



City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

September 20, 2022

6:00 p.m. – City Hall Council Chambers and Via Videoconference

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 via Zoom, please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

1. Call to Order
2. Discussion - Enforcement of Chapter 235 – Dog and Cat Regulations
3. Discussion of Potential Ballot Initiatives
4. Adjourn

Join Zoom Meeting
<https://us02web.zoom.us/j/83323665328>

Meeting ID: 833 2366 5328
Passcode: 550301



	<div>STAFF</div> <div>REPORT</div>
Date:	September 15, 2022
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Enforcement of Chapter 235 – Dog and Cat Regulations

[Chapter 235](#) of the City of Smithville Municipal Code outlines Dog and Cat Regulations, including the option of operating a City pound and contracting with organizations to perform duties necessary for the enforcement of the Chapter.

This section specifically outlines regulations for licensure of dogs; limitations relating to number of animals kept; abandonment; running at large; excessive animal noise; vicious dogs; and impoundment.

The Police Department provides primary response to enforcement of the code. The majority of responses are related to dogs running at large. Dogs at large within the city limits are collected and are housed at the facility located on water treatment plant property. Once a dog is taken to the pound it is housed in the in-take facility for observation. The dog is held for ten days, or until claimed by the owner. During this time any obvious medical needs are addressed. Once the ten-day period has expired, the dog is moved to the main pound building and is available for adoption. All dogs are brought up to date on vaccinations and are spayed or neutered before adoption as well as microchipped.

Response to vicious dogs or dog bites represent on average one to two occurrences per year at most. By ordinance any dog that bites a human is required to be quarantined for a 10-day observation period. This can be done at a vet of the owner's choosing, or at the City pound. Once the 10-day period has expired, the dog can be returned to the owner, assuming there are no signs of illness. The process of issuing citations is handled through the court system like any other ordinance violation.

As the Board is aware, the City currently works with a nonprofit, Friend's of Megan's Paws and Claws (FMPC), to provide support to the facility and impounded animals.

The original Megan's Paws & Claws facility was built in 2010 with monetary and in-kind donations from the community. Funding and donations for this project were spearheaded by Tom and Lori Kissinger, Megan's parents.

In 2017-2018 a smaller intake facility was constructed with City funds. This facility provides the ability to separate new dogs to insure they are not ill and provides space to quarantine aggrieve dogs that had been impounded. The intake facility also provides

space to bath dogs as needed, something that couldn't be done at the old facility since it wasn't plumbed.

An administrative coordinator in the utility division of public works also works with the Police Department in providing care of the animals. This position has also worked with Megan's Paws and Claws and Friends of Megan's Paws and Claws (FMPC) to coordinate adoption of unclaimed dogs. Approximately 25-30 per year are adopted.

In late 2021, and into early 2022, a group of local citizens were seeking ways to help Megan's Paws & Claws and volunteer to help the dogs taken in. This group became The Friends of Megan's Paws & Claws, and has since filed paperwork for 501c3 status. This group helped fund a new hot water heater for the intake facility, and gathered donations of food, blankets, and other necessities. Volunteers from this group has helped to walk and foster dogs while they await adoption. It is staffs desire to continue this relationship into the future.

Attached are impound statistics from 2019 through 2022 year-to-date as well as police calls for service related to animal concerns by time and day of the week from 2018 through the end of August 2022. On average, 6 to 7 dogs are impounded a month, with most returned to owner or adopted in less than 30 days. Police response for calls reach a peak between the hours of 8 a.m. and 8 p.m., with the most responses around 4:00 p.m. The most calls were logged on Fridays.

The Water Master Plan, completed in 2018, outlined a need for expansion of the Water Treatment Plant in the next decade in order to provide water capacity needs as the community grows. Because the existing buildings are in the footprint of the Water Treatment Plant, expansion of the plant will affect the pound buildings.

Mayor Boley, Police Chief and City Administrator met with family of MPC namesake, have had several meetings/discussions with representatives of Friends of MPC and met with a local veterinarian to begin examining animal control needs and services in the future to enforce Chapter 235.

Based on ongoing city needs and priorities, staff recommends that a Request for Qualifications (RFP) be issued for animal care and housing services to meet the requirements of Chapter 235. Elements of a potential agreement with a provider would include observation and care of dogs collected in the city limits for running at large or vicious dogs. It is anticipated that care would include medical assessment, care and observation, including behavioral observation to determine suitability for adoption. Coordination of return to owners would also be included. In instances where a dog is not returned to the owner, coordination of adoption would be provided. An RFQ and evaluation process would anticipate cooperation and coordination with MPC and FMPC in the adoption process.

Staff is looking for feedback from the Board of Aldermen on this proposed process in order to move forward in determining the best way of implementing Chapter 235 with proposed land use changes and based on organizational priorities.


