

**SMITHVILLE BOARD OF ALDERMAN**  
**WORK SESSION**

December 15, 2020 6:00 p.m.  
City Hall Council Chambers

**Due to the COVID-19 pandemic this meeting was held via teleconference.**

**The meeting was streamed live on the city's FaceBook page.**

**1. Call to Order**

Mayor Boley, via Zoom, called the meeting to order at 6:03 p.m.

A quorum of the Board was present via Zoom meeting: Steve Sarver, Marv Atkins, John Chevalier, Dan Ulledahl and Melissa Wilson. Jeff Bloemker was absent.

Staff present via Zoom: Cynthia Wagner, Nickie Lee, Chuck Soules, Chief Jason Lockridge, Matt Denton, Stephen Larson, Jack Hendrix and Linda Drummond.

**2. Discussion of Bridgeport Roundabout**

Chuck Soules, Public Works Director, gave a brief background on the Bridgeport Roundabout. The City and Greyhawke developer entered into a development agreement where the City would provide the design and engineering for a roundabout at Old Jefferson Highway, Falcon Drive and Bridgeport and the developer would construct the roundabout. The City went through a selection process earlier this summer and selected the firm of Transystems to provide the design for the roundabout. He explained that tonight we have Jennifer Penfield, Todd Thalmann and John Zimmerman from Transystems to present the concept drawing for the roundabout and the recommended detour plan for the project.

Mayor Boley asked when the development agreement was made?

Chuck stated it was October of 2017.

Jennifer Penfield presented the preliminary concept drawing for the roundabout. She showed in the layout how it would connect Old Jefferson Highway, Falcon Drive and Bridgeport Drive. She explained that there would be six-foot sidewalks all around the roundabout and ten-foot-wide crosswalks. The new sidewalks will be tapered down and tied into the existing sidewalks in the developments.

The roundabout will be constructed of eight-inch-thick concrete with nine-inch aggregate throughout the approaches and the center. There will be a stamped stone concrete pattern in the truck apron and in the splitter islands. The splitter island going into the Greyhawke subdivision will be flush with the pavement just because lots 169 and 170 are limited with access. They will work with Aylett, the developers engineer, for placement of the driveways. At this point they will need to

The right-of-way easements are the thick yellow lines along Old Jefferson Highway. They will probably need to acquire a little more of the right-of-way on the south side of Bridgeport Drive. If they are able to fit the sidewalk on the north side of Bridgeport within existing right-of-way, they should only need to get a temporary easement for that corner.

Chuck asked what the design speed would be through the roundabout?

Jennifer noted that they are working on the preliminary plans and will have those completed by the end of January and final plans by end of June. The developers schedule begins after that.



Todd Thalmann explained more about the geometry of the roundabout. Anytime you are looking at a roundabout location there are an infinite number of possibilities on exactly how this layout can be done based on the size of the circle that you pick, the location of the circle and how you want to do your tie-ins to existing facilities.

He explained that he has been doing roundabouts since 2001 and has done nearly 200 of them in various locations. Based on the design vehicle discussed on this project which is full size semi tractor-trailer on Old Jefferson Highway going north-south we can accommodate that through movement going north and south. A smaller semi-truck such as a moving van size or smaller, can be accommodated going in all directions through the roundabout. In order to accommodate those types of vehicles and control the speed, which is one of the safety features of roundabouts, we ended up with a 100-foot diameter circle. A lot of the exit legs are relatively tangential to that circle they come out relatively straight but have good deflection on the approach sides of the roundabout where they deflect the drivers to the left. They do this because the critical factor of a roundabout design and safety is to control speeds on the entry to the roundabout. By pushing those entry lengths to the left they achieve that deflection with a smaller diameter circle which allows them to take up less right-of-way impacts to the surrounding properties. This also gives a nice smooth driving path and controls the speed. For a single-lane roundabout the speed should be 25 miles per hour or less than the entry speed and by deflecting it to the left and using the 100-foot diameter circle they are able to achieve and have good speed control on the entries and then a more tangential exit. This is done to maximize the safety of the intersection and helps improve visibility for those pedestrians waiting to cross.

Jennifer Pease, Harborview's HOA president, asked if something would need to be done to block the headlights of traffic going north on Old Jefferson Highway. She explained there is a house right at the end of Bridgeport and believes the lights are going to be shining directly into their house. She asked if there was something that the HOA can do, possibly plant vegetation to deflect the lights?

