CITY OF OSAGE BEACH
SPECIAL BOARD OF ALDERMEN MEETING
LOWER LEVEL CONFERENCE ROOM

1000 City Parkway
Osage Beach, MO 65065
573/302-2000
573/302-0528 Fax
www.osagebeach.org

TENTATIVE AGENDA
SPECIAL MEETING

July 14, 2014 – 6:30 P.M.

Call to Order
Roll Call

1. 2014 Second Quarter Budget Review
   (Refer to Financials through June 30, 2014 (previously distributed) and Jeana Woods' 2014 Budget Reconciliation by Fund as of June 30, 2014 (copy attached).

2. Discussion of Economic Developer Position

   a. Refer to letter from CBIZ attached. As you may recall, CBIZ is the firm that the City used to prepare our Pay Plan and does our annual reviews to ensure our jobs are adequately placed in the Pay Plan. A job description, also provided by CBIZ, is attached as well. Their recommendation for this position would be a Grade 12 in our Pay Plan (Salary Range: $51,286 to $82,058).
   b. Refer to Jeana Woods' memorandum attached for information about duties of this position in other municipalities.
   c. Refer to Ed Rucker's memorandum as to legal limitations regarding economic development.

3. Discussion of Placement of Holidays Lights and Possible Increased Costs.

4. Presentation regarding City sewer service extended to the Lake of the Ozarks State Park. Memorandum attached with information. Maps will be provided at the meeting.

5. Replacement of Medic 8 (Ambulance) – Memorandum attached with sample lease/purchase options.

6. Discussion of Fill Plan and Parking Lot at Peanick Park.

Adjourn

City of Osage Beach Memorandum

To: Mayor, BOA, and Management

From: Jeana Woods, Asst. City Administrator

Date: 7/08/14

Re: 2014 2nd Quarter Budget Reconciliation

2014 Budget Reconciliation by fund as of **June 30, 2014**:

The opening balances for 2014 have been audited and are reconciled per 2013 Comprehensive Annual Financial Report (CAFR) dated 06/02/2014.

The 2014 revenues and expenditures for January – June are actual expenditures, unaudited, per the trial balance report dated 6/30/2014. The remainder of the year are estimates based solely on the adopted 2014 Annual Budget and any budget adjustments to date.

During the 2014 budget process, in September 2013, the 2014 budget and its beginning cash and investment balances were calculated by using the 2012 year end audited balances, the 2013 revenue and expenditure actuals through August 2013, and each department's estimates up to the end of the fiscal year 2013.

The following is a summary of the FY2014 beginning cash and investments available per the above stated audit and revenue and expenditure activity through 6/30/2014.

Please refer to the attached 2014 Quarterly Reconciliation reports for details for each fund.

General Fund – 10:

- Beginning balances for 2014 were 2% ($70,393) more than estimated due the 2013 expenditures coming in lower than estimated during the 2014 budget process.
- **Through June 2014, 41% of budgeted revenues and 39% of budgeted expenditures have been realized.** On a five year average for this fund, 41% of budgeted revenues and 49% of budgeted expenditures historically have been realized to date.

Capital Improvement Fund – 19 :

- Beginning balances for 2014 were 2% ($18,504) less than estimated due to the 2013 revenues coming in lower than estimated during the 2014 budget process.
- **Through June 2014, 40% of budgeted revenues and 48% of budgeted expenditures have been realized.** On a five year average for this fund, 36% of budgeted revenues and 24% of budgeted expenditures historically have been realized to date.

Transportation Fund – 20:

- Beginning balances for 2014 were 1% ($58,725) more than estimated due to the 2013 expenditures coming in lower than estimated during the 2014 budget process.
- **Through June 2014, 34% of budgeted revenues and 15% of budgeted expenditures have been realized.** On a five year average for this fund, 36% of budgeted revenues and 24% of budgeted expenditures historically have been realized to date.

