

**FY2024
Department Review**

**Board of Aldermen
Work Session
May 16, 2023**



Department Review



- The department review is an opportunity to highlight **recent accomplishments** and **successes** and identify the **future goals** and **needs** of departments.
- A high-level budget summary indicating the categories of allocated expenses of each department and a department organizational chart are included in the presentation.

ADMINISTRATION

Department Structure



2022-2023 Key Accomplishments

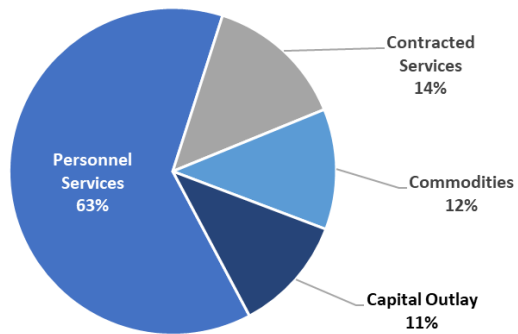
- Continued partnership with Smithville Main Street.
- Board of Aldermen adopted the Economic Development Incentives Policy in August 2022 prepared by the Economic Development Committee.
- Communication & Training Enhancements
 - Bi-Monthly Citizen Newsletters
 - Implementation of the Big Takeaways
 - Communications Campaign for Citizen Newsletter Results
 - “Did You Know” Article Produced Weekly
 - Website Redesign with Municipal CMS
 - Information on Social Media about Upcoming Board of Aldermen Agendas
 - Increased number of training opportunities for employees
- Administered the second year of the Neighborhood Beautification Grant Program
- Supported and enhanced the Employee Wellness Program
- Completed Wayfinding Signage and Design Guidelines project (\$10,000 reimbursed to the City through the ARPA Tourism Grant) and Server Replacement project (2 servers).

ADMINISTRATION

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$439,540
Contracted Services	\$97,490
Commodities	\$83,500
Capital Outlay	\$80,400
Capital Improvements	-
Grand Total	\$700,930

Admin Operating Budget - \$700,930

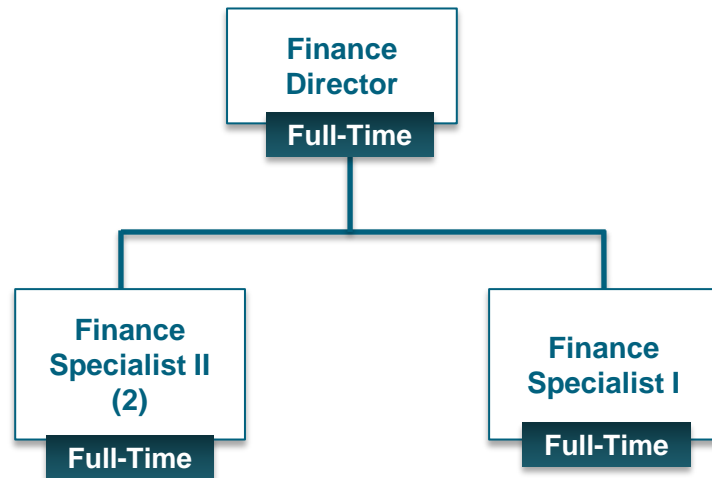


2024 Discussion Points

- Smithville Main Street contract and agreement with Chamber of Commerce.
- Neighborhood Beautification Grant (\$25,000 in FY2024 Proposed Budget)
- Establishing a Laptop Replacement Program (annual replacement of specific laptops each year).
- Establishment of a Citizens Academy
- Wayfinding Signage
- Employee Relations
 - Wellness Program
 - City-Wide Focus on Training
 - Compensation and Merit Pool
 - Retirement Enhancements
- Website Enhancements

FINANCE

Department Structure



2022-2023 Key Accomplishments

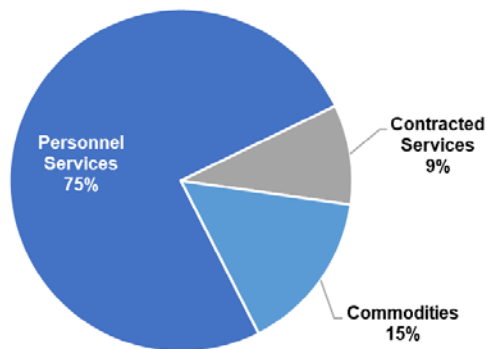
- Received the GFOA Distinguished Budget Award for the FY2022 Budget Document (4th straight year).
- Implemented Positive Pay ACH and check fraud program which prevents check washing/fraud and potential ACH fraud.
- Implemented a senior citizen 15% discount for the monthly water and wastewater fixed charge during the FY2023 Budget Process.
- Created a “Completed CIP Projects” page on the public website which showcases major projects completed over the last 4 years.
- Worked to promote the use of digital utility billing by email which resulted in an increase in the percentage of utility customers receiving their bills via email to 15% of total billed customers.
- Worked with the Governing Body to develop a new utility disconnection policy to allow more time for utility customers to pay until utility shut-off occurs.

