

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

May 18, 2021 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

Steve Sarver, Mayor Pro Tem, present via Zoom, called the meeting to order at 5:35 p.m. Mayor Boley joined the meeting via Zoom at 5:36 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Marv Atkins, Kelly Kobylski, Dan Ulledahl and Dan Hartman. Alderman Chevalier was absent.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chuck Soules, Chief Jason Lockridge, Matt Denton, Jack Hendrix, Stephen Larson, Linda Drummond, Bob Lemley and Allan Jensen.

2. Discussion of 6-Month Budget Review

Stephen Larson, Finance Director presented the FY21 six-month budget review as of April 30, 2021. This six-month budget update features some fiscal year 21 projections along with the budget and the year-to-date major budget funds. The four budget amendments that have been approved by the Board are included in this review. The expenditures to date reflect 13 of 26 of the fiscal year payrolls and 50% of our personnel wage-related expense has been paid through the 13 payrolls.

General Fund

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$4,634,040	\$4,910,935	\$2,959,282	63.86%

- Higher FY21 projection primarily driven by Sales Tax and Use Tax collections.

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Property Tax Revenues	\$886,950	\$925,841	\$918,341	103.54%

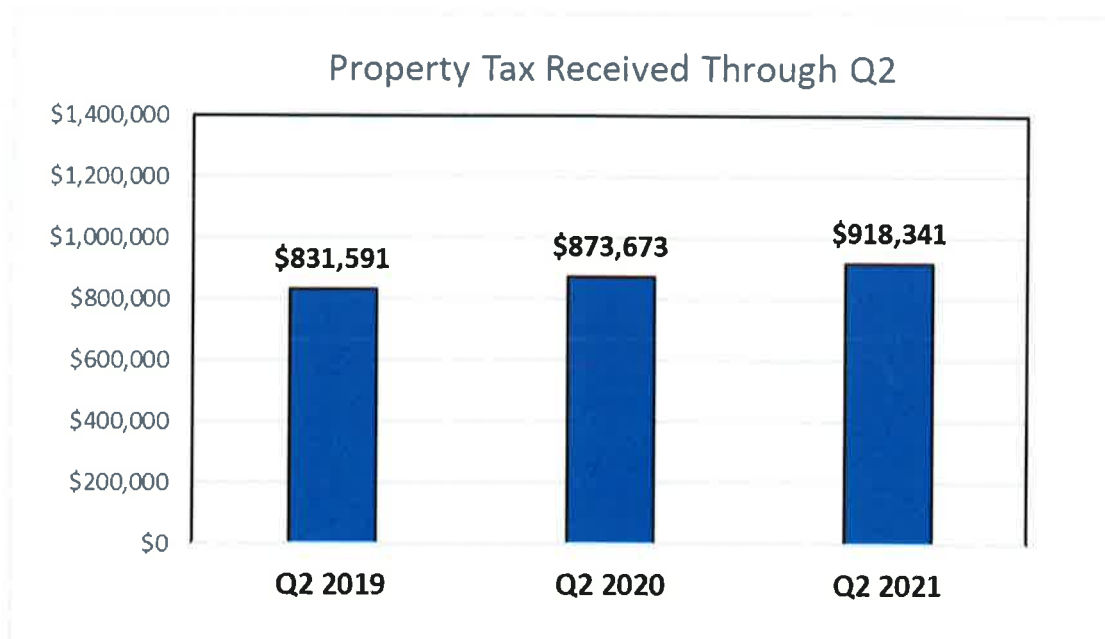
One Time Capital Improvement Expenses

- City Hall Renovation (\$315,000) – In Progress
- Streetscape East (\$105,000) – In Progress

Property Tax Revenue

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Property Tax Revenues	\$886,950	\$925,841	\$918,341	103.54%

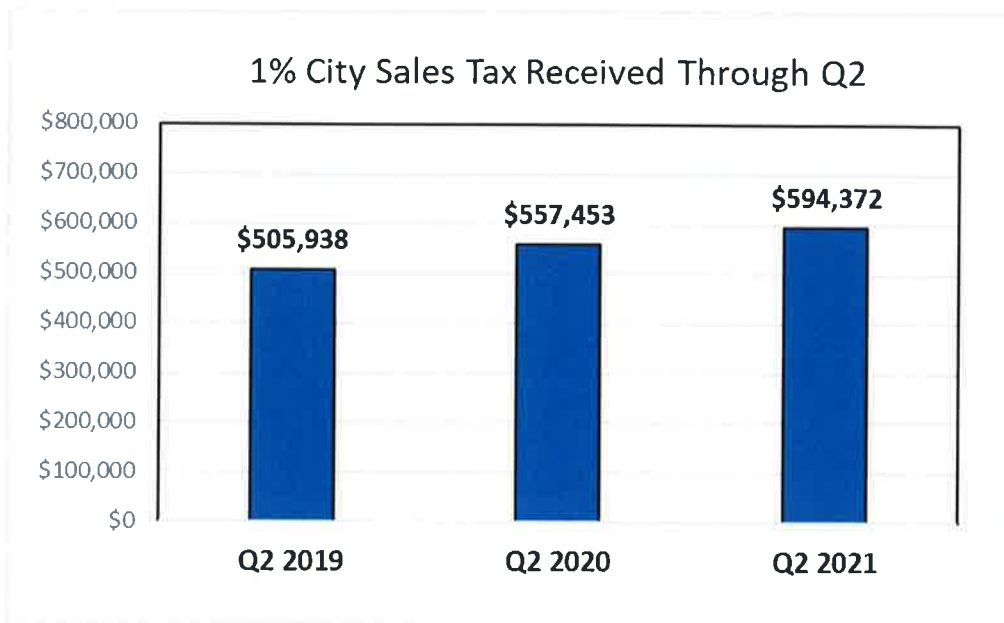
- TIF property tax (PILOTS) owed for jurisdictions for the Smithville Marketplace TIF has been address for the Smithville School District, Smithville Area Fire Protection District, and Northland Regional Ambulance District.
- The TIF property tax that is owed to the TIF from these jurisdictions has been transferred into the Special Allocation Fund.
- Staff is now working with economic development legal counsel to address payments in lieu of taxes (PILOTS) for Mid-Continent Library and Clay County for the 2020 Tax Year.



Sales Tax Revenue

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Sales Tax Revenues	\$1,205,020	\$1,276,650	\$594,372	49.32%

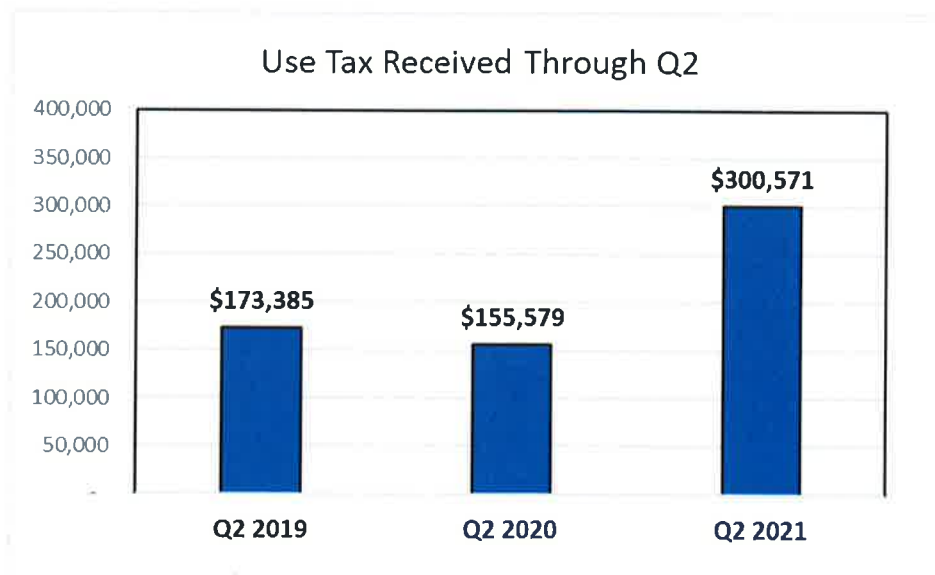
- The City, on average in the past three years, receives 45.5% of sales tax annual revenue by the 2nd quarter of the fiscal year.



Use Tax Review

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Use Tax Revenues	\$414,260	\$550,250	\$300,571	72.56%

- The City, on average in the past three years, receives 42.1% of use tax annual revenue by the 2nd quarter of the fiscal year.



Capital Projects Fund

Capital Projects Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$273,000	\$273,000	\$214,478	78.56%

- Received portion of DNR Grant for Main Street Trail - \$208,000
- Recreational Trail Program Grant: Budget Amendment #3 -> *\$266,000*
- Payments in Lieu of Dedication: Budget Amendment #3 -> *\$7,000*

Capital Projects Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$1,737,440	\$1,737,440	\$1,066,040	61.36%

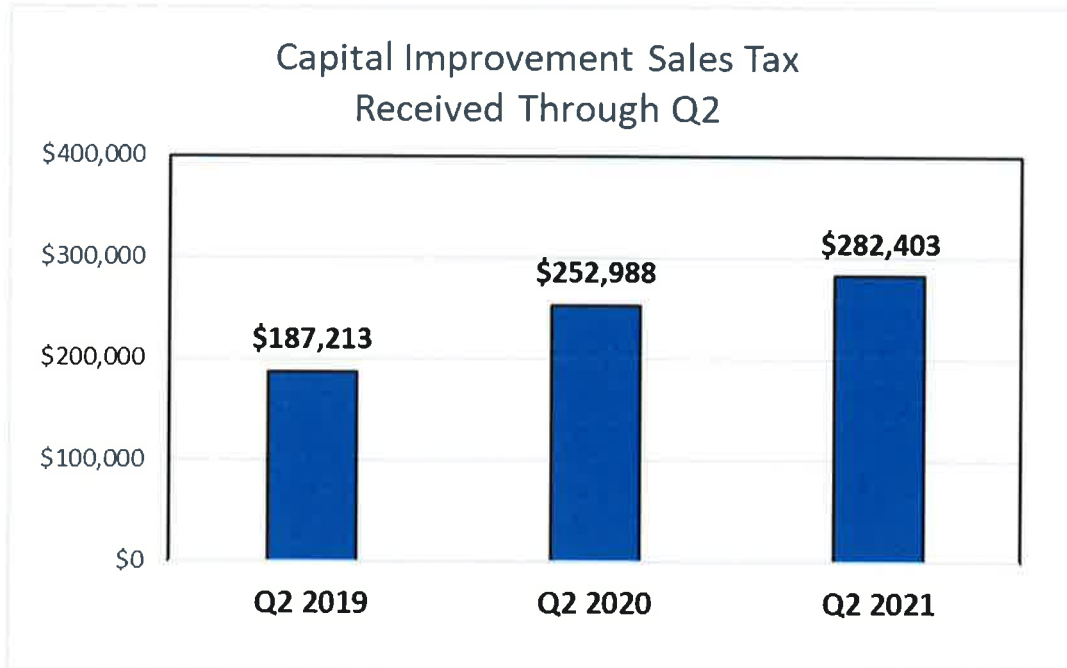
- Main Street Trail: Budget Amendment #1 -> \$1,101,000.
- Streetscape East: Budget Amendment #1 -> \$280,000.

Capital Improvement Sales Tax

Capital Improvement Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$530,750	\$615,250	\$282,403	53.21%

- The City, in the past year, received 43.6% of capital improvement sales tax annual revenue by the 2nd quarter of the fiscal year.
- Capital Improvement Sales Tax is not subject to TIF EATS collections.

Capital Improvement Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$752,250	\$752,250	\$351,697	46.75%



- Streetscape East: Budget Amendment #1 -> \$243,000
- Streetscape East: \$167,060
- Transfer to Debt Service Fund for Payments: \$342,190

Debt Service Fund

Debt Service	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$342,190	\$342,190	\$342,190	100.00%

- Transfer in of \$342,190 from the Capital Improvement Sales Tax Fund to support Debt Service payments.