Water Fund – 30:

- Beginning balances for 2014 were 0.01% ($2,762) less than estimated due to the 2013 expenditures coming in higher than estimated during the 2014 budget process.
- **Through June 2014, 52% of budgeted revenues and 45% of budgeted expenditures have been realized.** On a five year average for this fund, 50% of budgeted revenues and 42% of budgeted expenditures historically have been realized to date.

Sewer Fund – 35:

- Beginning balances for 2014 were 5% ($251,237) less than estimated due to both the 2013 revenues coming in lower than estimated and the 2013 expenditures coming in higher than estimated during the 2014 budget process.
- **Through June 2014, 49% of budgeted revenues and 28% of budgeted expenditures have been realized.** On a five year average for this fund, 48% of budgeted revenues and 32% of budgeted expenditures historically have been realized to date.

Ambulance Fund – 40:

- Beginning balances for 2014 were 21% ($9,759) more than estimated due to the 2013 revenues coming in higher than estimated during the 2014 budget process.
- **Through June 2014, 51% of budgeted revenues and 47% of budgeted expenditures have been realized.** On a five year average for this fund, 51% of budgeted revenues and 46% of budgeted expenditures historically have been realized to date.

Lee C Fine Airport Fund – 45:

- Beginning balances for 2014 were 5% ($6,475) more than estimated due to the 2013 revenues coming in higher than estimated during the 2014 budget process.
- **Through June 2014, 24% of budgeted revenues and 31% of budgeted expenditures have been realized.** On a five year average for this fund, 27% of budgeted revenues and 28% of budgeted expenditures historically have been realized to date.

Grand Glaize Airport Fund – 47:

- Beginning balances for 2014 were 19% ($14,391) less than estimated due to both the 2013 revenue coming in lower than estimated and the 2013 expenditures coming in higher than estimated during the 2014 budget process.
- **Through June 2014, 20% of budgeted revenues and 13% of budgeted expenditures have been realized.** On a five year average for this fund, 25% of budgeted revenues and 25% of budgeted expenditures historically have been realized to date.

T.I.F – Prewitt's Point Fund – 60:

- Beginning balances for 2014 were 1% ($35,668) more than estimated due to the combination of both the 2013 revenues coming in higher than estimated and the 2013 expenditures coming in lower than estimated during the 2014 budget process.
- **Through June 2014, 53% of budgeted revenues and 68% of budgeted expenditures have been realized.** On a five year average for this fund, 58% of budgeted revenues and 67% of budgeted expenditures historically have been realized to date.

T.I.F – Dierbergs Fund – 61:

- Beginning balances for 2014 were 100% ($36,338) less than estimated due to both the 2013 revenue coming in lower and the 2013 expenditures coming in higher than estimated during the 2014 budget process.
- **Through June 2014, 19% of budgeted revenues and 25% of budgeted expenditures have been realized.** No historical data is available for this fund. This is a new TIF fund for 2014 in which all revenues are transferred out as expenditures. The City holds no debt on this TIF.

Quarterly Reconciliation
General Fund - 10
As of June 30, 2014

	2014 Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		$ 2,851,511		$ 3,099,556	
Restricted	$ 30,000		$ 34,572		
Unrestricted	$ 2,821,511		$ 3,064,984		
Less: Prior Year Payables				(177,652)	
Add: Prior Year Due From Other Funds				-	
Net Cash & Investments Available 01/01/14				**$ 2,921,904**	2%
Revenue FY 2014		$ 6,862,407		$ 6,862,407	
January - June Actuals			$ 2,795,008		41%
July - December Estimated			$ 4,067,399		59%
Expenditures FY 2014		$ (7,580,411)	*	$ (7,580,411)	
January - June Actuals			$ (2,980,078)		39%
July - December Estimated			$ (4,600,333)		61%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 2,133,507**		**$ 2,203,900**	3%
Restricted	$ 30,000		$ 35,000		
Unrestricted	$ 2,103,507		$ 2,168,900		

