

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

August 16, 2022, 5:30 p.m.
City Hall Council Chambers and Via Videoconference

1. **Call to Order**

Mayor Boley, present, called the meeting to order at 5:29 p.m. A quorum of the Board was present: John Chevalier, Kelly Kobylski, John Chevalier, Ronald Russell, Marv Atkins, and Dan Ulledahl. Dan Hartman was present via Zoom.

Staff present: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Stephan Larson, Chuck Soules, Jack Hendrix and Linda Drummond. Matt Denton was present via Zoom.

2. **Discussion of Utility Billing Disconnect Update**

Stephen Larson, Finance Director, noted on June 7 the Finance Department brought forward some recommended utility disconnection policy changes for review and feedback. He explained that this discussion served as a follow-up from an initial public comment the board heard on February 15 concerning the issue of checks mailed to the City and not received on time and a customer being disconnected. Staff followed up with the consensus and recommendations the Board provided.

Currently the city performs disconnections for accounts that are greater than a \$75 balance for trash, water and wastewater on the first business day following the 26th of the month. For the utility customer, that means they have approximately 15 to 25 days to pay their bill before being disconnected. The speed of the post office plays a big role in when bills are received.

Board direction at the June 7 meeting was to move the disconnect date to the first business day after the 16th of the following month. The Finance Department discussed the possibility of that date and believes having a deadline on that date could likely cause confusion for utility customers. Stephen explained that the due date for utility bills is the 16th of the month and during that time the finance department is extremely busy processing payments by mail, over the phone and walk-ins. Stephen explained that when you consider those two factors in, staff recommends exploring an alternative disconnection date of the first business day after the 19th of the following month. This would then give customers 20 to 24 days past the current disconnection date.

If the Board approves this proposal to move the date to the first business day after the 19th, staff proposes discontinuing the second shut off process. The second shut off gives customers the opportunity to call in prior to that first business day after the 26 and get a seven-day extension on the bill.

Stephen noted the other piece that staff investigated was having the tiered and scaled reconnection charges with the clean slate. Staff we got with our software provider Tyler Technology. Their answer was that the software cannot support that type of feature. Based upon those findings staff does not recommend a tiered and scaled reconnection system and recommends retaining the disconnect charge of \$50.

Alderman Russell said that if he remembered correctly the discussion was to move the disconnect date to the next month. He asked why the 24 days instead of 30 days?

Stephen explained that the Board discussed having the disconnect day be on the first business day after the 16th of the next month. Changing it to the first business day after the 19th of the next month gives customers more than a month to pay. They would have the current billing cycle plus another 22 to 24 days to pay.

Alderman Chevalier noted that if the 16th is the due date this would give customers another month to pay.

Cynthia noted that one of staff's concerns is taking that disconnect date out any further could become confusing to the customer as to what month bill they are paying.

Alderman Chevalier asked if the reconnect fee of \$50 might be too low. He said that with extending the disconnect date out the penalty should be more for the customer not paying their bills on time.

Alderman Kobylski agreed with Alderman Chevalier.

Alderman Russell said that he felt the \$50 reconnect fee was plenty and explained that if someone is having difficulty paying their bill a higher reconnect fee will just make it more difficult for them.

Alderman Ulledahl noted that if someone is having difficulty paying their bill having a higher reconnect fee seem harsh and thinks it should remain \$50 as long as it covers the cost for the reconnect.

Stephen explained that staff had taken that into consideration and feels that \$50 is an appropriate amount to cover the cost for labor.

Cynthia asked if the consensus of the Board was to leave the reconnect fee at \$50 and if they were in agreement with the recommendations?

The Board all agreed.

Cynthia noted that staff will bring a new policy forward for Board approval and it will be implemented with the budget process to be effective November 1.

3. Discussion of FY22 9-Month Budget Update

Stephen Larson, Finance Director, presented the FY22 9-month budget update.

FY2022 Budget Comments

- FY2022 budget figures include budget amendments approved by the Board:
 - Budget Amendment #1 – Cleaning Reinforced Concrete Box
 - Budget Amendment #2 – Increase Project, Personnel, & Revenue Budgets
 - ❖ Aerobic Digester Construction
 - ❖ Streetscape Phase III – Bridge Street Engineering
 - ❖ Classification and Compensation Implementation

❖ Traffic Impact Revenue – Future Stoplight on Highway 169

- Budget Amendment #3 – Establishing CID Fund
- Expenditures include 19 of the 26 fiscal year payrolls. 73% of wage related expenses have been paid through 19 payrolls.

General Fund Review

General Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Revenues	\$4,918,620	\$5,221,716	\$4,171,714	84.81%

- Overall General Fund revenue projections are bolstered by the performance of Property Tax and Use Tax.

General Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Expended
Expenditures	\$5,905,850	\$5,784,140	\$4,364,577	73.90%

- Campground Electrical Upgrade – Phase II and III (**\$75,000 - Completed**)
- GIS Survey & Mapping (**\$100,000 – Nearly Complete**)
- Complete Transportation Master Plan (**\$60,000 - Completed**)
- Complete Downtown Streetscape Phase II (**\$105,000 - Completed**)

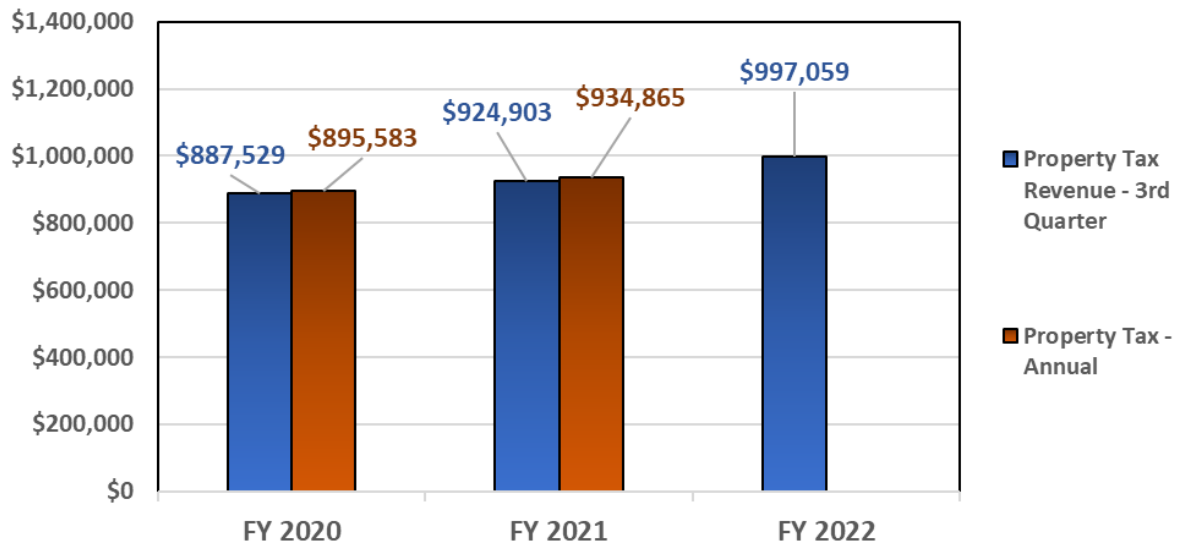
Property Tax Revenue

General Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Property Tax Revenues	\$935,099	\$1,001,450	\$997,059	106.63%

- The City receives a large Property Tax disbursement in January 2022.
- The City, on average in the past 3 years, receives **98.9%** of property tax revenue by the 3rd quarter of the fiscal year.
- For the last 4 years, the City has seen an average annual increase in property tax revenues of about **4.6%**.