Todd said they could do some screenings, but any kind of a deciduous tree would be very ineffective in winter months when the leaves are off the trees. He explained they could do some sort of evergreen screening or something along those lines. He also noted that as a vehicle is going northbound, they never turn far enough to direct the headlights directly at that house unless you are turning into the subdivision on Bridgeport Drive. As the subdivision on the westside develops further there will be a couple of additional houses on those lots as well. He explained that headlights can be an issue but also if you have a full intersection of people making right turns, left turns in and out of the subdivision you have a similar situation on the adjacent

homes. They have found it is generally not problematic or any different than a normal intersection. He did go on to say that vegetative screenings can help with that.

Jennifer Pease said they would probably just wait until it is finished and then talk to the homeowners and see if they are having an issue before the HOA does anything.

Mayor Boley stated that one of the goals was to maintain that north-south traffic flow as straight as possible.

Jennifer Pease had another question about the HOA property lines.

Chuck Soules told Jennifer Pease to give him a call and he would meet her out there or in the office to discuss that. He explained that with the detour the City would be asking for an easement across that lot, so we are able get access during the construction.

Jennifer Pease stated that she just needed to know for mowing purposes because they mow all the way to road, including the ditches. She said they just do not want to do something they were not supposed to.

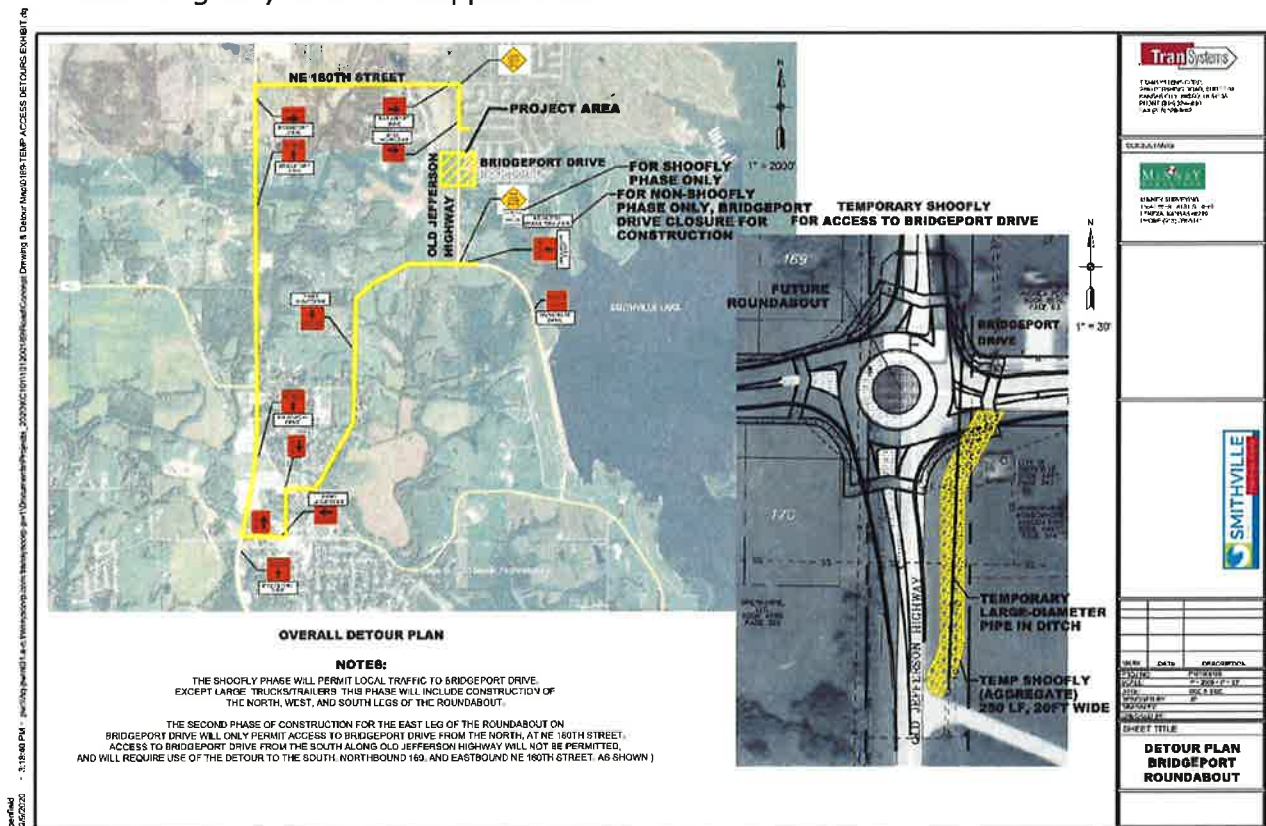


Figure 2 Bridgeport Roundabout Detour Plan

Jennifer Penfield presented the detour plan. It consists of two phases, the shoofly phase which will allow access to Bridgeport Drive while the north legs, the west legs and the south legs are being constructed. Bridgeport Drive will be able to be accessed from the south with the shoofly which will probably be gravel. This neighborhood will always be accessible throughout the whole project from 180<sup>th</sup> Street and Porter Drive. During construction along Bridgeport Drive it will be closed and have the detour shown above with the with the dark yellow line. They will have detour signs directing traffic south down to First Street and then back up to 169 Highway and then east along 180<sup>th</sup> Street and then South to Porter Drive. That detour will be during the shorter phase of construction.

Mayor Boley asked Jack and Chuck if they thought this is project was going to overlap with the 169 Highway and 188<sup>th</sup> Street project?

Chuck explained that that project is slated to be done in 2022 so depending on the developer the roundabout project could be completed before the 169 Highway and 188<sup>th</sup> Street project begins.