*Includes 2014 Budget Adjustments to date = $ 2,000

Prepared by JW
7/7/2014

Quarterly Reconciliation
Capital Improvement Fund - 19
As of June 30, 2014

	2014 Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		**$ 896,961**		$ 917,538	
Restricted	$ 672,010		$ 661,702		
Unrestricted	$ 224,951		$ 255,836		
Less: Prior Year Payables				(39,079)	
Net Cash & Investments Available 01/01/14				**$ 878,459**	-2%
Revenue FY 2014		$ 2,232,000		$ 2,232,000	
January - June Actuals			$ 885,852		40%
July - December Estimated			$ 1,346,148		60%
Expenditures FY 2014		$ (2,403,500)		$ (2,403,500)	
January - June Actuals			$ (1,153,686)		48%
July - December Estimated			$ (1,249,814)		52%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 725,461**		**$ 706,959**	-3%
Restricted	$ 685,450		$ 662,761		
Unrestricted	$ 40,011		$ 44,198		

Prepared by JW
7/7/2014

Quarterly Reconciliation
Transportation Fund - 20
As of June 30, 2014

	2014 Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		$ 4,029,571		$ 4,160,743	
Restricted	$ 2,036,635		$ 2,027,319		
Unrestricted	$ 1,992,936		$ 2,133,424		
Add: Accounts Receivable - Grants/OBSRD				73,442	
Less: Prior Year Payables				(145,888)	
Net Cash & Investments Available 01/01/14				**$ 4,088,296**	1%
Revenue FY 2014		$ 3,090,557		3,090,557	
January - June Actuals			$ 1,053,084		34%
July - December Estimated			$ 2,037,473		66%
Expenditures FY 2014		$ (4,932,791)	*	$ (4,932,791)	
January - June Actuals			$ (743,817)		15%
July - December Estimated			$ (4,188,973)		85%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 2,187,338**		**$ 2,246,063**	3%
Restricted	$ 2,163,929		$ 2,163,834		
Unrestricted	$ 23,409		$ 82,229		

*Includes 2014 Budget Adjustments to date = $ 35,856

Prepared by JW
7/7/2014

Quarterly Reconciliation

Combined Water & Sewer Fund - 30 & 35

As of June 30, 2014

	WATER			SEWER			TOTAL		
Opening Balance 01/01/14 - Audited	2014 Budget	2014 To Date		2014 Budget	2014 To Date		2014 Budget	2014 To Date	
Cash & Investments	**$ 2,911,578**	$ 3,040,093		**$ 5,276,861**	$ 5,110,190		**$ 8,188,439**	$ 8,150,283	
Restricted	$ 2,856,099	$ 2,872,641		$ 4,085,699	$ 4,108,489		$ 6,941,798	$ 6,981,130	
Unrestricted	$ 55,479	$ 167,452		$ 1,191,162	$ 1,001,701		$ 1,246,641	$ 1,169,153	
Less: Prior Year Payables		(131,277)			(84,566)			(215,843)	
Net Cash & Investments Available 01/01/14		**2,908,816**	0%		**5,025,624**	-5%		**7,934,440**	-3%
Revenue FY 2014	$ 3,574,300	3,574,300		$ 2,968,300	2,968,300		$ 6,542,600	6,542,600	
January - June Actuals		$ 1,844,497	52%		$ 1,463,939	49%		$ 3,308,436	51%
July - December Estimated		$ 1,729,803	48%		$ 1,504,361	51%		$ 3,234,164	49%
Expenditures FY 2014	$(3,731,903)	* $ (3,731,903)		$(4,924,757)	* $ (4,924,757)		$ (8,656,660)	* (8,656,660)	
January - June Actuals		$ (1,670,186)	45%		$ (1,370,805)	28%		$ (3,040,991)	35%
July - December Estimated		$ (2,061,717)	55%		$ (3,553,952)	72%		$ (5,615,669)	65%
Ending Balance 12/31/14 - Unaudited									
Cash & Investments	**$ 2,753,975**	**$ 2,751,213**	0%	**$ 3,320,404**	**$ 3,069,167**	-8%	**$ 6,074,379**	**$ 5,820,380**	-4%
Restricted	$ 2,733,834	$ 2,757,288		$ 3,288,044	$ 3,311,974		$ 6,021,878	$ 6,069,262	
Unrestricted	$ 20,141	$ (6,075)		$ 32,360	$ (242,807)		$ 52,501	$ (248,882)	