Megan's Paws & Claws Dog Pound Impound Numbers				
	2019	2020	2021	2022 (Jan-Aug 31)
Animal Calls for Service	362	262	221	207 to date (310 projected for year)
Impounds Total	125	63	46	54 (4 dogs currently in shelter)
Returned to Owner	96	45	37	33
Adopted	24	14	7	17
Euthanized	1 (Sick)	0	0	0
Rolled into next year	4	4	2	
Avg # of dogs /day (Total # divided by 365)	0.34	0.17	0.13	
Avg # of days per Impound	3	13.7	4.6	11.32
# of Dogs impounded over 30 days	0	3	3	0
# of Dogs impounded over 60 days	0	1	0	0
# of dogs impounded over 90 days	0	1	0	3
# of dogs impounded over 180 days	0	1	0	0

Animal Calls From 01/01/2018 to 08/31/2022
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CFS Hour

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
0000	2	2	1	1	0	1	2	9
0100	0	2	0	1	5	3	0	11
0200	0	0	1	0	2	1	1	5
0300	2	2	0	2	0	2	0	8
0400	1	3	1	0	0	1	0	6
0500	2	2	0	1	0	4	1	10
0600	1	6	6	0	2	5	5	25
0700	7	13	3	10	9	12	6	60
0800	13	17	11	18	9	14	7	89
0900	3	13	12	12	15	13	14	82
1000	11	11	12	19	11	12	15	91
1100	6	7	11	11	17	20	7	79
1200	13	9	7	11	17	9	11	77
1300	13	14	18	17	6	11	12	91
1400	12	14	11	13	6	13	8	77
1500	7	22	11	8	14	16	11	89
1600	9	12	12	23	22	22	9	109
1700	10	11	10	12	17	11	11	82
1800	9	12	11	15	9	16	14	86
1900	10	11	14	11	9	8	14	77
2000	8	7	10	8	11	9	20	73
2100	4	4	6	8	7	9	10	48
2200	2	5	5	4	7	5	8	36
2300	1	1	2	6	5	7	2	24
Totals	146	200	175	211	200	224	188	1,344

Peak Times

	<div>STAFF</div> <div>REPORT</div>
Date:	September 16, 2022
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Potential Ballot Initiatives

As has been discussed over the last several months, multiple facility needs have been identified to be addressed in the coming years. In addition to facility needs, ongoing operational and staffing needs require planning and financial resources over the coming years.

At the May 2022 Governing Body Retreat/Financial Summit, the Board of Aldermen reviewed these needs, potential financing options and provided direction to staff to begin to develop a plan to bring information for review this fall relating to potential ballot initiatives to address these needs. At the retreat, a police facility was discussed as a priority need.

Needs

Facilities

The current police facility is not sufficient to provide for the police needs of a growing community. Existing space in City Hall lacks meeting and storage space, secure areas for prisoner holding and processing, adequate space to conduct private interviews and evidence storage. In recognition of these needs, the Board contracted with Treanor HL last year to conduct a space needs assessment and conceptual design. This work resulted in plan concepts for a station constructed on city-owned land at the corner of Second Creek Road and Highway 169. The estimated cost is approximately \$16 million including construction, technology and furnishings.

As with police, the current street facilities are not sufficient to meet the needs of existing service provision and lacks space. As expansion of the water treatment plant is envisioned, location of the streets department on the water treatment plant site becomes more difficult. The Parks and Recreation Master Plan outlines significant development of Smith's Fork Park and current facilities lack space to support those expansions. Covered space for equipment is also lacking in both departments. Bartlett and West and WSK conducted engineering design work for a combined Parks and Recreation and Public Works operations facility on the site of the existing Parks and Recreation space at Smith's Fork Park. The estimated cost is approximately \$10 million.

Surveys, community input and ongoing discussion has highlighted a strong desire for a community center/aquatics center. In 2018, staff worked with the YMCA to conduct a feasibility analysis, which indicated a strong desire, but an inability to support such a

need at that time. Construction estimates at that time were \$15 million with annual operating expenditures estimated at \$1.5 million. The Parks and Recreation Master Plan, completed in 2021, also identified a desire for a facility, but noted that a facility is not financially viable or feasible with the current population. The Master Plan estimated cost to construct a facility at \$20 million.

As noted earlier, at the retreat the Board expressed prioritization of police facility needs while acknowledging public works and parks facility needs and a strong desire for a community center. The general consensus in discussion was that, while strongly desired, a community center is not feasible at this time as noted in the Parks and Recreation Master Plan.

Initial estimates of combined costs for police and a joint public works/parks facility exceed what could be funded through financing options outlined later in this memo. This summer, staff began looking at the plans for both facilities to determine ways to reduce costs.

Revised cost estimates for a police facility based on current projections which take into consideration the inflationary increases project a cost in FY2024 of \$16.5 million.

Staff worked to identify elements which could be eliminated in construction in order to reduce the total project cost. These include: removal of community room (estimated savings of \$750,000); removal of fitness area (estimated savings of \$450,000) and removal of the vehicle/large evidence storage area (estimated savings of \$200,000).