FINANCE

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$342,060
Contracted Services	\$37,850
Commodities	\$86,350
Capital Outlay	-
Grand Total	\$466,260

Finance Operating Budget - \$466,260

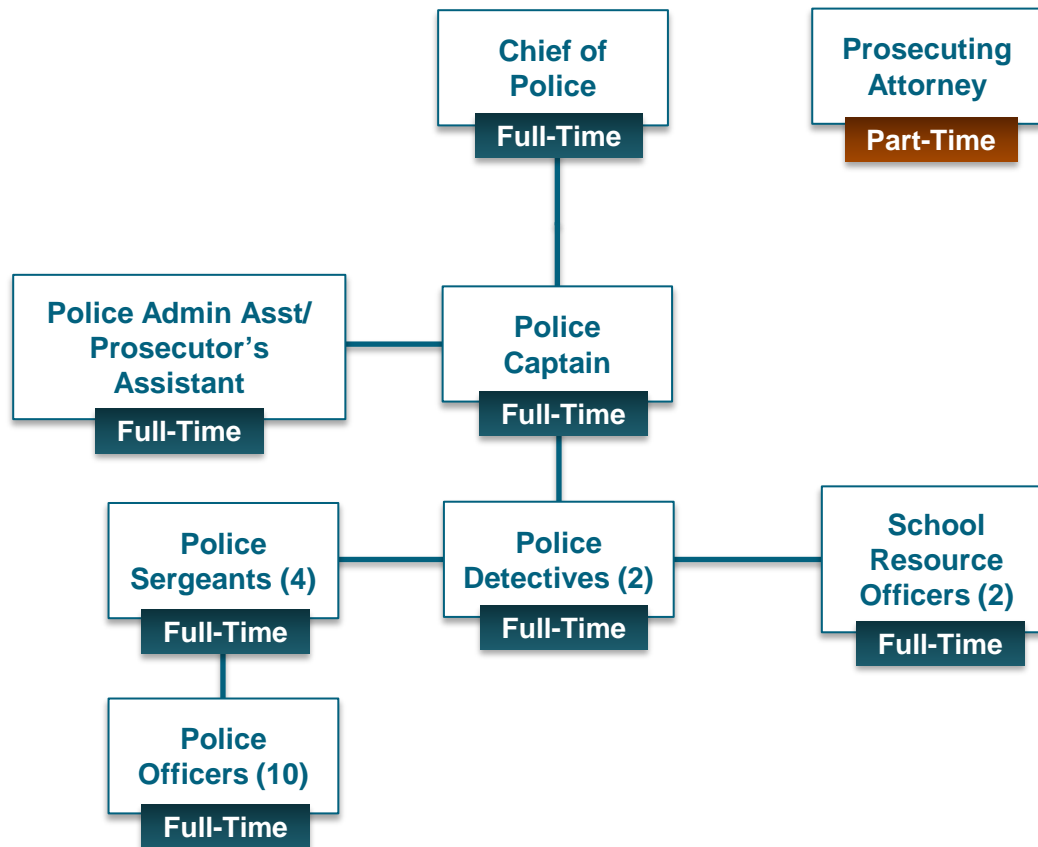


2024 Discussion Points

- Coordinate the migration from Tyler Technologies ERP Pro 9 to ERP Pro 10 and provide support and training to City Departments.
- Explore and evaluate the benefits of Tyler Technologies AP Automation & Cloud Storage capabilities for the City's ERP.
- Assist with the Bond Rating process for 2023 Series COP.
- Pursue improvements in the breakdown of utility billing charges shown on the customer's utility bill (i.e., senior discounted rate, volume/usage rate, fixed monthly charge).
- Update and implement utility rate recommendations from the utility rate model based upon CWWs operational and capital expenses.
- Continue to provide quality customer service to over 4,200 utility customer accounts billed monthly.