Property Tax Revenue – 3 Year Trend History

Property Tax - Amounts Received Comparison



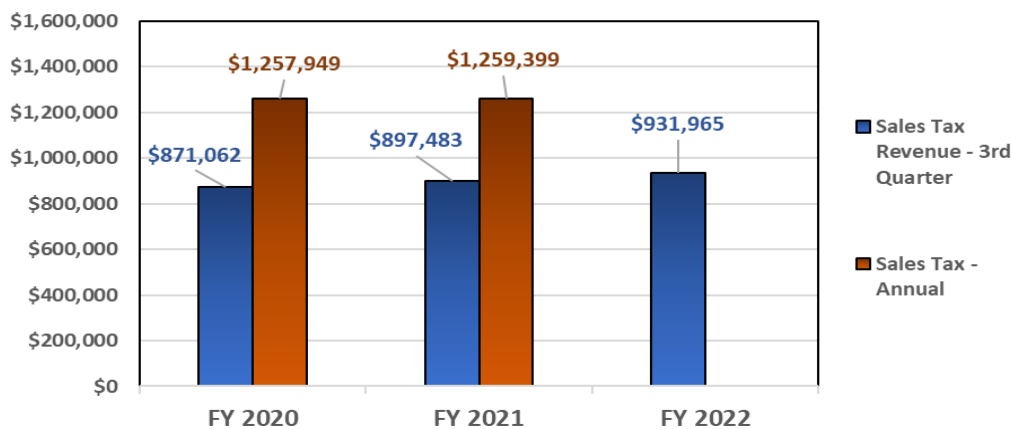
1% City Sales Tax Revenue

General Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Sales Tax Revenues	\$1,233,381	\$1,268,250	\$931,965	75.56%

- The City, on average in the past 3 years, receives **70.9%** of sales tax annual revenue by the 3rd quarter of the fiscal year.
- This data reflects the transfer of TIF EATs from the General Fund to the Special Allocation Fund.

1% City Sales Tax Revenue – 3 Year Trend History

Sales Tax - Amounts Received Comparison

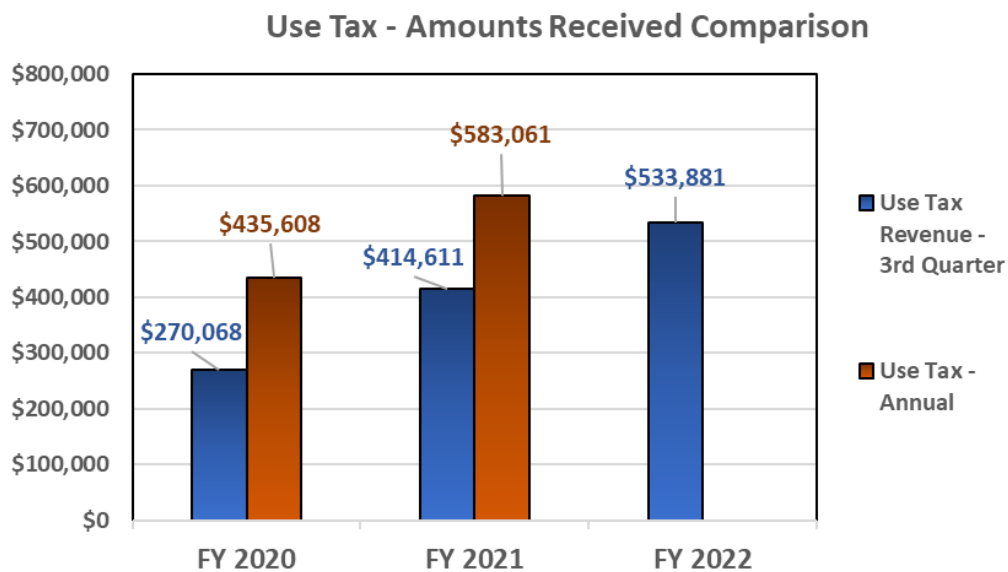


Use Tax Revenue

General Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Use Tax Revenues	\$563,720	\$639,250	\$533,881	94.71%

- The City, on average in the past 3 years, receives **70.4%** of use tax annual revenue by the 3rd quarter of the fiscal year.
- Use Tax receipts have *continued to accelerate* in FY2022 as online purchasers charge sales tax and consumers purchase more and more goods online.

Use Tax Revenue – 3 Year Trend History



General Fund – Bottom Line

	Actual FY2021	Budgeted FY2022	Projected FY2022
Beginning Fund Balance	\$ 3,558,070	\$ 3,456,205	\$ 3,736,229
Total Revenues	\$ 5,448,319	\$ 4,918,620	\$ 5,221,716
Total Expenses	\$ 5,270,160	\$ 5,905,850	\$ 5,784,140
Net Change in Fund Balance	\$ 178,159	\$ (987,230)	\$ (562,424)
Ending Fund Balance	\$ 3,736,229	\$ 2,468,975	\$ 3,173,805

Capital Improvement Sales Tax Fund

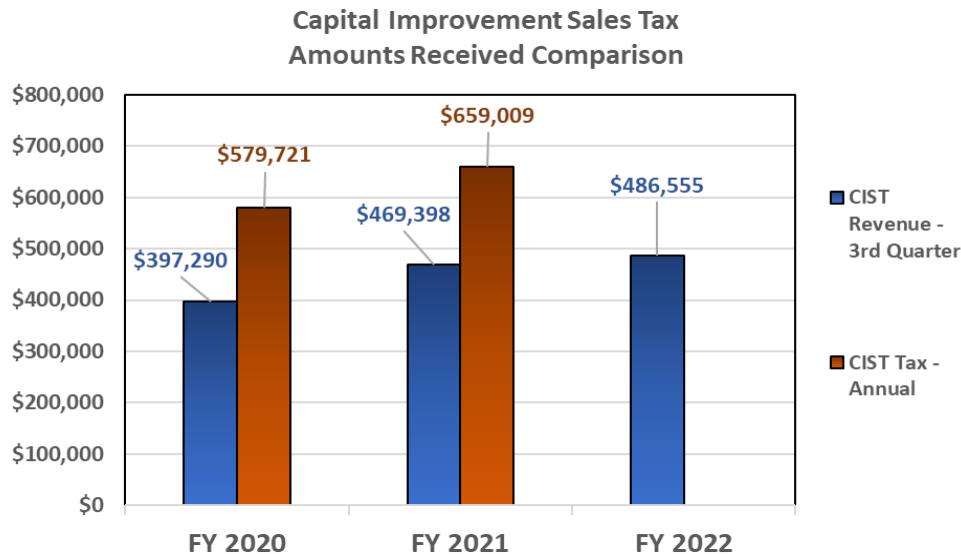
Capital Improvement Sales Tax	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Revenues	\$627,555	\$653,250	\$486,554	77.53%

- The City, on average in the past year 3 years, receives **70.4%** of capital improvement sales tax annual revenue by the 3rd quarter of the fiscal year.
- Capital Improvement Sales Tax is not subject to TIF EATS collections.

Capital Improvement Sales Tax	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Expended
Expenditures	\$660,550	\$645,824	\$501,296	75.89%

- Streetscape **Phase III** (Bridge Street) Engineering (\$182,000 – In Progress)
- Transfer to Capital Projects Fund for Streetscape Phase II (\$127,000 - Completed)
- Transfer to Debt Service Fund (\$351,550 - Completed)

Capital Improvement Sales Tax Revenue – 3 Year Trend History



Debt Service Fund

Debt Service	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Revenues	\$351,550	\$351,550	\$351,550	100.00%

- The budgeted transfer of **\$351,550** from the Capital Improvement Sales Tax Fund to support Debt Service payments has occurred.

