



## City of Smithville, Missouri

### Board of Aldermen - Work Session Agenda

November 16, 2021

**6:30 p.m.** – \*\*\*Via Videoconference\*\*\*

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**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.

For Public Comment, please email your request to the City Clerk at [ldrummond@smithvillemo.org](mailto:ldrummond@smithvillemo.org) prior to the meeting to be invited via Zoom.

1. Call to Order
2. Discussion of Neighborhood Grants
3. Discussion of COVID Response
4. Adjourn

Join Zoom Meeting  
<https://us02web.zoom.us/j/83204018602>

Meeting ID: 832 0401 8602  
Passcode: **617023**



	<div>STAFF</div> <div>REPORT</div>
<b>Date:</b>	November 16, 2021
<b>Prepared By:</b>	Anna Mitchell, Assistant City Administrator
<b>Subject:</b>	Neighborhood Beautification Grant

During the 2021-22 budget discussion, staff was asked to budget for a Neighborhood Enhancement Grant program. \$25,000 was approved for the program in this year's budget, staff has been researching and developing a program to allow for the funds to be appropriately distributed. The purpose of the program is to assist neighborhoods in Smithville to complete projects that beautify and enhance the public spaces within the neighborhoods.

The draft policy attached includes the proposed program overview, funding source, eligibility, examples of eligible and in-eligible projects, selection process, and disbursement of funds.

#### *Comparable Programs*

Staff looked at several programs of other communities to ensure that the program we implemented worked best for our community. Below are summaries of similar programs that were used.

Liberty, MO: [Neighborhood Enhancement Grant Program](#)

Funding: grant range \$500 - \$10,000

Match requirement: 25% of total project cost (cash or in-kind)

Eligible Organizations: registered homeowners associations and neighborhood associations

Eligible Projects: permanent installations only located within the City right-of-way

North Kansas City, MO: [Streetscape Beautification Grant Program](#)

Funding: \$50 - \$5,000

Match Requirement: 50% of total project cost

Eligible organizations: local businesses

Eligible projects: plantings, planters, walkway improvements, street-side cleanup projects, professional landscaping, etc.

Perryville, MO: Façade Improvement Grant Program

Funding: maximum award of \$10,000

Match Requirement: 50% of total project cost

Eligible organizations: downtown property owners, lessee with owner approval

Eligible projects: permanent improvements made to the façade of a downtown business

Charlotte, NC: [Neighborhood Match Grant Program](#)

Funding: Depends on Median assessed property value

Match Requirement: 50% match. (50% of the match must be through volunteer time, 25% of the match must be funds contributed by the applying organization.)

Eligible Organizations: neighborhood associations, homeowner's associations and neighborhood coalitions

Eligible Projects: art, placemaking, community gardens, festivals, events, neighborhood clean ups, organization development, community property enhancement, public safety, recreation and signage

#### *Action Requested/Recommendation*

Staff is seeking Board direction on the following:

- The range of funds that are eligible to be requested per application (ex. \$50-25,000)
- The required match (ex. 25-50%)
- Eligible projects
- Eligible entities (HOA, non-profits, non-organized neighborhoods)

## **2022 Neighborhood Beautification Grant Program**

### Program Overview:

The City of Smithville has allocated \$25,000 within the 2021/22 Fiscal Year to the 2022 Neighborhood Beautification Grant Program. The purpose of the program is to assist neighborhoods in Smithville to complete projects that beautify and enhance the public spaces within the neighborhoods.

### Funding:

The amount of grant funds awarded to the neighborhood ranges from \$50 - \$25,000. All funds awarded are required to have a matching fund contributed from the neighborhood. Matching funds can come in the form of actual funds or in-kind donations such as volunteer hours or equipment. The required match must be equal to (25-50%) of the total project cost. Volunteer hours is calculated at the rate of \$20/hour and must be confirmed at the completion of the project.

### Eligibility Requirements:

Applicant must be a Neighborhood or Homeowners' Association. These organizations must be organized with an elected board with officers, by-laws, and membership and must also be registered with the City.

### Eligible Projects:

Projects must be permanent neighborhood improvements that benefit the entire neighborhood. The project is located within the city limits of Smithville and achievable within 12 months of the section of grant awardees. Project applications submitted must be approved by a vote of the neighborhood or homeowners' association board.

### Examples of eligible projects:

- Landscaping/trees
- Signage
- improvements that benefit the neighborhood
- Community gardens
- Neighborhood clean-ups
- Curb Appeal Enhancements for Existing property (Parking areas, trash receptacles, enclosures, fencing, etc.)

### Examples of ineligible projects:

- Ongoing operating budgets
- Routine City Maintenance (street paving, mowing rights-of-way, etc.)
- Projects that benefit an individual more than the entire neighborhood.

#### Selection Process:

A selection committee of City staff will judge applications, based on availability of funds and the following criteria.