Debt Service	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$329,860	\$329,860	\$231,263	70.11%

- GO Debt Payments (for Series 2018 and Series 2019) were made on March 1, 2021 and are scheduled for September 1, 2021.

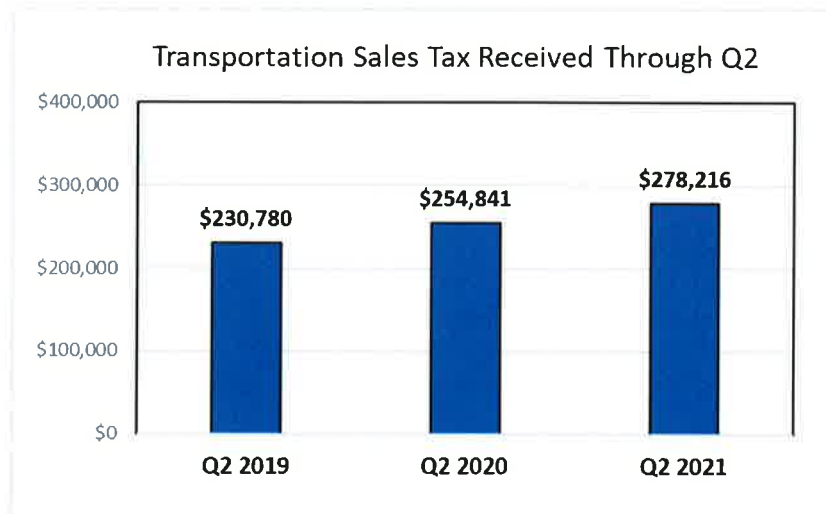
Transportation Sales Tax Fund

Transportation Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$530,750	\$604,335	\$278,216	52.42%

- The City, on average in the past three years, receives 45% of transportation sales tax annual revenue by the 2nd quarter of the fiscal year.
- Transportation Sales Tax is subject to TIF EATS collections.

Transportation Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$1,055,820	\$1,033,820	\$189,788	17.98%

- Bridgeport Roundabout: Budget Amendment #1 -> \$99,000
- Streetscape East: Budget Amendment #1 -> \$169,000
- Street Maintenance Program: Budget Amendment #4 -> \$100,000



Special Allocation Fund (TIF/CID)

Special Allocation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$520,000	\$520,000	\$181,985	35.00%

- TIF Economic Activity Taxes (EATS), PILOTS, and Community Improvement District (CID) Sales Tax (1%) have all been collected and deposited into the fund.

Special Allocation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$517,000	\$517,000	\$0	0.00%

- Staff is working with economic development legal counsel to certify costs submitted for reimbursement by the developer.

Cynthia noted that Alderman Chevalier inquired at a recent meeting with regards to the reporting related to this fund. We are required to provide annual reports on the performance of the TIF. Because we do not really have a full year's revenues on the TIF we are targeting a fall report. It was fall last year that we started to see the revenue, so staff will report the annual information in the fall.

Combined Water and Wastewater System Fund

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$4,808,890	\$5,164,591	\$2,371,542	49.32%

- Water and Wastewater Sales: 87% of Revenue Budget collected year to date
- Penalties and Disconnects: 1% of Revenue Budget collected year to date

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$7,525,260	\$7,240,704	\$1,711,139	22.74%

- Impact Fees: 8% of Revenue Budget collected year to date
- Connection, Stormwater, and Interest: 4% of Revenue Budget collected year to date

- One Time Capital Improvement and Professional Services Expenses

- Wastewater Master Plan
- Main Street Waterline construction and engineering
- Forest Oaks Sewer/144th Street Pump Station
- 188th Street Waterline Relocation
- Highland Drive Sewer Engineering
- Raw Water Pump Station, Valve Box
- Slipline Sewer Program

- Campground Lift Station Replacement

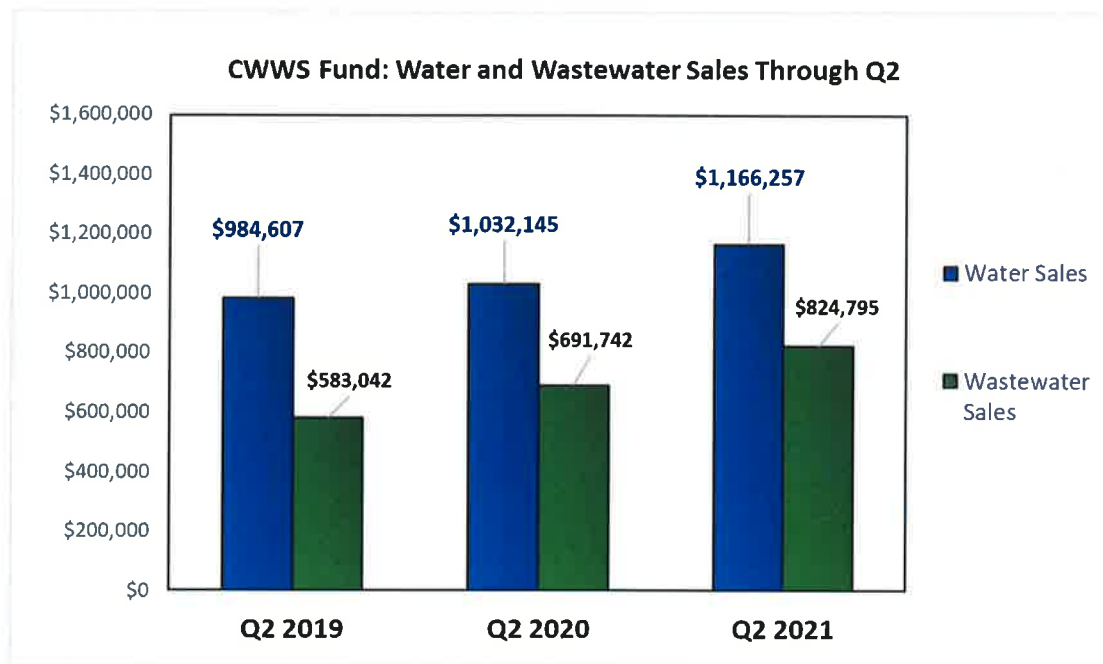
Water and Wastewater Sales Revenue

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Water Sales	\$2,493,650	\$2,680,152	\$1,166,257	46.77%

- The City, on average in the past three years, receives **43%** of water sales annual revenue by the 2nd quarter of the fiscal year.

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Wastewater Sales	\$1,689,910	\$1,743,918	\$824,795	48.81%

- The City, on average in the past three years, receives 46.7% of wastewater sales annual revenue by 2nd quarter of the fiscal year.



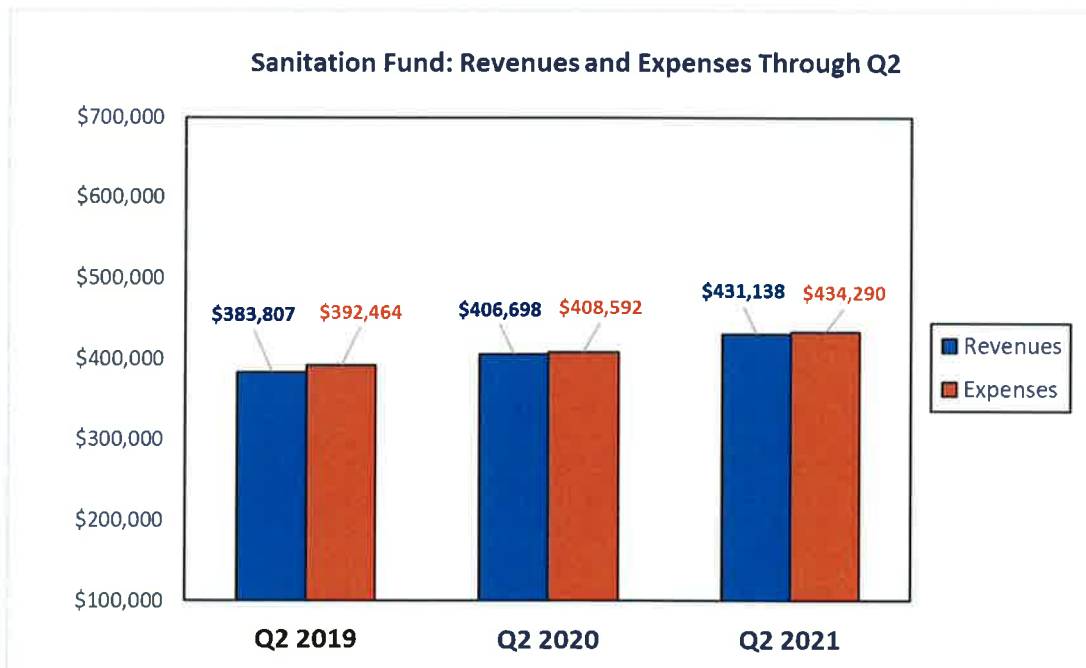
Sanitation Fund

Sanitation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$890,550	\$868,184	\$431,138	48.41%

- The City, on average in the past three years, receives 49% of solid waste annual revenue by the 2nd quarter of the fiscal year.

Sanitation Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$885,710	\$857,443	\$434,290	49.03%

- The city pays WCA on a monthly basis for waste collection services.
- The City also pays to participate in the Household Hazardous Waste collection program administered by MARC which is funded through trash rates.



Parks and Stormwater Sales Tax

Park & Stormwater Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$442,290	\$475,924	\$237,962	53.80%

- Initial collections of Park & Stormwater Sales Tax occurred November 2020.
- Park & Stormwater Sales Tax is not subject to TIF EATS collections.

Park & Stormwater Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$225,000	\$225,000	\$0	0.00%

- Park Improvements (near Splash Pad): \$25,000
- P&R Master Plan and Trails & Connectivity Plan: \$100,000
- Stormwater Project(s): \$100,000

VERF (Vehicle and Equipment Replacement Fund)

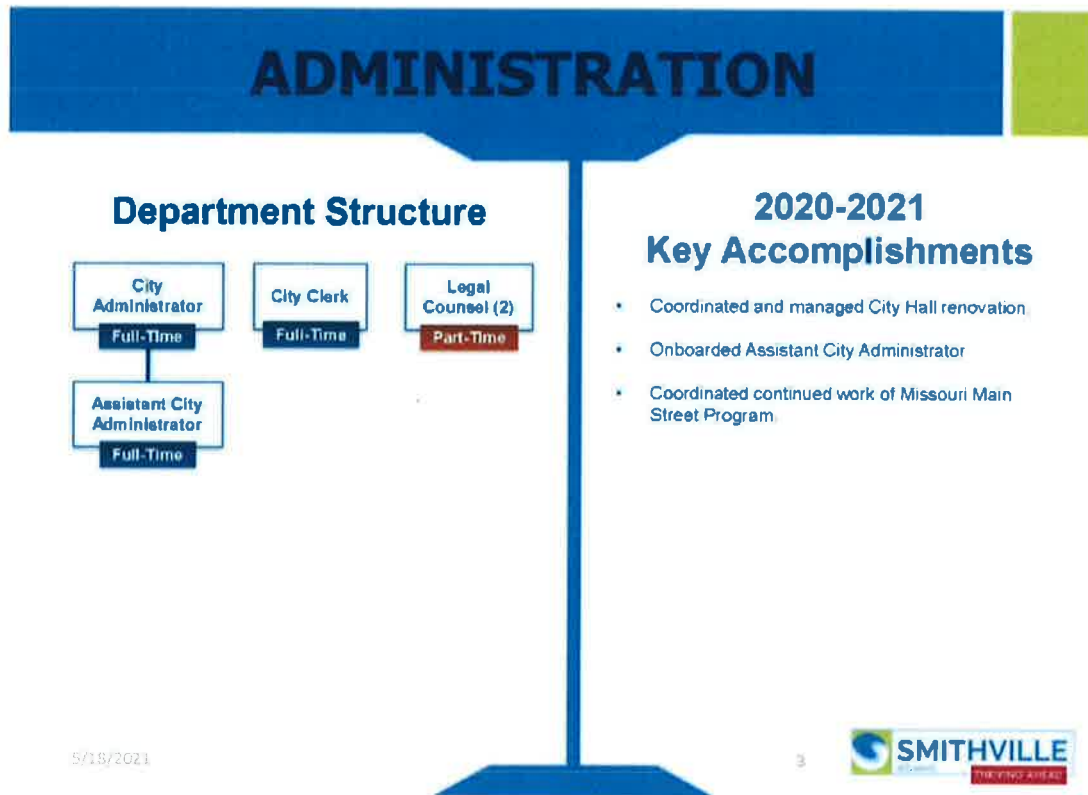
VERF	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$165,000	\$165,000	\$73,275	44.41%

- \$40,000 in seed funds transferred from the General Fund to the VERF.
- Additional \$125,000 budgeted for sale of turn-in vehicles.
- Eight vehicles turned in have sold throughout March and April.