*Includes 2014 Budget Adjustments to date = Water - $ 3,521 & Sewer - $ 3,521

Prepared by JW
7/7/2014

Quarterly Reconciliation
Ambulance Fund - 40
As of June 30, 2014

	2014 Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		$ 46,656		$ 60,216	
Restricted	$ -		$ -		
Unrestricted	$ 46,656		$ 60,216		
Less: Prior Year Payables				(3,801)	
Net Cash & Investments Available 01/01/14				**56,415**	21%
Revenue FY 2014		$ 490,000		490,000	
January - June Actuals			$ 251,338		51%
July - December Estimated			$ 238,662		49%
Expenditures FY 2014		$ (536,408)		$ (536,408)	
January - June Actuals			$ (251,677)		47%
July - December Estimated			$ (284,731)		53%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 248**		**$ 10,007**	3935%
Restricted	$ -		$ -		
Unrestricted	$ 248		$ 10,007		

Prepared by JW
7/7/2014

Quarterly Reconciliation
Lee C Fine Airport Fund - 45
As of June 30, 2014

	2014 Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		$ 125,902		$ 101,589	
Restricted	$ -		$ -		
Unrestricted	$ 125,902		$ 101,589		
Add: Accounts Receivable - Grants				37,991	
Less: Prior Year Payables				(7,204)	
Net Cash & Investments Available 01/01/14				**132,377**	5%
Revenue FY 2014		$ 1,574,215		1,574,215	
January - June Actuals			$ 372,972		24%
July - December Estimated			$ 1,201,243		76%
Expenditures FY 2014		$ (1,699,826)		$ (1,699,826)	
January - June Actuals			$ (533,655)		31%
July - December Estimated			$ (1,166,171)		69%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 291**		**$ 6,766**	2225%
Restricted	$ -		$ -		
Unrestricted	$ 291		$ 6,766		

Prepared by JW
7/7/2014

Quarterly Reconciliation
Grand Glaize Airport Fund - 47
As of June 30, 2014

	2014 Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		$ 73,917		$ 60,514	
Restricted	$ -		$ -		
Unrestricted	$ 73,917		$ 60,514		
Add: Accounts Receivable - Grants				11,647	
Less: Prior Year Payables				(12,635)	
Net Cash & Investments Available 01/01/14				**59,526**	-19%
Revenue FY 2014		$ 660,410		660,410	
January - June Actuals			$ 130,218		20%
July - December Estimated			$ 530,192		80%
Expenditures FY 2014		$ (734,177)		$ (734,177)	
January - June Actuals			$ (98,424)		13%
July - December Estimated			$ (635,753)		87%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 150**		**$ (14,241)**	-9594%
Restricted	$ -		$ -		
Unrestricted	$ 150		$ (14,241)		

Prepared by JW
7/7/2014

Quarterly Reconciliation
T. I. F. - Prewitt's Point Fund - 60
As of June 30, 2014