Alderman Chevalier asked how long the detour would need to be in place?

Chuck explained that the idea behind the shoofly is to minimize the inconvenience. He said we would like to close the entire intersection down and use the shoofly for three quarters of the project and then all we would have to do is tie in Bridgeport Drive. It is a 90-day construction with approximately three or four weeks on Bridgeport Drive.

Chuck noted that unless the Board or developer has any further questions or concerns staff will have Transystems proceed to the final design.

The Board all agreed with the design of this project.

Chuck said that staff will proceed with this layout and design, he also thanked Transystems for presenting to the Board tonight.

### **3. FY20 Budget Review**

Stephen Larson, Finance Director presented a review of the FY20 budget. Stephen started with an examination of the General Fund - the City of Smithville's main operating fund. He explained that with the arrival COVID-19 in March it really presented a lot of financial and operational challenges to local governments across the country. There was a real scramble around March and April to see how revenues and expenditures would turn out with all the uncertainty. Smithville was fortunate, especially in the General Fund with the total amounts brought in for FY20.

In the General Fund we started FY20 with about 3.7 million dollars in our beginning cash balance, we forecasted revenues to be about 4.5 million and we finished the



year with 4.7 million in revenues. That gave us a delta of about \$200,000 over our forecast in actuals.

For expenditures we did finish under our forecasted 5.2 million and only expended about 4.9 million. That gave us a delta about \$280,000 under the forecasted amount.

The forecasted ending cash balance was about 3 million dollars and with our actuals that puts our ending balance at 3.5 million for the end of the fiscal year 2020.

General Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	\$3,728,491	\$3,728,491	-
Revenues	\$4,530,060	\$4,725,177	\$195,117
Expenditures	\$5,189,550	\$4,909,574	(\$279,976)
Ending Cash Balance	\$3,069,001	\$3,544,094	\$475,093

General Fund	FY21 Budgeted	FY21 Projected*	Delta (Budget vs. Projected)
Beginning Cash Balance	\$3,152,642	\$3,544,094	\$391,452
Revenues	\$4,634,040	\$4,634,040	-
Expenditures	\$5,576,540	\$5,701,540	\$125,000
Ending Cash Balance	\$2,210,142	\$2,476,594	\$266,452

\*FY21 projected expenditures include additions from FY21 Budget Amendment #1 for the following:

- \$20,000 for final payment to Future IQ for completion of Comprehensive Plan
- \$105,000 for construction of Streetscape Phase 2 project

Looking ahead to FY21 the beginning budget is 3.2 million dollars, but we will enter that year with a little bit higher cash balance which creates a positive delta of about \$400,000. As we look at ahead at actual revenue in FY21 we should be able to nail down better projections by mid-year or earlier. For now, we are projecting revenues to budget of about 4.6 million.