In total, these changes could result in an estimated savings of \$1.4 million. Staff would caution changes as future addition of these spaces would come at a cost greater than the estimated current savings.

In July, representatives of the United States Army Corps of Engineers (USACE) contacted staff about the possibility of using space in the existing Jerry Litton Visitor's Center. Staff has met with USACE representatives several times and toured the facility. Following these discussions, a general agreement has been reached between staff and USACE for use of one area of the facility for administrative office space for parks and recreation and public works functions which work closely with USACE and a second area for educational, meeting and multipurpose use.

Use of this space would provide several advantages, including combining administrative space of these two departments, allowing for administrative support of both departments by a single employee; coordination with USACE staff on park and water supply issues; providing training and educational spaces for staff and the public.

Discussions regarding cost of renovation, timing and operational costs are ongoing.

Based on this discussion, staff recommends the \$200,000 budgeted in FY2022 be used for design of a public works/parks and recreation facility be used for renovation of the Litton Center for use by these administrative functions. Work with USACE on this project is ongoing.

This plan would leave the need for covered space for departmental equipment and locker room and other indoor space needs for public works and parks and recreation operations unmet. Staff has explored options for a scaled-down plan for this space, making use of a metal building solution. The revised plan would include a facility that would provide needed employee facilities, equipment storage for those pieces of equipment that must be garaged indoors (street sweeper, crack seal machine, mowers, etc.) Improvements would also include a salt storage facility. The facility would be built for future expansion. Preliminary cost estimates are around \$3 million. The current parks office would allow space for maintenance supervisory staff in both public works and parks and recreation.

Staffing

As the city grows and service expectations continue to expand, additional staff will be necessary to support current and new programs. At the retreat, a number of staffing needs were reviewed. The memo provided as retreat background on staffing needs attached. The FY2023 budget includes funding for two new general fund positions: a street maintenance employee and parks and recreation program coordinator.

Future staffing for the Police Department will be a priority with or without a new facility, but the need for administrative support is highlighted with a new facility. At the retreat, needs for a part time evidence technician as well as a police records clerk were identified. In the past, sworn officers assumed evidence duties as an additional responsibility, often taking an officer (sometimes more than one) off the street for hours at a time. This past year, the Clerk/Prosecutor's Assistant has taken on these responsibilities, along with some assistance of a retired officer working about 40 hours per month. Addition of a police records clerk will be essential when a new police facility is open. A minimal clerical staff of two full-time employees will be needed. This second clerk could handle records requests, duplication of videos, answering phone calls, and assisting citizens in the lobby. Having two clerks would ensure that the front window would be covered during operating hours and would provide the necessary staffing to ensure security of evidence. As the community grows so do calls for service and expectations of our police department. Current calls for service are trending on a path to return to pre-COVID levels. Addition of two police officers is recommended in the near future.

Estimated cost for immediate police needs (including salary and benefit costs):

Records Clerk	\$ 66,000
2 Officers (\$74,000 each)	<u>148,000</u>
	\$214,000

Ongoing Operational Costs

As outlined in the attached memo provided for the retreat, increasing operating costs is affecting departments throughout the city as are technology and equipment needs.

Operating costs (not including personnel or capital expenditures) total roughly \$400,000 per year.

The Board has already taken action to provide financial resources by reducing the General Fund Balance requirement to 25% from 40% - this provides some additional resource capacity to address budget needs, but identification of additional revenue sources would provide additional resources to continue to provide current level of services.

Funding Alternatives

The attached memo was provided as part of the materials for the retreat and outlines potential streams of revenue to support priority needs.

Mill Levy – Property Tax

The city currently has approximately \$21.8 million in general purpose debt authority. The 2022 assessed valuation, which was recently issued by the County Assessor increases that authority to \$23.7 million. Per the City's financial advisors, Piper Sandler, the associated property tax required to repay bonds is estimated at between 0.60 and 0.63 mills. Any issuance of debt comes with associated financing costs.

Sales Tax

The City's sales tax levying authority is established by Missouri State Statute. The City of Smithville has statutory authority to levy four sales tax types as outlined below. Any sales tax levy must be approved by the voters. Voters have previously approved a 1% general purpose sales tax and 0.5% sales taxes for capital improvements, transportation and parks and stormwater. The City has 1% remaining of general-purpose sales tax authority.

Type of Sales Tax Levied by City of Smithville	RSMo Authority	City of Smithville Voter Approved Rate
General Sales Tax	2.000%	1.000%
Capital Improvement Sales Tax	0.500%	0.500%
Transportation Sales Tax	0.500%	0.500%
Parks & Stormwater Sales Tax	0.500%	0.500%

A 1% sales tax generates approximately \$1,250,000 annually; .5% sales tax generates approximately \$625,000 annually.

Ballot Initiative Requirements and Election Timeline/Process

Sales tax questions require a simple majority; bond issuance requires a two-thirds (66.6%) majority. Voter approval of a general obligation bond issuance provides authority for the Board of Aldermen levy a tax sufficient to pay debt service on those bonds.

