	<b>21,040.00</b>	<b>22,000.00</b>

The [Parks and Recreation Department](#) is committed to being a leader in providing quality, innovative, and progressive leisure opportunities while providing attractive, accessible, and well-maintained parks and public facilities for our 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. The department also oversees youth and adult recreation programs and the operation of Smith's Fork Campground.



Performance Benchmarks	FY2019 Result	FY2020 Goal
Operating expense per capita	\$74.13	> \$70
Operating expense per developed park acre	\$5,719.29	> \$6,500
Developed park acreage per thousand residents	13	> 11.5
Percentage of participants in recreation programs rating them as satisfactory	93%	> 85%
*SURVEY* Overall satisfaction with parks and recreation program offerings and facilities	36% - 49%	> 88%
*SURVEY* Overall satisfaction with maintenance and cleanliness of City parks	69%	> 90%



The Parks and Recreation Department's FY2020 budget includes \$75,000 in capital outlay for the addition of a basketball court at Heritage Park, and \$85,000 in capital outlay for an additional parking lot at Heritage Park near the playground equipment that was installed in March 2019.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	262,370.72	291,545.54	376,090.00	390,120.00
Contracted Services	56,935.91	59,870.21	64,140.00	65,440.00
Commodities	260,553.67	168,797.04	173,340.00	142,280.00
Capital Outlay	114,193.63	26,519.82	150,000.00	160,000.00
<b>Total</b>	<b>694,053.93</b>	<b>546,732.61</b>	<b>763,570.00</b>	<b>725,810.00</b>

FY2019 projections include \$14,700 in contracted services for Smith's Fork Campground's camp host, \$12,000 in contracted services for 4<sup>th</sup> of July fireworks, \$4,000 in commodities for repairing the playground surface at Spillway Park, \$7,500 in commodities for re-landscaping Remembrance Park, and \$150,000 in capital outlay for new playground equipment at Heritage Park.

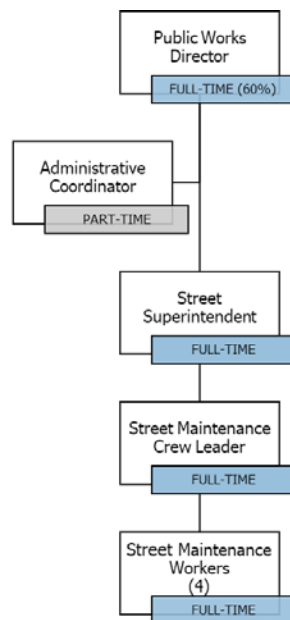
FY2018 contains an increase in personnel for a full-year of salary and benefits for the recreation and marketing manager, and an increase in personnel for wages and benefits for clinic instructors and field supervisors due to bringing the recreation programs in-house.

FY2017 actual figures contain \$159,178 in commodities for the repaving of Smith's Fork Park parking lot, \$54,363 in capital outlay for the purchase of a Bobcat, \$9,026 in capital

outlay for the purchase of a new golf cart for Smith's Fork Campground, and \$37,849 in capital outlay for a remodel of the office space in the Parks Department Building.

## public works (streets division)

The [Street Division](#) of the Public Works Department provides maintenance of City streets, storm drains, curbs, gutters, and sidewalks. The crew members also repair and maintain City-owned streetlights, street signage, and rights-of-way. In the winter months, crew members treat streets and plow snow to provide the citizens of the City safety in their daily travels.



Performance Benchmarks	FY2019 Result	FY2020 Goal
Total expenditures (all funds) for road rehabilitation per paved lane mile	\$3,318.13	< \$2,150
Paved lane miles assessed as satisfactory as a percentage of total paved miles assessed	63%	> 73%
*SURVEY* Percentage of residents satisfied with overall maintenance of City streets	32%	> 90%

## public works (streets division) budget



The Street Division's FY2020 budget includes \$55,500 in personnel for the addition of the approved Public Works Director position (the amount included in the budget represents 60% of the anticipated costs for this position; the remaining 40% is included in the Utility Division's FY2020 budget). The FY2020 budget also includes \$321,300 in capital outlay for construction of the Amory Road Pavement Failure project.

Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	324,289.48	353,607.37	412,230.00	489,460.00
Contracted Services	151,708.90	349,838.63	77,350.00	1,610.00
Commodities	121,696.72	106,135.57	384,190.00	115,290.00
Capital Outlay	152,840.42	620,112.89	-	321,300.00
<b>Total</b>	<b>750,535.52</b>	<b>1,674,900.00</b>	<b>873,770.00</b>	<b>927,660.00</b>

FY2019 projections include \$73,820.00 in contracted services for engineering of the Amory Road Pavement Failure project.



The City retains certain accounts to track expenditures it incurs as a result of a natural disaster, such as a flood, tornado, or earthquake. The City does not budget expenditures in this department, but accounts for related expenditures in this type of event.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	8,618.85	-	-	-
Contracted Services	-	-	-	-
Commodities	22,605.62	-	-	-
Capital Outlay	-	-	-	-
<b>Total</b>	<b>31,224.47</b>	<b>-</b>	<b>-</b>	<b>-</b>

FY2017 actuals include \$31,224 for the emergency response after an EF-2 tornado struck the northern half of Smithville on March 7, 2017. This includes personnel cost, materials, equipment rentals, and emergency communication devices.

## THE CAPITAL PROJECTS FUND

The Capital Projects Fund is projected to enter FY2020 with a beginning cash balance of \$1,544,408.

A one-time transfer from the Combined Water and Wastewater Systems (CWWS) Fund will be its only revenue, an estimated \$10,000 in FY2020. The transfer will fund the stub-out of a 12" waterline underneath N. Bridge Street prior to the construction of the northern phase of the Downtown Streetscape. The 12" waterline project is a FY27 Water Master Plan project.

The FY2020 capital improvement expenditure budget will utilize its revenue and its cash balance to complete \$1,502,200 of CIP expenses. This provides funding to complete the Main Street Trail project and an additional phase of the Downtown Streetscape project. A description of each of the projects is available at the [Projects Information](#) section of the City's website.

The Capital Projects Fund is projected to finish FY2020 with an ending cash balance of \$52,208.

