



Board of Aldermen - Work Session Agenda


October 20, 2020

6:00 p.m. – City Hall *Via Videoconference*****

NOTICE: *Due to the Health Officer's orders for safety, public meetings and public comment during public meetings will require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the city's FaceBook page through FaceBook Live. Attendance in person by members of the public will not be permitted.

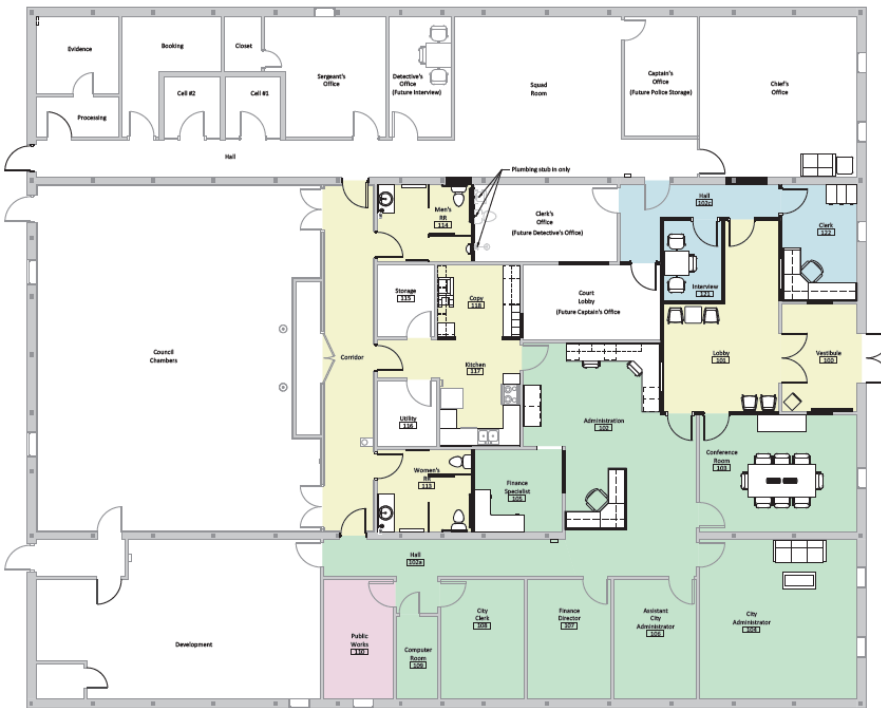
- 1. Call to Order**
- 2. Discussion City Hall Reconfiguration Schematics**
- 3. Discussion of CARES Funding Allocation**
- 4. Adjournment to Executive Session Pursuant to Section 610.021(3) RSMo.**

Agenda Item # 2 – City Hall Reconfiguration Schematics

	STAFF REPORT
Date:	October 15, 2020
Prepared By:	Cynthia Wagner, City Administrator
Subject:	City Hall Renovation
Staff Report:	All Departments

The FY2020 Budget included funds for renovation of the Board of Aldermen Meeting Room. This project was completed earlier this year. The FY2021 Budget includes funds for additional renovation in City Hall. At the October 6 Board meeting, an amendment to a contract with A3G Architects was approved to complete the design of this renovation.