1. Preparedness
  - a. Meets the minimum required match and proposed match is well documented and available to be expensed.
  - b. Budget is realistic and clearly organized
  - c. Well-planned project Design, ready for implementation.
2. Project Impact
  - a. Provides long term benefit to the neighborhood
  - b. Addresses a recognized problem or need within the neighborhood
3. Participation
  - a. Approval of the project by the HOA or NA Board
  - b. Broad-based neighborhood participation in the project

#### Disbursement of Funds:

Projects may begin only after application has been selected to receive the funds. Grant funds are not awarded in advance of the project. Funds are released for reimbursement through the submission of receipts of completed work and/or a completed volunteer hour form at the completion of your project.

#### Application Deadlines:

Application submission timeline starts January 1 of with the deadline of March 31 on an annual basis. Grants are limited to one application per year per organization. Applications can be submitted in person at Smithville City Hall (107 W Main St.) or through email.

	<div>STAFF</div> <div>REPORT</div>
<b>Date:</b>	November 10, 2021
<b>Prepared By:</b>	Cynthia Wagner, City Administrator
<b>Subject:</b>	Procedures and Protocols Relating to COVID19 – November 2021

The following information is provided to update the Board of Aldermen on current protocols relating to mitigation of spread of the COVID-19 virus among employees and the public with whom city staff interact.

### *Current Employee Requirements*

#### *Leave Time*

On October 19, the Board of Aldermen adopted a change to the Employee Handbook relating to COVID-19 sick leave. This policy, which became effective October 22, provides a total of 14 days of paid leave for employees who have been vaccinated, who have begun the vaccination process by receiving at least one dose or who have previously been granted a reasonable accommodation.

#### *Testing*

At the work session on September 7, 2021, the Board requested that staff explore a testing requirement for unvaccinated employees. Staff continues to review implementation logistics for such a requirement. Research includes conversations with other entities/communities with similar requirements. Identification of and communication with such entities has been difficult and staff concerns regarding implementation include identification, acquisition and cost of appropriate testing materials (which are most accurate and widely accepted) and administrative burden (coordination, monitoring and compliance).

#### *Masks*

Staff throughout the organization is currently required to wear masks as outlined below. This requirement was instituted in August as case numbers continued to rise and the CDC revised masking recommendations. CDC's updated guidance, issued in July 2021, advises using county community transmission levels over the last seven days to help determine who should mask and under what circumstances. The CDC guidelines state that in counties of high or substantial transmission, everyone should wear a mask in public indoor spaces. In counties of moderate or low transmission, the guidelines state unvaccinated people should wear a mask in public indoor spaces. As of November 10, Clay County was designated by the CDC as a county of substantial transmission.

Given this information, masks are required for staff:

- At all times outside of an employee's immediate, individual work area.
- When directly interacting with the public indoors.
- In common areas of the building accessible to the public (such as hallways, restrooms, etc.)
- When indoors and six feet of social distancing is not possible.
- When more than one person is in a vehicle.

Masks are not required:

- In work areas where there is no public contact and social distancing is possible.
- When working outside and six feet of distance can be maintained. It is requested that staff remain cognizant of public interactions that may dictate the need for a mask.

While this has been conveyed to employees, at this point, no disciplinary actions have been taken for employees not following these procedures. Reminders to wear a mask occur occasionally, but instances of noncompliance do occur.

### *Meetings*

At the same time masking requirements were re-instituted, direction relating to meetings was also conveyed to employees:

- Virtual meetings should be strongly considered in lieu of in-person meetings, whenever possible.
- If group meetings are held, masks should be worn as long as Clay County remains an area of high or substantial spread.

### *Exposure Response*

The City continues to follow CDC guidelines relating to quarantine: if an unvaccinated employee has a "close exposure" they are asked to quarantine; vaccinated employee with a "close exposure" are not asked to quarantine. All symptomatic employees who have had an exposure are required to quarantine and all employees who have had an exposure are required to test no sooner than five days after exposure. An exposure is defined using CDC guidelines of a cumulative exposure of 15 minutes in a 24-hour period when one or both parties are unmasked.

### *History/current quarantine – organizational impact*

Most departments have had multiple exposures or incidences of positive cases with employee time lost. Currently, an employee in one division of a department has tested positive. Five employees were exposed, two were vaccinated and are continuing to work while monitoring symptoms and will be tested five days after exposure. The three

unvaccinated employees are quarantining pending negative test results (no earlier than five days after exposure). The employee who tested positive has been vaccinated and qualifies for use of leave time as approved by the Board last month.

*Public Meetings*

At this time, all Board, Planning Commission, EDC and Parks and Recreation Committee meetings are held via Zoom. At the last EDC meeting, Mayor Boley indicated an expectation that the next meeting would be in person.

***Action Requested/Recommended***

This information is presented for Board review, discussion and, if appropriate, direction.