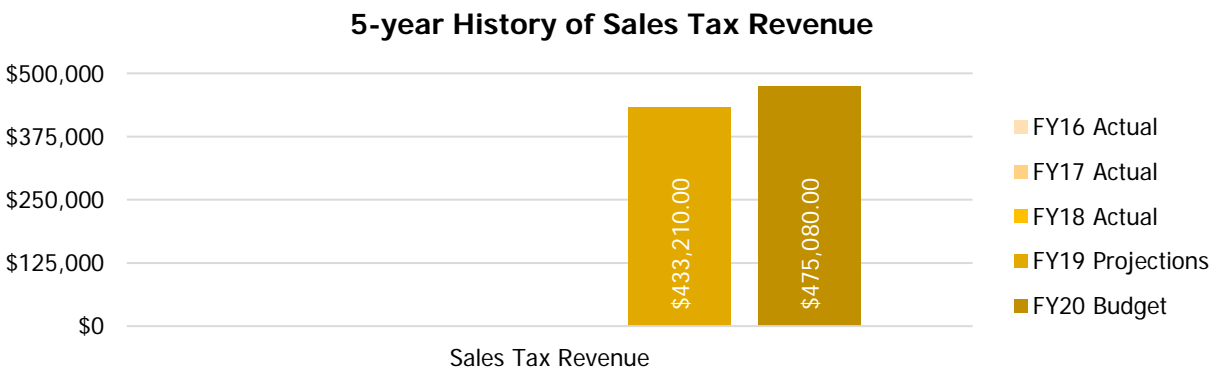
<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	-	-	-	-
Contracted Services	-	66,987.50	269,310.00	15,000.00
Commodities	-	-	-	-
Capital Outlay	-	-	4,072,385.00	1,487,200.00
<b>Total</b>	<b>-</b>	<b>66,987.50</b>	<b>4,341,695.00</b>	<b>1,502,200.00</b>



## THE CAPITAL IMPROVEMENT SALES TAX FUND

The Capital Improvement Sales Tax Fund is projected to enter FY2020 with a beginning cash balance of \$305,790.

Sales tax is the only component of Capital Improvement Sales Tax Fund revenues. In the General Fund Revenues section of this document, an example was presented in which a person buying a \$9.79 meal pays \$0.78 in sales tax, which gets divided among several taxing jurisdictions, with \$0.20 of that supporting City services. \$0.05 of that comes to the Capital Improvement Sales Tax Fund. That adds up to account for an estimated \$475,080 in FY2020, which is an increase of 9.6% over projected FY2019 sales tax revenue. This sales tax was instituted in October 2018 and, therefore, revenue received at the beginning of FY2019 was minimal.



The Capital Improvement Sales Tax Fund will transfer an estimated \$556,280 to the Debt Service Fund in FY2020. This transfer will pay the debt service repayments associated with the general obligation bond issuances that are due in calendar year 2020 and also establish a cash balance in the Debt Service Fund.

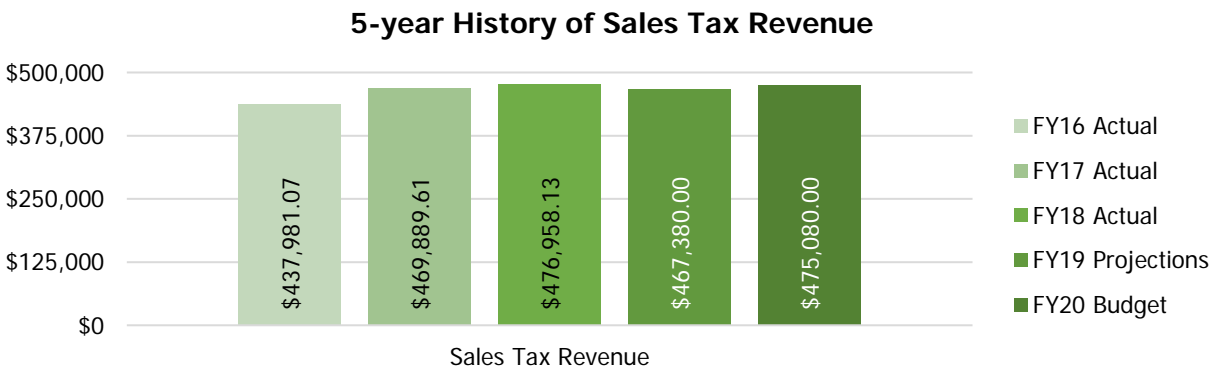
The Capital Improvement Sales Tax Fund is projected to finish FY2020 with an ending cash balance of \$224,590.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	-	-	-	-
Contracted Services	-	-	-	-
Commodities	-	-	127,420.00	556,280.00
Capital Outlay	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>127,420.00</b>	<b>556,280.00</b>

## THE TRANSPORTATION SALES TAX FUND

The Transportation Sales Tax Fund is projected to enter FY2020 with a beginning cash balance of \$256,769.

Sales tax is the only component of Transportation Sales Tax Fund revenues. In the General Fund Revenues section of this document, an example was presented in which a person buying a \$9.79 meal pays \$0.78 in sales tax, which gets divided among several taxing jurisdictions, with \$0.20 of that supporting City services. \$0.05 of that comes to the Transportation Sales Tax Fund. That accounts for an estimated \$475,080 in FY2020, which is an increase of 1.6% over projected FY2019 sales tax revenue.



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.

Operations and maintenance expenses make up the largest aspect of Transportation Sales Tax Fund expenditures. These expenses include repairs and maintenance of streets and tools and supplies.

The Transportation Sales Tax Fund operates the biennial asphalt overlay program and the biennial curbs and stormwater program in alternating years. The FY2020 operating

expenditure budget includes an estimated \$200,000 for a to-be-determined curbs and stormwater project.

The Transportation Sales Tax Fund is projected to finish FY2020 with an ending cash balance of \$351,849.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	-	-	-	-
Contracted Services	-	38,276.00	29,270.00	90,610.00
Commodities	395,453.93	285,993.57	476,860.00	281,390.00
Capital Outlay	-	289,537.25	8,000.00	8,000.00
<b>Total</b>	<b>395,453.93</b>	<b>613,806.82</b>	<b>514,130.00</b>	<b>380,000.00</b>

## THE DEBT SERVICE FUND

The Debt Service Fund is projected to start FY2020 with no cash balance.

The Debt Service Fund will recognize an estimated \$556,280 transfer from the Capital Improvement Sales Tax Fund for debt service repayments associated with the general obligation bond issuances and also establish an ending cash balance in the Fund.

The associated general obligation debt service repayments in FY2020 total an estimated \$325,020 in FY2020 and are due as follows:

<b>Due Date</b>	<b>Interest</b>	<b>Principal</b>
2018 GO Bond – due March 1 <sup>st</sup> , 2020	34,615	35,000
2019 GO Bond – due March 1 <sup>st</sup> , 2020	69,140	85,000
2018 GO Bond – due September 1 <sup>st</sup> , 2020	34,250	-
2019 GO Bond – due September 1 <sup>st</sup> , 2020	67,015	-
<b>Total</b>	<b>205,020</b>	<b>120,000</b>