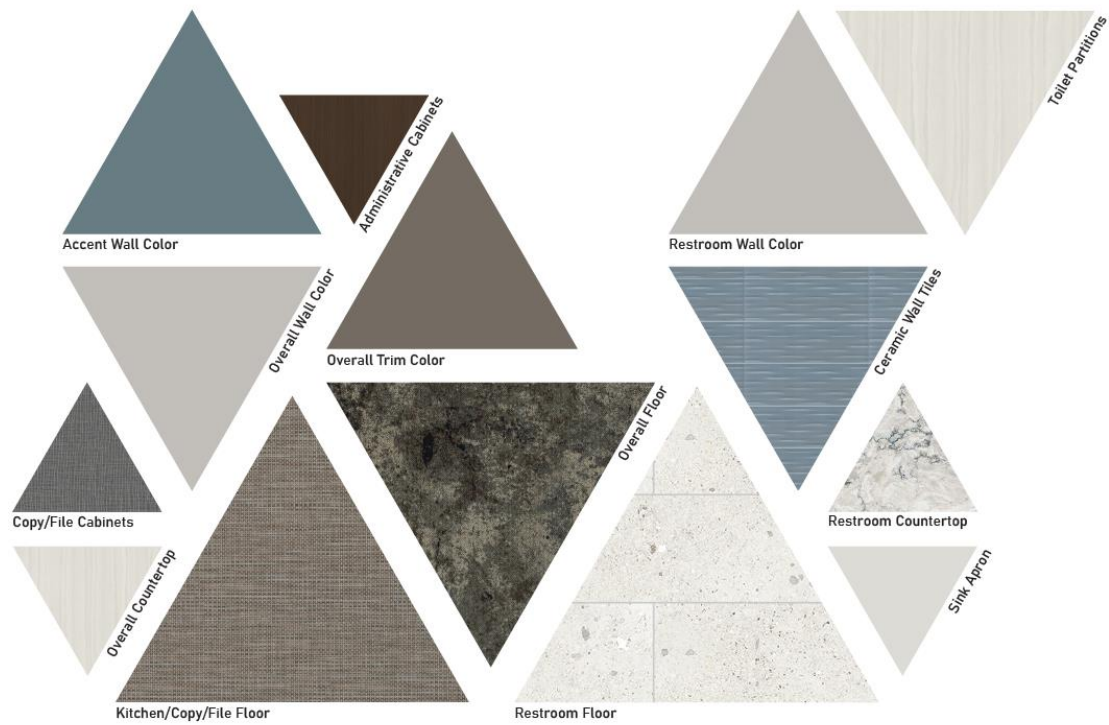
During the October 20 Board Work Session, the architects will walk the Board through the [renovation plans](#). It is anticipated that the project bid documents will be released on Wednesday, October 21, with Board award of a bid anticipated at the November 17 meeting. Construction will then proceed over the winter months.



Department Plan

- Police
- Common Space
- Administrative
- Development


SMITHVILLE CITY HALL



SMITHVILLE CITY HALL



Agenda Item # 3 – Discussion of CARES Funding Allocation

	STAFF REPORT
Date:	October 14, 2020
Prepared By:	Cynthia Wagner, City Administrator
Subject:	CARES Act Funding
Staff Report:	All Departments

Background

On May 1, 2020, the Clay County Commission approved Resolution 2020-139. The resolution provides that the City of Smithville will receive \$945,400 to use for eligible expenses incurred between March 1, 2020 and December 30, 2020 to respond to the COVID-19 pandemic. This amount was wired to City accounts in mid-May.

In June, the Board of Aldermen established a new fund for expenditure of CARES funds and provided direction on initial expenditure of funds. The Board again reviewed funding options and provided direction in August.

This memo provides an update on previously approved expenditures and outlines some potential expenditures for the remainder of the funds. At the work session, staff is requesting direction from the Board regarding additional expenditure. As a reminder, the funds are to be utilized by December 30, 2020. Unallocated funds will be returned to Clay County.

The attached spreadsheet outlines estimated costs and expenditures to date. Currently \$465,491 remains unallocated.

Current Status

Reimbursement of City Expenditures

To date, \$51,500 has been spent to reimburse the general fund for city expenditures related to mitigation of the spread of COVID-19 (purchase of PPE, cleaning supplies, equipment to facilitate remote work, etc.).

An additional \$40,000 in expenditures is anticipated to purchase supplies through the end of 2021 and reimburse the City for Families First Coronavirus Relief Act Leave time expenditures.

Small Business Grants

The Board has approved two rounds of funding for a small business grant program to assist small businesses with the costs of business interruption caused by required

closures. To date, the Board has awarded 28 grants. Including administrative fees, \$141,500 has been spent for this category.

Touchless Fixtures

The Board awarded a bid for purchase and installation of touchless restroom and kitchen fixtures for all city facilities, including parks restrooms. The contractor continues to await delivery of some fixtures, but is completing work as fixtures are available. CARES funding for this item totals \$107,657.

Technology in Heritage Park for Livestreaming

Installation of WiFi and equipment to enable streaming of video from ballfields at Heritage Park has been completed, totaling \$30,332.

Upgrades to City Hall Meeting Room to Improve Audio/Visual Quality for Remote Access

Following delays due to equipment arrival, work on this project began October 12 and is anticipated to be complete by the end of the week or early the week of October 19. CARES fund expenditures for this project total \$42,986.