Debt Service	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Expended
Expenditures	\$339,213	\$339,213	\$339,213	100.00%

- General Obligation debt payments (for Series 2018 and Series 2019 issuances) have been received.

Transportation Sales Tax Fund

Transportation Sales Tax	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Revenues	\$569,160	\$572,150	\$426,863	75.00%

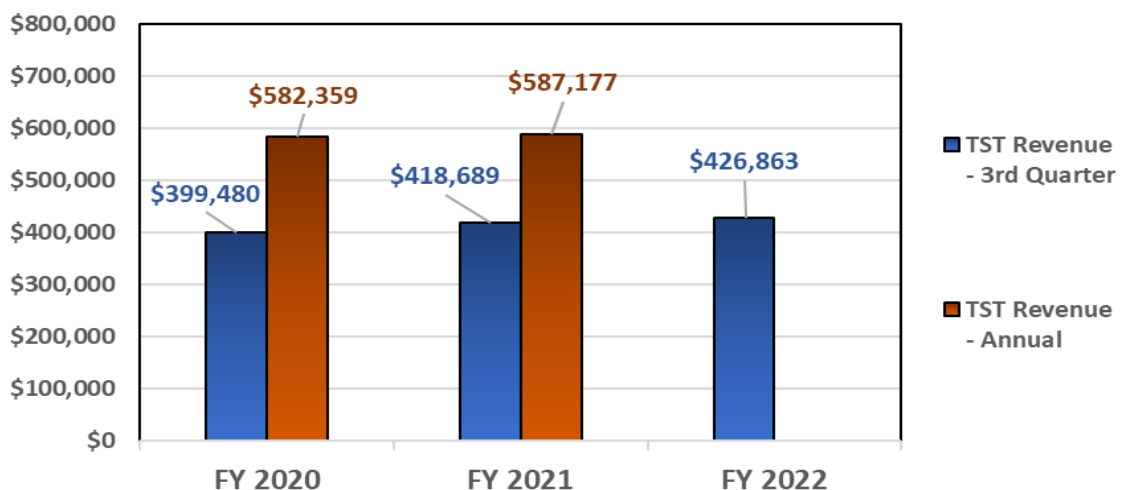
- The City, on average in the past 3 years, receives **70.7%** of transportation sales tax annual revenue by the 3rd quarter of the fiscal year.
- Transportation Sales Tax is subject to TIF EATS collections.

Transportation Sales Tax	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Expended
Expenditures	\$782,630	\$692,730	\$551,638	70.49%

- Annual Asphalt Overlay Program **(\$300,000 - Complete)**
- Downtown Streetscape Phase II **(\$169,000 - Complete)**
- 4th Street Terrace Road Repairs Following Utility Improvements **(Project Allocated for FY2023)**

Transportation Sales Tax Revenue – 3 Year Trend History

Transportation Sales Tax - Amounts Received Comparison



Combined Water & Wastewater Fund

CWWS Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Received
Revenues	\$5,925,400	\$6,127,911	\$4,663,197	78.70%

- CWWS Fund revenue budget includes **\$805,495** from Clay County for ARPA funding reimbursement for the construction of the Raw Water Pump Station at Smith's Fork.
- Staff has submitted a final reimbursement request to receive final portion of funds.

CWWS Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% of Budget Expended
Expenditures	\$6,778,415	\$5,857,048	\$3,405,116	50.23%

- Aerator Digester - Engineering (**\$93,445 – In Progress**)
- Aerator Digester - Construction (**\$491,900 – Beginning Shortly**)
- West Bypass 144th Lift Station - Engineering (**\$346,050 – In Progress**)
- GIS Utilities Survey and Mapping (**\$100,000 – Nearly Complete**)
- 2022 Slipline Sewer Program (**\$128,408 – Beginning Shortly**)

Cynthia noted that staff received word today that the digester is not anticipated to ship until next summer which will affect the timing of the project. Completion of the project was slated for November of this year. She explained that staff will take a look at the utility fund and see what projects can be moved up since the payment for the digester may not have to be made until next year. There may be some minor changes in the utility CIP based on that project. Cynthia also noted that our engineers have already checked the possibility of a different brand of digester but found they all have the same timeline for shipment.

Alderman Russell asked how this will impact the plan of operation.

Chuck Soules, Public Works Director, explained that we still have our existing system. The current aerator is at the bottom of the basin and is still able to maintain it. He noted that the system is old and does break down, but staff is able to repair it. The new system is a floating aerobic that can be easily maintained.

Water & Wastewater Sales Revenue

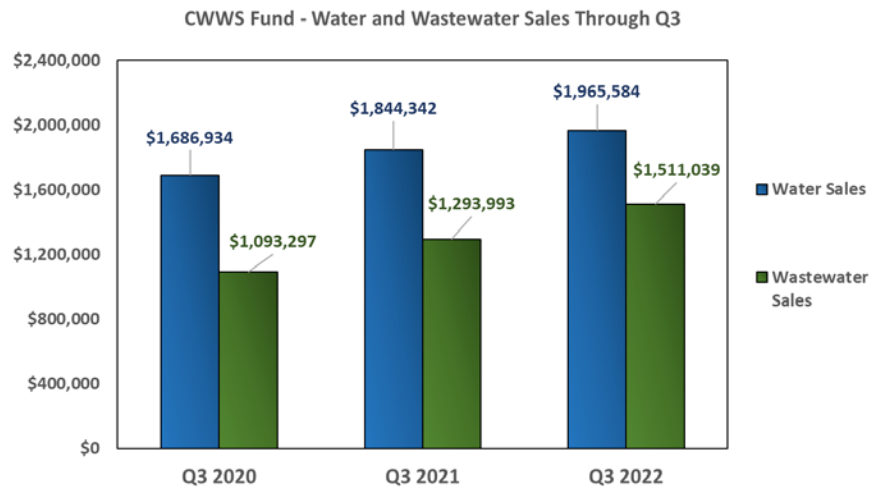
CWWS Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Received of Budget
Water Sales	\$2,716,094	\$2,737,000	\$1,965,584	72.37%

- The City, on average in the past 3 years, receives **69.9%** of water sales annual revenue by the 3rd quarter of the fiscal year.
-

CWWS Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Received of Budget
Wastewater Sales	\$1,790,666	\$1,950,000	\$1,511,039	84.38%

- The City, on average in the past 3 years, receives **72.8%** of wastewater sales annual revenue by 3rd quarter of the fiscal year.

Water and Wastewater Sales Revenue 3 Year History of Q3



CWWS Fund – Bottom Line

	Actual FY2021	Budgeted FY2022	Projected FY2022
Beginning Fund Balance	\$ 4,528,147	\$ 4,643,050	\$ 5,602,501
Total Revenues	\$ 4,994,592	\$ 5,119,400	\$ 5,330,547
Total Expenses	\$ 3,920,238	\$ 6,485,415	\$ 5,873,853
Net Change in Fund Balance	\$ 1,074,354	\$ (1,366,015)	\$ (543,306)
Ending Fund Balance	\$ 5,602,501	\$ 3,277,035	\$ 5,059,195