The main difference in projected expenditures comes with the addition of the \$125,000 (shown in red) that is going to be applied to the General Fund per the budget amendment. That includes \$20,000 to complete our Comprehensive Plan and another \$105,000 for the construction Streetscape Phase II. When you put

those revenues and expenditures together that gives us a projected ending fund balance of about 2.5 million dollars which is about 260,000 to the good over FY21. That puts us in a good position as we look ahead to the rest of the FY21

Revenue Line Item	FY 20 Budget	FY 20 Actual	Delta
Sales Tax	\$1,083,250	\$1,257,949	\$174,699
Use Tax	\$343,280	\$435,608	\$92,328
Telecom Franchise Fees	\$161,300	\$113,552	(\$47,748)
Electric Franchise Fees	\$376,560	\$445,120	\$68,560
Building Permits	\$241,000	\$229,481	(\$11,519)
Court Fines	\$167,310	\$144,336	(\$22,974)
Interest Income	\$150,000	\$100,405	(\$49,595)

Expenditure Line Item	FY 20 Budget	FY 20 Actual	Delta
Capital Improvement Projects	\$810,030	\$522,154	\$287,877
Repairs/Maint - Parks	\$3,000	\$10,766	(\$7,766)
Repairs/Maint - Smith's Fork	\$7,500	\$14,776	(\$7,276)
Training & Travel (All Depts)	\$38,430	\$23,755	\$14,675
Rec League Expenses	\$29,220	\$19,453	\$9,767

The General Fund highlights by the line item start off with some of the biggest performers in FY20. Sales tax performed very well despite the pandemic this year. We budgeted about 1.1 million dollars in sales tax and brought in about 1.2 million which gives us a delta about \$175,000. Stephen noted that he would be looking more into our vendor details and their effect on sales tax.

In the use tax, we budgeted about \$340,000 and brought \$435,00 which is indicative of consumers trending towards online purchases.

In the telecom franchise fees we saw a trend downward that is due to the use of fewer landline phones.

The electric franchise fees performed over budget by about \$70,000 and that tends to fluctuate with the temperatures.

The building permits finished close to budget. They are about \$11,000 below what we budgeted but we did have good activity through the year.

The court fines did fall below the budget of \$167,000 and brought in only about a \$144,000. He explained that with stay-at-home orders and shut downs earlier this year in March, April and May we had a lot less traffic on the roads and likely leads to less traffic violations and it is not surprising to see that decline.

The interest income was budgeted at \$150,000 and our actual was just over \$100,000 a negative delta about \$50,000. This is a result of lower interest rates on

cash we have at the bank. Those interest rates dropped significantly in mid-to-late March due to the pandemic.

Expenditures in the General Fund we had savings on Capital Improvement projects and some of those savings we are transferring to FY21 in a budget amendment.

We did have some additional expenditures in the Parks Department with our repairs and our maintenance to the restrooms that were not budgeted.

A couple other line items were significantly reduced this year due to the pandemic. Training and travel, employees did not go so those expenses were down. Our Recreation League expenses were also lower as a result of not holding that programming due to the pandemic.

Capital Projects Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	\$1,960,537	\$1,960,537	-
Revenues	\$228,120	-	(\$228,120)
Expenditures	\$1,882,370	\$699,506	(\$1,182,864)
Ending Cash Balance	\$306,287	\$1,261,031	\$954,744

Capital Projects Fund	FY21 Budgeted	FY21 Projected	Delta (Budget vs. Projected)
Beginning Cash Balance	\$243,440	\$1,261,031	\$1,017,591
Revenues	-	\$228,120	\$228,120
Expenditures	\$243,440	\$1,624,440	\$1,381,000
Ending Cash Balance	-	-\$135,289	-\$135,289

\*FY21 projected expenditures include additions from FY21 Budget Amendment #1 for the following:

- \$1,074,000 for the Main Street Walking Trail project.
- \$27,000 for contract additions for the CFS contract for the Main Street Trail.
- \$280,000 for the Streetscape Phase 2 project.

The Capital Projects Fund was the recipient of bond proceeds from a voter-approved 2018 and 2019 general obligation debt. Over the course of 2019 and 2020 we have been spending those proceeds on Capital Improvement projects. We began FY20 with about 1.9 million dollars in cash. We did expect to receive an RTP Grant, for reimbursement on our Main Street Trail but now will receive it in FY21 and will bring forward a budget amendment.

On the expenditure side, we forecasted to spend about 1.8 million and spent about \$700,000. The difference comes down to not spending all the money for our Main Street Trail project. We are pushing those budgets to FY21 that allowed us to end the year with a much higher cash balance than we projected. Looking at FY21 when



we moved those budget amendments over, we will spend that fund down and anticipate spending it below negative. One of the reasons we have a negative balance there is because of additional construction cost and contract additions to the Main Street Trail. Stephen noted that in talking with Cynthia in addressing that we will look to shore up this account by using additional revenues from Capital Improvement sales tax or Transportation sales tax. This would be a couple of possible ways to offset these additional expenses.