VERF	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$125,000	\$125,000	\$18,346	14.68%

- Enterprise leasing expenses were first incurred in February 2021.

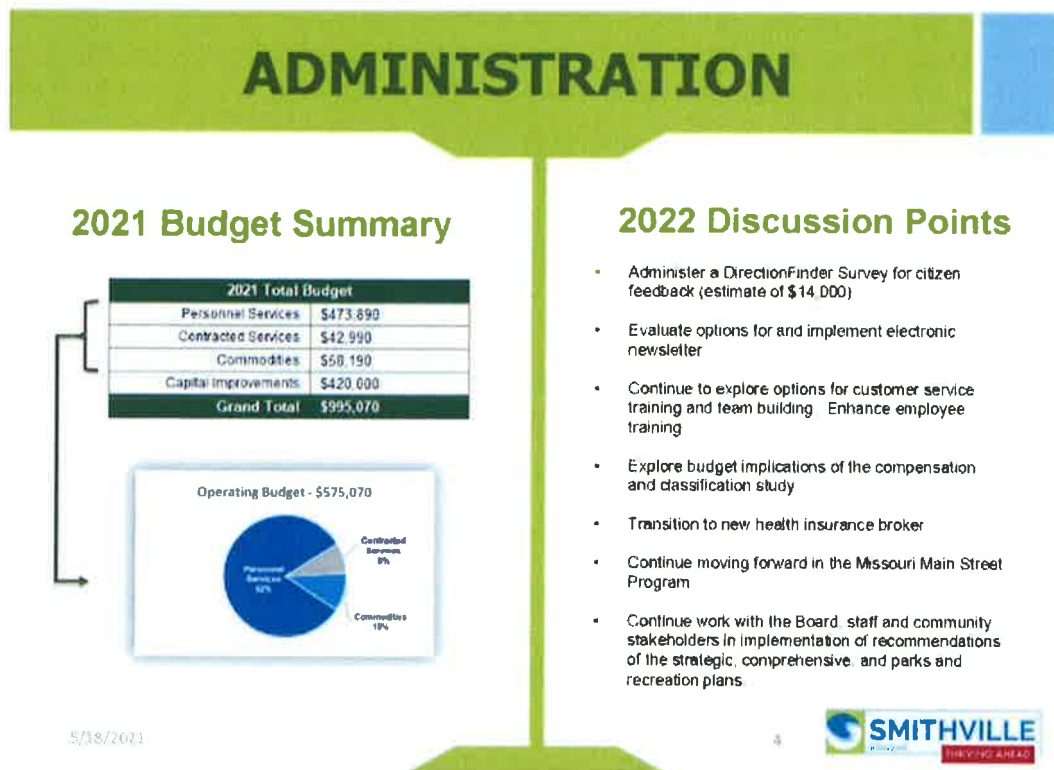
3. Departmental Budget Presentation



Cynthia Wagner, City Administrator presented the Administration Department budget review. The Administration Department consists of the City Administrator, Assistant City Administrator, the City Clerk and part-time legal counsel. The Administration Department coordinates and works with all the departments in the organization. This fiscal year we have worked on City Hall renovation, the contractor continues to indicate that completions of this project can be expected the first week of June. They did run into an issue in the lady's room this week with the support wall, so Cynthia is anticipating the date moving to late June or early July for final completion.

Assistant City Administrator, Anna Mitchell started in February and is working on a number of projects. She is working with the board of the Missouri Main Street program and the Downtown group.

The Administration budget is just under a million dollars, with personnel services reflecting the bulk of budget about 82% of our budget. That fluctuates some depending on capital projects expenditures.



In 2022 we anticipate the inclusion of \$14,000 to administer the Direction Finder Survey. In 2019 we contracted with Direction Finder, to conduct a citizen satisfaction survey. The survey was used to determine customer satisfaction to benchmark ourselves against other communities. The goal is to measure results over time. It is recommended that the survey be conducted every other year. The survey was administered in the spring last time so it might be better to administer it in the winter this time.

Another item staff would like to evaluate is making some improvements in communication to citizens including the potential of establishing an electronic newsletter. The newsletter currently goes out quarterly in water bill inserts. Staff has not yet determined a cost.

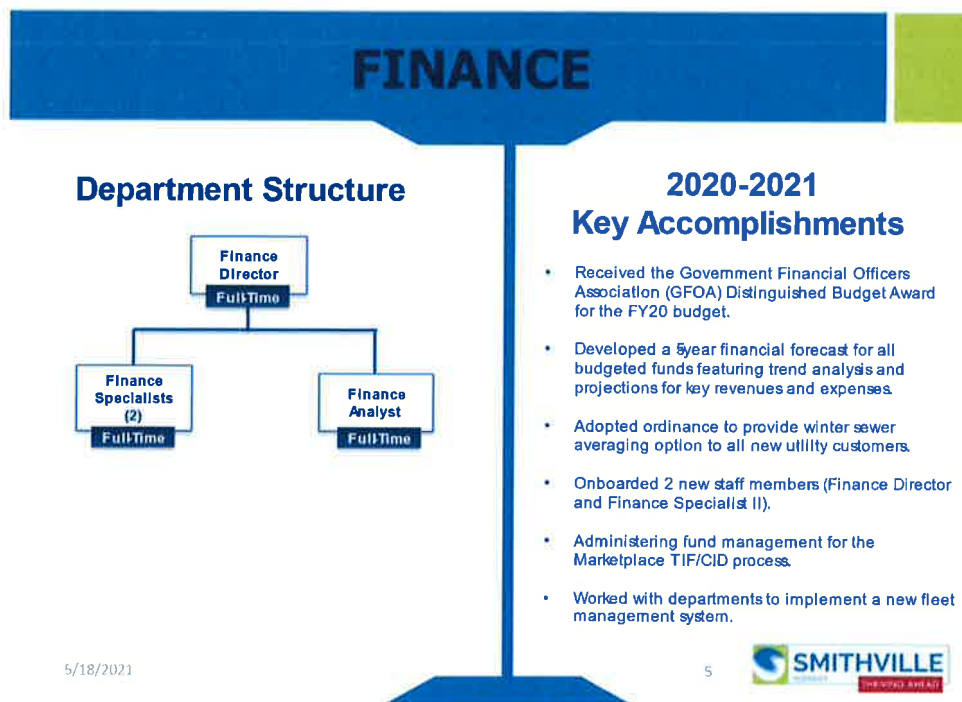
Staff had begun to spend some time on customer service and team-building training in 2020. Due to COVID, work in this area has slowed. In 2022, we want to focus on employee training to ensure we are focusing on customer service, fostering a team environment and focusing on safety issues.

The budget that staff will presenting will include the results of Compensation and Classification study. We have selected a firm and are currently negotiating with McGrath Human Resources out of the Chicago area to do the study. We anticipate having that contract for Board approval on June 1. We anticipate intensive work through the summer and hope to have information for budget in the fall.

Cynthia and Anna have been interviewing potential health insurance brokers and feel very comfortable with one of the interviews completed today. Anna has reached out to that firm following reference checks. Staff anticipates hopefully bringing this contract forward for Board approval on June 1. We hope to focus on employee wellness programs.

We plan to continue moving forward in the Missouri Main Street program. We will have some discussion about that in the coming weeks.

Staff will also continue working with the Board and community stakeholders in the implementation of those items identified in the Strategic Plan, Comprehensive Plan, the Parks and Recreation Master Plan and Transportation Master Plan. We have done a lot of work over the last twenty-two months and staff is coming up with priorities and looking for direction from the Board in how to move forward with that information.



Stephen Larson, Finance Director presented an overview of the Finance Department. The Finance Department structure consists of Stephen Larson, he started here in October 2020 and has been here for about seven months. He explained that it has been a great journey so far and he really likes working for the city and is looking forward to the future here. Other staff includes Beth Stevens and Thea Gomez, Finance Specialist 1 and 2. Beth is at the front desk and takes the utility payments, processes the daily receipts and makes sure everything flows smoothly from a customer service perspective. Thea Gomez helps manage the payroll process, helps with bank reconciliation and has learned and taken over more of the utility billing aspect. They provide internal services in the areas of budget and payroll, externally in utility billing.

FY20 accomplishments to date include submission of the budget document to the Government Finance Officers Association (GOFA) for possible budget award. Stephen explained that last year's budget book, prepared by Dan Toleikis, received the award. This document has made good strides in accomplishments and providing good transparent and easy to consume data. There are a lot of different requirements to be considered for the award and our budget book has met those requirements.

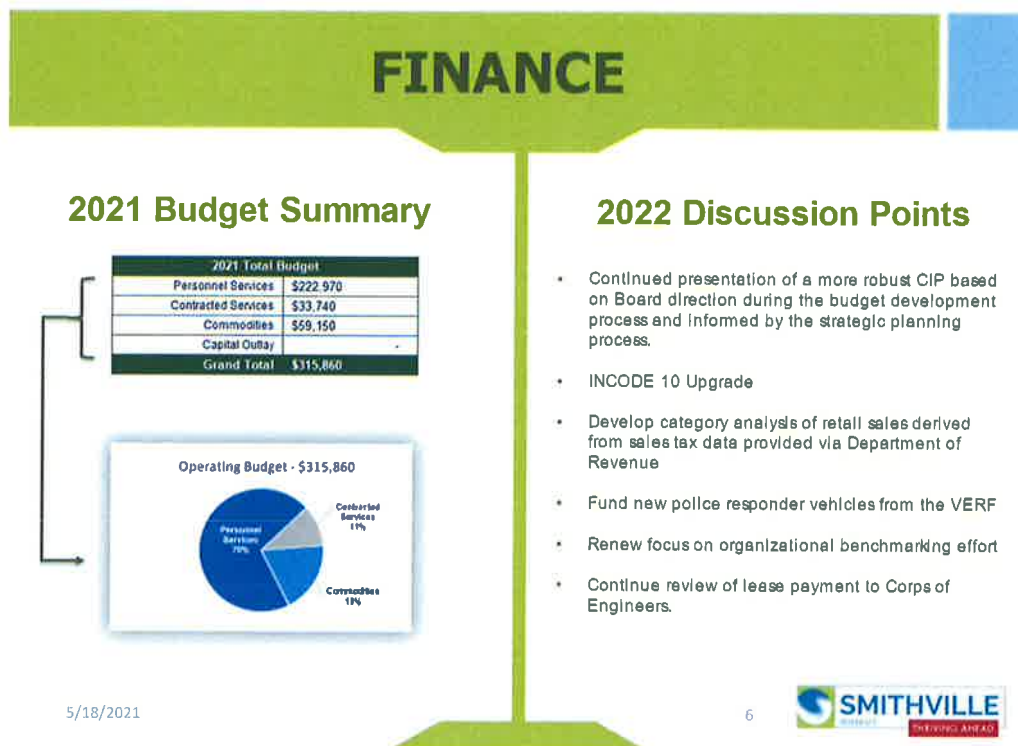
Stephen is working with Cynthia and Anna to develop a five-year financial forecast for all City funds that can be used during the budget process. This allows us to do more in-depth trend analysis, particularly related to sales taxes and use taxes. It also allows for some of multi-year analysis that you see in the three- and six-month budget updates. We are also looking to enhance the forecast by continuing to add data and key insights to the revenues and expenses. Stephen noted that he is looking forward to bringing the new finance analyst on board in June and having her support as we build that forecast and make it a better tool for us.