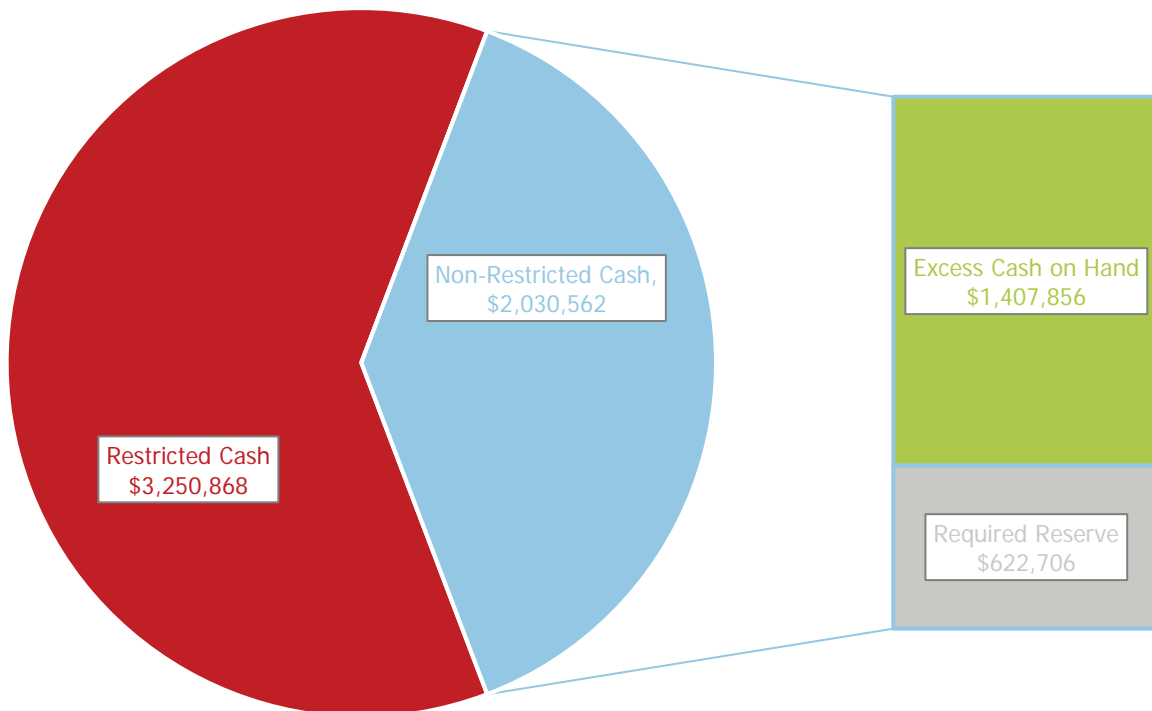
The Capital Improvement Sales Tax Fund is projected to finish FY2020 with an ending cash balance of \$231,260. This ending cash balance will be sufficient enough to fund the March 1<sup>st</sup>, 2021 general obligation bond repayments.

<b>Object</b>	<b>FY2017 Actuals</b>	<b>FY2018 Actuals</b>	<b>FY2019 Projections</b>	<b>FY2020 Budget</b>
Personnel	-	-	-	-
Contracted Services	-	-	-	-
Commodities	-	-	127,420.00	325,020.00
Capital Outlay	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>127,420.00</b>	<b>325,020.00</b>

# THE CWWS FUND

## BEGINNING CASH POSITION

The Combined Water and Wastewater Systems (CWWS) Fund is projected to enter FY2020 with a beginning cash balance of \$5,281,430. This includes \$3,250,868 in restricted cash, which is money in the City's custody that is being held for specific uses: utility customer deposits, credit balances on utility accounts, and impact projects. The remaining \$2,030,562 is non-restricted cash, which is the equivalent to 65% of FY2020 budgeted operating expenditures. [Board Policy](#) requires that the CWWS Fund maintain a reserve of at least 20% of budgeted operating expenditures, which equals \$622,706 for FY2020. The remaining 45%, or \$1,407,856, is considered excess cash on hand.

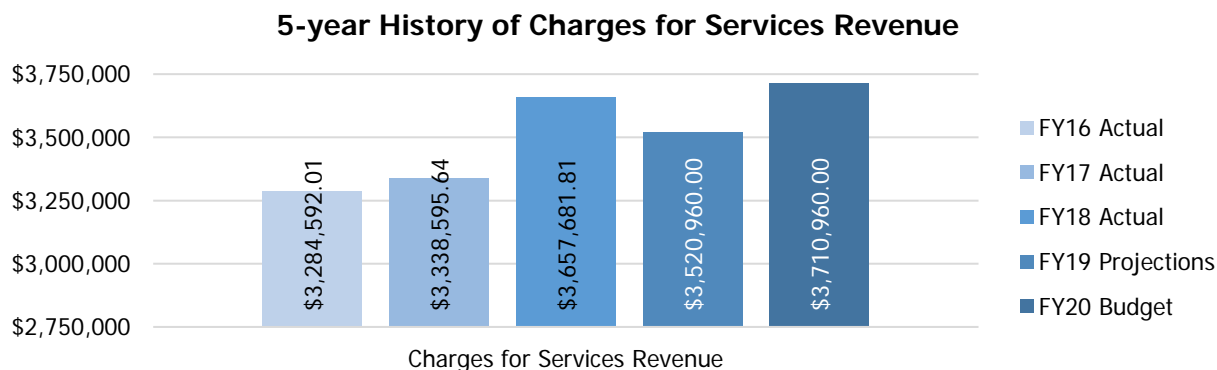


## REVENUES

CWWS Fund revenues provide the resources necessary to specifically fund utility services. These services are almost solely funded through revenue from charges for services. Supplementary sources like rental revenue from renting out space on our water towers to cellular companies provide additional support. The following table outlines FY2020 CWWS Fund budgeted revenue, by source:

Revenue Source	FY2020 Budget
Charges for Services	3,710,960
Debt Issued	38,730
Transfers In	-
<b>Subtotal: Operating Revenue</b>	<b>3,749,690</b>
One-Time Revenue	-
<b>TOTAL</b>	<b>3,749,690</b>

A utility rate study was conducted in 2018 which took into consideration the costs related to current and planned utility capital projects, and rate increases were recommended for 2019 through 2023. The first rate increase was approved by the Board of Aldermen effective with the June 2019 utility billing. A second rate increase will be presented to the Board of Aldermen in January 2020. Charges for services account an estimated \$3,710,960 in FY2020. This a 5.4% increase in charges for services revenue over projected FY2019 charges for services revenue.