POLICE

Department Structure



2022-2023 Key Accomplishments

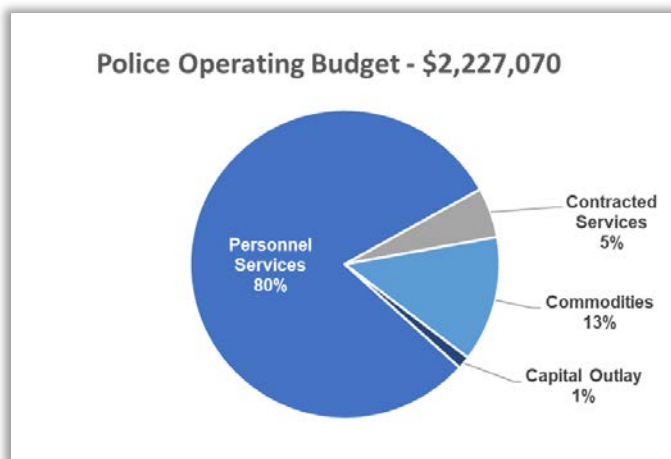
Year	2020	2021	2022	2023 (Projected)
Calls for Service	5,970	6,329	7,218	8,079

- Filled the vacant Police Detective position and the vacant School Resource Officer position.
- Completed technology advancements in the department.
- Purchased the department's first drone and completed pilot training/licensing (funded by private donations). Department expects to purchase the second drone with grant funding and train two additional pilots by the end of FY2023.
- Started implementation of a procedure manual to accompany the existing policy manual.
- Purchased one used police car to replace totaled car struck in roadside incident.
- Replaced four tasers (annual replacement program).
- Started the replacement process for eight Police Interceptors through Enterprise Fleet Management.

POLICE

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$1,788,010
Contracted Services	\$116,320
Commodities	\$293,540
Capital Outlay	\$29,200
Grand Total	\$2,227,070

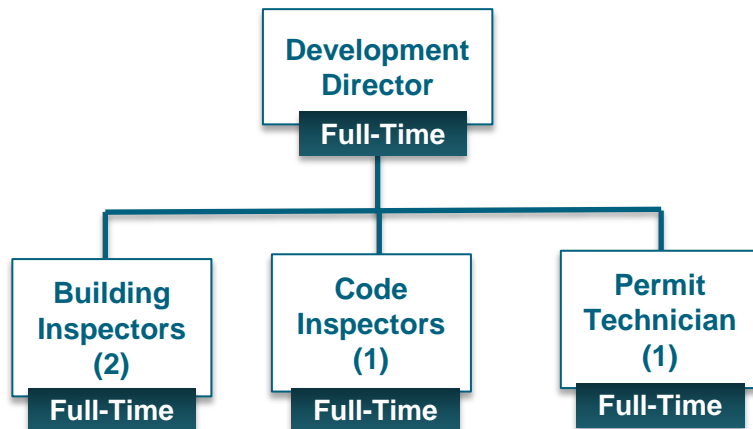


2024 Discussion Points

- Consideration of two additional Police Officers and associated vehicles.
- Consideration of replacement of Police handguns.
- Replacement of four mobile data terminals, which constitutes the second round of replacement of terminals.
- Continue the annual Taser Replacement Program.
- Continue to train and develop new Police staff.
- Implement a Mental Health Wellness Checks program.

DEVELOPMENT

Department Structure



2022-2023 Key Accomplishments

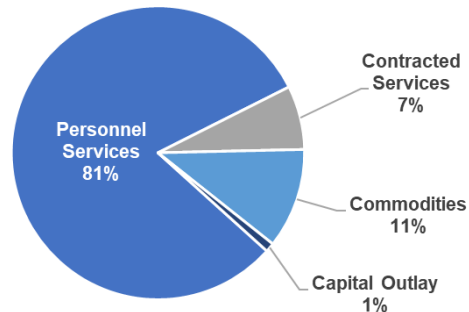
- Completed several implementation actions from Comprehensive Plan 2030, which included the following:
 - **Goal HN1.1** – Supported Additional Housing Stock: Approved Fairview Crossing which adds 316 additional housing units.
 - **Goal ST1.1** – Wayfinding Plan Adopted
- Worked with developers to add several commercial/retail lots to potential inventory:
 - Richardson Street Plaza
 - McBee's Corner
 - Fairview Crossing (10 Lots)
 - Fairview Crossing North (6 Lots)
- Filled vacant Building Inspector position and continued training of all Development Department employees.