Sanitation Fund

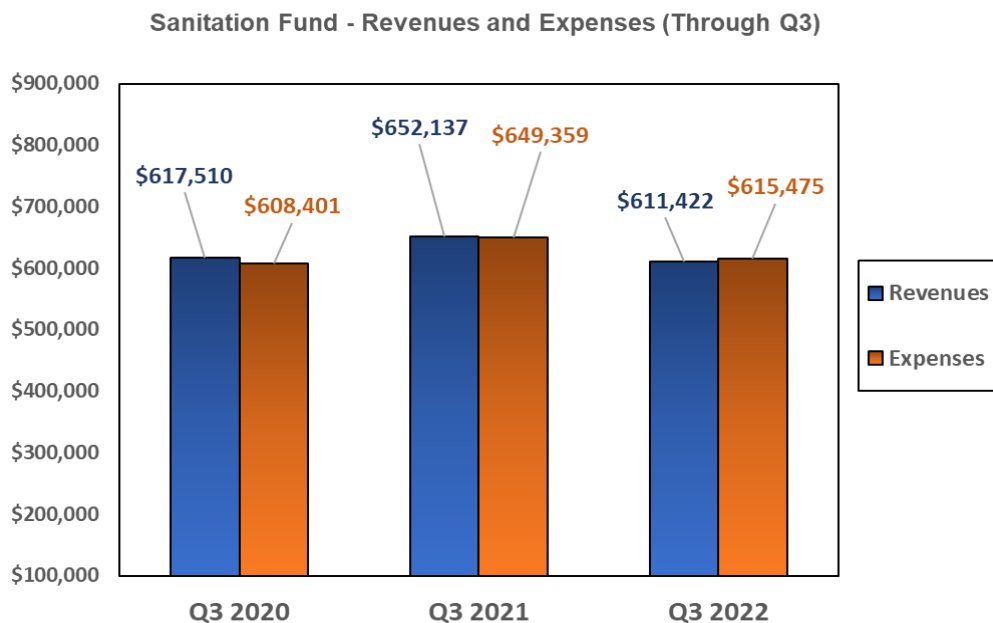
Sanitation Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Received of Budget
Revenues	\$849,530	\$816,670	\$611,422	71.97%

- The City, on average in the past 3 years, receives **74.4%** of solid waste annual revenue by the 3rd quarter of the fiscal year.

Sanitation Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Expended of Budget
Expenditures	\$836,450	\$815,943	\$615,475	73.58%

- The City also pays to participate in the Household Hazardous Waste collection program administered by MARC which is funded by the Sanitation Fund.

Sanitation Fund Revenues and Expenditures 3 Year History of Q3



Parks and Stormwater Sales Tax Fund

Park & Stormwater Sales Tax	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Received of Budget
Revenues	\$627,555	\$664,250	\$495,768	79.00%

Park & Stormwater Sales Tax	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Expended of Budget
Expenditures	\$485,000	\$358,012	\$281,073	57.95%

VERF (Vehicle and Equipment Replacement Fund)

VERF	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Received of Budget
Revenues	\$284,000	\$320,455	\$210,586	74.15%

- ☐ As of July 2022, the City has sold **14** vehicles (**13** in-house and **1** EFM leased) and is awaiting payment on multiple vehicles which have been auctioned.
- ☐ The City has “flipped” 3 vehicles which were leased through EFM which have produced equity/gains for the City. The City is awaiting an “equity” payment on **2** of these vehicles.

VERF	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Expended of Budget
Expenditures	\$175,749	\$175,749	\$128,511	73.12%

- ☐ Staff is monitoring lease expense for the final 3 months of the fiscal year to ensure expenses track to budget.

ARPA (American Rescue Plan Act) Fund

American Rescue Plan Act Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Received of Budget
Revenues	\$1,089,162	\$1,099,657	\$10,495	0.96%

- 2nd tranche payment will be received no less than 1 year after 1st tranche payment. City received 1st payment on **September 8, 2021**.
- The City received **\$10,495** as a result of funds either declined or not requested by another NEU within the State of Missouri.

American Rescue Plan Act Fund	FY2022 Budgeted	FY2022 Projections	FY2022 YTD	% Expended of Budget
Expenditures	\$2,178,300	\$2,178,300	\$576,113	26.45%

- The City is now beginning to utilize the **\$2.178 million** in direct ARPA disbursements for the remainder of the Raw Water Pump Station project.

Alderman Ulledahl asked if we are waiting for parts for the Raw Water Pump Station?

Chuck explained that we are waiting on the generator.

9 Month Budget Review – Conclusion

Revenues

- Property Tax revenues are projected to exceed \$1,000,000 by the end of FY2022 and continue to be bolstered by new construction in the City.
- Sales Tax is performing well through 9 months and is outperforming Q3 YTD figures from 2021 and 2020.
- Use Tax is performing exceptionally well. Staff have increased revenue projections for the final 3 months of FY2022 along with increases to projected Use Tax revenues for the Proposed FY2023 Budget.
- ARPA funding (both from Clay County and the City's ARPA Fund) has reduced financial burden of major capital project expense (Raw Water Pump Station project).

Expenditures

- General Fund operational expenditures continue to rise with inflation, track closer to the budget compared to Q2 of 2022, but remain under the budget overall.
- Staff monitoring actual vehicle leasing expense compared to budget as vehicle costs increase (as well as future VERF cashflows).

Alderman Atkins asked if we were able to get the water meter equipment that we were waiting on?

Alderman Ulledahl asked if we were able to get enough of a supply for new customers?

Chuck said that we have received the equipment and have 100 more on order.

Alderman Hartman noted that he thought it was exciting that we have reached over a million dollars in property tax revenue. He explained that the City only receives about five percent of the total property tax revenue and the school district receives about 70 percent.

Cynthia thanked Stephen and his staff for the work on the FY2023 budget. She noted that in that packet includes the FY2023 draft recommended budget.

4. Discussion of FY2023 Operating Budget

Stephen Larson, Finance Director, presented the proposed FY2023 budget.

General Fund Proposed FY2023

Proposed FY2023 General Fund Revenue Summary

General Fund Revenues	Actual FY21	FY22 Budget	Projected FY22	FY23 Proposed Budget
Property Taxes	\$14,885	\$25,099	1,001,450	1,006,350
Sales and Use Taxes	1,933,488	1,882,351	1,961,000	2,036,137
Franchise Taxes	698,054	648,060	682,040	674,640
Licenses, Fees, and Permits	477,342	447,068	463,960	462,279
Intergovernmental Revenues	329,972	303,892	305,533	402,872
Charges for Services	344,134	235,279	256,367	347,900
Fines and Forfeits	138,549	111,509	111,509	112,815
Interest Earnings	49,059	46,809	46,809	49,000
Other Revenue	92,263	29,219	49,108	26,500
Transfers In	453,763	243,340	251,340	298,900
Total Revenues	\$5,448,319	\$4,918,628	\$5,221,718	\$5,414,543

3.7% increase in total revenues from Projected FY2022 to Proposed FY2023.

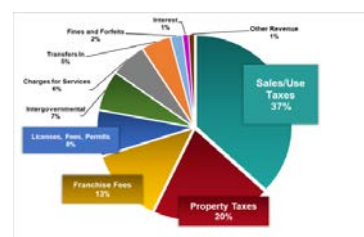
FY2021 revenue actually included a transfer of \$239,300 in CAREs Funding to the General Fund to pay for CAREs eligible expenses

8/16/2022

3



Proposed FY2023 General Fund Revenues By Category



Nearly 60% of the General Fund revenue budget is comprised of sales tax, use tax, and property tax revenues.

8/16/2022

4



Proposed FY2023 Revenue Budget Property Taxes



3.50% property taxes growth assumption (based upon FY2022 projections).

RED: Previous Year Actuals
YELLOW: FY2022 Projected
GREEN: FY2023 Proposed
BLUE: Projected FY2024 and Beyond

8/16/2022

5



Proposed FY2023 Revenue Budget 1% City Sales Tax



2.00% sales tax growth assumption (based upon FY2022 projections).