	2014 Final Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		**$ 3,022,595**		$ 3,075,234	
Restricted	$ 3,022,118		$ 3,073,642		
Unrestricted	$ 477		$ 1,592		
Less: Prior Year Payables				(16,971)	
Net Cash & Investments Available 01/01/14				**3,058,263**	1%
Revenue FY 2014		$ 2,155,000		2,155,000	
January - June Actuals			$ 1,139,126		53%
July - December Estimated			$ 1,015,874		47%
Expenditures FY 2014		$ (2,329,355)		$ (2,329,355)	
January - June Actuals			$ (1,591,246)		68%
July - December Estimated			$ (738,109)		32%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 2,848,240**		**$ 2,883,908**	1%
Restricted	$ 2,847,763		$ 2,882,316		
Unrestricted	$ 477		$ 1,592		

Prepared by JW
7/7/2014

Quarterly Reconciliation
T. I. F. -Dierbergs Fund - 61
As of June 30, 2014

	2014 Final Budget		2014 To Date		
Opening Balance 01/01/14 - Audited					
Cash & Investments		$ 36,338		$ -	
Restricted	$ 36,338		$ -		
Unrestricted	$ -		$ -		
Less: Prior Year Payables				-	
Net Cash & Investments Available 01/01/14				-	-100%
Revenue FY 2014		$ 812,350		812,350	
January - June Actuals			$ 155,974		19%
July - December Estimated			$ 656,376		81%
Expenditures FY 2014		$ (619,000)		$ (619,000)	
January - June Actuals			$ (155,976)		25%
July - December Estimated			$ (463,024)		75%
Ending Balance 12/31/14 - Unaudited					
Cash & Investments		**$ 229,688**		**$ 193,350**	-15.8%
Restricted	$ 229,688		$ 193,350		
Unrestricted	$ -		$ -		

Prepared by JW
7/7/2014

CBIZ Human Capital Services
625 Maryville Centre Drive, Suite 200
St. Louis, Missouri 63141
Phone: (800) 844-4510
Fax: (314) 692-4222

July 1, 2014

Ms. Nancy Viselli
City Administrator
City of Osage Beach
1000 City Parkway
Osage Beach, MO 65065

Dear Nancy:

CBIZ Human Capital Services (CBIZ) is pleased to present the results of the compensation study conducted for the City of Osage Beach (the City). More specifically, we have assessed the market-competitiveness of base salary and total cash compensation for the City's Economic Developer. The results of the analysis are documented in this letter.

Job Documentation

CBIZ matched the City's Economic Developer to published survey sources based upon the duties of the job as listed in the position's job description.

Geographic Influence

Just as important as understanding the job is to understand the characteristics of the competitive market place. The two most important labor market characteristics are the areas and industries from which the City recruits its staff.

Most hourly paid jobs such as clerical jobs are recruited locally. Professional jobs may be recruited state wide or regionally. National searches are commonly conducted for senior management positions. This is because individuals who work in senior management positions often relocate solely to accept a new job. In contrast, hourly employees seldom relocate primarily on the basis of a job. To accurately reflect this market place characteristic, the survey data must be comprised of participants who reflect the geographic scope of the position in question. Too narrow or broad a market area scope either does not consider all necessary factors or introduces irrelevant factors.

Industry Influence

Industry is also a critical consideration for matching jobs to the market. Some jobs only exist within a certain industry and are most accurately priced to that industry exclusively. Conversely, some jobs are found in all organizations, and the true market for these jobs usually considers this

broader market. Most clerical and trades jobs can be found in any organization. With upper-level executives, industry plays a large role in competitive compensation levels.

Published Survey Sources

Typical job responsibilities for an Economic Developer were compared to those reflected in our proprietary municipal survey to determine the market-competitive pay for positions within the labor markets in which the City competes for talent.

Results

The following chart summarizes the results of the compensation analysis:

	Market Data			Proposed Salary Grade
	25th Percentile	50th Percentile	75th Percentile	
Economic Developer Base Salary	$53,805	$63,410	$70,619	12

I trust this information is helpful. If I can be of further assistance, please let me know.

Sincerely,

Edward R. Rataj, CCP
Managing Director, Compensation

CBIZ Human Capital Services is a business and financial advisory firm providing a vast array of services, including compensation consulting. Our professionals perform compensation valuations on a regular basis and are qualified to provide such.