Rental/Utility Assistance Grants

In August, the Board approved an agreement with the Northland Assistance Center to administer a program providing funds to those in need of housing and utility assistance. \$25,000 was provided to NAC later that month. To date, \$11,560 has been allocated, providing assistance to 12 Smithville households.

Reimbursement of School District Expenses

In September, the Board authorized expenditure of \$58,130 in funds to reimburse the School District for costs of purchasing supplies and equipment relating to mitigation of the spread of COVID in elementary schools.

Other Potential Expenditures

Additional Reimbursement of School District Expenses

The District has identified additional costs at the middle school and high school levels for equipment and supplies to mitigate the spread of COVID. These total \$21,610.

The District has also provided additional costs related to COVID mitigation which could be reimbursed. The district received a direct allocation from Clay County totaling \$250,000.

Courtyard Wi-Fi

At the time the determination was made to enable livestreaming at Heritage Park, staff also obtained quotes to provide Wi-Fi access at Courtyard Park. This cost is approximately \$5,500.

HVAC Improvements to City Facilities

HVAC improvements have been previously discussed. A representative from Metro attended the August works sessions to discuss options and effectiveness of city-wide HVAC improvements as they relate to the mitigation of COVID-19 spread. Some information from Metro HVAC is in the attached. It has been conveyed to staff that total cost for all improvements could be less than \$20,000.

Revenue Replacement

The original CARES legislation did not allow for local government entities to seek reimbursement for lost revenues as a result of COVID-19. In previous discussion, it appeared that the HEALS Act would amend CARES legislation to provide for reimbursement. At this time, it appears that HEALS legislation will not be further debated or approved in time for expenditure decisions relating CARES funds.

As discussed this summer, revenue loss to the City of Smithville was significantly less than anticipated in other Clay County communities but could be estimated to be in excess of \$100,000 in the areas outlined below (estimates are based on current FY20 projections versus budget):

Campground rental fees	\$ 33,020
Municipal court revenues	18,150
Interest	36,740
Reimbursement from School District – SRO	12,070
Building Permits	48,200

Reimbursement for Public Safety Salaries

As a result of guidance recently issued by the U.S. Department of the Treasury, a new ruling has been provided indicating that CARES Funds may be used to reimburse cities for the cost of public safety employees on the City payroll. Until this updated guidance (in the form of an administrative accommodation), it had been widely understood that CARES Funds could not be used for previously budgeted expenses such as this.

Treasury has supplementing this guidance to clarify that public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel.

The accounting firm of BKD, LLP, which has a relationship with the City of Liberty, and is the auditing firm for the State of Missouri for CARES Funding, sent a message to the City of Liberty which stated that this guidance clarified that all public health and public safety payroll related expenses are eligible for reimbursements through CARES funding. Other U.S. Treasury Department guidance staff has reviewed also seems to say this. Discussions with city attorneys are also consistent with this direction.

BKD information notes that many governments that have been hoping to replace lost revenue with Coronavirus Relief Funds will find this as a helpful alternative. Governments expend a significant amount of general resources for payroll costs for public health and safety departments. Governments will now be able to use the Coronavirus Relief Fund money for these services during the covered period, allowing governments to use general resources for other priorities.

Should the Board direct reimbursement in this manner, staff recommends that the funds remain in the CARES Fund to be used for COVID-related expenditures beyond December 30, 2020.

Expenditures by Other Clay County Communities

The attached summary outlines how other Clay County communities have allocated or intend to spend the CARES funds received. Excelsior Springs, Gladstone, Liberty and North Kansas City have all indicated that they intend to utilize the monies for reimbursement of public safety salaries. The remainder of expenditures are consistent with use in Smithville.

Action Requested

Staff seeks Board direction on priorities for allocation of remaining funds.

Utilization of CARES funding – Clay County Communities ***As of October 13, 2020***

Excelsior Springs – *has spent approximately \$200,000 of \$1,062,000 allocation*

- PPE
- Building Cleaning
- Park Signage
- Computers for remote work, scheduling building inspections online and ability to accept credit cards for permit fees
- COVID Sick Leave reimbursement
- Agreement with Chamber, Downtown Excelsior Partnerships to cover income losses, remarket to tourism & assist businesses

Additional expenditures under consideration:

- Agreements with Community Theater, Museum, Good Samaritan Center for losses
- Filtration equipment in building HVACs
- Public safety salaries

Gladstone – *has spent approximately \$215,000 of \$2,520,000 allocation.*

- \$130,000 for small business grants
- \$ 30,000 for portable ambulance ventilators
- \$ 25,000 for PPE, cleaning, etc.
- \$ 30,000 for sick leave reimbursement

Additional \$100,000 under consideration:

- \$ 50,000 resident assistance grants for utility/rent relief
- \$ 50,000 not for profit agency grants

The balance is anticipated to be used to offset public safety salaries as allowed in recent guidance.

Kearney – *has spent \$481,500 to date of \$964,600 allocation.*

- \$131,500 for a small business program
- \$50,000 to Liberty Hospital for isolation room project
- \$300,000 to Kearney School District for Computers for School from Home solutions
- \$33,936 for work from home solutions, PPE and related expenses for City and Kearney

Still reserving approximately 25% in anticipation of ability to dedicate it to lost revenue (based on the Federal Senate bill), and reserving \$100,000 for each the Kearney Fire District and the Kearney PD for labor related to COVID Expense, although this may be reallocated.

Liberty – *has spent or allocated \$1,284,000 to date of \$2,931,400 allocation*

- \$225,000 to Liberty Hospital
- \$175,000 to Liberty Public Schools
- \$100,000 to William Jewell College
- Up to \$250,000 for Small Business Grant Program
- \$534,000 for City COVID-19 Expenditures (PPE, signage, etc)

Additional \$1,600,000 under consideration:

- 2020 Public Safety Salary Proposed Allocation = \$1.2 million (preliminary)
- 80 Hours COVID-19 Mandatory Pay = estimated \$150,000 (preliminary place holder)
- 2/3 Emergency COVID-19 FMLA = estimated \$150,000 (preliminary place holder)
- Touchless Sinks / Toilets = \$100,000

North Kansas City – *has spent approximately \$237,000 of \$418,000 allocation.*

- \$ 147,000 for Small Business Assistance
- \$31,500 for Emergency Aid to Individuals and Families
- \$58,500 for Remote Work Support, staff PPE and disinfecting supplies for public buildings, supplies to help departments enforce social distancing such as signage for curbside pickup, or maintenance of 6 feet separation

Discussion of how to spend the funds remaining on 10/6/2020 agenda identified an additional \$15,000 for PPE; \$150,000 for Small Business Assistance; and \$15,000 for Emergency Aid to Individuals and Families. Any remaining funds are likely to be allocated to public safety salaries.


Smithville – *has spent or allocated approximately \$498,500 of \$945,000 allocation.*

- \$90,000 earmarked for city expenses (PPE, remote work technology, legal review of COVID policies and funding, cleaning equipment and supplies, etc.) \$51,500 spent to date, additional \$40,000 max potential exposure.
- \$108,000 for touchless fixtures
- \$31,000 for ballpark livestream capability
- \$43,000 for City Hall meeting room audio/visual upgrades
- \$141,500 for small business grants
- \$25,000 for utility and housing assistance grants
- \$60,000 to date to school district for equipment purchases

Potential additional funding/under review:

- FFCRA leave potential
- HVAC improvements to city facilities
- Public safety salary offset

Agenda Item # 4 – Adjourn to Executive Session

		<h1>City of Smithville</h1>
Meeting Date:	October 20, 2020	Department: Board of Aldermen
Agenda Item:	Adjournment to Executive Session Pursuant to Section 610.021(3) RSMo	
Summary: To allow the Board of Aldermen to adjourn to Executive Session to discuss personnel matters.		
Purpose: To discuss personnel matters.		
Impact		
Comprehensive Plan:		
Economic Development Plan:		
Parks Master Plan:		
Strategic Plan:		
Capital Improvement Plan:		
Budget:		
Legislative History: N/A		
Suggested Action: A motion to close the regular session for the purpose of discussing personnel matters pursuant to Section 610.021(3) RSMo.		
Attachments: <input type="checkbox"/> Plans <input type="checkbox"/> Contract <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Minutes <input type="checkbox"/> Other:		