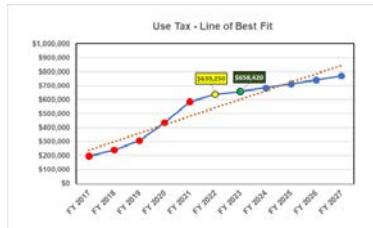
RED: Previous Year Actuals
YELLOW: FY2022 Projected
GREEN: FY2023 Proposed
BLUE: Projected FY2024 and Beyond

8/16/2022

6



Proposed FY2023 Revenue Budget City Use Tax



3.00% use tax growth assumption (based upon FY2022 projections).

RED: Previous Year Actuals
YELLOW: FY2022 Projected
GREEN: FY2023 Proposed
BLUE: Projected FY2024 and Beyond

8/16/2022

7



FY2023 Proposed General Fund Key Operating Budget Assumptions

Assumption	Operating Expenditure
15% Increase	Health Insurance Employer Expense
5% Increase	Electric Utility (Energy) Expense (Example: LED Streetlights)
\$3.75 / Gallon	Automotive Fuel (Up from \$2.75/ Gallon Budgeted in FY2022)
\$2.00 / Gallon	Propane (Up from \$1.59/ Gallon Budgeted in FY2022)
7% Increase	Janitorial Services (\$1,140 / Month to \$1,220 / Month)
3% Increase	Police Dispatching Costs



8/16/2022

8



FY2023 Proposed General Fund Operating Budget Recommendations

Budgeted Amount	Highlighted Expenditure
\$100,000	Merit Pool (Proposed Implementation of May 2023)
\$60,000	2% CPI (Consumer Price Index) Increase to Salaries (Proposed Implementation of November 1, 2022)
\$60,000	2% Employer LAGERS Contribution Transition
\$200,000	Quincy Boulevard Sidewalk Construction (Located in CIP)
\$66,900	Street Maintenance Worker I- Full Time Position (Salary+ Benefits)
\$67,880	Recreation Coordinator- Full Time Position (Salary+ Benefits)
\$60,000	INCODE Version 10 Migration (upgrading from INCODE Version 9) for Financial Management, Human Resources, Utilities, and Development Services
\$47,850	Replacement of Two Parks Department Zero Turn Mowers and One Parks Department "Batwing" Style Mower



8/16/2022

9



FY2023 Proposed General Fund Operating Budget Recommendations

Budgeted Amount	Highlighted Expenditure
\$100,000	Additional Annual Overlay Program Funding
\$35,000	Annual VERF Support (with \$35,000 coming from the General Fund and \$35,000 from the CWWS Fund, for a total of \$70,000 in support)
\$25,000	Continuation of the Neighborhood Grant (Neighborhood Beautification and Improvements)
\$20,000	Wayfinding and Signage Design Guideline (Supported with 50% ARPA Tourism Match)
\$20,000	Smithville Main Street District (Funding Increased by \$10,000)
\$19,000	Replacement of Two City Hall Servers
\$6,500	Senior Center Interior Painting \$5,000 & Round Banquet Tables \$1,500
\$17,200	Six Police Workstation Computers & Four Mobile Data Terminals



8/16/2022

10



Alderman Russell asked if the salary shown for the two new positions, Street Maintenance Worker and Recreation Coordinator was the maximum salary range?

Cynthia explained that when staff incorporates the expenditure estimates we use the minimum salary but also include the highest cost of the benefit expenditures. She noted that the salary may be negotiated.

FY2023 Proposed General Fund Expenditure Summary by Category

General Fund Expenditures	Actual FY2021	FY2022 Budget	Projected FY2022	FY2023 Proposed Budget
Personnel Services	3,381,290	3,828,430	3,586,873	4,210,370
Commodities	807,340	976,780	1,063,572	973,520
Capital Outlay	565,360	209,600	214,330	459,060
Contractual Services	468,180	736,040	784,566	389,630
Transfers Out	40,000	155,000	155,000	35,000
Total Expenditures	\$5,270,160	\$5,905,850	\$5,784,140	\$6,067,570

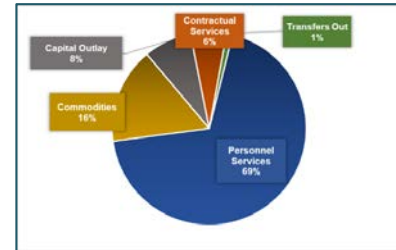
❑ 4.9% increase in total expenditures from Projected FY2022 to Proposed FY2023

8/16/2022

11



FY2023 Proposed General Fund Expenditures By Category

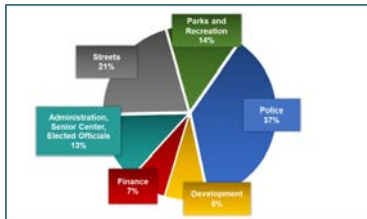


8/16/2022

12



FY2023 Proposed General Fund Expenditures By Department



- ❑ The Police Dept, Parks & Recreation Dept, and Streets Dept composed 72% of the General Fund Budget which funds these important municipal services
 - ❑ Public Safety
 - ❑ Road Maintenance
 - ❑ Recreational Amenities and Parks

8/16/2022

13



Proposed FY2023 – FY2027 5 Year CIP General Fund

Capital Improvement Projects	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Quincy Boulevard Intermodal Construction	\$300,000	-	-	-	-
Annual Asphalt Overlay Program Construction	\$100,000	\$100,000	\$100,000	-	-
Sidewalk Replacement Construction	-	\$50,000	\$50,000	-	-
Grand Total (Net Cost)	\$300,000	\$150,000	\$150,000	-	-



Asphalt Overlay – Hospital Drive



Sidewalk Replacement

- Summary of General Fund 5 Year CIP \$600,000
 - ❑ Additional asphalt mill and overlay and sidewalk replacement funding identified as Board of Aldermen Priorities from the May 25 Retreat.
 - ❑ In addition, Quincy Boulevard Sidewalk has been added to the General Fund CIP for FY2023.
 - ❑ \$100,000 in additional annual Mill and Overlay Program monies in the General Fund bring total program funding to \$300,000 in FY2023 and \$400,000 in FY2024 and FY2025 (with \$300,000 existing in Transportation Sales Tax Fund).
 - ❑ \$50,000 in additional annual Sidewalk Replacement Program monies in the General Fund bring total program funding to \$75,000 in FY2024 and FY2025 (with \$25,000 existing in Transportation Sales Tax Fund).

8/16/2022

14



FY2023 Proposed General Fund Net Change in Fund Balance

	Actual FY21	Projected FY22	Proposed FY23
Beginning Fund Balance	\$ 3,588,970	\$ 3,738,229	\$ 3,173,806
Total Revenues	\$ 6,448,319	\$ 8,221,718	\$ 6,414,248
Total Expenses	\$ 5,270,160	\$ 5,784,140	\$ 6,067,570
Net Change in Fund Balance	\$ 178,189	\$ (862,424)	\$ (863,322)
Ending Fund Balance	\$ 3,736,229	\$ 3,173,805	\$ 2,310,483

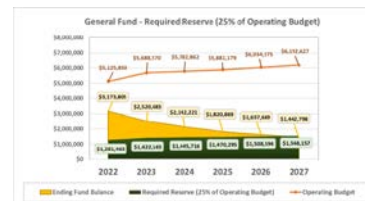
- ❑ The Proposed FY2023 budget would utilize just over \$650,000 in General Fund cash balance.

8/16/2022

15



Proposed FY2023 General Fund 5 Year Projected Cashflow Summary



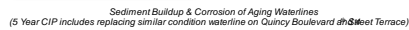
- ❑ The Board of Aldermen approved a reduction in August 2nd, 2022 in the required General Fund reserve from 40% of the operating budget to 25% of the operating budget. This new reserve requirement is shown in green in the chart.
- ❑ With the proposed additions to the FY2023 budget, the City is projected to continue to utilize fund balance each year as time goes on.