## EXPENDITURES

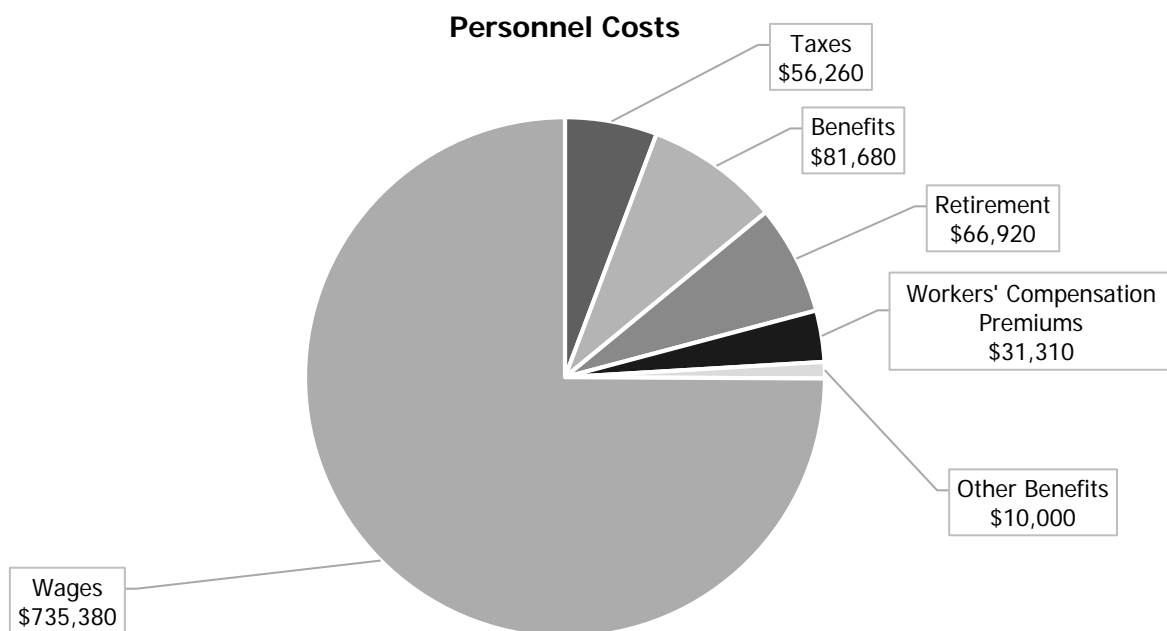
CWWS Fund expenditures cover employee salaries and benefits, operational costs, maintenance costs, contracted services, insurance, and office and administrative costs for the public works (utilities division) department. Expenditures also support the Capital Improvement Plan (CIP) and other large one-time expenses. A [Water Master Plan](#) was completed in 2018 which provided a water infrastructure plan through 2030. A Wastewater Master Plan will be conducted in FY2020 to guide a wastewater infrastructure plan into the future. The following table outlines FY2020 CWWS Fund budgeted expenditures, by use:

<b>Expenditure Use</b>	<b>FY2020 Budget</b>
Personnel	981,550
Operation & Maintenance	1,099,120
Contractual Services	145,640
Insurance	47,600
Office & Administrative	11,380
Debt - Principal	330,590
Debt - Interest	313,130
Transfers Out	184,520
<b>Subtotal: Operating Expenditures</b>	<b>3,113,530</b>
Capital Improvement Plan Expenses (CIP)	2,549,320
<b>TOTAL</b>	<b>5,662,850</b>

Operations and maintenance expenses make up the largest aspect of CWWS Fund operating expenditures. These expenses include electricity, telephone, internet, fuel, tools and supplies, and repairs and maintenance of equipment, vehicles, buildings, water lines, sewer lines, lift stations, and pump stations. Contractual Services are outside services provided to the City, typically under a formal financial agreement. These types of services provide support in the areas of information technology services and engineering services, where City staff does not have the expertise and/or where a third-party is necessary to oversee City operations.



Personnel is the second largest component of CWSW Fund operating expenditures, accounting for almost one-third of FY2020 budgeted operating expenditures. The position of Public Works Director is the only addition to personnel in the FY2020 budget and 40% of this new position will be funded by the CWSW Fund (the other 60% will be funded by the General Fund). The public works department (utility division) restructured their personnel to address internal equity for entry level positions, facilitate progression through positions, and provide consistency across all City-wide maintenance positions. A Summary of Personnel for the FY2017 through FY2020 budgets is provided later in this document. The [FY2020 Employee Compensation Plan](#) contains a 1.3% cost-of-living increase across all pay ranges to capture Consumer Price Index (CPI) growth effective November 1. Appendix A contains a listing of budgeted positions and their respective salaries as of November 1. Employees with one-year of service or more as of March 31 are eligible to receive a share of a 3.0% merit pool which will go into effect on May 1.



The FY2020 capital improvement expenditure budget utilizes \$2,549,320 of excess cash on hand for CIP expenses. This provides funding to establish a Slipline Sewer Program and perform a Wastewater Master Plan, complete the 144<sup>th</sup> Street Pump Station, Main

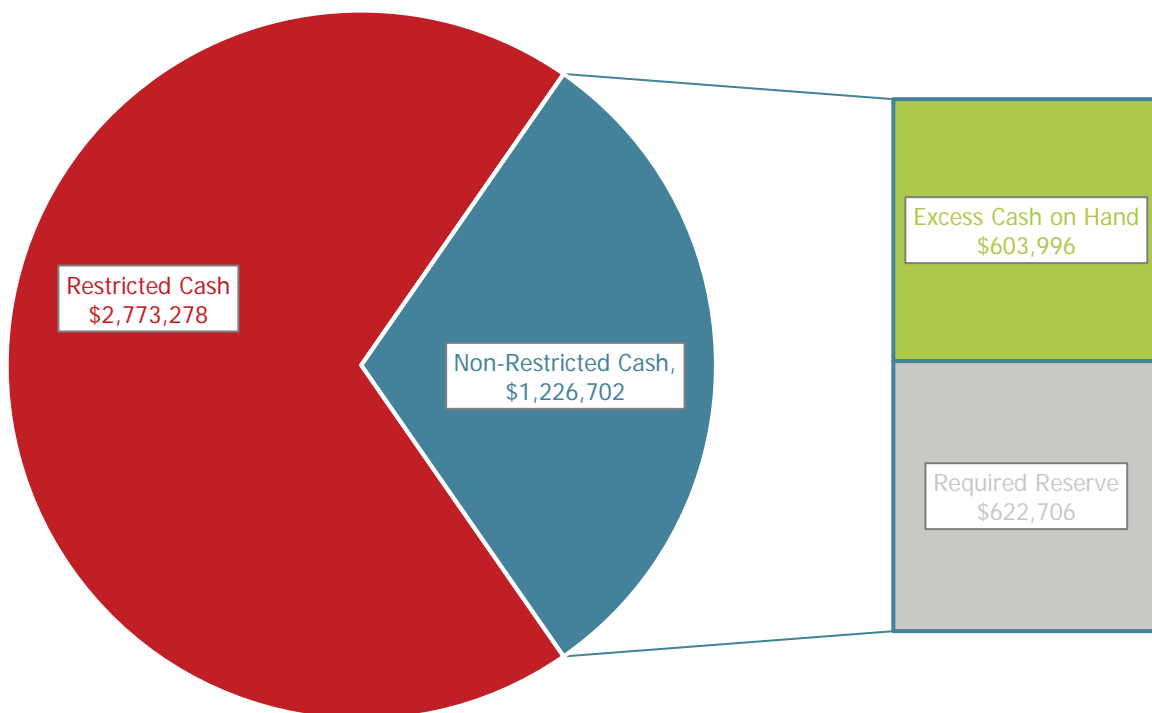
Street Waterline, and Hawthorne Street, Woodland Court, and Ashmont Sewer Improvements projects.