Municipal questions may be placed on the ballot in April or November. April ballot language must be certified by late January of the election year and November ballot language must be certified by late August of the election year.

Community Education Process

City, elected officials, and staff may not campaign or fund a campaign for a ballot question. However, public education is allowed and appropriate.

If an initiative is placed on the ballot, staff would recommend a public education process that would include:

- Creation of a citizen steering committee
- Creation of materials to educate the public on the question
- Scheduling of a series of meetings to provide an opportunity to present the educational information

Recommended Funding Approach

Given the identified needs and Board direction at the Retreat, staff recommends the following ballot questions be considered:

- Issuance of general purpose bonds to fund facility needs (a final number would need to be identified to cover construction estimates, potential inflationary increases and costs of issuance, but the debt authority is estimated at \$23 million).
- Approval of 0.5% general sales tax to support police operations (this would provide approximately \$625,000 in revenue annually)

Board Discussion/Direction


Staff is seeking Board discussion relating to support for ballot questions. Should the Board wish to proceed, staff requests direction relating to timing of election. Staff would then refine actual ballot language to bring to the Board for action based on election timing. Additionally, a process for voter education would be refined and provided for Board review.



FLOOR PLAN - DAY 1 COMMUNITY ROOM A1
0 4 8 16 1/8" = 1'-0"



FLOOR PLAN - FUTURE COURTROOM A2
0 4 8 16 1/8" = 1'-0"

	<div>STAFF</div> <div>REPORT</div>
Date:	May 25, 2022
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Retreat Discussion: Operational Needs/Considerations

A variety of expenditure considerations have been taken into consideration in development of the initial FY2023 budget. These are outlined below.

Current Economic Trends – Increasing Costs

A consistent theme has emerged: the effect of increasing costs on the ability to continue to provide the level of services to which residents are accustomed. As with residents, budgets in all city departments are affected by increasing costs.

- Annually, the city spends \$75,000 on and diesel fuel and unleaded gasoline directly related to providing city services. Increases in these costs put a stress on department operational budget levels.
- Increasing fuel costs also indirectly effect the cost of contracts.
- Materials costs (asphalt, concrete, water/sewer materials, chemicals, pumps and motors) are increasing significantly, reducing the volume of what can be done with static budget levels. Maintaining current operational funding for maintenance due to material cost increases *reduces* the amount of work completed on mill and overlay, cured in pipe place, waterline replacement, pavement striping, sidewalk repair and crack sealing projects.
- Utility costs for gas and electricity affect building operations budgets.
- Rising electric costs increase the cost of streetlights.

Technology Support

Reliance on technology comes at a cost. Annual replacement of computers, laptops and technology devices are ongoing. Also driving annual expenditure costs are the maintenance service and licensing agreements to support the technology systems that support city functions, and these contracts typically increase on an annual basis.

- Most notably, and at the highest cost, is the Tyler Technologies INCODE 9 System which houses utility billing and accounts, accounting and budget, payroll, human resources, building inspection and code enforcement technology systems.

Annual costs related to INCODE 9 operations are about \$62,000. The FY2023 Budget as presented on May 17 included upgrade to INCODE10. Maintenance costs are not anticipated to increase with this migration but still comprise a significant portion of the budget.

- The parks department also uses systems to for Smith's Fork Campground reservations, recreation registration and to facilitate payment for programs.
- The police department recently upgraded the records management system and makes annual payment for statewide law enforcement information systems.

Equipment Replacement

A comprehensive review of equipment, including inventory, use, condition, and replacement needs is currently underway. Equipment replacement has not historically been funded sufficiently or regularly. It is staff's desire to create a system through the VERF to fund replacement of equipment, but resources would be necessary. At a minimum \$50,000 annually would be required to fund equipment replacement needs.

Funding Commitments

The City has an agreement with the Corps of Engineers to lease Smith's Fork Park. This lease schedule outlines significant increases over the coming years. For many years, the payment has not been large enough to *lower the balance of the lease*, resulting in growing interest costs every year. The current balance has grown to \$1,495,148. The remaining scheduled payments include paying off that principal along with \$1,144,000 in interest costs, with payoff scheduled in 2048. The annual payment is set to double by FY2030. Below is the next 10 years of scheduled payments per the existing agreement:

FY2022	\$36,853
FY2023	\$38,701
FY2024	\$53,335
FY2025	\$56,001
FY2026	\$58,801
FY2027	\$61,742
FY2028	\$64,829
FY2029	\$68,070
FY2030	\$71,474


Staff has as a workplan item to work with the Corps to try to negotiate reductions to this lease and save interest costs in the long-term.

Other Considerations

As noted in the May 17 budget presentation, priorities outlined in the Comprehensive Plan Update may require consulting assistance. Assistance in establishing a Zoning

Overlay in the 169 South Character Area is estimated at \$25,000. Consulting services in creation of a Gateway Strategy are estimated at \$10,000.

A final area of ongoing need that has not been include in the budget and merits consideration is creation of a mechanism to address dangerous buildings. In order to demolish a property that has become a dangerous building, the process requires a substantial amount of time to prepare and conduct an evidentiary hearing. Assuming that hearing results in a declaration of a dangerous building, then the city is authorized to demolish the building. This process can be expensive, depending upon the building specifics (asbestos abatement, etc.) and requires a contractor. This work would likely range somewhere around \$35,000 for a smaller structure and more for larger structures. There are at least two buildings in the city that could be considered for a dangerous building declaration, but without funds to demolish the building, no hearing is warranted. If the Board budgeted an annual amount for demolition, it would allow staff to have the option of declaring a building dangerous and demolishing the building. The bill for demolition does become a special tax lien on the property and could possibly be partially recouped.

	<div>STAFF</div> <div>REPORT</div>
Date:	May 25, 2022
Prepared By:	Cynthia Wagner, City Administrator
Subject:	Retreat Discussion: Staffing and Employee Needs

Generally, additional staffing and other employee related costs have not been included in the initial budget as presented at the May 17 Work Session. This memo outlines organizationally identified needs over the coming years.

Staffing Needs

As the city grows and service expectations continue to expand, additional staff will be necessary to support current and new programs. Outlined below are priority and longer-term needs anticipated in the coming years.

Included in Budget as Presented May 17

One position, *Crew Leader/Shift Supervisor – Water Plant*, is included in the budget information presented May 17. Because this is a position funded by the Combined Water and Wastewater Systems (CWWS) Fund, addition of the position has been added as part of estimated cost information provided to Raftelis to be used as part of the utility rate study.

The primary factor considered in adding a second crew leader/shift supervisor is increased employee safety. Addition of this position would allow for two employees to be on shift at the water treatment plant, which is not currently the case a portion of the time. Addition of this position would also allow additional plant inspection and maintenance activities and flexibility in scheduling, enhance holiday, vacation, and sick leave scheduling.

Priority Needs

The Parks and Recreation Master Plan noted that as parks are added and programs and amenities expand, it will be critical to add staff to maintain these parks and properties to the satisfaction of the citizens and visitors. The plan outlined an immediate need to add two to three positions.

Recreation Coordinator

The purpose of this position is to assist the Recreation Manager in a variety of duties related to planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, special events and office administration duties. Survey results show that the community desires more youth and adult programming, events,

and fitness classes. In 2021 there were 1,066 participants in youth sports. Already in spring of 2022, we are at 645 youth participants. This is on pace to surpass 2021 participation levels. We have reached maximum capacity for one person in expanding programming and services while managing existing duties and responsibilities. Each added program, event or rental has the potential to bring in revenue that could help fund this position and the on-going costs associated.

Street Maintenance Worker

As the City continues to grow and add lane miles to streets and additional storm sewer, staffing needs will increase to meet the expectations of the community for street maintenance, street sweeping, snow removal and mowing.

Police Officer

Since 2017, the Police Department has had 14 patrol officers. As our community grows so do calls for service and expectations of our police department. Prior to COVID the police department saw an average increase in calls for service of 3.8% per year. Current calls for service are trending on a path to return to this average increase.

Over hiring of police officers is another option to address these needs. Once fully staffed, Chief and the City Administrator would review the budget and needs to explore hiring additional officers beyond the budgeted staffing level.

Parks Maintenance Worker

Three full-time maintenance workers currently maintain all parks and park facilities. The department also relies heavily on part-time park maintenance workers to make it through the summer. For the past four years we have seen a decline in the number of applications for part-time workers. The 2022 National Parks and Recreation Association reports that staff levels on average total 8.9 FTE per 10,000 residents. This would benchmark Smithville at about 8-10 staff in the Parks and Recreation Department. Currently, the department has five full-time employees, three seasonal staff and multiple employees to support recreation programs (umpires and referees). Taken together, Smithville levels are still below the average per 10,000.

Longer Term Needs

Part-Time Code Enforcement Officer

As the city grows, so do the code enforcement obligations. Adding a part-time officer will allow the city to continue to improve the aesthetic appearance of buildings and nuisance reduction in accordance with the citizen surveys.

Part-Time Administrative Assistant – PW

Currently administrative support of the Public Works Department is provided as part of two positions: a part time administrative assistant in the streets division and the

utilities administrative assistant. In addition to administrative support of the utilities division, this position provides support to the dog pound.

Animal Control

At the May 3 work session, Friends of Megan's Paws and Claws requested that an animal control position be added. In 2021, there were 221 total calls for service related to animals, with 46 total impoundments. This workload, when compared to other organizational priorities, does not indicate to staff a need for a full-time position.

- Staff recommends that these needs be addressed by merging the role of the existing part-time administrative assistant in the street division with duties of the current administrative assistant in the utilities department to fill one full-time position. The animal control duties of the administrative assistant in the utilities department are then recommended to be combined with code enforcement duties to create a full-time position focused on code enforcement and animal control.