8/16/2022

16



Replacing Aging Utility Infrastructure



8/16/2022



ARPA grant reimbursements and disbursements provide supplemental funding to maintain and operate the utility system

8/16/2022



Summary of CWS Fund (Non-impact Fee Projects) 5 Year CIP \$27.9 million:

- ❑ COP (Certificate of Participation) financing utilized for construction of 144th Street Lift Station and the West Bypass of the 144th Street Lift Station (highlighted in yellow).
- ❑ City has applied for Missouri DNR ARPA grant funding for the engineering and construction of Water Plant Improvements (highlighted in orange).
- ❑ All other projects in FY2023 are paid for using cash on hand.

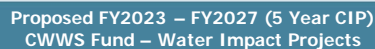
8/16/2022



Summary of CWWIS Fund (NonImpact Fee Projects) 5 Year CIP **\$27.8 million:**

- ❑ The City has applied for Missouri DNR ARPA grant funding for the Wastewater Branch Gravity Line and the first phase of the Owens Branch Gravity Line (highlighted in orange).
- ❑ From Utility Rate Study, staff have adjusted funding for Wastewater Plant Expansion engineering by using a combination of CWWS operating revenues (40%) and wastewater impact cash (60%).
- ❑ COP (Certificate of Participation) financing utilized for construction of Owens Branch Gravity Line Phase #1, Line 1 along with the initial portion of the wastewater treatment plant expansion (highlighted in yellow).

8/16/2022



Summary of CWWS Fund- Water Impact
Projects 5 Year CIP **\$750,000:**

- ❑ The City has applied for Missouri DNR ARPA grant funding for the construction of the 12" waterline crossing the Little Platte River **highlighted in orange**.

8/16/2022



Summary of CWSW Fund- Wastewater Impact Projects
5 Year CIP \$1.35 million:

- Upon completion of the Utility Rate Study by Raftelis, staff have made fund adjustments to the engineering expense for the Wastewater Plant Expansion by planning to use a combination of CWS operating revenues (40%) and wastewater impact cash (60%).

8/16/2022



Summary of CWWIS Fund Pending Projects CIP \$25.3 million)

- ❑ Past the newly added Northwest Subdivision Waterline Loop System project (shown in green), pending projects are not prioritized.
- ❑ The Water and Wastewater Plant expansion projects will be aligned according to capacity needs and engineering completion timelines.

8/16/2022

8/16/2022

FY2022 CWWS Fund Beginning & Ending Cash Balance



8/16/2022

26



Proposed FY2023 CWWS (Non-Impact Cash) Fund 5 Year Projected Cashflow



- CWWS cashflow is projected to remain about the 20% required reserve throughout the next 5 years assuming rate increases.
- Utility Rate Study completed in 2022 prescribes annual rate increases for water and wastewater to pay for capital improvement projects and utility system upgrades.

8/16/2022

27



Transportation Sales Tax Fund CIP

Proposed FY2023 – FY2027 5 Year CIP Transportation Sales Tax Fund

Capital Improvement Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Annual Asphalt Overlay Program (Projects TBD)	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Annual Sidewalk Replacement	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
4th Street Road Reconstruction (Following Utility Improvements)	\$150,000	-	-	-	-
Commercial Street Sidewalk (Engineering)	\$150,000	-	-	-	-
Quincy Boulevard (Mill and Overlay)	\$100,000	-	-	-	-
Commercial Street Sidewalk (Construction)	-	\$750,000	-	-	-
Comments on Street Sidewalks (NORTH Reimbursement Grant)	-	(\$50,000)	-	-	-
Grand Total (Net Cost)	\$625,000	\$775,000	\$225,000	\$225,000	\$225,000

Summary of Transportation Sales Tax Fund 5 Year CIP \$2.2 million:

- City has secured grant funding (shown in green) in the amount of \$500,000 for the construction of Commercial Street Sidewalks.
- The Streets Division will recommend roads for selection into the annual asphalt mill and overlay program based upon the updated PCI (Pavement Condition Index) each year.
- Additional General Fund monies are proposed to expand available funding for the asphalt mill and overlay program in FY2023, FY2024, and FY2025.

8/16/2022

29



Pending Projects - CIP Transportation Sales Tax Fund

Pending Capital Improvement Projects	Cost Estimate
Raised Ped Crosswalk & Flashing Beacon - Maple Elm School	\$78,000
2nd Street Asphalt Overlay (169 to Bridge)	\$25,000
Diamond Crest - Asphalt Overlay	\$175,000
Madisonville Asphalt (Newport, Madisonville, Fletcher, Moxie)	\$230,000
180th Street Asphalt Overlay (169 Hwy to Old Jefferson)	\$750,000
Madisonville Asphalt Overlay (Remaining Roads)	\$725,000
Highland Avenue Asphalt Overlay (Halfway Up Hill)	\$30,000
North Main Street - Asphalt Overlay	\$200,000
13th Street Asphalt Overlay (Shared Agreement with County)	\$115,000
17th Street Asphalt Overlay (Shared Agreement with County)	\$80,000
South Bridge Street - Asphalt Overlay	\$145,000
Seal Coating/More Surfacing Downtown City Parking Lots	TBD
Grand Total (Net Cost)	\$2,585,000

- Summary of the Transportation Sales Tax Fund Pending Projects CIP \$2.6 million)
- The pending project list now includes the construction of a "Raised Pedestrian Crossing and Flashing Beacon" at the Maple Elementary School (highlighted in green).
 - Cost estimates have not been updated to reflect current market trends (2018 figures shown).

8/16/2022

30



Mayor Boley asked if there was any other work that need to be done on Second Street with the overlay? He asked if the Board would have any objection to working with the School District to try to get the Maple crosswalk funded. He noted that he receives a lot of complaints about people speeding through there and asked about the possibility of a speed bump type crosswalk could be put there like that one on Main Street.

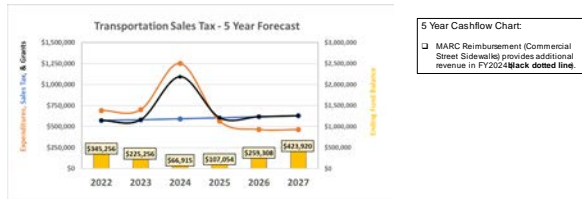
Alderman Ulledahl asked if there would be any less expensive way to slow down traffic in that area.

Mayor Boley noted that if it is made a school zone traffic would have to slow down.

Alderman Russell asked if there is any issue with line of sight where it would be located.

Mayor Boley noted that is the reason he would want it to be a raised crosswalk.