Cynthia stated we knew that these funds would come to an end, this is the proceeds from the bond so that fund will go away as we finish those projects, and they are enhanced by those other funds.

Capital Improvement Sales Tax Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	\$323,829	\$323,829	-
<b>Revenues</b>	\$509,760	\$579,721	\$69,961
<b>Expenditures</b>	\$798,910	\$556,280	(\$242,630)
Ending Cash Balance	\$34,679	\$347,270	\$312,591

Capital Improvement Sales Tax Fund	FY21 Budgeted	FY21 Projected	Delta (Budget vs. Projected)
Beginning Cash Balance	\$34,679	\$347,270	\$312,591
<b>Revenues</b>	\$530,750	\$530,750	-
<b>Expenditures</b>	\$509,250	\$752,250	\$243,000
Ending Cash Balance	\$56,179	\$125,770	\$69,591

\*FY21 projected expenditures include additions from FY21 Budget Amendment #1 for the following:  
• \$243,000 for the Streetscape Phase 2 project.

Stephen explained that looking at the Capital Improvement Sales Tax Funds this was another fund that has terms. The performance of the fund benefited from good sales tax activity in our brick-and-mortar retail stores. We started with a beginning balance of \$300,000 in FY20 and looking at forecasted revenues versus what we received, this fund performed quite well, and we received about \$70,000 more than what we forecasted.

In expenditures we had a little bit of savings in this fund and that is a result of not using the portion of this fund that goes to pay for Streetscape Phase II that has not yet been completed. The difference is about \$243,000 on the expenditure delta for FY20.

Looking at FY21 we do carry a higher beginning cash balance versus our budget but as we work through the year the \$243,000 budget amendment for Streetscape Phase II, we add that to our expenditures and brings that cash balance quite a bit

closer to what we budgeted for ending in FY21 and gives us a positive delta of about \$70,000.

Debt Service Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	-	-	-
Revenues	\$556,280	\$556,280	-
Expenditures	\$325,020	\$325,018	(\$3)
Ending Cash Balance	\$231,260	\$231,263	\$3

Debt Service Fund	FY21 Budgeted	FY21 Projected	Delta (Budget vs. Projected)
Beginning Cash Balance	\$231,260	\$231,263	\$3
Revenues	\$342,190	\$342,190	-
Expenditures	\$329,860	\$329,860	-
Ending Cash Balance	\$243,590	\$243,593	\$3

The Debt Service Fund is really an in-and-out fund that helps pay for the general obligation debt payments and service our debt payment schedule. The revenues and expenditures that went through this fund are right on the money for what we are forecasting. We had revenues of about \$550,000 coming to this fund from Capital Improvement sales tax via transfer and we expended those to pay for a debt service. Next year we will begin with a really a close cash balance.

Transportation Sales Tax Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	\$355,937	\$355,937	-
Revenues	\$509,760	\$582,359	\$72,599
Expenditures	\$379,880	\$175,690	(\$204,190)
Ending Cash Balance	\$485,817	\$762,606	\$276,789

Transportation Sales Tax Fund	FY21 Budgeted	FY21 Projected	Delta (Budget vs. Projected)
Beginning Cash Balance	\$447,087	\$762,606	\$315,519
Revenues	\$530,750	\$530,750	-
Expenditures	\$687,820	\$955,820	\$268,000
Ending Cash Balance	\$290,017	\$337,536	\$47,519

\*FY21 projected expenditures include additions from FY21 Budget Amendment #1 for the following:

- \$99,000 for the design of the Bridgeport Roundabout.
- \$169,000 for the construction and design of the Streetscape Phase 2 project.

Looking at the Transportation Sales Tax Fund, this fund benefited from good sales tax performance in FY20. We started FY20 with a beginning cash balance of \$355,000 and we brought in about \$70,000 more dollars than what was budgeted.

On the expenditure side we did have about a \$200,000 difference in what we were forecasting to spend at the midpoint versus what was spent. When you look at that fund you see a lot of savings in repairs and maintenance and in some tools and supplies. Together with lower expenditures and better revenue than forecasting we are adding about \$270,000 to the fund balance.

We do have some expenditures that we are looking to add in FY21 by a budget amendment. That is about \$268,000 that includes \$100,000 for the design of the Bridgeport Roundabout and then construction and design for Streetscape Phase II for \$170,000. When we add those expenditures in what was already budgeted that brings our ending cash balance close to what was budget for FY21 with a positive delta of about \$50,000.