Part-Time Police Evidence Technician

In the past, sworn officers assumed evidence duties as an additional responsibility, often taking an officer (sometimes more than one) off the street for hours at a time. This past year, the Clerk/Prosecutor's Assistant has taken on these responsibilities. A need for part-time position would provide for backup coverage.

Police Records Clerk

This position will be essential when a new police facility is open. A minimal clerical staff of two full-time employees will be needed. This second clerk could handle records requests, duplication of videos, answering phone calls, and assisting citizens in the lobby. Having two clerks would ensure that the front window would be covered during operating hours.

Utility Lab Technician

As the city grows and the wastewater treatment plant is expanded, a full-time Lab Tech will be required. Missouri Department of Natural Resources will require additional testing and monitoring of the plant systems to ensure appropriate treatment before releasing the effluent into the Little Platte River.

Building Inspector

The rating system of our building code enforcement from ISO is based, in part, upon the ability of inspectors to complete all the work needed based upon the number of permits issued. The general rule is that one inspector can perform inspections on up to 65 single family homes and inspections on the other general permits (electrical, plumbing, fence, etc.) in one year. The increase in commercial projects would effectively reduce the overall number of single-family permits to base this upon. On average, commercial projects involve 2.5 times the number and duration of inspections

compared to a residential permit. Our rating would drop if our next audit was for a year where we exceeded this ratio of 65 permits. This new position would be warranted when the total number of building permits exceeds 130 per year, giving a weighted factor to commercial permits. Based upon growth projections, this position would likely be needed at or near the next ISO audit, which will be in 2025. If construction accelerates beyond these numbers sooner, it may become necessary to add staff at that time.

Facilities Maintenance Technician

A current need exists for a staff position to plan maintenance, make minor repairs, coordinate and manage contractors and keep systems in all city facilities in working order. With no currently identified staff, the responsibility for monitoring service and condition of HVAC, plumbing, electrical, and building maintenance has fallen to whoever identifies a problem. This leads to inconsistency in maintenance and service schedules.

GIS/IT Technician

This position is necessary to maintain the GIS system once consultant work to create the base system is complete and to continue to add new infrastructure and attributes to the GIS system. This position will assist with mapping, project development, infrastructure maintenance, asset management and work orders. Ideally, this position would also serve as information technology support to city-wide technology needs.

Communications/Public Relations Coordinator

A longer term need as the community grows and services increase, is the need for an identified person to coordinate communications and public relations will be necessary to provide a unified message and coordinate social media presence, city website, citizen newsletters and other communications. Currently, responsibilities for communications rest with several positions throughout the organization, and centralizing communications in one position would provide for unified messaging and content.

Utility Inspector or Engineering Technician

This position would assist in developing and managing projects, keeping physical GIS survey information updated, as we receive grants, Federal and State, the inspection and documentation for these projects requires / necessitates additional staffing during construction. LPA (Local Public Authority) projects will pay for contract administration/ inspection. These costs are typically 15% of the construction cost and will pay for the position.

Implementation of Compensation and Classification Study

Salary Adjustments

The primary recommendations of the study, which was completed late in 2021 and presented to the Board in January, were implemented in February. Included in those recommendations was creation of a pay range system placing specific jobs in ranges to create internal equity within the organization at market-competitive rates.

Implementation of the range system included adjusting all employee salaries to the minimum of each range. Employees who were already within the proposed pay range received an adjustment of 3% to their salaries. Increasing salaries also has an impact on benefits provided to employees. The full cost to implement the range adjustments was approximately \$180,000.

Leave Time

The study also recommended changes to the vacation and sick leave accrual structure as well as evaluation of leave time (including addition of a floating holiday, vacation buy-back options and mandatory vacation). Staff is working to update the Employee Handbook to implement such policies. The Board will receive these recommendations this summer as part of budget development.

Other Issues/Areas of Concern

Compensation

The initial 2023 budget as presented includes funds for a 3% adjustment to employee compensation. This likely is not sufficient to address ongoing recruitment and retention efforts. Ideally, an adjustment to ranges based on the consumer price index would occur with budget implementation and an additional merit-based increase would occur during the evaluation process in May.

Employee Retirement Programs

The city participates in Missouri LAGERS defined benefit retirement program. Both the City and employees contribute to this retirement system, which includes a 1.5% multiplier upon retirement. Benefits are based on a calculation of the multiplier multiplied by final average salary and years of service. Our benefit level is lower than many area communities. Costs to make changes to the retirement system could range from \$115,000 annually to almost \$2 million.

The city also provides an optional deferred compensation plan for employees. Currently 8 employees participate in this plan. The city does not match employee contributions.

	<div>STAFF</div> <div>REPORT</div>
Date:	May 25, 2022
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Subject:	Potential Financing Solutions

In preparation for the retreat and ongoing discussions with the Board, numerous operational, personnel and facility needs have been identified. These will require significant financial resources to fund. This staff report outlines the potential financial solutions which can provide new streams of revenue to support Board-identified priorities.