Proposed FY2023 Transportation Sales Tax Fund 5 Year Projected Cashflow



8/16/2022

31



Capital Improvement Sales Tax Fund CIP

Proposed FY2023 – FY2027 5 Year CIP Capital Improvement Sales Tax Fund

Capital Improvement Project & Debt Service	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Annual Transfer to Pay CO Debt	\$354,645	\$357,830	\$364,675	\$371,920	\$378,420
Downtown Streetscape North (Bridge Street) (Construction)	\$800,000	-	-	-	-
Downtown Streetscape North (Bridge Street) (MARC Reimbursement Grant)	(\$800,000)	-	-	-	-
Quincy Blvd & Owens Street (Street Reconstruction)	\$150,000	-	-	-	-
Sidewalk - 2nd Creek Bridge to Hwy 169 (Engineering)	-	\$150,000	-	-	-
Sidewalk - 2nd Creek Bridge to Hwy 169 (Construction)	-	-	\$500,000	-	-
Sidewalk - 2nd Creek Bridge to Hwy 169 (MARC Reimbursement Grant)	-	-	(\$500,000)	-	-
1st & Bridge Street - Round-A-Bout (Engineering)	-	-	\$250,000	-	-
1st & Bridge Street - Round-A-Bout (Construction)	-	-	-	\$500,000	-
1st & Bridge Street - Round-A-Bout (MARC Reimbursement Grant)	-	-	-	(\$500,000)	-
Grand Total (Net Cost)	\$816,645	\$967,830	\$814,675	\$871,920	\$178,420

Summary of the Capital Improvement Sales Tax Fund 5 Year CIP \$3.2 million:

- City has secured grant funding (shown in green) in the amount of \$488,000 for the construction of Downtown Streetscape North (Bridge Street).
- Applications for MARC grant reimbursement (shown in red) for the construction of sidewalk from 2nd Creek Bridge to Highway 169 and 1st Bridge Street Round-A-Bout.

8/16/2022

33



Pending Projects - CIP Capital Improvement Sales Tax Fund

Pending Capital Improvement Projects	Cost Estimate
Downtown Gateway Sign (Engineering)	\$70,000
Downtown Gateway Sign (Construction)	\$200,000
160th & Eagle Parkway Round-A-Bout (Engineering)	\$250,000
160th & Eagle Parkway Round-A-Bout (Construction)	\$1,000,000
160th & Eagle Parkway Round-A-Bout (MARC Reimbursement Grant)	(700,000)
Pope Lane Connection to Hwy 169 & Round-A-Bout (172nd) (Engineering)	\$500,000
Pope Lane Connection to Hwy 169 & Round-A-Bout (172nd) (Construction)	\$2,500,000
Pope Lane Connection Round-A-Bout (MARC Reimbursement Grant)	(2,000,000)
160th & Old Jefferson Round-A-Bout (Engineering)	\$250,000
160th & Old Jefferson Round-A-Bout (Construction)	\$1,000,000
160th & Old Jefferson Round-A-Bout (MARC Reimbursement Grant)	(700,000)
Grand Total (Net Cost)	\$2,370,000

Summary of the Capital Improvement Sales Tax Fund Pending Projects CIP (\$2.4 million)

- The following list is not prioritized and is a listing of all CIP Fund projects outside of the 5 Year CIP.
- Staff has submitted MARC reimbursement grant applications for the construction of the Pope Lane Connection to 169 Highway & Round-A-Bout with 172nd. Currently, these reimbursement funds are not secured (and shown in red).

8/16/2022

34



Cynthia noted that staff recommends the Board consider finding better use of the funds slated for the downtown gateway sign engineering and construction.

Mayor Boley said that with the wayfinding grant the City is receiving that will design all of the signage for the entire City, those funds should be better used for something else.

Alderman Ulledahl said that he would like to see a really brilliant design for signage from wayfinding.

Cynthia asked if the Board would consider allocating a portion of funding to be able to implement the wayfinding recommendations.

Alderman Ulledahl said that he would like wayfinding to come up with something different for the downtown area, not just the universal way finding signs.

Cynthia noted that the location of where the downtown sign would be able to be placed would have to have MoDOT authorization also if located on 169 Highway.

Mayor Boley noted he would like to see signage located at the intersection of 435 and 169 Highway.

Proposed FY2023 Capital Improvement Sales Tax Fund 5 Year Projected Cashflow



5 Year Cashflow Chart:

- MARC Reimbursement (Downtown Streetscape North, Bridge Street) provides additional revenue in FY2023 (black dotted line).
- Potential reimbursements in FY2025 and FY2026 for CIP projects (black dotted line).

8/16/2022

35



Parks and Stormwater Sales Tax CIP

Proposed FY2023 – FY2027 5 Year CIP Park and Stormwater Sales Tax Fund

Capital Improvement Project	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Donny Reimbursement and Donny Street Cuts and Stormwater (Expenditures)	\$240,000	-	-	-	-
Donny Ridge Neighborhood Park & Signage	\$152,000	-	-	-	-
Donny Ridge Neighborhood Park & Signage	\$201,000	-	-	-	-
Diamond Creek Multi-Use Trail (Expenditures)	\$181,000	-	-	-	-
Stormwater Master Plan	\$152,000	-	-	-	-
City View Park Signage	\$38,000	-	-	-	-
Annual Stormwater Program (Projects 100)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Recreation Trail - 1 (Expenditures)	\$100,000	-	-	-	-
Smith's Fork (Sport Courts, State Park, Basketball Court, Expenditures)	-	-	\$300,000	\$300,000	-
Smith's Fork (Sport Courts, State Park, Basketball Court) (Expenditures)	-	-	\$300,000	\$300,000	-
Smith's Fork Park Complex (Design)	-	-	-	-	\$640,000
Grand Total (Net Cost)	\$650,000	\$200,000	\$100,000	\$400,000	\$740,000

Summary of the Parks and Stormwater Sales Tax Fund 5 Year CIP (\$2.17 million):

- \$100,000 is allocated annually for a Stormwater Project Program (Projects TSD).
- Staff is tentatively planning for a Diamond Creek Neighborhood Multi-Use Trail in FY2023 (shown in red). Completing the project is contingent on receiving grant reimbursement monies of approximately \$181,000.
- Creation of a Stormwater Master Plan was originally slated for FY2022 and is reallocated to be funded in FY2023 (awaiting GIS completion).
- Financial strategy of saving cash to fund construction of Smith's Fork Park Complex in FY2028 and FY2029.

8/16/2022

37



Pending Projects - CIP Park and Stormwater Sales Tax Fund

Pending Capital Improvement Projects	Cost Estimate
Smith's Fork Park (4 Plex Baseball, Site Development)	\$3,250,000
Headstone Court Park (Public Art and Landscaping)	\$110,000
Heritage Park (Major Improvements/Site Development)	\$4,560,000
Heritage Park Loop Trail	\$250,000
Westmore Neighborhood Park	\$350,000
Smith's Fork Park (4 Plex with Baseball and Site Development)	\$3,250,000
Maple Lane - Curb and Stormwater (Engineering)	\$15,000
Maple Lane - Curb and Stormwater (Construction)	\$175,000
North Bridge Street - Curb and Stormwater (Engineering)	\$40,000
North Bridge Street - Curb and Stormwater (Construction)	\$200,000
Dundee Road - Curb and Stormwater (Engineering)	\$18,000
Dundee Road - Curb and Stormwater (Construction)	\$91,000
South Bridge Street - Curb and Stormwater (Engineering)	\$24,000
South Bridge Street - Curb and Stormwater (Construction)	\$120,000
South Main Street - Curb and Stormwater (Engineering)	\$5,000
South Main Street - Curb and Stormwater (Construction)	\$25,000
Grand Total (Net Cost)	\$14,423,200

Summary of the Parks and Stormwater Sales Tax Fund Pending Projects CIP (\$14.4 million):

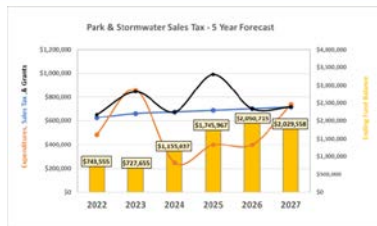
- Smith's Fork Park (4 Plex with Baseball and Site Development) \$3,250,000
- Heritage Park (Major Improvements, Site Development) \$4,560,000
- Smith's Fork Park (Destination Development) \$5,240,000
- Pending Stormwater Projects
- Pending the Stormwater Master Plan (planned completion in FY2023), listed stormwater projects are subject to change.