DEVELOPMENT

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$415,890
Contracted Services	\$36,190
Commodities	\$61,140
Capital Outlay	\$1,600
Grand Total	\$514,820

Development Operating Budget -
\$514,820

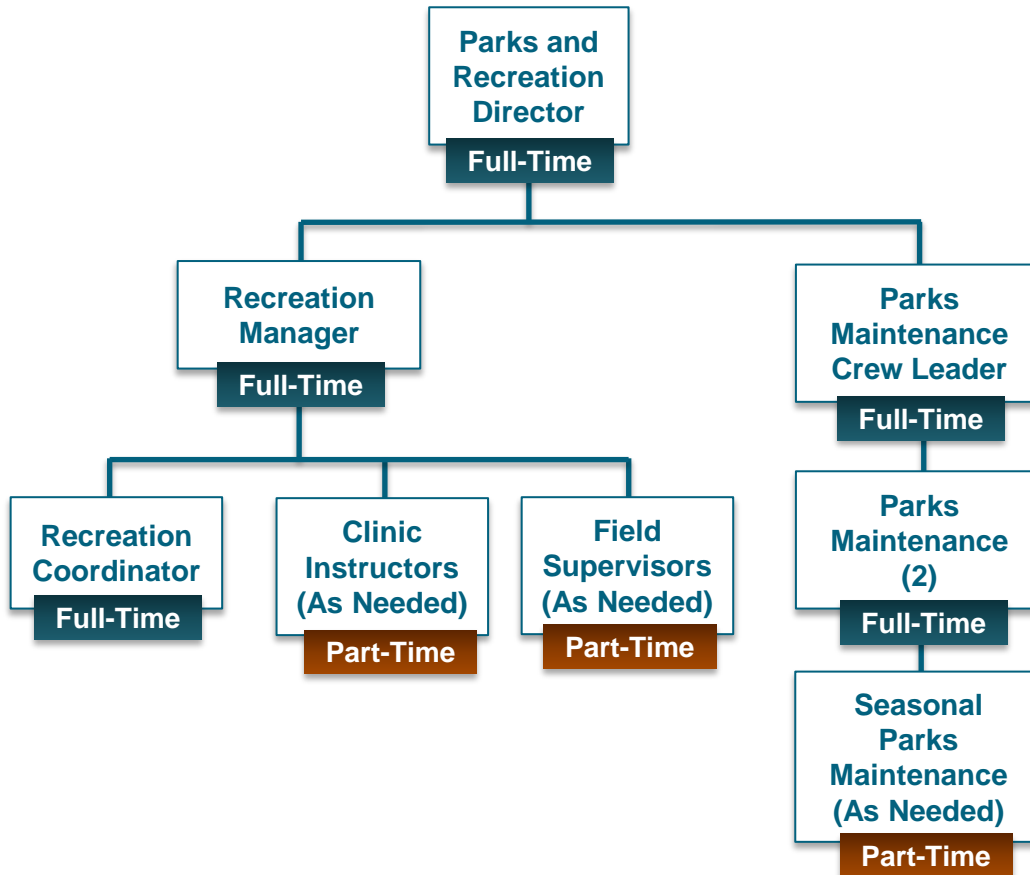


2024 Discussion Points

- Continue the following Comprehensive Plan Action Items:
 - Establish a zoning overlay on the westside of Highway 169 for commercial and mixed uses and establish key priority industry niches (determine whether to complete this work in-house or contract the work out, which has an estimated consultant cost of \$30,000).
 - Continue to provide training and education to staff for increased certifications.
 - Work towards an online inspections system following the ERP Pro 10 Migration.

PARKS & RECREATION

Department Structure



2022-2023 Key Accomplishments

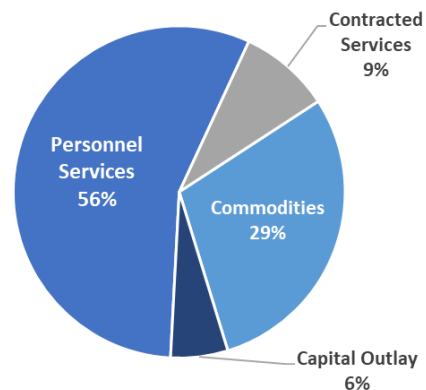
- Continue to pursue short-term goals from the Parks and Recreation Master Plan:
 - Park Signage
 - Diamond Crest Park
 - Emerald Ridge Neighborhood Park
- Expanded Senior Center Fitness classes, increased facility rental revenue from 2021, and painted the inside of the facility.
- Grew participation in current Parks and Recreation programs and added more recreational programs outside of sports (Art in the Park, Learn to Kayak)
- Held first fundraising event with the Smithville Chamber of Commerce to raise funds for Smithville Legacy Fund.
- Incurred no restroom related “report a concern” issues.
- Worked with multiple eagle scouts on projects within the scout area and painted restroom at Smith’s Fork.
- Hired new Recreation Coordinator position (new position funded in FY2023 Budget).

PARKS & RECREATION

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$481,620
Contracted Services	\$76,650
Commodities	\$252,880
Capital Outlay	\$47,850
Grand Total	\$859,000

Parks & Rec Operating Budget -
\$859,000

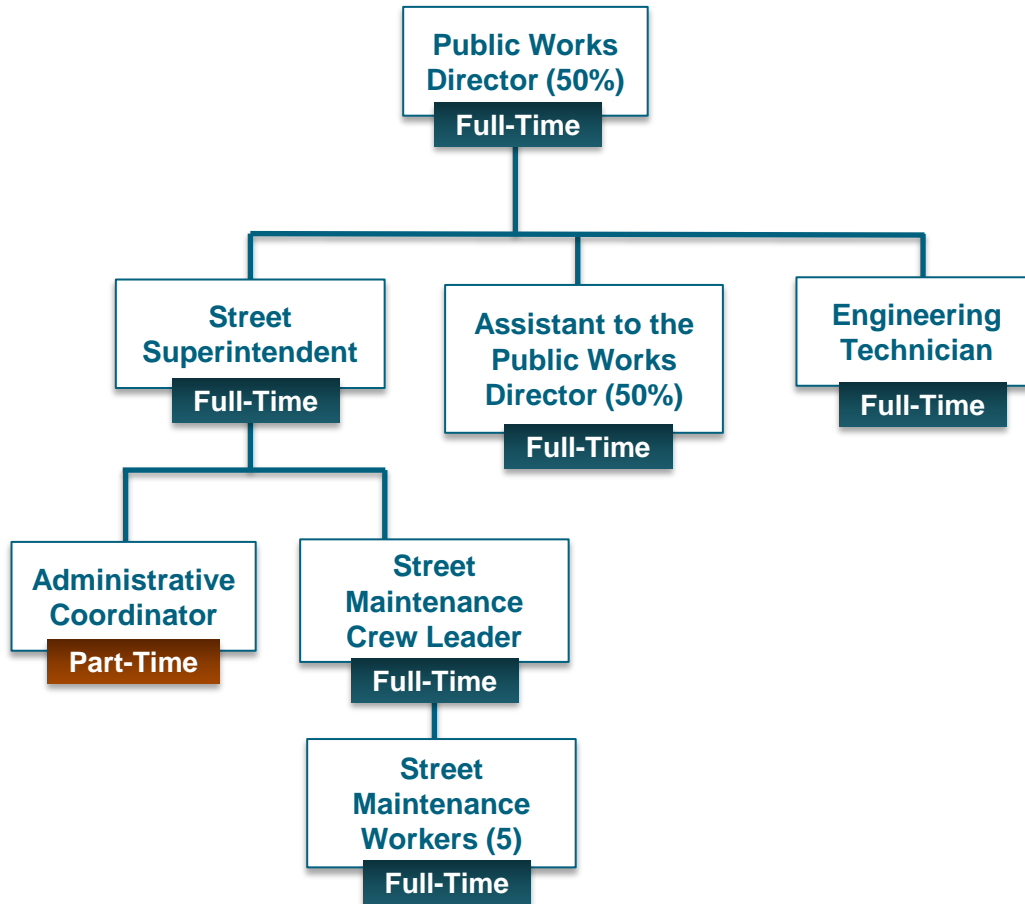


2024 Discussion Points

- Prioritized park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund.
- Discuss using “Payment in Lieu of Dedication” funds to assist in funding the resurfacing of Heritage Park and Smith’s Fork Park playgrounds (with Park & Stormwater Sales Tax offsetting remaining amount).
- Continue work with the Legacy Fund
- Consideration of the Equipment Replacement & Sharing Program

PUBLIC WORKS

Department Structure



2022-2023 Key Accomplishments

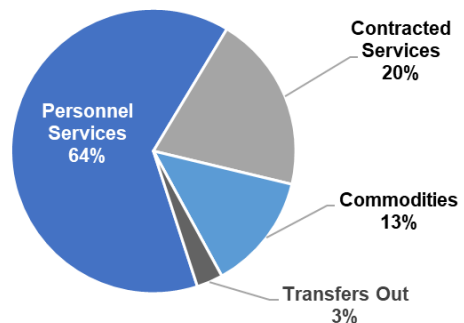
- Provided project administration and inspection services for public infrastructure and private development projects.
- Maintained the condition of streets through patching and crack sealing programs.
- Featured the following items in the GIS website:
 - Sidewalk and Street Sign Inventory
 - Pavement Condition Index (PCI) Scores
 - Outfalls (Stormwater Discharge Points)
 - Snow Routes
 - Road Maintenance Information
- Implemented pre-treatment with salt brine for snow events.
- Secured three MARC grants for infrastructure projects.
- Performed in-house easement acquisitions for infrastructure improvements (Quincy Boulevard, Streetscape Phase III, 4th Street & 4th Terrace, and the 144th Street Force Main)

PUBLIC WORKS

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$749,510
Contracted Services	\$237,070
Commodities	\$156,380
Capital Outlay	-
Transfers Out	\$35,000
Capital Improvements	\$325,000
Grand Total	\$1,502,960

Streets Operating Budget - \$1,177,960



2024 Discussion Points

- Consideration of the Equipment Replacement and Sharing Program.
- Public Works / Parks & Recreation Facility (including salt storage).
- Continue funding for the Annual Street Maintenance Program.
- Complete third round of the Pavement Condition Index (PCI)
- Provide updates on the current Capital Improvement Projects (CIP) status and make information available on the GIS website.

**Floating Aerator
Wastewater Treatment Plant**



Valve Vault – Raw Water Pump Station

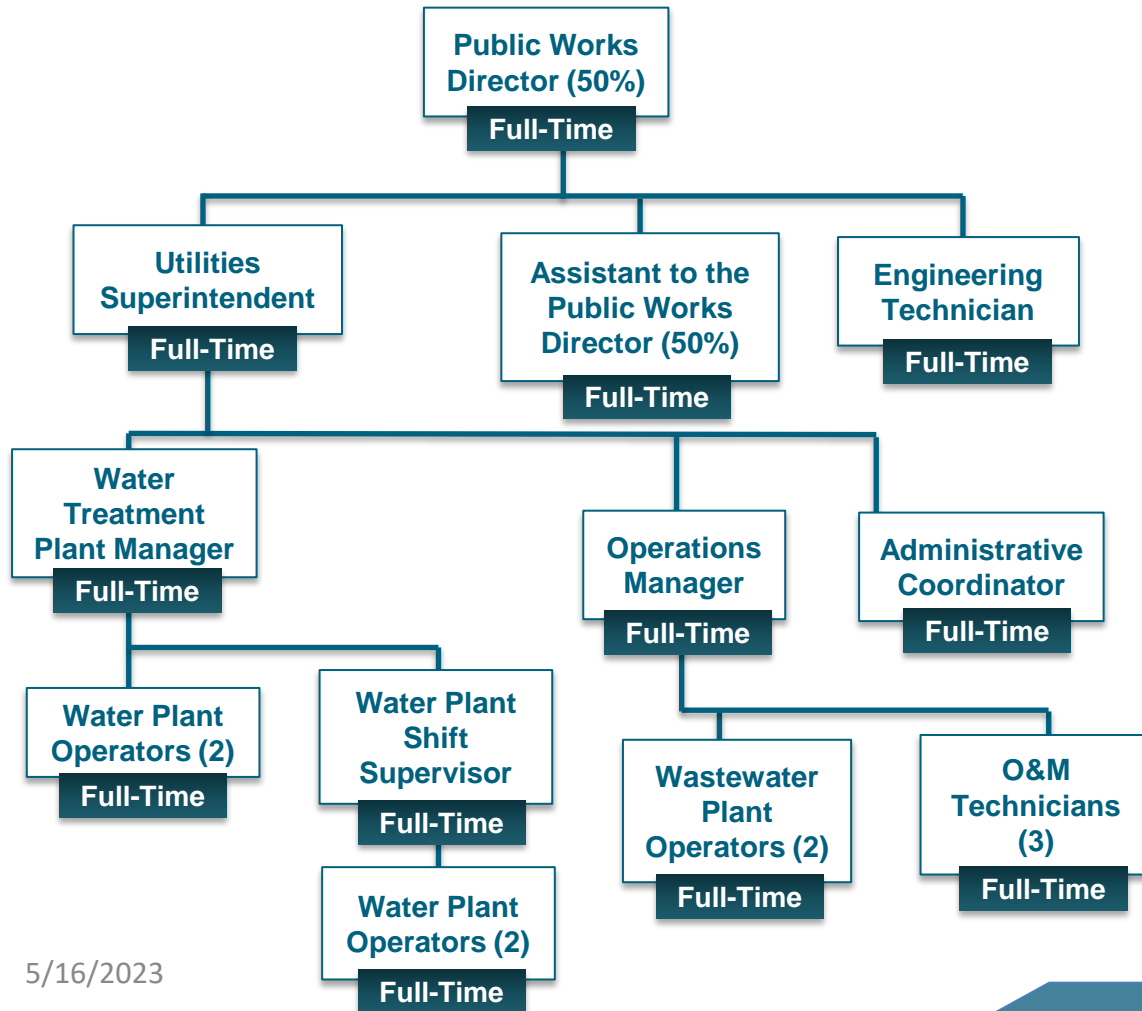


**Utilities Department
Public Works**



UTILITIES (PUBLIC WORKS)

Department Structure



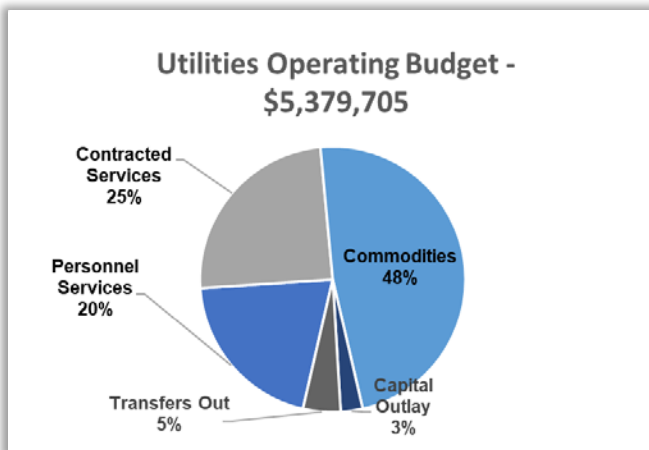
2022-2023 Key Accomplishments

- Treated 192 million gallons of drinking water that met the standards set by the DNR and the EPA for safe consumption.
- Treated 78 million gallons of wastewater that met all regulatory standards.
- Successfully completed the Smith's Fork Campground Lift Station project.
- Completed construction of Digester #1 Floating Aerator.
- Completed construction of the Winner Avenue Waterline Project.
- Rehabilitated 4,124 linear feet of sewer line, 3 manholes, and repaired and restored service to SBR (sequencing batch reactor) #1.
- Completed construction of a new Raw Water Pump Station and installed a Copper Ion Generator for improved water quality.
- Inspected and conducted weekly preventative maintenance on 31 sewer pump stations and repaired 24 waterline issues.
- Conducted 1,030 on-time utility locates and completed 918 work orders.

UTILITIES (PUBLIC WORKS)

2023 Budget Summary

2023 Total Budget	
Personnel Services	\$1,271,770
Contracted Services	\$1,627,180
Commodities	\$2,135,205
Capital Outlay	\$67,990
Transfers Out	\$277,560
Capital Improvements	\$7,741,900
Grand Total	\$13,121,605



2024 Discussion Points

- Continue the Sewer Rehabilitation Program (Cured in Place Pipe).
 - Regular sewer runs reduced from 15 per month to just a few per year since the program started.
- Consider a bar screen replacement for the wastewater plant.
- 144th Street Lift Station and West Bypass:
 - Negotiations and condemnation processes are underway for four properties. The project is expected to be put out to bid in Fall 2023.
- Consideration of FY2024 – FY2028 Five Year Capital Improvement Plan, which includes the following significant projects:
 - Engineering for wastewater plant expansion and improvements (\$1,050,000 in the Proposed FY2024 CIP).
 - Planning for the Water Plant Expansion Project.
- Utility Rate Review



Transportation Sales Tax Fund



TRANSPORTATION SALES TAX FUND

Funding Overview

- The Transportation Sales Tax is a 0.5% (half-cent) special sales tax that became effective July 1st, 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

2022-2023

Key Projects In Progress and Completed

- Complete the 2023 Street Maintenance Program which includes crack sealing, micro surfacing, and street striping on Spellman Road, Northeast 172nd Street, Old Jefferson Highway, and 180th Street.
- Continue the street sweeping program (which is an MS4 stormwater permit requirement).
- Begin construction in Spring/Summer 2023 on the following capital improvement projects:
 - Sidewalk Replacement Program (Liberty Road)
 - 4th Street & 4th Terrace – Road Reconstruction (Following Utility Improvements)
 - Quincy Boulevard – Road Reconstruction (Following Utility Improvements)

TRANSPORTATION SALES TAX FUND



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

2024 Discussion Points

- Establish improvement priorities based on comprehensive evaluations, including consideration of street repairs, water and sewer maintenance, and potential sidewalk additions.
- Continuation of funding:
 - Street Maintenance Program
 - Sidewalk Replacement Program including an ADA-compliant component
 - Striping Program
- 2024 Street Maintenance Program: Includes selected roads in Harborview neighborhood based upon the PCI.
- Commercial Street Sidewalks Project (FY2024) (from Smithville High School to Meadow Street)



Capital Improvement Sales Tax Fund



CAPITAL IMPROVEMENT SALES TAX FUND

Funding Overview

- The Capital Improvement Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on April 3rd, 2018.
- The City began to see initial collections of the sales tax in November 2018.
- The Capital Improvement Sales Tax was authorized by voters to be enacted until December 31st, 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 fund outstanding debt service first (Series 2018/2019 General Obligation Debt). 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
 - 180th Street Trail
 - Commercial Street Sidewalks
 - Main Street Walking Trail
 - Downtown Streetscape Phase I & II

Projects - In Progress & Planned

- Downtown Streetscape Phase III - Engineering & Construction

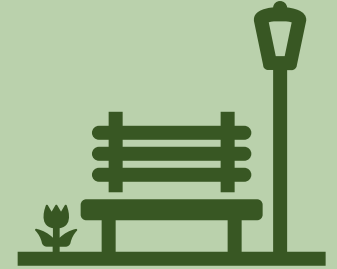
CAPITAL IMPROVEMENT SALES TAX FUND

2024 Discussion Points

- The City has been awarded federal transportation funding, through Mid-America Regional Council (MARC), for the following projects:
 - Second Creek Sidewalks
 - 1st & Bridge Street Round-A-Bout
 - Riverwalk Park & Trail
- Consideration of FY2024 – FY2028 CIST Capital Improvement Plan:
 - Riverwalk & Trail – Engineering (**\$250,000** in FY2024)
 - Second Creek Sidewalks – Engineering (**\$150,000** in FY2024)
 - 1st & Bridge Street Round-A-Bout – Engineering (**\$200,000** of **\$250,000** in FY2024 through CIST funding)
 - Second Creek Sidewalks – Construction (**\$945,000** in FY2025)
 - Riverwalk & Trail – Construction (**\$480,000** of **\$1,800,000** in FY2025)



Downtown Streetscape Phase III – Bridge Rendering



Park & Stormwater Sales Tax Fund



PARK & STORMWATER SALES TAX FUND

Funding Overview

- 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 31st, 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.

2022-2023

Key Projects In Progress and Completed

Parks & Recreation

- Completed Diamond Crest Park Playground, Sidewalk, and Fencing Improvements.
- Completed RTP grant application for the “OK” Railroad Trail (Phase I) to connect Diamond Crest to Lake Meadows.
- Completed LWCF (Land Water Conservation Fund) grant application for Emerald Ridge Park.
- Awarded \$900,000 in MARC funding for the Riverwalk Park & Trail.
- Installed Park Boulder Signs around the City Parks

Stormwater

- Completed a “Stormwater Needs Assessment” and cleared blockage in Owens Branch stream.
- Developed an “Illicit Discharge and Elimination Plan” as identified by the MS4 audit.
- Initiating stormwater projects on Quincy Boulevard, Bridge Street, and 4th Street & 4th Terrace during Spring/Summer 2023.

PARK & STORMWATER SALES TAX FUND

2024 Discussion Points

Park & Recreation

- Implement Year 3 of the Parks and Recreation Master Plan with the update to the Emerald Ridge Neighborhood Park.
- Pursue “OK” Railroad Trail Construction.
- Consideration of resurfacing Heritage and Smith’s Fork Playgrounds.

Stormwater (Public Works)

- Stormwater Maintenance Projects
 - Woods Court (Clean Up) – Cost Estimate of \$40,000
 - Rock Creek (Unclogging) – Cost Estimated of \$74,000
 - Northeast 158th and Chestnut (Dredging) – Cost Estimate of \$60,000
- Stormwater CIP Projects
 - Stonebridge (in FY2024), Dundee Road (in FY2025), Forest Oaks (in FY2026), Cedar Lakes (in FY2027), and Maple Lane (in FY2028) stormwater improvements.



Menke Excavating removed large debris from the Owens Branch stream which allowed for the restoration of natural stream flow

SANITATION FUND



More than 80 residents took advantage of the opportunity to recycle electronics and paper during the 2023 E-Waste & Shredding Event

2024 Discussion Points

- Negotiated a new Solid Waste services contract with GFL for 2024 (Green for Life), which includes.
 - Working with GFL for contract renewal and will bring rate recommendations to the Board.
 - Retained 2 City Wide Bulky Item Pick-Ups.
 - Continued to retain the Cardboard Recycling Drop-Off Station in Downtown Smithville.
 - Increased the Residential Participation Rate of the E-Waste Event and recycled 3,150 pounds of paper and 7,371 pounds of computer electronics.
 - City will host a Household Hazardous Waste Event in August 2023.



FY2024 Budget Process Schedule

- Board Retreat (**May 17**)
- Five Year Capital Improvement Program Review and Discussion (**June 6**)
- Schedule of Fees Review and Discussion (**July 18**)
- FY2024 Operating Budget and 5 Year CIP Review: 1st Discussion (**August 15**)
- FY2024 Operating Budget and 5 Year CIP Review: 2nd Discussion - If Needed (**September 5**)
- Adopt FY2024 Budget on 2nd Reading (**October 17**)