Sales Tax

The City's sales tax levying authority is established by Missouri State Statute. The City of Smithville has statutory authority to levy four sales tax types as outlined below. Any sales tax levy must be approved by the voters. Voters have previously approved a 1% general purpose sales tax and 0.5% sales taxes for capital improvements, transportation and parks and stormwater. The City has 1% remaining of general-purpose sales tax authority.

Type of Sales Tax Levied by City of Smithville	RSMo Authority	City of Smithville Voter Approved Rate
General Sales Tax	2.000%	1.000%
Capital Improvement Sales Tax	0.500%	0.500%
Transportation Sales Tax	0.500%	0.500%
Parks & Stormwater Sales Tax	0.500%	0.500%

A 1% sales tax generates approximately \$1,250,000 annually.

Property Tax – General Levy Limit

Property tax authority is similarly set by statute. RSMo 94.250 limits the maximum general operating levy rate a city of the 4th class may levy at 1.000 general operating levy rate.

Property tax rates are set to limit revenues to that generated from new construction only, with an allowance for CPI. Currently, the City of Smithville levies a 0.4126

general operating levy rate, all of which provides revenue to the General Fund. This rate generates approximately \$899,000 annually.

Statute further allows levy of an additional 0.300 levy for general municipal purposes. This additional levy is not to exceed four years and can be reapproved in four-year increments.

Debt Levy

Aside from the levy for general municipal purposes, Cities are allowed a debt levy to fund costs associated with repayment of bonds issued for public purpose projects. While a debt levy does not have a specified ceiling, the debt limit determines the amount a City may borrow.

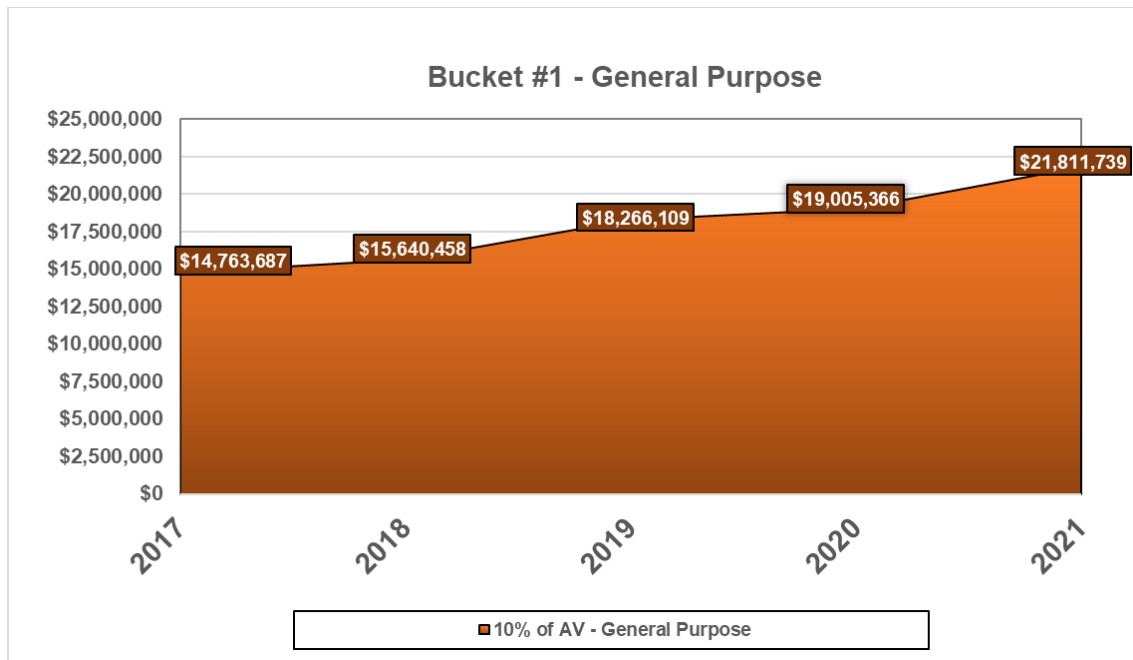
Park Tax Levy

Aside from the ability to have a general levy and debt levy, there is another type of levy which exists. State statute outlines the ability for a City to establish an annual tax levy specifically for the maintenance of parks. Per statute, these funds must be kept separate from other funds of the city and are administered by a governing body appointed board. The statute outlines a maximum rate of that the levy shall not exceed 0.200. As noted earlier, the City's current rate of 0.4126 (\$0.4126 cents per one hundred dollars of assessed valuation) generates about \$899,000. Using the current assessed valuation of \$218 million for the city, a maximum park levy tax rate of 0.200 would generate about \$436,000 annually. Like the general operating levy, a park tax levy is subject to the Hancock Amendment and growth is limited to new construction and CPI only.

City Debt Limitations and Actual Capacity

The City's debt limitation and capacity is a primary factor in determining how much debt may be issued for large scale capital improvement projects. Missouri cities have debt issuance limits for General Obligation debt which are set by the Missouri State Constitution. In thinking about these debt limits, it is helpful to think through this issue in terms of "two buckets."

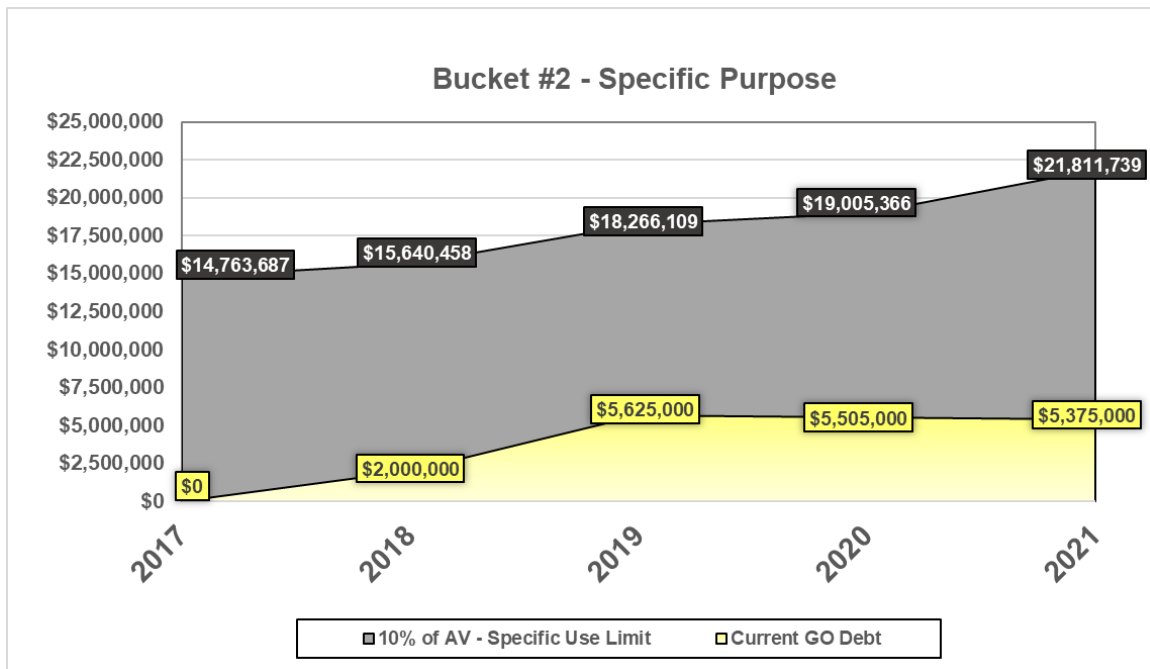
- **First Bucket:** In thinking about debt limits, consider a first bucket which is established for "general purpose" debt. The City debt limit established for general purposes is limited to 10% of a City's assessed valuation, which in Tax Year 2021, was equal to about \$21.8 million. Proceeds issued for this debt can be used for any municipal purpose. Please see the chart on the next page (with orange background). This chart indicates how the limit has changed for general purpose use as assessed valuation has increased over time.



- **Second Bucket:** In thinking about debt limits, consider a second bucket which is established for more specific municipal uses. Under Article VI, Section 26(d), a Missouri City is allowed to increase a debt limit by an additional 10% of assessed valuation for the purpose of “acquiring rights-of-way, construction, extending, and improve streets and or sanitary/storm sewer systems”. Under Article VI, Section 26(e), a Missouri City is allowed to increase the debt limit by an additional 10% of assessed valuation (totaling 20% of assessed valuation) for the purpose of “purchasing or constructing waterworks, electric, or other light plants to be owned exclusively by the City”.

Therefore, this second bucket can include financing for the purposes of streets, stormwater, waterworks, or electric/light purposes. This provides the City with another \$21.8 million in debt limit. Together, both buckets combine to give a total debt limit of 20% (10% from each bucket) of assessed valuation, which is equal to approximately \$43.6 million. However, the actual capacity of the City must include an analysis of current outstanding General Obligation debt. Currently, the city has current outstanding General Obligation debt in the amount of \$5,375,000. This reflects the balance of debt related to the 2018 voter approved issuance which provided funding for the following:

- Amory Road Improvements
- Second Creek Road Bridge Improvements
- 180th Street Trail
- Commercial Street Sidewalks
- Main Street Walking Trail
- Downtown Streetscape Phases I and II



In the graph above, current outstanding GO debt is shown in yellow. This debt was issued in 2018 and 2019 and has been declining since that time as the City has made principal and interest payments. Through this chart, one can conclude the City has approximately **\$16.4 million** in available capacity in this second bucket.

Together, the total capacity is as follows:

Bucket #1 Capacity (General Purpose)	\$21.8 million
Bucket #2 Capacity (Streets, Sanitary/Storm Systems, Waterworks, Electric, Light Plants)	\$16.4 million
Total Capacity in 2 Buckets	\$38.2 million