8/16/2022

38



Proposed FY2023 Park & Stormwater Sales Tax Fund 5 Year Projected Cashflow



5 Year Cashflow Chart:

- Reimbursement opportunity (Diamond Creek Multi-Use Trail) provides additional revenue in FY2023 (black dotted line).
- Reimbursement opportunity for Smith's Fork Park - Sport Courts, State Park, Basketball Court provides additional revenue in FY2025 (black dotted line).

8/16/2022

39

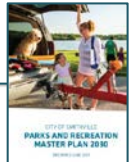


Proposed FY2023 Park & Stormwater Sales Tax Fund Target Savings Strategy



Target Savings Strategy

- City is employing a financial strategy to save \$2 million dollars to pay for the first signature park project from the Parks & Recreation Master Plan.
- Smith's Fork Park Design FY2027
- Smith's Fork Park Construction (70% Cost) FY2028
- Smith's Fork Park Construction (30% Cost) FY2029



8/16/2022

40



Proposed FY2023 Vehicle and Equipment Replacement Fund

Proposed FY2023 Budget Vehicle and Equipment Replacement Fund



Summary of the Vehicle and Equipment Replacement Fund

- As of July 2022, the City is leasing 32 vehicles with Enterprise Fleet Management.
- As of July 2022, the City has sold 44 vehicles (13 in-house and 1 leased) with Enterprise (funds received) and the City is awaiting payment on multiple vehicles which have been auctioned.
- The City has "flipped" 3 vehicles which were leased through EFM which have produced equity/gains for the City. The City is awaiting an equity payment 2 of these vehicles.
- 4 Police Interceptors are currently on order from EFM which will begin the process of replacing aging patrol vehicles.

8/16/2022

42



Cynthia noted that we are getting a lot more on the vehicles being sold than anticipated. She explained that we received \$20,000 more on one vehicle than we paid for it.

Alderman Ulledahl asked if the timeline for receiving the vehicles was getting better.

Stephen explained that it depends on what type of vehicle it is. We have to keep asking for updates on the police interceptors.

Cynthia noted that the police interceptors have been on order since last year.

Stephen said that the issue is the vehicle are at the plant waiting on microchips. He noted that in the past two months we have received approximately six or eight new vehicles.

Proposed FY2023 Budget Sanitation Fund

Proposed FY2023 Budget Sanitation Fund



Summary of the Sanitation Fund

- As of July 2022, the City of Smithville contracts with GFL to service just over 8,300 regular trash accounts and service just over 400 senior rate trash accounts (available for account holders ages 65 and older).
- GFL will be increasing the City contracted trash rates by 5%.
- Monthly Trash Charge to increase by 5% from \$18.37 per month to \$19.29 per month.
- Senior Trash Charge (15% Discount) to increase by 5% from \$15.62 per month to \$16.40 per month.

8/16/2022

44



Concluding Budget Summaries

Proposed FY2023 – FY2027 5 Year CIP All Funds Total

Capital Improvement Projects - All Funds	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
General Fund	\$300,000	\$150,000	\$150,000	-	-
Combined Water/Wastewater Fund - Non Impact Projects	\$7,075,000	\$3,805,000	\$3,400,000	\$6,600,000	\$7,000,000
Combined Water/Wastewater Fund - Water Impact Projects	\$200,000	\$550,000	-	-	-
Combined Water/Wastewater Fund - Wastewater Impact Projects	\$700,000	\$650,000	-	-	-
Transportation Sales Tax Fund	\$625,000	\$575,000	\$325,000	\$325,000	\$325,000
Debt Service Fund	\$343,040	\$351,333	\$353,850	\$360,569	\$361,625
Capital Improvement Sales Tax Fund	\$816,845	\$507,830	\$814,875	\$671,920	\$378,420
Parks and Stormwater Sales Tax Fund	\$680,000	\$250,000	\$100,000	\$400,000	\$740,000
Capital Projects Fund	-	-	-	-	-
ARPA Fund	-	-	-	-	-
Grand Total (Net Cost)	\$10,739,885	\$6,839,163	\$5,143,725	\$8,357,489	\$8,805,045

□ 5 Year CIP Total of **\$39,885,306** (Net Cost) across all budgeted funds

8/16/2022

46



Proposed FY2023 All Funds Summary

	2023 Projected Beginning Balance	2023 Proposed Revenues	2023 Proposed Expenditures	2023 Projected Ending Balance
General Fund	3,173,805	5,414,248	6,067,570	2,520,483
Capital Improvement Sales Tax Fund	261,454	1,152,100	1,305,370	108,184
Capital Projects Fund	181,855	40,000	-	221,855
Combined Water/Wastewater Fund	5,067,869	9,320,817	12,040,625	2,348,061
Debt Service Fund	255,934	354,845	343,040	267,739
Park and Stormwater Sales Tax Fund	762,118	845,100	861,000	746,218
Sanitation Fund	63,719	915,860	900,600	78,979
Special Allocation Fund	183,291	705,000	703,000	185,291
Commons CID Fund	126,066	377,250	483,773	19,573
Transportation Sales Tax Fund	348,072	582,250	702,250	228,072
Vehicle And Equipment Replacement Fund	170,382	422,100	381,750	210,732
American Rescue Plan Act Fund	-	-	-	-
Donation Fund	16,500	10,500	20,000	7,000
Appointed Counsel Fund	2,045	-	2,045	-
Judicial Education Fund	3,447	-	3,447	-
Technology Upgrade Fund	2,474	-	2,474	-
DWI Recovery Fund	13,972	4,000	12,000	5,972
Police Training Fund	14,500	3,000	12,000	5,500
Grand Total	\$ 10,647,533	\$ 20,147,070	\$ 23,840,944	\$ 6,953,659

□ The FY2023 Budget features **18** Budgeted Funds totaling just over **\$20.1 million** in revenues and just over **\$23.8 million** in expenditures.

8/16/2022

47



FY2023 Budget Process Schedule

- 5 Year Capital Improvement Program Review and Discussion (**May 17th**)
- Board of Aldermen Retreat/Financial Summit (**May 25th**)
- Schedule of Fees Review and Discussion (**June 21st**)
- FY2023 Operating Budget and 5 Year CIP Review: 1st Discussion (**August 16th**)
- FY2023 Operating Budget and 5 Year CIP Review: 2nd Discussion If Needed (**September 6th**)
- First Reading of the FY2023 Budget (**October 4th**)
- Adopt the FY2023 Budget on 2nd Reading (**October 18th**)

Mayor Boley asked if staff would have the FY2023 budget ready to bring forward for approval in September.

Cynthia explained that staff recommends staying on the October schedule since we do not encumber funds and if we see projects that are not going to be finished in FY2022, those expenditures would have to be budgeted for next year. She noted that if the Board concurs with this FY2023 budget plan as outlined, staff is planning to meet to start putting together a timeline for FY2023 projects and bidding schedule.

Alderman Chevalier noted that in the Board retreat they discussed animal control and combining a couple of part-time positions and does not see it in the FY2023 budget.

Cynthia explained that is slated for Board discussion in September or early October. She noted that Alderman Kobylski is working with the Friends of Megan's Paws and Claws and looking at some alternatives to provide services. Once staff has Board feedback from that discussion it will be incorporated into the FY2023 budget.

Mayor Boley noted that Chief Lockridge has provided a lot of information concerning counties and is now working with the Clay and Platte County Sheriff's Departments on the possibility of other routes to take.

Alderman Russell asked if this plan included the increases from the utility rate study.

Cynthia noted that it does and all of the other Board recommendations .

5. Adjourn

Alderman Ulledahl moved to adjourn. Alderman Kobylski seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:45 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor