

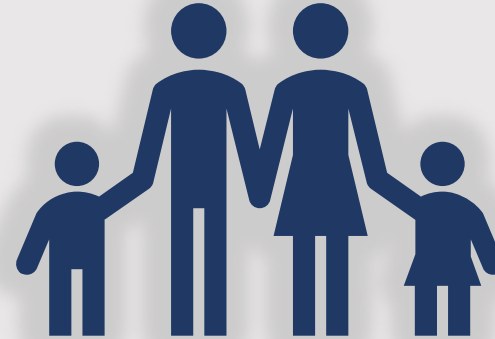


# FY2023 Department Review



**SMITHVILLE**  
missouri

# General Fund Department Review



# ADMINISTRATION

## Department Structure



## 2021-2022 Key Accomplishments

- Continued assistance to Smithville Main Street through a completed MOU as a part of the Missouri Main Street Program
- Coordinated work of EDC (Economic Development Committee) in reviewing incentives to make recommendations for changes to the Economic Development Incentives Policy to the Board
- Increased frequency and content of citizen newsletter
- Coordinated employee compensation and classification study
- Coordinated process to select and onboard new health insurance broker
- Developed and administered the first Neighborhood Beautification Grant Program
- Began efforts to create and support the employee Wellness Committee

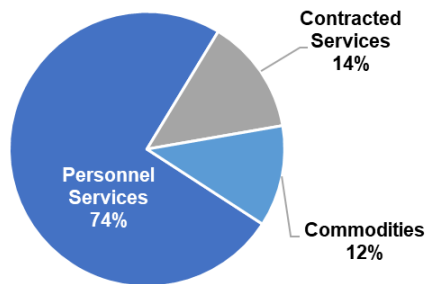


# ADMINISTRATION

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$384,687
Contracted Services	\$70,220
Commodities	\$61,490
Capital Improvements	\$105,000
Grand Total	\$621,397

### Operating Budget - \$516,397

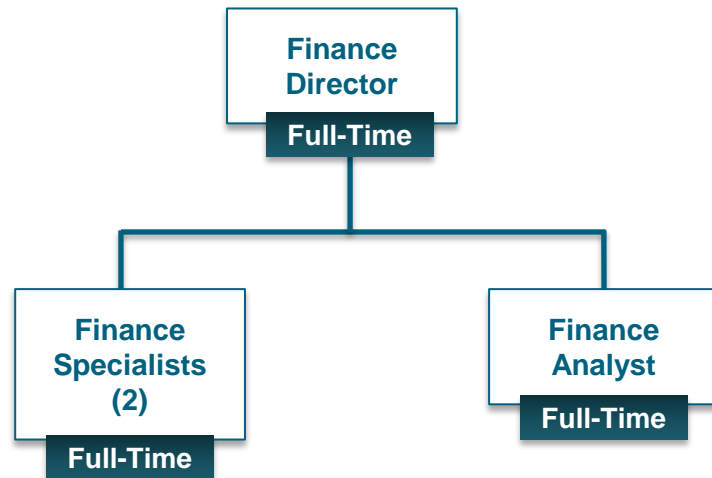


## 2023 Discussion Points

- Smithville Main Street Contract
- Neighborhood Beautification Grant (**\$25,000** is in the FY2023 Proposed Budget)
- Citizens Academy
- County ARPA Tourism Grant
- Employee Relations
  - Wellness Committee
  - City-Wide focus on Training
  - Compensation and Merit Pool
- Server Replacement (2 Servers) (**\$19,000** is in the FY2023 Proposed Budget)

# FINANCE

## Department Structure



## 2021-2022 Key Accomplishments

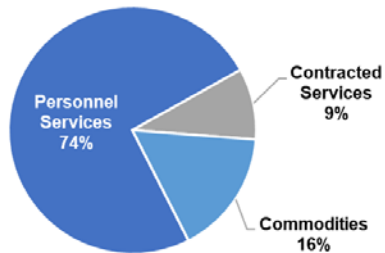
- Received the GFOA Distinguished Budget Award for the FY2021 Budget Document
- Developed a Popular Annual Financial Report which outlines City performance, financial activity, and department accomplishments in an easy to consume audience friendly format
- Developed project pages for the 5 Year CIP to improve transparency
- Billed and serviced over 4,100 utility customer accounts on a monthly basis
- Engaged Raftelis Consultants for the completion of a Utility Rate Study to inform the FY2023 proposed budget and future budgets with rate projections based upon utility operational and capital needs
- Coordinated CAREs and ARPA fund administration, auditing, and reporting
- Negotiated new contracts with AT&T for internet and Avid Communications for telephone resulting in lower costs while retaining quality service

# FINANCE

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$304,431
Contracted Services	\$38,010
Commodities	\$66,650
Capital Outlay	-
<b>Grand Total</b>	<b>\$409,091</b>

Operating Budget - \$409,091

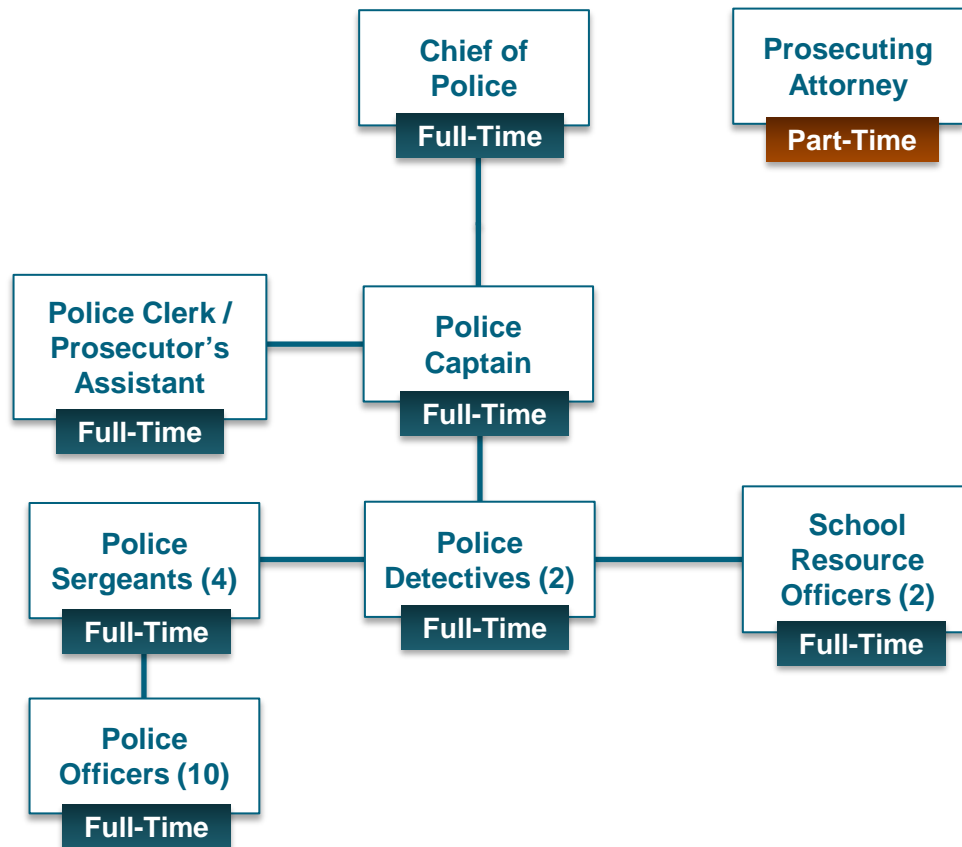


## 2023 Discussion Points

- Implement the migration of the Financial Management suite from version INCODE 9 to version INCODE 10 (**\$44,000** is in the FY2023 Proposed Budget)
- Issue a Certificate of Participation for CWWS capital improvement projects (including 144<sup>th</sup> Street Lift Station and West Bypass (of) 144<sup>th</sup> Street Lift Station) which together, both projects have an estimated cost of **\$3,900,000**.
  - Further evaluate COP issuance for future CWWS capital improvement projects
- Consideration of utility rate recommendations from the utility rate study produced by Raftelis Consultants
- Evaluate utility disconnection policy
- Evaluate debt capacity and debt issuance ability during budget process

# POLICE

## Department Structure



## 2021-2022 Key Accomplishments

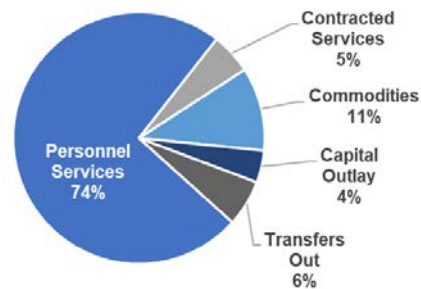
- Hired and sponsored 7 recruits in the police academy
- Completed replacement, training, and implementation of a new Records Management System
- Completed Police facility needs assessment and conceptual drawings
- Completed radio replacement (initiated in 2021)
- Purchased 10 patrol rifles and continued taser replacement program with 4 taser replacements
- Purchased Computer Voice Stress Analyzer and scheduled training to use instrument
- Ordered 4 Patrol vehicles through Enterprise Fleet Management

# POLICE

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$1,678,575
Contracted Services	\$119,800
Commodities	\$243,550
Capital Outlay	\$93,600
Transfers	\$135,000
<b>Grand Total</b>	<b>\$2,270,525</b>

Operating Budget - \$2,270,525



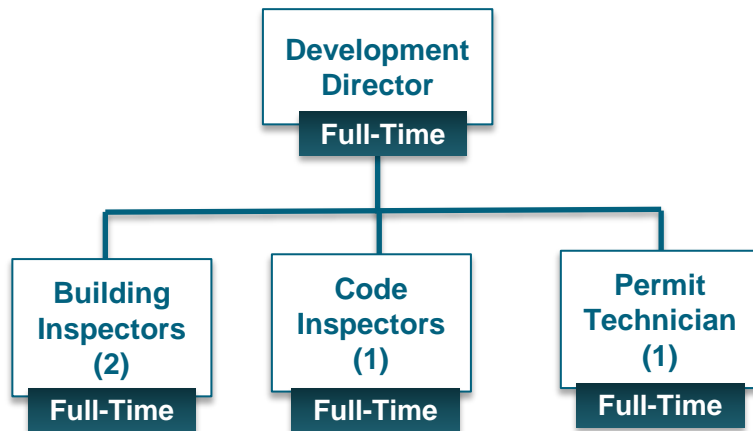
## 2023 Discussion Points

- Continue aggressive recruiting and hiring practices
- Replace an additional 4 patrol vehicles through the Enterprise Fleet Management leasing program in the FY2023 fiscal year (for a total of 8 patrol vehicles leased through the program by FY2023)
- Continue the annual taser replacement program with the replacement of 4 tasers in the FY2023 fiscal year (**\$6,000** in the FY2023 Proposed Budget)
- Replace 6 workstations (4 in report room, 1 in sergeant room, 1 in property room). (**\$7,200** in the FY2023 Proposed Budget)
- Replace 4 Mobile Data Terminals (in car computers) (**\$10,000** in the FY2023 Proposed Budget)
- Increase training of newly promoted officers and work towards succession planning



# DEVELOPMENT

## Department Structure



## 2021-2022 Key Accomplishments

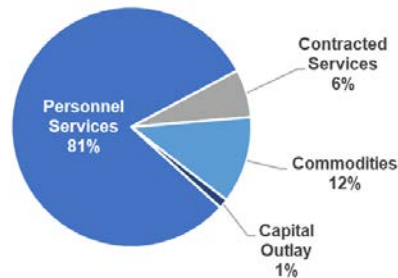
- Began the implementation of new building codes
- Certified building inspectors in 2021
- Completing Key Implementation Actions from the Comprehensive Plan 2030.
- Upgraded the INCODE code enforcement software to allow for better efficiency and functionality in building inspections and code enforcement

# DEVELOPMENT

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$381,654
Contracted Services	\$30,610
Commodities	\$55,440
Capital Outlay	\$6,000
Grand Total	\$473,704

Operating Budget - \$473,704

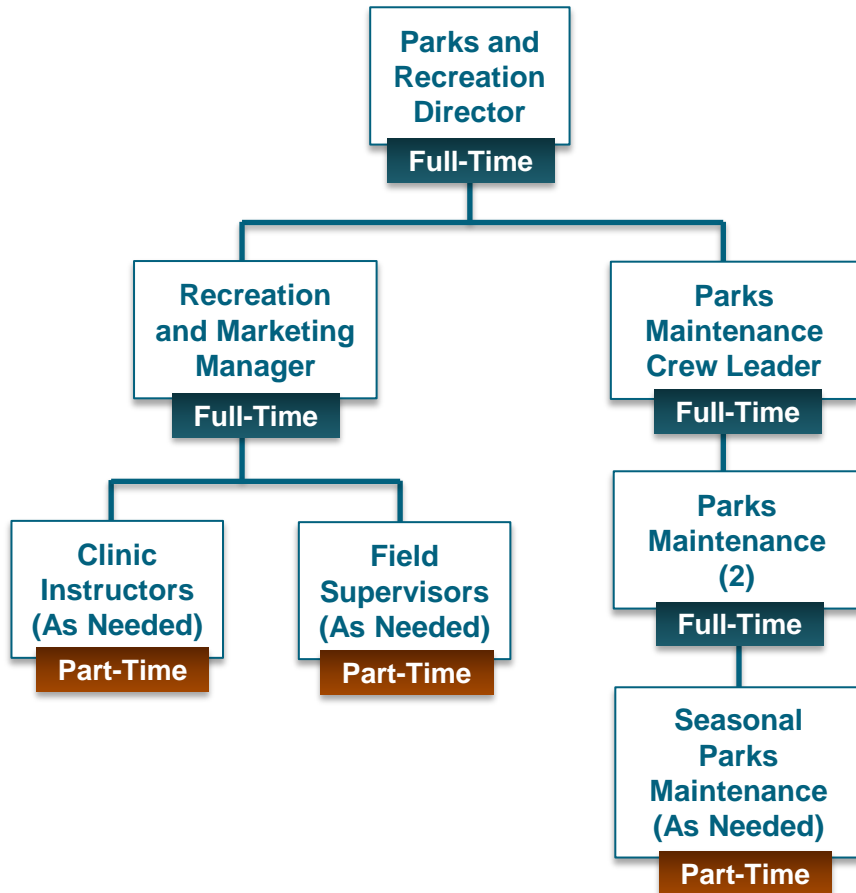


## 2023 Discussion Points

- Plan for Comprehensive Plan action items:
  - Establish a zoning overlay on the westside of Highway 169 south of Barton Heights to 136<sup>th</sup> Street (the estimated consultant cost to establish the zoning overlay is between **\$20,000** to **\$25,000** which is currently not budgeted in the FY2023 Proposed Budget)
  - Establish intentional gateways into Smithville (the estimated consultant cost to establish a strategy is between **\$7,500** and **\$15,000** which is currently not budgeted in the FY2023 Proposed Budget)
- Upgrade development software to INCODE 10 to improve digital interaction (**\$16,000** in the FY2023 Proposed Budget)
- Consideration of a Part-Time Code Enforcement Officer (currently not funded in the FY2023 Budget)

# PARKS & RECREATION

## Department Structure



## 2021-2022 Key Accomplishments

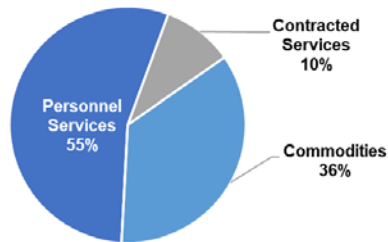
- Completed the Parks and Recreation Master Plan.
- Opened the Diamond Crest Neighborhood Park Splash Pad to the public
- Increased the Smith's Fork campground occupancy rate, increased campground revenues, and completed Phase II campground electrical upgrades
- Expanded Senior Center rental availability and provided more fitness class options
- Grew participation in current Parks and Recreation programs and added more recreational programs (such as e-sports, kickball, kayaking, and pickleball)
- Incurred no restroom related "report a concern" issues
- Completed new Heritage Park basketball court and new Heritage Park playground parking lot

# PARKS & RECREATION

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$406,048
Contracted Services	\$71,940
Commodities	\$263,350
<b>Grand Total</b>	<b>\$741,338</b>

Operating Budget - \$741,338

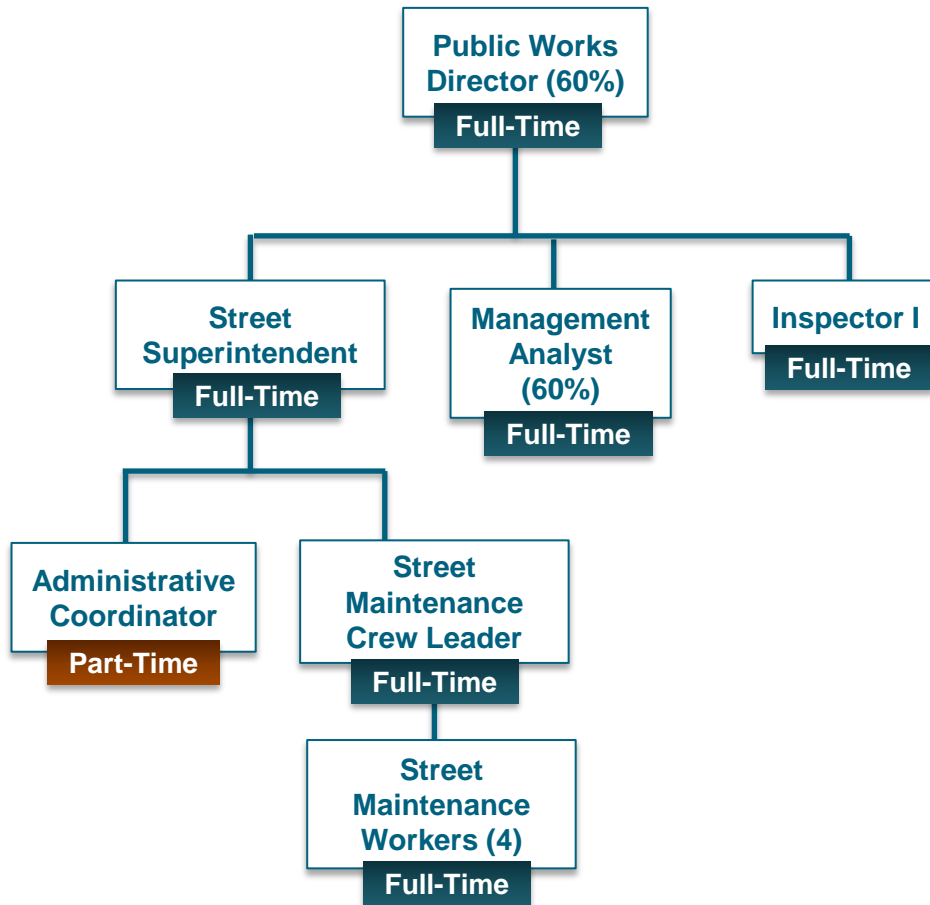


## 2023 Discussion Points

- Prioritized park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund
- Consideration of a Full Time Recreation Position to coordinate increased recreational programming, enhance programming quality, and further expand communication of the programs to the public (currently not funded in the FY2023 Proposed Budget).
- Consideration of the Senior Center Contract Renewal (with discussion of the Senior Center priorities such as using center as a community event space).
- Discuss Legacy Fund expectations (fundraising expectations and exploration of fundraising opportunities).
- Paint the interior of the Senior Center (**\$5,000** in the FY2023 Proposed Budget)
- Complete departmental equipment inventory and development equipment replacement plan, including the replacement of the following pieces of equipment:
  - Two Zero Turn Mowers (**\$13,250** in the FY2023 Proposed Budget)
  - One Batwing Style Mower (**\$34,600** in the FY2023 Proposed Budget)

# PUBLIC WORKS

## Department Structure



## 2021-2022 Key Accomplishments

- Completed the Transportation Master Plan which outlines a future vision for community mobility, road infrastructure, network planning, and east/west connectivity in the City
- Entered into an agreement with Surveying and Mapping, Inc. for the development of the City's GIS Mapping System to locate water, wastewater, storm sewer, and street assets in a database and mapping system
- Completed a space needs analysis and preliminary concept plan for the construction of a Parks & Recreation/Public Works operations facility with a presentation of the plan to the Board of Aldermen in February 2022
- Developed a dedicated GIS webpage for project updates, a stormwater management webpage, and a street maintenance webpage with road/street PCI (pavement condition index) information
- Replaced 720 feet of sidewalk through the sidewalk replacement program
- Responded to 10 snow events and awarded a new contract for snow removal to R&S Lawn and Sprinkler
- Cleaned Woods Street stormwater box and Heritage Park ditch

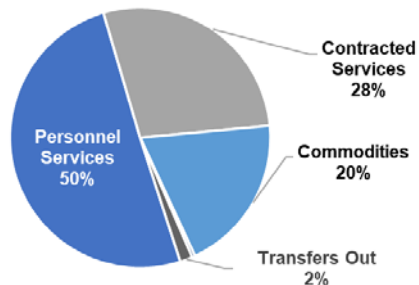


# PUBLIC WORKS

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$656,695
Contracted Services	\$365,480
Commodities	\$254,680
Capital Outlay	\$5,000
Transfers Out	\$20,000
<b>Grand Total</b>	<b>\$1,301,855</b>

Operating Budget - \$1,301,855



## 2023 Discussion Points

- Review data and report progress of the maintenance program with the second round of the PCI (pavement condition index) completed
- Pursue next steps for the City's GIS program, which includes the following:
  - Showcasing the PCI on the City website
  - Provide construction project updates on the GIS portal
  - Feature snow routes on the GIS portal
- Review and update right-of-way ordinances to include an excavation and street degradation fee
- Contract sidewalk repair for the sidewalk replacement program
- Continue evaluating the expansion of contracted snow removal

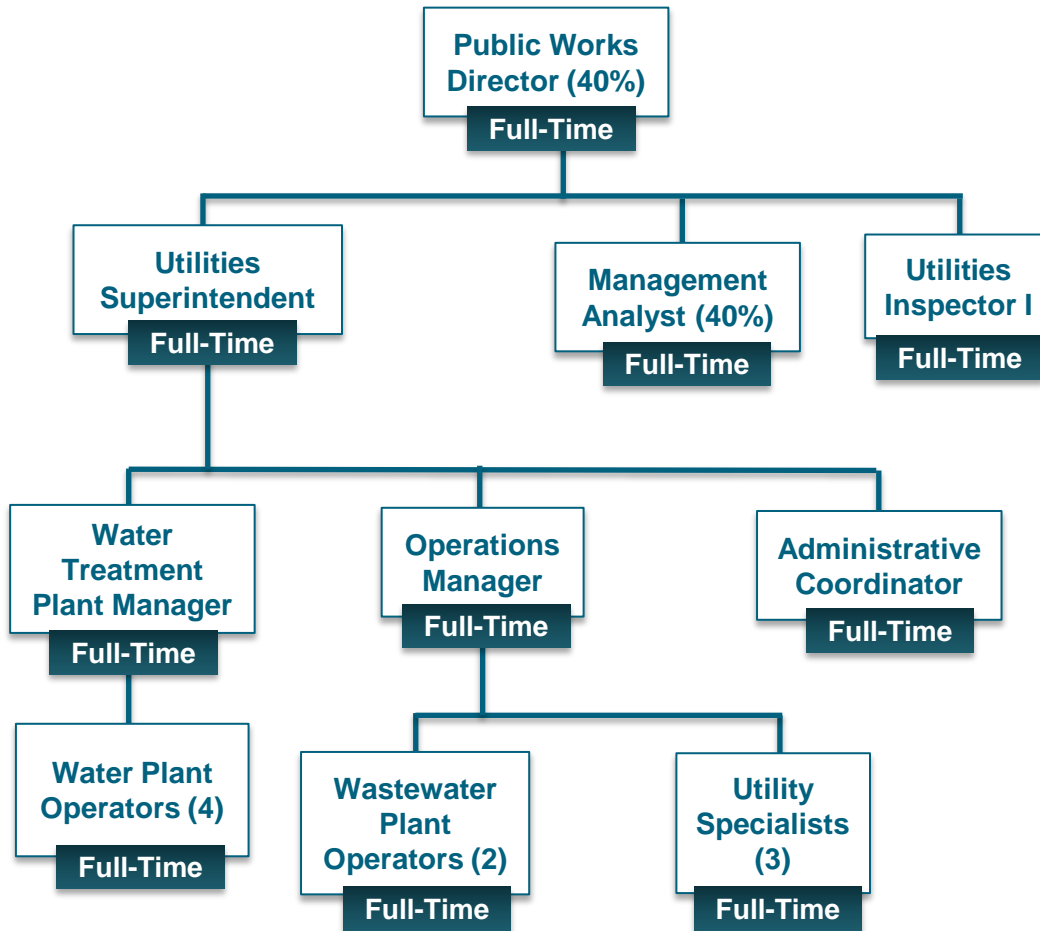


# Utilities Department Review



# UTILITIES (PUBLIC WORKS)

## Department Structure



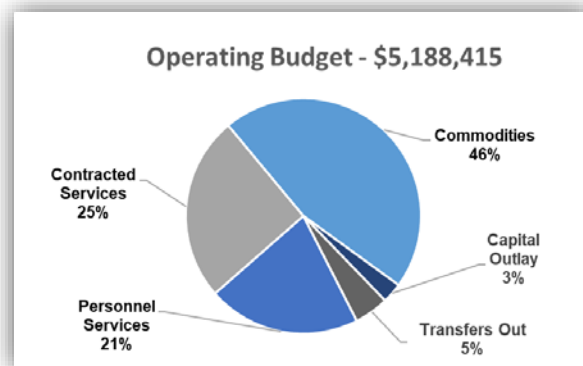
## 2021-2022 Key Accomplishments

- Lined 3,800 feet of wastewater main through the cured in place pipe program and repaired 50 vertical feet to reduce infiltration and improve the structural integrity of the sanitary sewer main
- Completed construction of the Highland Drive sanitary sewer line
- Completed the America's Water Infrastructure Act Assessment and Action Plan
- Replaced 5 pumps in lift stations, inspected and conducted weekly preventative maintenance on 31 sewer pump stations, and addressed (through repair) 48 waterline issues
- Conducted 4,031 on-time utility locates and completed 1,486 work orders
- Adopted Wastewater Master Plan
- Produced nearly 369 million gallons of water (averaging 1 million gallons per day)
- Received a request for \$806,000 in ARPA (American Rescue Plan Act) funds from Clay County for the Raw Water Pump Station capital improvement project at Smith's Fork (to be completed Summer 2022)

# UTILITIES (PUBLIC WORKS)

## 2022 Budget Summary

2022 Total Budget	
Personnel Services	\$1,092,050
Contracted Services	\$1,318,756
Commodities	\$2,388,269
Capital Outlay	\$144,000
Transfers Out	\$245,340
Capital Improvements	\$1,590,000
<b>Grand Total</b>	<b>\$6,778,415</b>



## 2023 Discussion Points

- Bid the 144<sup>th</sup> Street Lift Station capital improvement project and West Bypass (of) 144<sup>th</sup> Street Lift Station capital improvement project and begin construction on both projects in FY2023
- Continue the “Cured in Place Pipe” program (**\$150,000** in the proposed FY2023 Budget)
- Explore option for “on call services” for water and wastewater plant and consider the addition of a Plant Supervisor position for 2<sup>nd</sup> shift to improve safety conditions and allow for other maintenance and plant inspection/operational activities
- Consideration of FY2023 – FY2027 5 Year Capital Improvement Plan, including:
  - Complete maintenance projects for Quincy Boulevard, 4<sup>th</sup> Street Terrace, and Winner Road
  - Engineering for wastewater plant expansion and improvements (**\$1,050,000** in the Proposed FY2024 CIP)
  - Planning for the water plant reconstruction in FY2027 and FY2028 which has an estimated cost of **\$12,000,000**.
  - Engineering (in Proposed FY2023 CIP at **\$250,000**) and construction (in Proposed FY2023 CIP of **\$900,000**) for wastewater plant bar screen.





# Transportation Sales Tax Fund





# TRANSPORTATION SALES TAX FUND

## Sales Tax Overview

- The Transportation Sales Tax is a 0.5% (half-cent) special sales tax that became effective July 1<sup>st</sup>, 1989 (per Section 140.120).
- The Transportation Sales Tax was authorized by voters to have no expiration or until repealed by the Board of Alderman (per Section 140.120).
- The sales tax is to be used for the purpose of constructing, reconstruction, repairing, and maintaining streets, sidewalks, trails, City owned parking lots, and bridges within the City

## 2021-2022

### Key Projects In Progress and Completed

- City was awarded APWA KC Metro Chapter “Project of the Year” in the Small City / Rural Community Category for Downtown Streetscape Phase II
- Continued to maintain clean and tidy downtown and neighborhood streets with street sweeping program
- The 2021 Street Maintenance program funded mill and overlay repairs for streets in the following subdivisions:
  - Coulter Addition Streets
  - Rock Creek Subdivision
- The 2022 Street Maintenance program funded mill and overlay for:
  - Tillman Road
  - Hospital Drive

# TRANSPORTATION SALES TAX FUND



*Transportation Sales Tax provides funding for the annual mill and overlay program to repair and rehabilitate streets with a low PCI (pavement condition index)*

## 2023 Discussion Points

- Continuation of Annual Sidewalk Program (**\$25,000** in Proposed FY2023 Budget)
- Continuation of Annual Striping Program (**\$25,000** in Proposed FY2023 Budget)
- Consideration of the FY2023 – FY2027 Capital Improvement Plan which includes the following proposed projects in FY2023:
  - FY2023 Street Maintenance Program (**\$200,000** in FY2023)
  - 4<sup>th</sup> Street Terrace Road repairs following utility improvements (**\$150,000** in the Proposed FY2023 CIP)
  - Commercial Street Sidewalks – Design/Engineering (**\$150,000** in the Proposed FY2023 CIP)
  - Quincy Boulevard – Mill and Overlay (**\$100,000** in the Proposed FY2023 CIP)
  - Commercial Street Sidewalks – Construction (**\$750,000** in the Proposed FY2023 CIP)
  - Commercial Street Sidewalks – MARC Reimbursement (**\$500,000** in grant revenue in the Proposed FY2023 CIP)



# Capital Improvement Sales Tax Fund





# CAPITAL IMPROVEMENT SALES TAX FUND

## Sales Tax Overview

- The Capital Improvement Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on April 3<sup>rd</sup>, 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 31<sup>st</sup>, 2038 (20 years).
- The sales tax is to be used for the purpose of funding, financing, operating, and maintaining capital improvements.
- The primary obligation of this sales tax is to pay outstanding debt service first. Leftover cash is utilized for capital projects.

## Key Projects - Completed

- Projects completed in this fund since the April 2018 election include:
  - Amory Road Improvements
  - 2nd Creek Road Bridge
  - 180<sup>th</sup> Street Trail
  - Commercial Street Sidewalks
  - Main Street Walking Trail
  - Downtown Streetscape Phase I & II

## Projects: In Progress & Planned

- Downtown Streetscape Phase III (Bridge Street) Design (in 2022)
- Downtown Streetscape Phase III (Bridge Street) Construction (in 2023)
- Annual Transfer to Debt Service for GO Debt (Series 2018 & Series 2019)

# CAPITAL IMPROVEMENT SALES TAX FUND



*Downtown Streetscape Phase III will continue to build off the work completed in Phase II near Heritage Park*

## 2023 Discussion Points

- Bid construction for Streetscape Phase III (Bridge Street) in Spring 2023 with anticipated completion in Fall of 2023
- MARC Grant received from the construction of Streetscape Phase III
- Consideration of other future projects in FY2023 – FY2027 Capital Improvement Plan
  - Quincy Boulevard & Owen Street – Reconstruction (**\$150,000** in FY2023)
  - Sidewalk – 2<sup>nd</sup> Creek Bridge to Hwy 169 – Engineering (**\$150,000** in FY2024)
  - Sidewalk – 2<sup>nd</sup> Creek Bridge to Hwy 169 – Construction (**\$500,000** in FY2025). Project contingent on approved MARC reimbursement of **\$300,000** in FY2025.
  - 1<sup>st</sup> & Bridge Street Round-A-Bout – Engineering (**\$250,000** in FY2025)
  - 1<sup>st</sup> & Bridge Street Round-A-Bout – Construction (**\$900,000** in FY2026). Project contingent on approved MARC reimbursement of **\$600,000** in FY2026





## Park and Stormwater Sales Tax Fund



# PARK & STORMWATER SALES TAX FUND

## Fund Information

- The Park and Stormwater Sales Tax is a 0.5% (half-cent) 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 31<sup>st</sup>, 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.

## 2021-2022

### Key Projects In Progress and Completed

#### Parks & Recreation

- Completion of Parks & Recreation Master Plan
- Completion of Diamond Crest Park (including Playground, Sidewalk, and Fencing).
- Park Name Signage (All City Parks Included)
- Completed RTP grant application for Diamond Crest Trail (Phase I) to connect Diamond Crest to Lake Meadows

#### Stormwater

- Adopted the Storm Water Management Plan in December 2021 (Resolution 1006) to increase public education, public outreach, public participation, as well as increasing detection efforts on illicit discharge, mitigating construction site runoff, and preventing storm water pollution



# PARK & STORMWATER SALES TAX FUND



## 2023 Discussion Points

### Park & Recreation

- Implement Year 2 of the Parks & Recreation Master Plan -> Update the Playground at Emerald Ridge Park
- Consideration of FY2023 – FY2027 5 Year Capital Improvement Plan for fund

### Stormwater (Public Works)

- Begin work on the Stormwater Master Plan (in 2022) and pursue plan completion in 2023
- Complete staff training and enhance public education on the enforcement of NPDES (National Pollutant Discharge Elimination System) regulations

# SANITATION FUND



*New GFL (Green For Life) trucks are bright green and easily recognizable*

## 2021-2022 Key Accomplishments

- Negotiated a new Solid Waste services contract with GFL (Green For Life) including
  - Implementation of a Senior Trash Discount Rate (15% discount off the standard rate)
  - Decreased standard monthly trash rate (from \$19.90 to \$18.37)
  - Retained 2 city wide bulky item pick-ups
  - Introduced electronic waste event and shredding recycling event
  - Introduced a cardboard recycling drop-off downtown
- City held Household Hazardous Waste Program in September 2021 and collected 14,873 pounds of materials
- City hosted E-Waste and Shredding event in April 2022 and collected 858 pounds of electronics and 11,550 pounds of recyclable paper



# 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: 1<sup>st</sup> Discussion (**August 16<sup>th</sup>**)
- FY2023 Operating Budget and 5 Year CIP Review: 2<sup>nd</sup> Discussion If Needed (**September 6<sup>th</sup>**)
- Adopt FY2023 Budget on 2<sup>nd</sup> Reading (**October 18<sup>th</sup>**)