In March, the Board adopted an Ordinance that provided a winter sewer averaging option to all new utility customers. Previously our Ordinance was strict in requiring new customers who were opening a utility account with the City provide their pervious residence utility bills that indicated usage. After adopting this Ordinance, we are now providing a new option to customers who can elect for the winter average charge of all other residential contributors. Customers can then take advantage of the savings on the sewer portion of their bill when they are doing a lot of outdoor water uses.

Stephen and Thea Gomez have worked to ensure they have access to our accounts, and vendor information. Stephen has also worked with Anna to make sure that the TIF special allocation fund was set up correctly and processing those allocations correctly to the School District, Fire District, Ambulance District to get them the

amounts they are owed for the property tax increment and the TIF process for the Marketplace.

The Finance Department has coordinated the implementation of the Vehicle Equipment Replacement Fund (VERF) and working with departments to sell old vehicles and coordinate receipt of new vehicles from Enterprise.



Finance is similar to administration, with about two-thirds of the expenditure budget going to personnel services. For 2022 one thing that Stephen would look to the Board for input on is trying to create a more robust Capital Improvement Plan. At this time, we do have good summary sheets that give annual Capital Improvement totals, but one thing we could look at is to build a more robust CIP that has project pages and would help us show where our investments and our Capital Improvements help us achieve the goals set in our Strategic Plan.

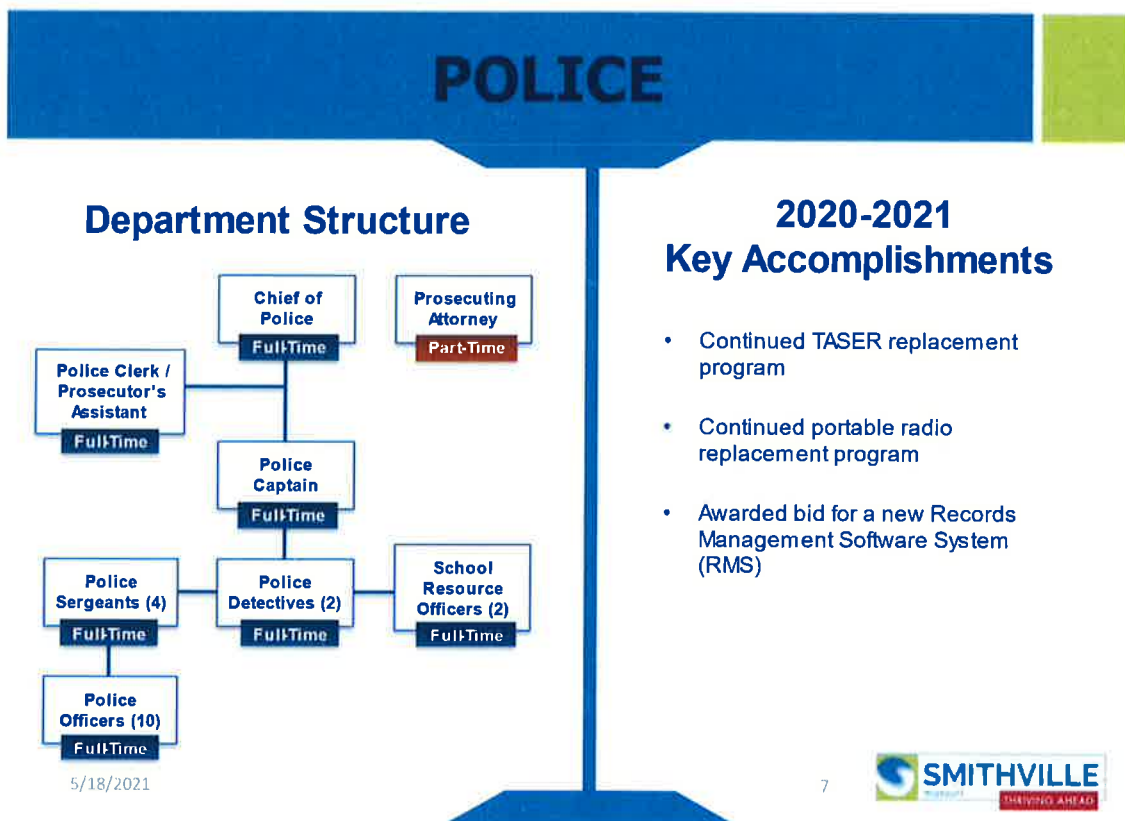
The Incode 10 upgrade is another item that staff will work on in the future. We have that in our pending list now in our Capital Improvement Plan. Stephen will be working on this to see what those benefits and advancements are.

Finance will also take a deeper look at the retail sales data that we receive from the Department of Revenue each month and apply some categories to show how different categories perform.

Another item finance will be working on is figuring out the funding mechanism for our police responder vehicles from the VERF.

We have benchmarks and have number of performance measures for each department. This is something Stephen would like to take a look at it and see if we are measuring the right things, continuing to participate in the regional benchmarking initiative through MARC and seeing how we compared to other communities.

Staff will also continue to review the lease payments plan to the Corps of Engineers for the cost of the infrastructure sharing at the dam. That payment is something that staff has had their eyes on because it continually increases with our interest rate and our current balance. Stephen and Cynthia have been meeting with representatives from the Corps of Engineers to look at those payments and see if there are options available to reduce the lease payment.



Chief Lockridge noted that there are twenty-one full-time employees and one part-time employee and the Prosecuting Attorney in the department. Fourteen officers are assigned to patrol, two are assigned to the investigation unit and two are assigned to the SRO unit. That leaves Chief Lockridge and Captain Roetman to

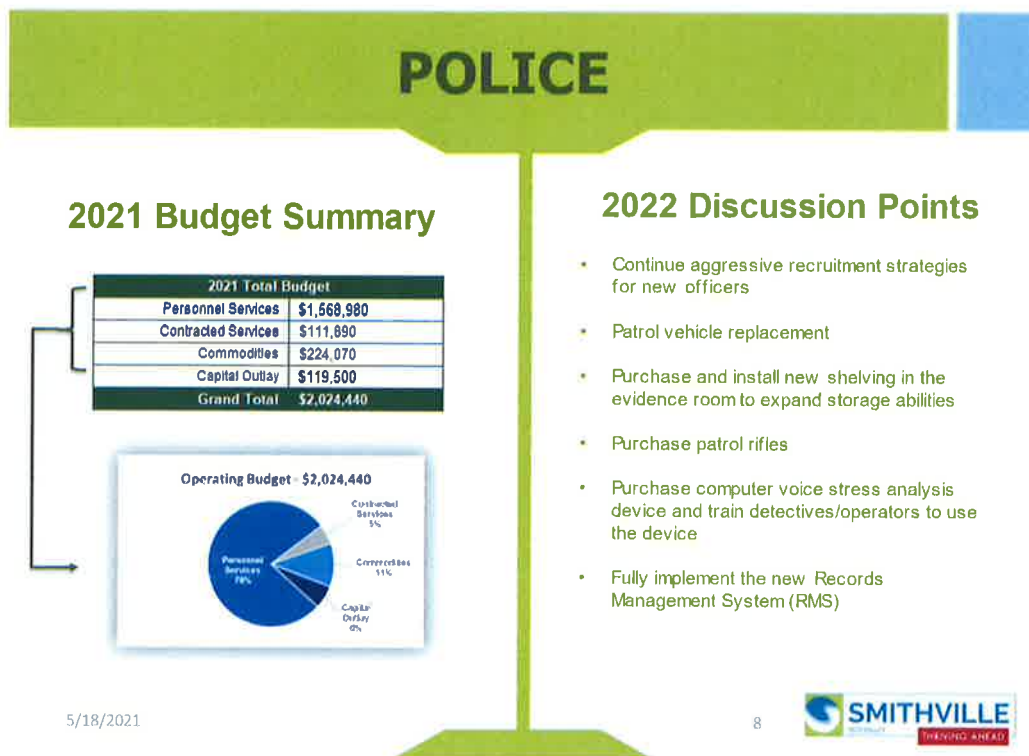
handle the majority of the administrative duties along with along with Jeanette Chastain, who works as our Prosecutors Assistant/Police Clerk and the Prosecuting Attorney who represents us and all our cases in Clay County.

Some of the Police Department accomplishments are continuing with a taser replacement program. This is the fourth year for replacing a number of those. Every year we are trying to stagger the ages on them so that they do not have to be replaced all the same time.

Last year the department started a similar program with replacing portable radios for the department. Three of the radios were replaced in the FY20 budget and three early in the FY21 budget. Chief Lockridge expects both of those programs to continue.

Earlier this year the Board awarded the bid for a new records management software system. This is a project that is going to take up a lot of time this year and next. Six individuals in the department are working on this and started intensive meetings on it today with the vendor, laying the groundwork for how this is going to work for the department. There is also a lot of homework that is assigned that is going to have to be accomplished.

One item that Chief neglected to add to the list is something that is continually on going for this year and unfortunately probably into the next year is recruiting. They have hired one full-time officer that is Post-certified, and they have sponsored their first two police recruits who started the academy last week.



The Police Department's budget is a little over two million dollars and like most departments the majority comes in at personnel services at right about 75 percent. Contractional services and commodities make up another large percent of that and what is considered discretionary spending is a pretty low percentage.

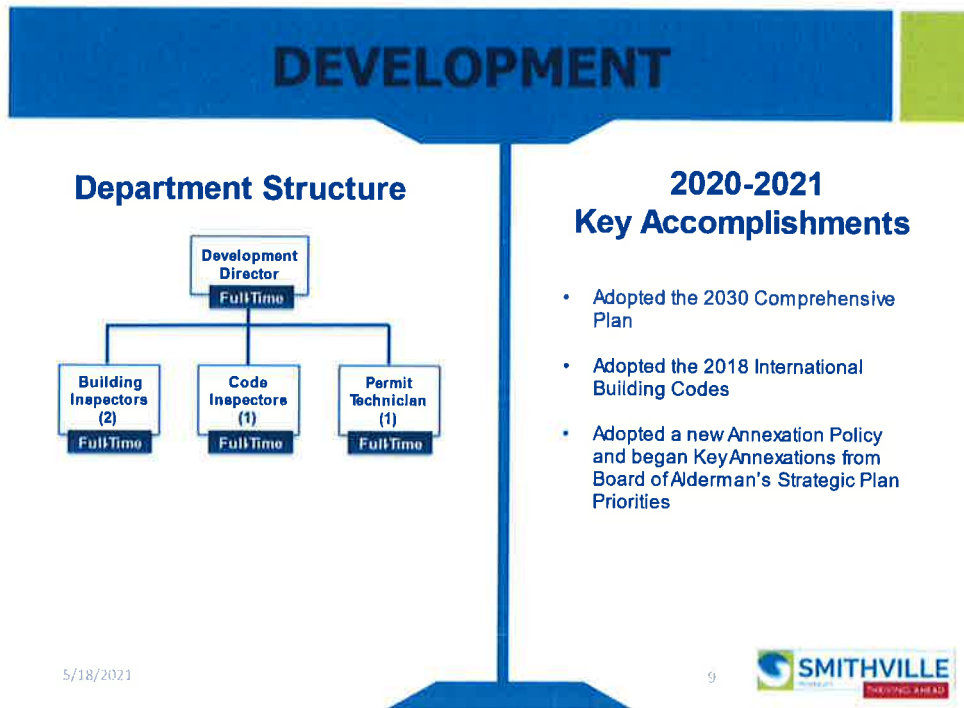
Staff will also be looking forward to 2022, the department will continue aggressive recruiting to fill vacant positions. Chief Lockridge noted they may even look into revitalizing their Reserve Officer Program that they have not seen in quite a few years.

Looking into replacing patrol vehicles with the VERF. They are going to explore different options, whether it is a lease option similar to what the city started with the fleet this year or look at the purchase option.

They are going to purchase and install some new shelving in their evidence room to create more storage square footage in that space.

Chief Lockridge noted they want to look at purchasing and standardizing of patrol rifles for every vehicle in the patrol fleet. They also believe they need to look at purchasing a Computer Voice Stress Analyzer (CVSA) device. Which is used in pre-employment testing and in some criminal cases.

Next year they hope to get the full implementation on the record management system and get the entire department up to speed there and transition to the new system by mid-to-late spring possibly early summer next year.

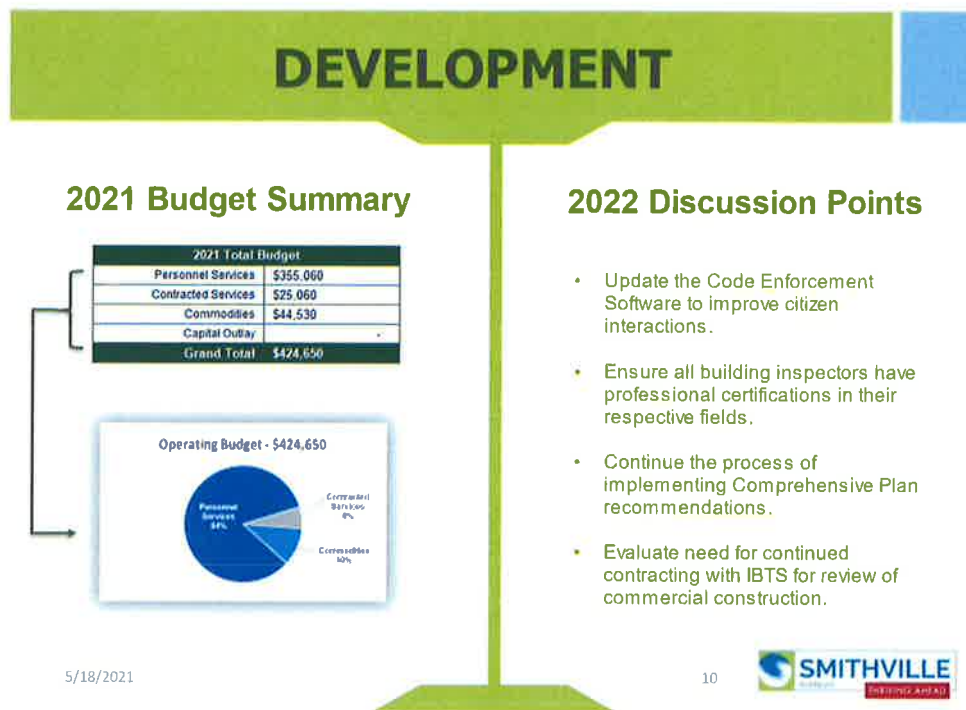


Jack Hendrix, Development Director, presented the Development Department review. They have five employees, himself, two Building Inspectors, one Code Enforcement Inspector and one Permit Technician. Jack explained that if you look at last year's budget you will see theirs was substantially higher: two Utility Inspectors were moved to the Public Works Department.

Their first and foremost 2021 accomplishment was the adoption of the 2030 Comprehensive Plan. It was a long process and Jack thanked the Board and all those involved. He noted that the Comprehensive Plan is critical to the future of the City and gives us the path in which to move forward.

The Board also adopted the updated International Building Code portion of our ISO rating for building code enforcement. We have not heard back from the audit they went through a month or so ago that will set the ISO ratings will be as it relates to new homes on the insurance for those homes. The department has improved on that rating each year which is always good. They are at a level now between 4 and 6 range and lot of scoring now comes down to the training.

The Board also adopted an Annexation Policy, and the Development Department began annexation from the Boards Strategic Plan priorities which include Smith's Fork Park and the Corp area. They are also working on Lakeside Crossing to clean up those spotty areas. There is more to do in both of those areas and hopefully they will have more information in the coming months.



Jack explained that for the 2021 budget the Development Department the personnel services is at almost 85%. They have contracted services, engineering review with the IBTS, who assists us with commercial plan reviews and commercial inspections once the buildings construction begins. They are working on that aspect to try to reduce those services as staff attains additional certifications.

Jack presented the Development Department's priorities for the coming budget year include: Updating the code enforcement software to be able to improve our computer program to allow staff to draft their own notification letters and reports. Currently when an inspection report goes out the old system, we have now does not allow us to change the wording as they all say citation and that causes a lot of confusion from those who receive them. The system we are looking at would also eliminate some of the duplicated work we have now.

The second priority is to ensure all of the building inspector have professional certifications in their respective fields. We now have our first certified building inspector he was certified in September 2020 in residential. They hope to have their

other building inspector certified in at least one certification by September this year. Jack stated that they will continue to work with our code enforcement and the permit technician to continue their training. This will help for when we are next audited which will help raise our ISO rating and help lower new build insurance costs.

They will continue implementing the Comprehensive Plan recommendations. One of the recommendations that was a high priority of the Comprehensive Plan is on the agenda for the regular session meeting tonight.

As Jack mentioned earlier, they want to continue to evaluate whether and when the services of ITBS are no longer needed for the commercial construction, inspections and plan review.

Mayor Boley asked if we had a minimum cost tied to the contract with IBTS for the year?

Jack explained that we only pay ITBS for the work they do for us.

Mayor Boley noted that as much new commercial construction that we have going on in the City it might be worth keeping them around. With more residential construction the building inspectors are going to be busy.

Jack said that their goal will be to have one of our current staff become certified as a commercial inspector which he hopes to achieve by the end of next year.

Mayor Boley said it is still worth having ITBS as a backup.

Jack said that is why we use ITBS on a as needed bases, but we would like to scale it back as soon and handle the inspections in house.

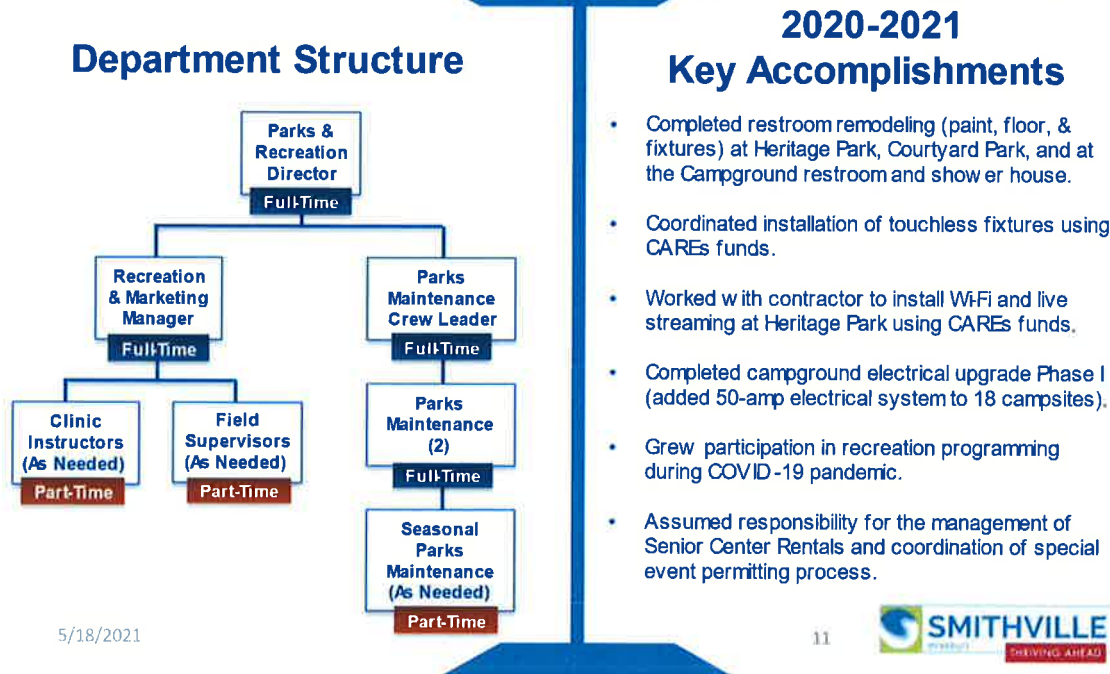
Mayor Boley asked if the code enforcement software would tie into the City's other customer relations software to allow Beth to pull something up for a resident if they called or came in.

Jack said our current software only allows the Code Enforcement officers to access it.

Alderman Atkins asked Jack if the new code enforcement software would allow residents to login to see what they need to do for their offense?

Jack explained that the new software would only allow staff accessibility to sent out notices and for records. He said they do have plans to address those types of issues.

PARKS & RECREATION



Matt Denton, Parks Director, noted that he has been with the City of Smithville for four years and just a little over a year as Parks Director. The Parks Department staff includes Recreation and Marketing Manager, Brittanie Propes and the maintenance staff Joe, Chase and Gary. Brittanie sees to any recreational part-time staff that she needs, and the maintenance crew hires part-time help.

A big accomplishment in 2021, was to update the outdoor restrooms at our parks. We have five restrooms in our parks, and they are remodeling them with epoxy on the floors, painted the walls and adding the new fixtures such as toilets, faucets, sinks and urinals. The remodel is complete except for the epoxy on the restroom floors and painting the walls at the Spillway restrooms and by the soccer fields. They are hoping to complete them this year. This project is being completed in house by City staff saving thousands of dollars. Matt noted that this project was probably the one positive during COVID, being able to go in and do the remodeling while they were closed down. This remodel was a huge facelift that definitely needed to be done.

With CARES funds they were able to install touchless fixtures in parks restrooms as well as all the City buildings. They were also able to install live streaming at Heritage

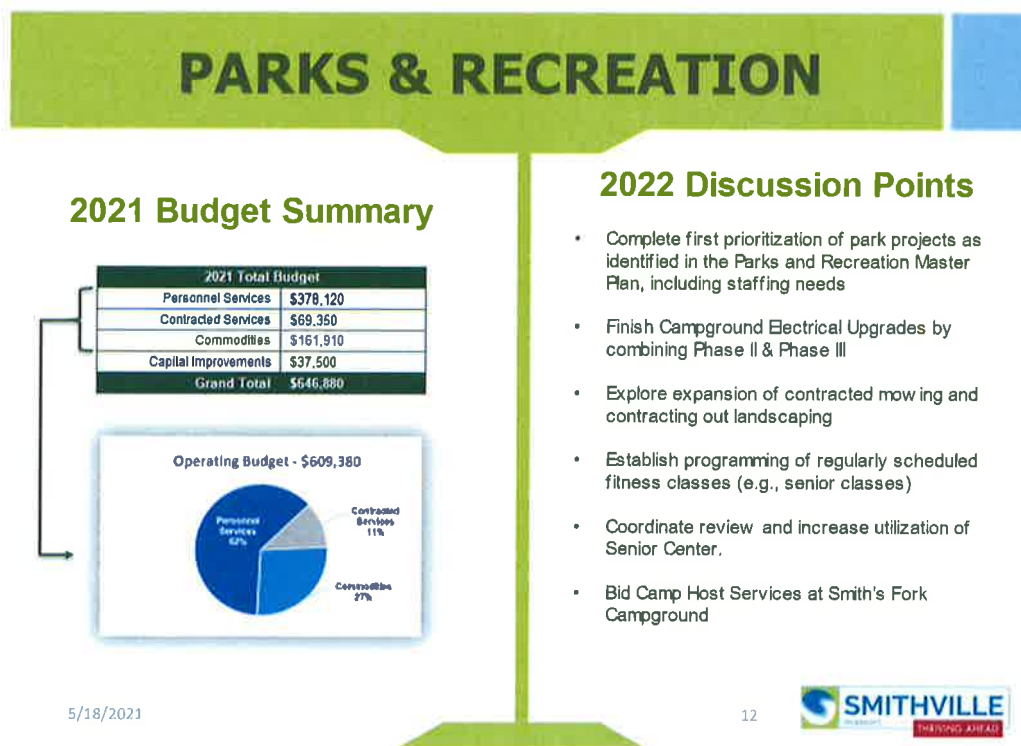
Park on field one and two in time fall ball season. It was a huge success and people are wanting live streaming at all the other fields.

They also completed electrical upgrade of 18 50-amp. sites at Smith's Fork Campgrounds. This has reduced the number of campers we have had to turn away. We had to turn away somewhere around 155 campers last year so upgrading these sites has significantly reduced that problem.

Through COVID-19 and 2020 they were still able to grow participation in our recreation programming. It was a huge success to even get programming in the fall, they were able to have soccer, volleyball and fall t-ball. Fall t-ball was a new sport that we added into our program list, it is a huge draw within the Rec programs, and it is growing each year. This spring they reached new record of soccer registrations with 180 registered and also the soccer clinic sold out. Currently baseball, softball and t-ball are going on right now and are going well.

Another accomplishment in 2020 was assuming responsibilities for the Senior Center rentals and coordinating special events. They have had multiple reservations come in for the Senior Center. The interest is growing as we promoted it more.

This year staff reviewed and updated for Board approval the Facility Use Policy and also updated the application for special events. They are still working on transition and to getting those all coordinated for the summer events that are coming up.



Matt explained that the Parks and Recreation budget like the other departments, a large percentage goes for personnel services. Another was the Capital Improvement that was phase one of the electrically upgrade at the campgrounds.

Matt noted that discussion points for 2022, complete the first priorities of parks project as identified in the Park Master Plan, including staff needs. In the Parks Master Plan besides the projects and will be figuring out how it will all work. Staffing needs has been evaluated heavily as our Parks Department is only growing their future is bright. The staff roles and responsibilities are growing, and we need to make sure that the quality and expectation are being met. Matt said that one thing he talked with Cynthia and Stephen about just yesterday was possibly combining phase two and three Smith's Fork campground electrical together within the general capital fund of the CIP. Matt noted that in talking with the previous contractor that completed the project this winter they concurred that both combined together will be less expensive and more efficient. The campground has electrical that is very outdated and they have had a couple electrical issues in those areas.

Cynthia explained that the upgrading of the campground electrical project can be discussed when we further discuss the CARES funds. Staff would like to have some discussion in utilizing the remainder of those funds to leverage some of these types of projects.

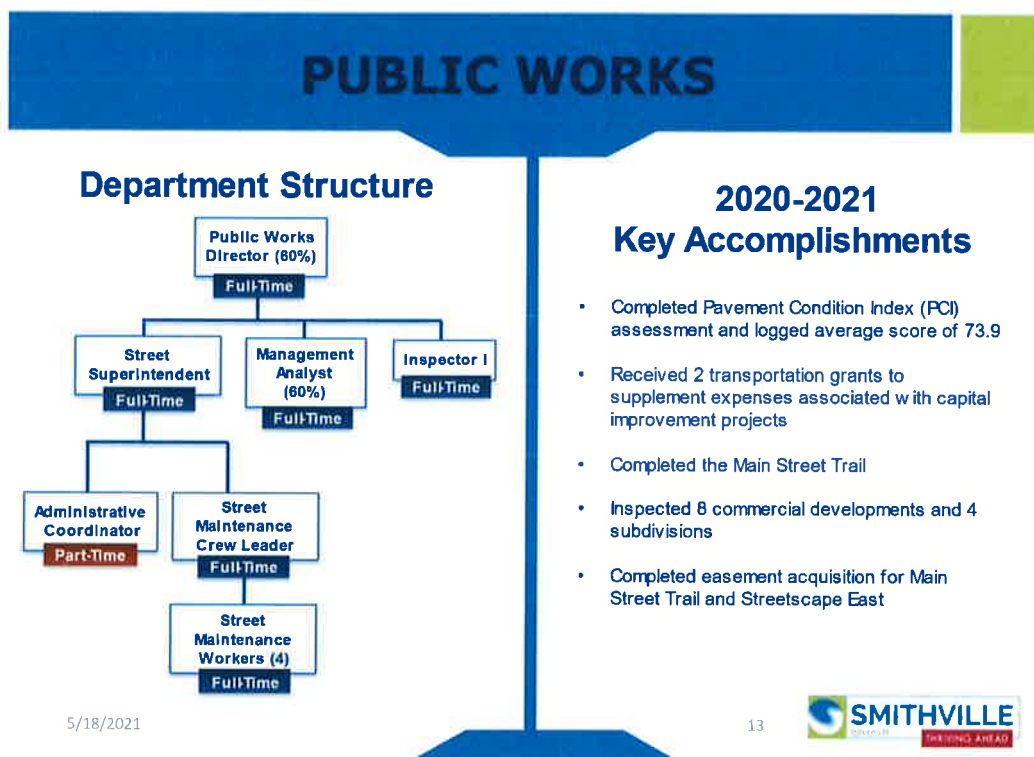
Matt noted that staff will be exploring the expansion of contracting mowing and landscaping. They currently are contracting out mowing and our downtown park and the city-owned property. They have seen a significant impact of how that it has taken away from City staff mowing responsibilities and they are now able to complete their mowing in about two and a half days to allow them to do other things such as getting maintenance projects done. Currently Matt is in conversation with landscaping companies to see what that cost on an annual basis will look like.

They also would like to establish programming of regularly scheduled fitness classes. The early takeaways from the Park Master Plan were the need and the unmet need of senior fitness classes and fitness classes in general. Brittanie was able to receive a grant from Clay County Senior Services to cover expenses for senior classes. They will be hosting those at the Senior Center starting next month.

They are also coordinating the increase utilization of the Senior Center, as Matt noted in accomplishments the interest is growing for use of the Senior Center. The contract with the seniors is expiring next year, so it will be good to discuss what the Board wants for the Senior Center.

The contract for camp host services at Smith's Fork Campground is expiring at the end of this year. Matt explained that might set up a meeting to talk to the current camp host about the future that way staff can get the RFP prepared and published if we do have need for a new host.

Matt said that one thing on the agenda for regular session this evening was fireworks for the Fourth of July display. As of today, communication from the contractor let us know that the price will increase going into next year, currently we have budgeted \$12,000. The contractor noted that last year's fireworks cost him about \$14,000 and he expects ours to be more than \$14,000 if we want to keep our same fireworks show.



Chuck Soules, Public Works Director noted that last year he reported on the pavement condition index and for the City of the Smithville streets was 73.9, he briefly just wanted to mention for the new Board members the PCI in the relative pavement condition index score that is given to all the streets on their visual and apparent condition. Last year staff reviewed and scored each block and segment of streets in Smithville. They use this number along with traffic volumes and other things to determine which streets they need to maintain and what is the best maintenance treatment for them. So overall they completed the first payment condition index and gave the score 73.9 to the pavement here in Smithville.

We received two transportation grants from MARC this year. The north phase of the Streetscape, the extension of Streetscape on Bridge Street, from Church Street to First Street, including the sidewalk, the lighting, the bike lanes and resurfacing. We will be receiving \$488,000 for that project. The total project cost is estimated at just over \$700,000. This is a FY23 project.

The other project we received a grant for is the Commercial Street Pedestrian Project that will extend a 6-foot sidewalk from the school district to downtown, that total project cost is \$756,500 and the grant we are receiving is for it is \$500,000. That is a FY24 project.

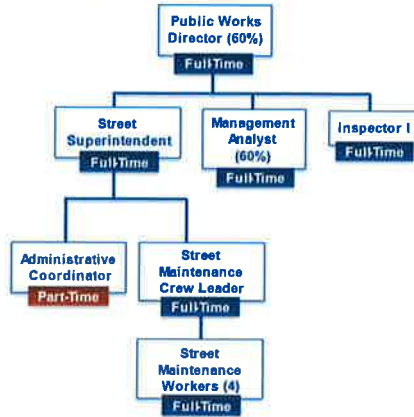
The Main Street Trail is all but done, we are having some issues getting the solar benches in the vendor that Amino Brothers had originally contracted with is not responding at this point. Amino Brothers are searching for additional vendors so we will see where that is going. It may take a couple of months before we see the solar benches. Today the Mayor signed another extension of our grant for this project. We started this project with the grant award \$242,000 and we will receive a total of grant amount of \$291,000. The final project cost is \$1.4 million.

Staff for Public Works includes inspectors, they inspect public projects and private development projects. They look at the public infrastructure of those private developments. During this fiscal year in addition to the public projects that they inspected, they also inspected eight commercial projects and four subdivisions.

This year they have also acquired the easement acquisition for the Main Street Trail and Streetscape East projects.

PUBLIC WORKS (Continued)

Department Structure



5/18/2021

2020-2021 Key Accomplishments

- Began Transportation Master Plan
- Replaced 750 feet of sidewalk
- Applied 8,700 pounds of crack seal to roads
- Responded to 5 snow events (initiated contracted assistance in snow removal)
- Swept entire town 3 times and swept downtown monthly from April through October
- Mowed 22 miles of right-of-way and 27 acres of city property

14

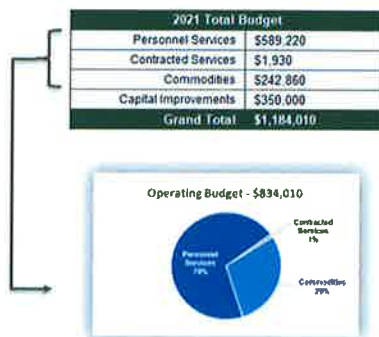


Work on the Transportation Master Plan has begun. A pop-up informational meeting will be at Price Chopper on June 26 from 1:00 p.m. to 3:00 p.m. More information will be coming as we receive it.

The Transportation Master Plan will provide a road map for future streets and trails, access management for safe schools, complete streets and development standards.

PUBLIC WORKS

2021 Budget Summary



5/18/2021

2022 Discussion Points

- Provide engineering and inspection services to capital projects
- Implement GIS
- Finalize City/County shared road agreement with the Road District
- Enhance website presence for the Public Works department
- Complete Parks & Recreation and Public Works facility design and construction
- Implement an annual street striping program (estimated cost of \$25,000 annually)

15



The Street Department with Allen Jensen, Street Division Manager along with the street crew complete a lot of work annually. Last year they replaced 750 feet of sidewalk, applied 8,700 pounds of crack seal, responded to five snow events, swept the entire City three times and the downtown area every month, mowed and maintained 22 miles of right of way and 37 acres of City property. They do all of that with five staff members.

The department budget totals \$9.2 million, almost half is for personnel services. In 2022 we want to go ahead and continue to provide engineering inspection services because it is very important that we have inspection on these projects the city and the community.

They want to implement a GSI program, it will be a multi-year process, but it will help us locate our infrastructure - water, sewer, storm sewer, streets and assist with asset management.

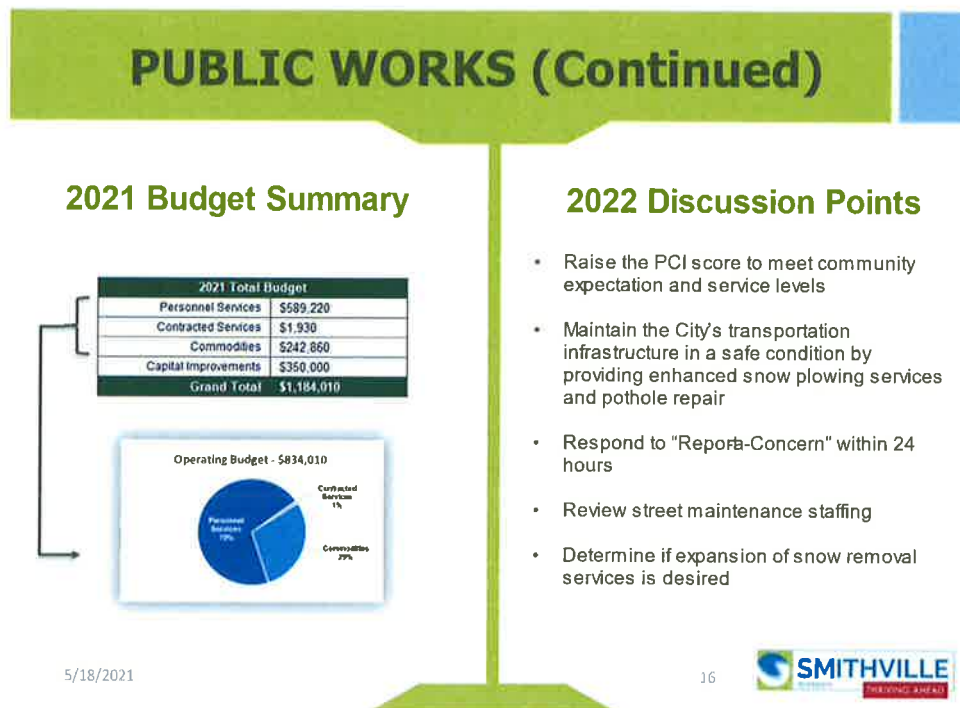
Staff recently met with Clay County to discuss our Shared Road Agreement and reopen the discussion on the road district so the City could receive the Road and Bridge tax funds that the Smithville residents pay for.

Another project that they will work on is the Public Works webpage. It is pretty basic right now. An offer was extended today to a candidate for Public Works Management Analyst position, and she seems very excited about the possibilities here in Smithville. Chuck believes she can help us a lot with enhancing our presence on the website. This will help us provide more information to the public about the status of City projects, how long will it take, what roads are going to be closed, what is going on and how to get a hold of staff.

In the FY21 budget we have funds for the design of the Parks and Recreation and Public Works facility. This facility will provide an appropriate space facility, equipment storage, administrative offices and material storage or salt. A combined facility will allow these departments to work together when needed, share resource, equipment and personnel. Currently we are interviewing consultants. We could possibly have the facility design completed in the spring of 2022 with construction thereafter.

Chuck noted that we really need to start thinking about implementing an annual street stripping program. We are estimating the cost of about \$25,000 annually. Basically, with that would adding the center and lane lines to our main thoroughfare.

This will not include the residential neighborhoods. This could include school crosswalks, around schools and stop bars.



Chuck presented the departments FY22 priorities. One is to raise the PCI score to meet community expectations and service levels. They continue the annual funding of the pavement maintenance program and improved asphalt specifications. They have started requiring treated subgrades for our new streets that are going in. There is a little bit of additional cost with the improved materials but these improvements and will pay off over time.

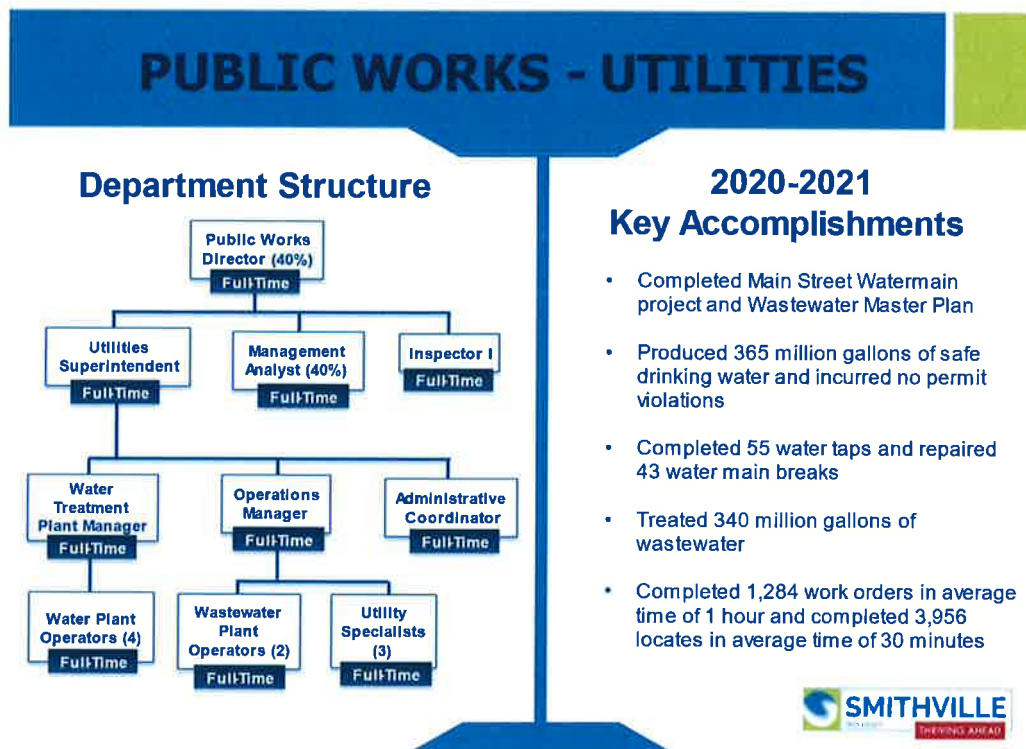
Second priority is to maintain the City's transportation infrastructure in a safe condition. Staff wants to make sure that timely response to repairing potholes and snow removal will keep our roads safe and a pavement striping program will help keep our road safe and improve driver and pedestrian safety.

Chuck noted they would like to improve on their response to Report a Concerns, to at least get back with residents within 24 hours.

They want to take a look at the Street Department staffing. The Street Department has crew of five members and one superintendent who also works side by side with the staff. During the summer they have one person doing a street sweeping and one person doing the mowing both pretty much full time. If one person is off the

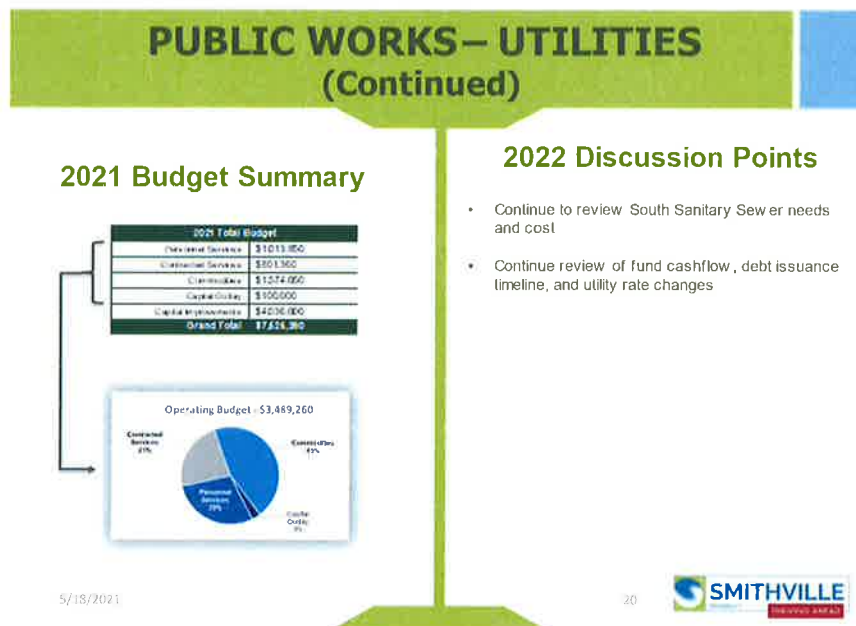
remaining personnel available is only about two people to complete. Most of the projects that need to be done take three to four people. With the summer months being the Street Departments most productive months of the year, they do not have sufficient staff to do large projects. During the winter months additional staff would also free up the superintendent to monitor the progress and quality of the snow removal process. Currently, the superintendent plows snow and does not have appropriate time to review and manage operations. In 2008, the city had approximately one hundred lane miles of road. Today we have 115 lane miles of road with several subdivisions currently being built. They also started sweeping the street in 2018. We have not increased staff in the Street Department since 2008.

Last year we started using contract snow removal, we did receive some good reviews. Everyone seemed to think that our response was a little bit quicker and a little bit better. It did help having the contractor plowing snow, but our superintendent was out there plowing snow as well. Staff would like to discuss this with the Board at the retreat and see what their thoughts are.



Chuck presented the Combined Water and Wastewater fund for Public Works. Bob Lemley is the Utilities Superintendent is also with us tonight on the Zoom meeting.

The city operates a water production and a wastewater treatment plant. In 2021 at the Main Street water line and the Wastewater Master Plan were completed. The department produced 365 million gallons of drinking water, completed 55 water taps and repaired 43 water main breaks. Chuck noted that he did not know how many sewer main breaks we had. They did have several lift stations that went down. He informed the Board of the big sewer main break that we had on Main Street a couple days ago where staff spent two days trying to dig that out and repair it. It was a 20-foot deep and 20-foot-wide hole. When they have water main breaks or sewer main problem, they are a real chore, and we really need to thank the staff that are doing that nasty work working in the sewer. They treated 340 million gallons of wastewater and they also did about 1,300 work orders and about 4,000 locates.



Personnel services for Utilities is about 27%. A lot of their funds are in capital outlay and capital improvements. This is where the bigger projects get funded out of the budget which is why the total budget is about \$7.5 million.

In 2022 they obviously want to make sure that we continue to operate the water and wastewater plants well not get any permit violations.

The Highland Sewer Improvement project has been awarded and the bid price was \$154,000 to Menke Excavation and should be completed this summer.

The Raw Water Pump Station, copper iron, generator and campground lift station are out to bid now with a bid opening of June 8. Staff hopes to bring this to the Board at the June 16 meeting.

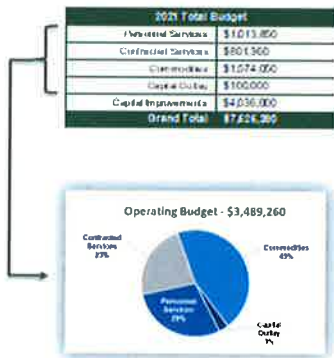
As they get the GIS program up and running staff will work to get the City's two major utility assets, water and sewer, located and get them put into the GIS system. They would like to continue the cured in place pipe (CIPP) program. This is a cost-effective maintenance program that does not require excavation, it insert a plastic liner into an old sanitary sewer main. This type of project provides addition service life to the pipes and reduces infiltration.

The water plant runs seven days per week 20 hours a day, sometimes longer in the summer when we have high demand days. Plant staff is four operators and a plant manager. The second shift person is typically only one person on a shift which really is not safe at a plant. If that employee got hurt or got sick because of chemicals that they deal with that is a safety issue. If an incident occurred, they would be no one there to assist so there is a safety issue that we are concerned with. With additional staff we would have improved maintenance capabilities and better coverage less overtime on holidays and unplanned absences.

Staff recommends reviewing the utility rates, fees and the impact fees to ensure that our city costs are being recovered. Implement an annual meter replacement program to ensure that are meters are reading accurately. The metering of water is how we pay for the utility. Chuck noted that on the agenda this evening one of the actions items is acknowledging the purchase of 60 new meters replacements to make sure that we are measuring the correct amount of water that we are producing, this affects both our water revenue and our wastewater revenue.

PUBLIC WORKS– UTILITIES (Continued)

2021 Budget Summary



5/18/2021

2022 Discussion Points

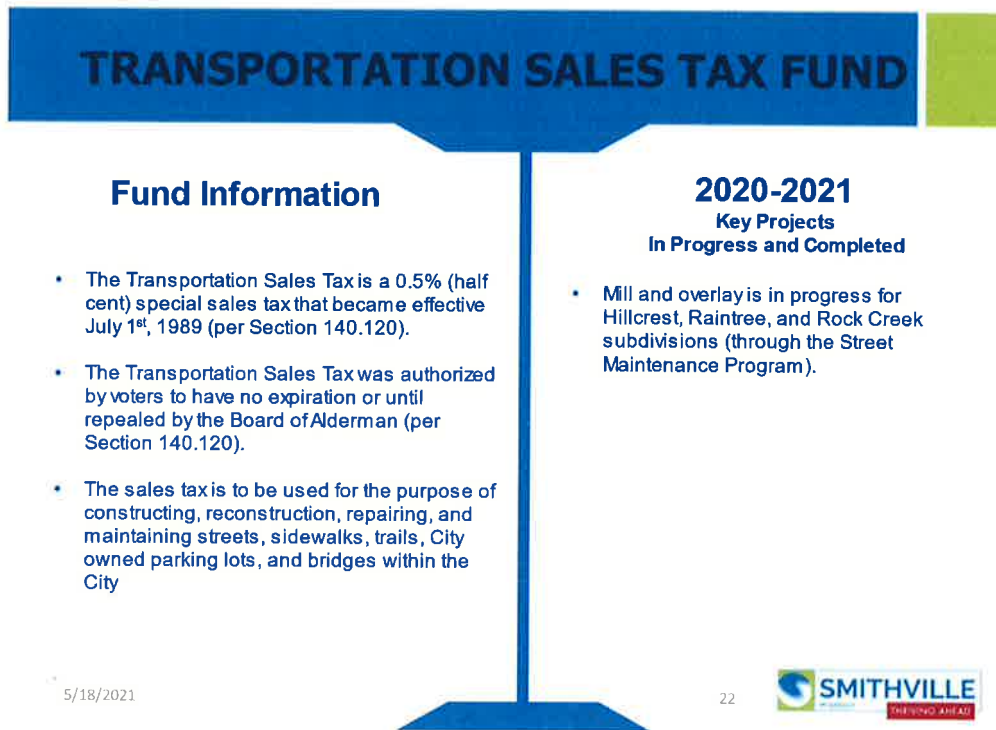
- Continue to review South Sanitary Sewer needs and cost
- Continue review of fund cashflow, debt issuance timeline, and utility rate changes

20



Continue to review the south sanitary sewer needs and costs. Chuck noted that during the regular meeting tonight HDR Engineers will present and discuss the current status and cost of the south sewer project.

Review of the fund cashflow, debt issuance timeline, and utility rate changes should occur this year. The Utilities Department has several future projects and significant financial implication and will need to be financed. We probably will take a closer look at this and discuss it at the retreat. Chuck said that Stephen and Cynthia been looking into it. We have several big projects coming up and at some point, the plan is to rebuild the water plant.

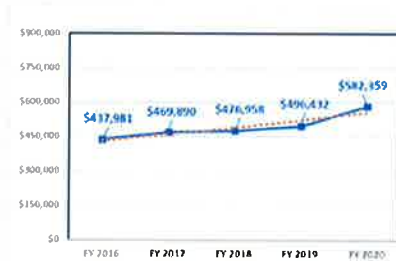


Chuck outlined the Transportation Sales Tax Fund. The Transportation Sales Tax is a half-cent sales tax that was approved by the voters for the purpose of constructing, reconstructing, repairing and maintaining street sidewalks and trails.

The mill and overlay project was bid in April and should begin in June. The contract is \$604,000 and the areas that will be milled and overlaid included the Colter Addition, Raintree, Hillcrest and Rock Creek subdivisions. Superior Bowen is the contractor for the project.

TRANSPORTATION SALES TAX FUND

Multi Year Trend History



* Average growth of 7.5% from 2016 to 2020 for Transportation Sales Tax

5/18/2021

2022 Discussion Points

- Continue street sweeping program
- Complete Streetscape East project in downtown Smithville
- Provide annual street maintenance services
- Explore phased construction of Parks & Recreation/Public Works/Salt Storage facility.
- Implementation of the Transportation Master Plan

23



Chuck noted that they would like to encourage continuation of the street sweeping program. Complete the Streetscape East project in downtown Smithville that should be done by fall. Street maintenance services which include the crack sealing, pothole repair and curb and gutter maintenance should all be continued.

Some of the funds for the Parks & Recreation/Public Works facility design will be coming out of the Transportation Sales Tax fund. There will possibly have to be a phase construction for the project. We will get estimates on the facility for the construction hopefully by August.

Staff hopes to complete and begin implementation the of Transportation Master Plan recommendations by the end of the year.

CAPITAL IMPROVEMENT SALES TAX FUND

Fund Information

- The Capital Improvement Sales Tax is a 0.5% (halfcent) special sales tax that was approved by voters on April 3rd, 2018.
- The City began to see initial collections of the sales tax in November 2018.
- The Capital Improvement Sales Tax was authorized by voters to be enacted until December 3rd, 2038 (20 years).
- The sales tax is to be used for the purpose of funding, financing, operating, and maintaining capital improvements.

5/18/2021

Key Projects In Progress and Completed

- Projects completed in this fund since the April 2018 Election include:
 - Amory Road Improvements
 - Streetscape Project
 - Second Creek Road Bridge
 - 180th Street Trail
 - Commercial Sidewalk
 - Main Street Trail

25



The Capital Improvement Sales Tax fund is a half-cent sales tax approved by the voters for funding Capital Improvements. This tax has a sunset of 20 years and will be in place until 2038. Many projects have been completed with this fund.

PARK & STORMWATER SALES TAX FUND

Fund Information

- The Park and Stormwater Sales Tax is a 0.5% (halfcent) special sales tax that was approved by voters on June 2nd, 2020.
- The City began to see initial collections of the sales tax in November 2020.
- The Park and Stormwater Sales Tax was authorized by voters to be in enacted until December 3rd, 2040 (20 years).
- The sales tax is to be used for the purpose of operating, maintaining, funding, and/or financing parks and recreation needs and stormwater control.

5/18/2021

2020-2021 Key Projects In Progress and Completed

Parks

- Completing Parks & Recreation Master Plan
- Opening Splash Pad at Diamond Crest Park
- Paving Smith's Fork Park Access Road

Stormwater

- Recertified Helvey Dam
- Submitted NPDES / MS4 Application
- Replaced crossroad pipe on Main Street, Pope Lane, and Cliff Drive

27



Matt noted that the Parks and Stormwater Sales Tax funds is a half-cent sales tax that was approved by the voters on June 2, 2020 and sunsets in 2040. This sales tax is to be used for the purpose of operating and maintaining parks and recreation needs and stormwater control.

Some of the key projects that are in progress and to be completed for parks will be: completing the Parks and Recreation Master Plan which should be completed next month for presentation to the Board, opening the splash pad at Diamond Crest this summer, paving Smith's Fork Park access road. The access road is the road that takes you into Smith's Fork Park near the soccer fields to the new parking lot.

Chuck said that with the minimal amount they we have received from the Parks and Stormwater Sales Tax funds, they were able to get Helvey Dam recertified. DNR inspects those types of dams and staff was able to provide the paperwork necessary for them to come out and certify dam is safe.

Staff submitted the City's NPDES/MS4 application. They also replaced several crossroad pipes along the Main Street trail project and along Pope Drive and Cliff Drive as well.

PARK & STORMWATER SALES TAX FUND



2022 Discussion Points

Park Goals

- Implement Park Master Plan Goals and project prioritization.

Stormwater Goals

- Complete MS4 (Stormwater Management Plan)
- Complete Stormwater Master Plan
- Input Storm Sewer Infrastructure into GIS
- Implement a condition rating of the City's storm sewer system
- Install 500 "Drains to Streams" emblems on stormwater inlets

5/18/2021

28



Matt presented the parks discussion points in 2022. He noted that staff is hoping for good discussion at the Board retreat to start looking at and implementing the Parks

and Recreation Master Plan goals and project prioritization for the future. Matt said that he would pass Board's priorities to Future IQ and Land Work Studio for them to put in the final plan.

Chuck said that with staff submitting our MS4 application staff now has to do the stormwater management plan. One of the goals for 2020, that will have to be completed by the end of 2021, and implemented in 2022 is the Stormwater Management Plan. Chuck noted he is hoping the new Management Analyst will be able to help in getting that put together.

Staff is hoping the community consider a stormwater master plan. The plan could prioritize improvement projects by condition ratings similar to PCI ratings for the storm sewer infrastructure and could put all the storm sewer infrastructure into the GIS program.

One of the projects required by the MS4 program is to provide those drain streams notices. Those little emblems are sometimes stamped into the tops of the inlets or can be glue onto the tops of all of our stormwater inlets. They have five hundred of those do this year. The emblems are to provide added education.

SANITATION FUND

2020-2021 Key Accomplishments

- Negotiated a new Solid Waste services contract with WCA including
 - Reducing service charge by 8% (\$1.53 per month for residential trash service) and implement a 15% senior discount.
 - Maintaining current service of solid waste, yard waste, recycling pickup, and retain 2 bulky item collection events per year
 - Create incentive to recycle by increasing the rate for a 2nd trash cart to \$10.
 - Establish a downtown cardboard recycling event and sponsor an annual paper shredding and e waste recycling event at no cost to the City
 - Apply decals to recycling carts that detail acceptable and unacceptable materials and provide trash overage stickers program for additional trash bags

5/18/2021

29

SMITHVILLE
OHIO
THREATENING AHEAD

Chuck noted on the Sanitation Fund, and we did negotiate a new solid waste service contract with WCA/GFL. In that new agreement we are reducing the service charge while maintaining the current services and adding two scheduled bulky item pick-ups. When staff brought this to the Board for direction, Alderwoman Wilson requested staff to go back to WCA and see if we could increase the 10% senior discount and the agreement that will be brought before the board will have a 15% senior discount. We are going to establish a downtown cardboard recycling location and WCA/GFL is going to sponsor a paper shredding and e-waste event. We will also be adding some educational details to the lids of the recycling carts so people know what can and cannot be recycled.

Next Steps – Budget Process

- Utility Fund Review
- Capital Improvement Program Review
- CARES Recap and American Recovery Act (ARA) funding discussion
- Parks & Recreation Master Plan discussion

5/18/2021

30



Cynthia noted that a lot of information was presented this evening and she was happy to address any questions or concerns the Board has. She also wanted the Board to know she is very proud of the accomplishment of our staff over the last 12 months, their professionalism and their commitment to providing services to the citizens. There is a lot that has been done and we are looking forward to continuing that process.

Thinking about the next steps in the budget process we need to make sure we understand where we stand with the Water and the Wastewater Master Plans, both outline some significant projects and costs. Also, later tonight we will have some

information on some additional cost for a project and we need to ensure that we understand that fund particularly where revenues are. As Chuck outlined, what user fees are, what rates might need to be increased and the possible need to issue debt.

In June, staff will bring forward recommendations for the Capital Improvement Plan in a format that will provide additional information and make it easier to follow the CIP process.

In June, staff would like to do a recap of CARES funds. We still have about \$250,000 in the CARES funds and Cynthia would like to discuss how staff would recommend those be allocated as well as the \$1.9 million we anticipate receiving from the American Recovery Plan Act.

Moving forward, we will also have ongoing review and discussion of Parks and Recreation Master Plan.

Cynthia noted that staff wanted to make sure the Board had all this information for the retreat next week.

4. Adjourn

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

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 7:04 p.m.



Linda Drummond, City Clerk



Damien Boley, Mayor