Combined Water/Wastewater Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	\$5,497,931	\$5,497,931	-
Revenues	\$4,436,550	\$4,460,383	\$23,833
Expenditures	\$6,917,000	\$5,434,892	(\$1,482,108)
Ending Cash Balance	\$3,017,481	\$4,523,422	\$1,505,941

Combined Water/Wastewater Fund	FY21 Budgeted	FY21 Projected	Delta (Budget vs. Projected)
Beginning Cash Balance	\$2,902,646	\$4,523,422	\$1,620,776
Revenues	\$4,808,890	\$4,808,890	-
Expenditures	\$6,127,260	\$7,325,260	\$1,198,000
Ending Cash Balance	\$1,584,276	\$2,007,052	\$422,776

\*FY21 projected expenditures include additions from FY21 Budget Amendment #1 for the following:

- \$6,000 for the Wastewater Master Plan
- \$78,000 for Main Street Waterline construction and engineering
- \$848,000 for Forest Oaks Sewer construction and engineering and 144th Street Pump Station
- \$24,000 for 188th Street Waterline Relocation engineering
- \$21,000 for Highland Drive Sewer Improvements engineering
- \$221,000 for Raw Water Pump Station, Valve Box, Zebra Mussel mitigation engineering

The combined Water and Wastewater Fund this is one of our proprietary or enterprise funds where all the revenues that we bring into this fund support all the expenses. Those revenues are specifically supporting all the expenses in the fund. The trend in this fund has been a decrease in cash as we spent it on Capital Improvement projects and making infrastructure improvements. In FY20 we started with about a \$5.5 million-dollar cash balance. We brought in revenues that were extremely close to what we forecasted about \$20,000 to the good.

We had expenditures of about \$1.4 million less than what we forecasted and that is primarily due to not completing all the projects. The funds for those projects will be moved to FY21 via a budget amendment. That allowed us to end FY20 with about \$4.5 million in our ending cash balance for FY20.

We start FY21 with that higher cash balance than what we projected but when we put in those budget amendments of about \$1.2 million dollars that kicks up the expenditures and brings cash balance a little bit closer in line to what we have budgeted. This still puts us about \$400,000 projected over what we budgeted for FY21. Staff had a lot of discussion about the revenue impact fees, reviewing user fees and rate study done by Raftelis Financial Consultants, LLC in 2018, to see what kind of rate changes we need to make. There is a lot going on in this fund to continue to ensure that we can get our infrastructure in good shape make the needed improvements and make sure we can do that from a financial standpoint.

Staff has also had discussions with the City's financial advisor, Piper Jaffrey, about the refinancing of debt and debt issuance for the South Interceptor and 144th Street Lift Station project. Stephen explained that there is a lot to address in this fund as we move forward to ensure the infrastructure improvements are paid for correctly.

Sanitation Fund	FY20 Forecasted	FY20 Actual	Delta (Forecast vs. Actual)
Beginning Cash Balance	\$37,499	\$37,499	-
Revenues	\$826,780	\$831,293	\$4,513
Expenditures	\$825,890	\$813,356	(\$12,534)
Ending Cash Balance	\$38,389	\$55,436	\$17,047

Sanitation Fund	FY21 Budgeted	FY21 Projected	Delta (Budget vs. Projected)
Beginning Cash Balance	\$32,039	\$55,436	(\$23,397)
Revenues	\$890,550	\$890,550	-
Expenditures	\$885,710	\$885,710	-
Ending Cash Balance	\$36,879	\$60,276	\$23,397

The Sanitation Fund is really an in and out fund for the trash service charges that we are paid for by our residence and those revenues help us pay for the contract to a Waste Corporation of America (WCA) to provide that trash service.

We began this year with about \$37,000 in cash balance, brought in revenues are very close to forecast and had a little bit less than expenditures which allowed us to put about \$17,000 into the fund balance. Coming into FY21 we are about \$23,000 over where we budgeted for beginning cash balance. There is an increase in the revenues which does correlate to the increase in the trash charge approved in the schedule of fees starting in January 2021. That change is seen in the revenues from \$832,000 to the projected \$890,000 and in the expenditures. Together we projected the ending cash balance to be somewhere around \$60,000 at this point and about 23,000 above what budgeted.

Cynthia thanked Stephen, she said that his presentation was very thorough and informative especially given his limited time with the City.



Alderman Atkins said that Stephens presentation and dialogue was much easier to understand.

**4. Adjourn**

Alderman Atkins moved to adjourn. Alderman Chevalier seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:47 p.m.

  
Linda Drummond, City Clerk  
Damien Boley, Mayor