## ENDING CASH POSITION

The CWWS Fund began FY2020 with \$1,407,856 in excess cash on hand. CWWS Fund operating revenues are estimated to be \$636,160 over operating expenditures in FY2020, which will add to the City's excess cash on hand at the end of FY2020. The FY2020 capital improvement expenditure budget utilizes \$1,440,020 of excess cash on hand. Therefore, the CWWS Fund will finish FY2020 with an estimated excess cash on hand of \$603,966.

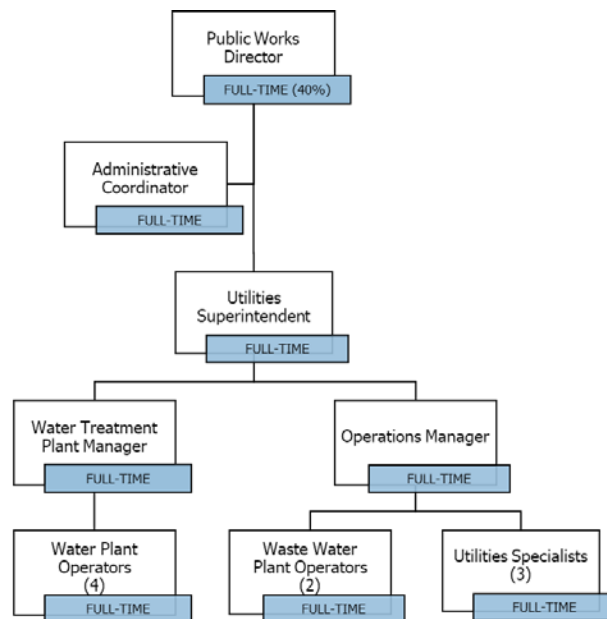
The CWWS Fund began FY2020 with \$3,250,868 in restricted cash. The CWWS Fund will recognize \$631,710 in restricted revenues in FY2020 and the FY2020 capital improvement expenditure budget utilizes \$1,109,300 of restricted cash. Therefore, the CWWS Fund will finish FY2020 with an estimated restricted cash amount of \$2,773,278.

The 20% policy-required reserve amount of \$622,706 will remain untouched.



## public works (utilities division)

The [Utilities Division](#) of the Public Works Department provides maintenance of City water lines, water distribution system sewer lines, lift stations, and pump stations. The goal of this proprietary fund is to provide the best possible service for our citizens in the most efficient, professional, courteous, and cost-effective manner.



Performance Benchmarks	FY2019 Result	FY2020 Goal
Percentage of utility work orders completed within one business day	100%	> 85%
Percentage of utility locates completed within required timeframe	99%	> 97%
Number of violations in drinking water regulations as reported in annual CCR	0	0
*SURVEY* Percentage of residents satisfied with overall quality of water service	53%	> 80%

## public works (utilities division) budget



The Utilities Division's FY2020 budget includes \$37,000 in personnel for the addition of the approved Public Works Director position (the amount included in the budget represents 40% of the anticipated costs for this position; the remaining 60% is included in the Street Division's FY2020 budget). The FY2020 budget also includes \$2,549,320 in capital outlay for various projects.

Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	696,124.92	773,745.42	907,800.00	981,550.00
Contracted Services	449,123.89	718,642.48	837,050.00	966,250.00
Commodities	1,487,145.44	1,487,479.42	1,511,970.00	1,855,750.00
Capital Outlay	90,133.91	9,779.98	6,027,050.00	1,859,300.00
<b>Total</b>	<b>2,722,508.16</b>	<b>2,989,647.30</b>	<b>9,283,870.00</b>	<b>5,662,850.00</b>

FY2019 projections include \$312,000 in contracted services for engineering for the Pump Station, Holding Tank, and Interceptor, Main Street Waterline, and 144<sup>th</sup> Street Pump Station projects. FY2019 projections also include \$5,665,000 in capital outlay for the Pump Station, Holding Tank, and Interceptor project.

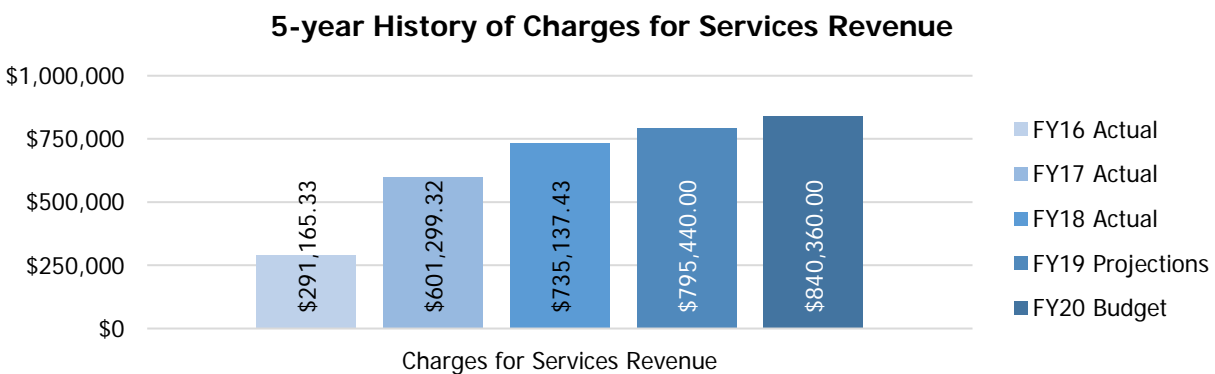
FY2018 actuals include \$163,304 in contracted services for engineering for the Bridge Street and Route DD Waterline and Pump Station, Holding Tank, and Interceptor projects. FY2018 actuals also include \$294,514 in commodities for construction of the Bridge Street and Route DD Waterline project.

FY2017 actuals include \$263,079 in contracted services for engineering for the 144<sup>th</sup> Street Pump Station and Forest Oaks Sewer project.

## THE SANITATION FUND

The Sanitation Fund is projected to enter FY2020 with a beginning cash balance of \$35,042.

Charges for services account for an estimated \$840,360 in FY2020, which is a 5.6% increase in charges for services revenue over projected FY2019 charges for services revenue.



Payments to the City's trash and recycling provider and management of the annual Household Hazardous Waste program are the only aspects of Sanitation Fund expenditures. The large change from FY2016 to FY2017 reflects a change in provider.

The Sanitation Fund is projected to finish FY2020 with an ending cash balance of \$40,112.

Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	-	-	-	-
Contracted Services	-	-	-	-
Commodities	625,484.75	726,457.63	796,030.00	835,290.00
Capital Outlay	-	-	-	-
<b>Total</b>	-	-	-	-

## OTHER FUNDS

The Police Department receives special revenue with limited expenditure purposes: Police Training, DWI Recovery, and Police Technology Upgrades. Likewise, the Municipal Court had received special revenue with similar limited expenditure purposes: Judicial Education, and Appointed Counsel.

These restricted monies are tracked in separate funds due to their constrained nature. The FY2020 budget anticipates receiving no additional revenue in these funds and expending all of the available cash balances. Any remaining cash balance at the end of FY2020 as well as any additional revenue received during FY2020 will be available for future years.

Object	FY2017 Actuals	FY2018 Actuals	FY2019 Projections	FY2020 Budget
Personnel	-	-	-	-
Contracted Services	-	-	-	-
Commodities	2,503.97	3,495.02	8,000.00	36,970.00
Capital Outlay	-	-	-	-
<b>Total</b>	-			

# SUMMARY OF BUDGETED PERSONNEL

## FULL-TIME POSITIONS

POSITION	STATUS	FY17 BUDGET	FY18 BUDGET	FY19 BUDGET	FY20 BUDGET
<b>ADMINISTRATION</b>					
CITY ADMINISTRATOR	Full-Time	1	1	1	1
EXECUTIVE ASSISTANT	Full-Time	1	1	1	-
ASSISTANT CITY ADMINISTRATOR	Full-Time	-	-	1	1
CITY CLERK	Full-Time	1	1	1	1
MANAGEMENT ASSISTANT	Full-Time	-	-	-	1
DEPARTMENT SUBTOTAL		3	3	4	4
<b>MUNICIPAL COURT</b>					
COURT ADMINISTRATOR	Full-Time	1	1	1	-
DEPARTMENT SUBTOTAL		1	1	1	-
<b>POLICE</b>					
POLICE CHIEF	Full-Time	1	1	1	1
POLICE CLERK/PROSECUTOR'S ASST	Full-Time	-	-	-	1
POLICE CAPTAIN	Full-Time	-	1	1	1
POLICE SERGEANT	Full-Time	4	4	4	4
POLICE DETECTIVE	Full-Time	2	2	2	2
POLICE OFFICER	Full-Time	9	10	10	10
SCHOOL RESOURCE OFFICER	Full-Time	1	1	2	2
DEPARTMENT SUBTOTAL		17	19	20	21
<b>DEVELOPMENT</b>					
DEVELOPMENT DIRECTOR	Full-Time	1	1	1	1
ADMINISTRATIVE COORDINATOR	Full-Time	1	1	1	1
COMMUNICATIONS COORDINATOR	Full-Time	-	1	-	-
UTILITY INSPECTOR	Full-Time	1	2	2	2



FULL-TIME POSITIONS (CON'T)					
POSITION	STATUS	FY17 BUDGET	FY18 BUDGET	FY19 BUDGET	FY20 BUDGET
BUILDING INSPECTOR	Full-Time	2	2	2	2
CODE INSPECTOR	Full-Time	-	1	1	1
DEPARTMENT SUBTOTAL		5	8	7	7
<b>FINANCE</b>					
FINANCER DIRECTOR	Full-Time	1	1	1	1
FINANCE SPECIALIST	Full-Time	2	2	2	2
DEPARTMENT SUBTOTAL		3	3	3	3
<b>PARKS &amp; RECREATION</b>					
PARKS & RECREATION DIRECTOR	Full-Time	1	1	1	1
RECREATION & MARKETING MANAGER	Full-Time	1	1	1	1
PARKS MAINTENANCE CREW LEADER	Full-Time	1	1	1	1
PARKS MAINTENANCE WORKER	Full-Time	1	2	2	2
DEPARTMENT SUBTOTAL		4	5	5	5
<b>PUBLIC WORKS</b>					
PUBLIC WORKS DIRECTOR	Full-Time	-	-	-	1
ADMINISTRATIVE COORDINATOR	Full-Time	1	1	1	1
STREET SUPERINTENDENT	Full-Time	1	1	1	1
STREET MAINTENANCE CREW LEADER	Full-Time	-	-	-	1
STREET MAINTENANCE WORKER	Full-Time	4	5	5	4
UTILITIES SUPERINTENDENT	Full-Time	1	1	1	1
WATER TREATMENT PLANT MANAGER	Full-Time	1	1	1	1
OPERATIONS MANAGER	Full-Time	1	1	1	1
WATER PLANT OPERATOR	Full-Time	4	4	4	4
WASTEWATER PLANT OPERATOR	Full-Time	2	2	2	2
UTILITIES SPECIALIST	Full-Time	3	3	3	3
DEPARTMENT SUBTOTAL		18	19	19	20
<b>TOTAL COUNT – FULL-TIME POSITIONS</b>		51	58	59	60

PART-TIME POSITIONS					
POSITION	STATUS	FY17 BUDGET	FY18 BUDGET	FY19 BUDGET	FY20 BUDGET
<b>ELECTED OFFICIALS</b>					
MAYOR	Part-Time	1	1	1	1
ALDERMAN	Part-Time	6	6	6	6
DEPARTMENT SUBTOTAL		7	7	7	7
<b>ADMINISTRATION</b>					
LEGAL COUNSEL	Part-Time	2	2	2	2
DEPARTMENT SUBTOTAL		2	2	2	2
<b>MUNICIPAL COURT</b>					
MUNICIPAL JUDGE	Part-Time	1	1	1	-
DEPARTMENT SUBTOTAL		1	1	1	-
<b>PUBLIC WORKS</b>					
ADMINISTRATIVE COORDINATOR	Part-Time	1	1	1	1
DEPARTMENT SUBTOTAL		1	1	1	1
<b>TOTAL COUNT – PART-TIME POSITIONS</b>		11	11	11	10

SEASONAL POSITIONS					
POSITION	STATUS	FY17 BUDGET	FY18 BUDGET	FY19 BUDGET	FY20 BUDGET
<b>ADMINISTRATION</b>					
INTERN	Seasonal		AS NEEDED		
<b>PARKS &amp; RECREATION</b>					
PARKS MAINTENANCE	Seasonal		AS NEEDED		
CLINIC INSTRUCTORS	Seasonal		AS NEEDED		
FIELD SUPERVISORS	Seasonal		AS NEEDED		

## GLOSSARY

**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 matched by revenues. A budget is balanced when current expenditures are equal to or less than receipts.

**BOARD OF ALDERMEN** – 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 as to its tax exempt status and the authenticity of its issuance.

**BOND RATING** – The calculation of the probability that a bond issue will go into default, by measuring risk, and therefore 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 fund budget. These changes do not require Board of Aldermen approval.

**BUDGET ADMENDMENT** – Changes to the current budget on any level that will change the overall fund budget. These changes require Board of Aldermen 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 City to present a comprehensive financial plan of operations 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 that 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.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** – The official annual report of a government presented after the conclusion of the budget year.

**CAPITAL ASSETS** – Equipment and vehicles of significant value and having a useful life of several years.

**CAPITAL IMPROVEMENT PLAN (CIP)** – 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.

**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).

**CONTRACTURAL SERVICES** – Contractual services are professional fees for legal counsel, advertising, auditing, testing, service and equipment rentals.

**DEBT SERVICE REPAYMENTS** – Required payments for principal and interest on a loan.

**DEBT SERVICE FUND** – A 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 and which have penalty and interest attached.

**DEPARTMENT** – A major administrative unit of the City that 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.

**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 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 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.

**FRANCHISE TAX** – A fee paid by public service utilities for use of 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 the decimal equivalent of a full-time position based on 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 changes 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 backed by 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 from the investment of cash on hand during the year in securities as specified by the City investment policy.

**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 of what is to be spent such as office supplies, paper supplies, or equipment maintenance.

**Mid-America 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 & 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. Excluded from the operating budget are capital improvement project expenditures.

**OPERATING EXPENSES** – The cost for personnel, materials and equipment required for a department to function.

**OPERATING REVENUE** – Funds received by a government as a part of daily operations.

**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.

**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.

**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 and consists of two components:

**PUBLIC HEARING** – That portion of City Council meetings where the Citizens may present evidence and provide information on both sides of an issue.

**RESERVE** – An account used to indicate that a portion of a fund balance is restricted to a specific purpose.

**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 amounts available for appropriations 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 strip of land in which facilities such as highways, railroads, utilities or other infrastructure are installed and maintained.

**SALES TAX** – A tax placed 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.

## APPENDIX I – EMPLOYEE PAY RATE LISTING

POSITION	TYPE	PAY RATE as of Nov 1
<b>ELECTED OFFICIALS</b>		
MAYOR	Monthly	\$300.00
ALDERMAN	Monthly	\$150.00
ALDERMAN	Monthly	\$150.00
ALDERMAN	Monthly	\$150.00
ALDERMAN	Monthly	\$150.00
ALDERMAN	Monthly	\$150.00
ALDERMAN	Monthly	\$150.00
<b>ADMINISTRATION</b>		
CITY ADMINISTRATOR	Bi-Weekly	\$4,423.08
ASSISTANT CITY ADMINISTRATOR	Bi-Weekly	\$3,653.85
CITY CLERK	Bi-Weekly	\$1,978.56
MANAGEMENT ASSISTANT	Hourly	\$22.91
LEGAL COUNSEL	Hourly	\$150.00
LEGAL COUNSEL	Hourly	\$150.00
<b>POLICE</b>		
CHIEF OF POLICE	Bi-Weekly	\$3,243.71
POLICE CLERK/PROSECUTOR'S ASST	Hourly	\$26.66
POLICE CAPTAIN	Bi-Weekly	\$2,779.08
POLICE SERGEANT I	Hourly	\$24.71
POLICE SERGEANT I	Hourly	\$24.46
POLICE SERGEANT I	Hourly	\$24.46
POLICE SERGEANT I	Hourly	<i>vacant</i>
POLICE DETECTIVE	Hourly	\$22.31
POLICE DETECTIVE	Hourly	\$22.31
POLICE OFFICER II	Hourly	\$22.80
POLICE OFFICER II	Hourly	\$22.35

POLICE OFFICER II	Hourly	\$22.31
POLICE OFFICER II	Hourly	\$22.27
POLICE OFFICER I	Hourly	\$19.90
POLICE OFFICER I	Hourly	\$19.90
POLICE OFFICER I	Hourly	\$19.90
POLICE OFFICER I	Hourly	\$19.90
POLICE OFFICER I	Hourly	<i>vacant</i>
POLICE OFFICER I	Hourly	<i>vacant</i>
SCHOOL RESOURCE OFFICER	Hourly	\$19.90
SCHOOL RESOURCE OFFICER	Hourly	\$19.90
PROSECUTING ATTORNEY	Bi-Weekly	\$586.66

#### **DEVELOPMENT**

DEVELOPMENT DIRECTOR	Bi-Weekly	\$3,086.50
ADMINISTRATIVE COORDINATOR	Hourly	\$16.35
UTILITY INSPECTOR I	Hourly	\$25.48
UTILITY INSPECTOR I	Hourly	\$24.44
BUILDING INSPECTOR I	Hourly	\$23.73
BUILDING INSPECTOR I	Hourly	\$23.56
CODE INSPECTOR I	Hourly	\$19.39

#### **FINANCE**

FINANCER DIRECTOR	Bi-Weekly	\$2,944.20
FINANCE SPECIALIST II	Hourly	\$23.01
FINANCE SPECIALIST I	Hourly	\$19.49

#### **PARKS & RECREATION**

PARKS & RECREATION DIRECTOR	Bi-Weekly	\$2,745.43
RECREATION & MARKETING MANAGER	Bi-Weekly	\$1,860.55
PARKS MAINTENANCE CREW LEADER	Hourly	\$26.66
PARKS MAINTENANCE WORKER I	Hourly	\$17.65
PARKS MAINTENANCE WORKER I	Hourly	<i>vacant</i>

#### **PUBLIC WORKS**

PUBLIC WORKS DIRECTOR	Bi-Weekly	<i>vacant</i>
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ADMINISTRATIVE COORDINATOR	Hourly	\$18.76
ADMINISTRATIVE COORDINATOR	Hourly	\$16.50
STREET SUPERINTENDENT	Hourly	\$29.48
STREET MAINTENANCE WORKER II	Hourly	\$25.72
STREET MAINTENANCE WORKER II	Hourly	\$20.49
STREET MAINTENANCE WORKER II	Hourly	\$20.49
STREET MAINTENANCE WORKER I	Hourly	\$15.99
STREET MAINTENANCE WORKER I	Hourly	\$15.09
UTILITIES SUPERINTENDENT	Hourly	\$36.68
WATER TREATMENT PLANT MANAGER	Hourly	\$30.09
OPERATIONS MANAGER	Hourly	\$30.08
WATER PLANT OPERATOR V	Hourly	\$25.55
WATER PLANT OPERATOR V	Hourly	\$25.55
WATER PLANT OPERATOR III	Hourly	\$19.76
WATER PLANT OPERATOR III	Hourly	\$18.88
WASTEWATER PLANT OPERATOR I	Hourly	\$15.09
WASTEWATER PLANT OPERATOR I	Hourly	\$15.09
UTILITIES SPECIALIST IV	Hourly	\$22.01
UTILITIES SPECIALIST III	Hourly	\$20.01
UTILITIES SPECIALIST I	Hourly	\$15.46

## APPENDIX II – ORDINANCES

The following Ordinances are attached:

TITLE	BILL NO.	ORDINANCE NO.	DATE APPROVED
Adoption of FY2020 Annual Operating Budget	2844-19	3046-19	October 15, 2019
Amendment #1 of FY2020 Annual Operating Budget	2850-19	3052-19	January 7, 2020
Creation of CARES Act Stimulus Fund	2861-20	3063-20	July 7, 2020
Amendment #2 of FY2020 Annual Operating Budget	2862-20	3064-20	July 7, 2020

**BILL NO. 2844-19**

**ORDINANCE NO. 3046-19**

**AN ORDINANCE ADOPTING THE FY2020 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, 2019, and ending October 31, 2020 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.

**INTRODUCED, READ, PASSED AND ADOPTED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE THIS 15<sup>th</sup> DAY OF OCTOBER, 2019.**

  
Damien Boley, Mayor

ATTEST:

  
Linda Drummond, City Clerk

First Reading: 10/1/2019

Second Reading: 10/15/2019

**BILL NO. 2850-19**

**ORDINANCE NO. 3052-19**

**AN ORDINANCE AMENDING THE FY20 OPERATING BUDGET TO ADD \$228,120.00 TO THE REVENUE BUDGET AND \$1,878,850.00 TO THE EXPENDITURE BUDGET.**

**WHEREAS**, pursuant to Ordinance 3046-19, passed on October 15, 2019, the City approved the fiscal year ending October 31, 2020 Budget; and

**WHEREAS**, not included in the approved fiscal year 2020 Budget are revenues for the Recreational Trails Program grant reimbursement in the Capital Projects Fund;

**WHEREAS**, not included in the approved fiscal year 2020 Budget are expenditures for the Downtown Streetscape East project in the General Fund, Capital Projects Fund, or Capital Improvement Sales Tax Fund;

**WHEREAS**, not included in the approved fiscal year 2020 Budget are expenditures for the engineering of the Valve Box, Raw Water Pump Station, and Zebra Mussel Control project in the Combined Water and Wastewater Systems Fund;

**WHEREAS**, not included in the approved fiscal year 2020 Budget are expenditures for the Influent Pump Station, Excess Flow Holding Tank, and Sewer Interceptor project in the Combined Water and Wastewater Systems Fund;

**WHEREAS**, not included in the approved fiscal year 2020 Budget are expenditures for the S. Commercial Trail & Sidewalks project in the Capital Projects Fund;

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

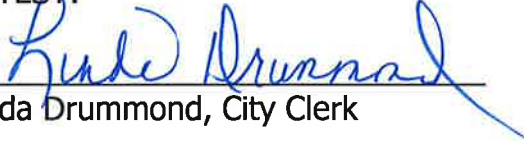
**THAT** the fiscal year ending October 31, 2020 Budget is hereby amended to add \$228,120 in revenues in the Capital Projects Fund; \$228,730 in expenditures in the General Fund; \$1,027,320 in expenditures in the Combined Water and Wastewater System Fund; \$380,170 in expenditures in the Capital Projects Fund; and \$242,630 in expenditures in the Capital Improvement Sales Tax Fund.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 7<sup>th</sup> day of January 2020.



Damien Boley, Mayor

ATTEST:

  
Linda Drummond, City Clerk

First Reading: 12/17/2019

Second Reading: 1/7/2020



**BILL NO. 2861-20**

**ORDINANCE NO. 3063-20**

**AN ORDINANCE CREATING THE CARES ACT STIMULUS FUND.**

**WHEREAS**, Congress passed, and the President signed, the Coronavirus Aid Relief, and Economic Security (CARES) Act on March 27, 2020; and

**WHEREAS**, the CARES Act provides for federal stimulus monies to flow to the states by population and to counties within the state also by population; and

**WHEREAS**, on May 1, 2020, the Clay County Commission approved Resolution 2020-139 which proposed disbursements to entities within Clay County based on population; and


**WHEREAS**, that Resolution identifies the City of Smithville's allocation as \$945,399.87; and

**WHEREAS**, establishment of a separate fund which allows for accounting of the receipt and expenditure of these stimulus monies is desired.


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

The CARES Act Stimulus Fund is hereby established in the City's treasury and shall be held and administered by the City's Finance Director.

Passed this 7<sup>th</sup> day of July, 2020.

  
Damien Boley, Mayor

ATTEST:

  
Linda Drummond, City Clerk

First Reading: 06/16/2020

Second Reading: 07/07/2020

**BILL NO. 2862-20**

**ORDINANCE NO. 3064-20**

**AN ORDINANCE AMENDING THE FY20 OPERATING BUDGET TO ADD \$945,400 TO THE REVENUE BUDGET AND \$945,400 TO THE EXPENDITURE BUDGET.**

**WHEREAS**, pursuant to Ordinance 3046-19, passed on October 15, 2019, the City approved the fiscal year ending October 31, 2020 Budget; and

**WHEREAS**, Clay County, by Resolution 2020-139, approved the passthrough of \$945,399.87 in federal stimulus monies related to the CARES Act to the City of Smithville, which must be spent by October 31, 2020; and

**WHEREAS**, not included in the approved fiscal year 2020 Budget is Federal Stimulus revenue related to the CARES Act; and

**WHEREAS**, not included in the approved fiscal year 2020 Budget are expenditures related to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

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

**THAT** the fiscal year ending October 31, 2020 Budget is hereby amended to add \$945,400 in revenues in the CARES Act Stimulus Fund and \$945,400 in expenditures in the CARES Act Stimulus Fund.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 7<sup>th</sup> day of July, 2020.



Damien Boley, Mayor

ATTEST:



Linda Drummond, City Clerk

First Reading: 06/16/2020

Second Reading: 07/07/2020

**BILL NO. 2871-20**

**ORDINANCE NO. 3073-20**

**AN ORDINANCE AMENDING THE FY20 OPERATING BUDGET TO ADD \$79,000 TO THE EXPENDITURE BUDGET.**

**WHEREAS**, pursuant to Ordinance 3046-19, passed on October 15, 2019, the City approved the fiscal year ending October 31, 2020 Budget: and

**WHEREAS**, included in the approved fiscal year 2020 Budget is \$60,000 for professional services for engineering the Greyhawke Roundabout for the Public Works Department: and

**WHEREAS**, not included in the approved fiscal year 2020 Budget are professional services for a Parks and Recreation Master Plan for the Parks and Recreation Department: and

**WHEREAS**, not included in the approved fiscal year 2020 Budget are equipment purchases for radios for the Police Department: and

**WHEREAS**, the Board desires and staff recommends \$39,000, in additional expenditures for professional services for engineering the Greyhawke Roundabout, \$25,000 in additional expenditures for professional services for a Parks and Recreation Master Plan, and \$15,000 in additional expenditures for equipment purchases for radios; and

**WHEREAS**, the Transportation Sales Tax and General funds have excess cash on hand balances sufficient to provide funding for these additional expenditures.

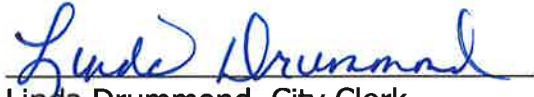
**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:**

**THAT** the fiscal year ending October 31, 2020 Budget is hereby amended to add \$39,000 in expenditures in the Transportation Sales Tax Fund and \$40,000 in expenditures in the General Fund.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

  
\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Linda Drummond", is written over a horizontal line.

Linda Drummond, City Clerk

First Reading: 09/15/2020

Second Reading: 09/15/2020