Benefit Cost for Economic Developer

Annual Salary	$51,286.00
Health - family	$14,126.88
Dental - family	$328.56
Vision - family	$129.36
Life - family	$312.00
Short Term Disability	$196.80
Medical Reimbursement	$250.00
Retirement	$3,077.16
FICA	$3,307.95
Workers' Comp.	$128.22
Total Cost of Benefits	$21,856.93

DATE PREPARED: 08/08

TITLE: Economic Developer

REPORTS TO: City Manager

JOB PURPOSE: To devise and implement comprehensive economic development strategies to proactively identify and attract new and retain existing businesses; to analyze specific development proposals and provide related policy recommendations; and to establish and maintain effective communication with business representatives, economic development organizations, public officials, and the general public regarding economic development activities.

JOB DUTIES:

1. Develop, implement and keep current an economic development strategic plan which contains both short and long-term objectives to promote business growth, retention and redevelopment.

2. Formulate corresponding policy recommendations to achieve the economic development strategies identified and improve the City's overall business climate.

3. Develop a program of regular communication with the City's business community to foster strong relationships to enable early identification of opportunities to assist with retention and expansion.

4. Create a proactive recruitment program for new businesses, which may include additional marketing and public relations materials, direct mail, targeted market studies, database maintenance, etc., as appropriate.

5. Participate as the City's representative in regional and state economic development programs and efforts.

6. Serve as a liaison to the business and development community to provide access to City resources and to assist with regulatory process compliance.

7. Make public presentations to the Mayor and Board of Aldermen, the Economic Development Advisory Committee, the City Chamber of Commerce and other similar groups regarding the City's development initiatives.

8. Review requests for incentives or public assistance and make recommendations based on cost-benefit analyses.

9. Assist with negotiation and review of redevelopment agreements and related documents.

10. Monitor local, regional and national economic trends to proactively position the City in the business community.

11. Perform other duties as assigned.

JOB QUALIFICATIONS:

1. Bachelor's degree in urban or regional planning, business administration, economics, public administration, or a related field. Master's degree preferred.

2. Minimum five years of progressively responsible experience in the economic development or commercial real estate field.

3. Certified Economic Developer (CEcD), American Institute of Certified Planners (AICP), and/or commercial real estate license desirable.

CRITICAL SKILLS/EXPERTISE:

1. Excellent oral communication skills with ability to make public presentations and interact effectively with business representatives, elected officials, and the general public.

2. Excellent written communication skills with ability to research and prepare detailed reports of a technical nature as well as policy recommendations.

3. Knowledge of and ability to analyze financial data at it pertains to real estate development, as well as understand details of the full array of economic development programs available for use under Missouri law, such as TIF, Chapter 100, TDD's, CID's, etc.

4. Knowledge of and ability to review and interpret planning documents such as site plans, zoning codes and redevelopment agreements.

5. Excellent computer skills with specific knowledge of the Microsoft Office suite.

6. Ability to exercise sound judgment and work independently.

PHYSICAL REQUIREMENTS OF THE JOB:

I. Job Requirements: (in terms of an eight (8) hour day)

Sit	1	2	3	X	5	6	7	8
Stand	1	X	3	4	5	6	7	8
Walk	X	2	3	4	5	6	7	8
Active	X	2	3	4	5	6	7	8
Movement	X	2	3	4	5	6	7	8

II. Movements:

Type of Movement	Seldom < 25% of the Time	Frequently 25%-75% of the Time	Continually > 75% of the Time
Bend/Stoop	X		
Squat	X		
Crawl	X		
Climb	X		
Reach Above Shoulder level	X		
Kneel	X		
Balancing	X		
Pushing/Pulling	X		
Repetitive Foot Movement	X		
Repetitive Hand Movement		X	

III. Weight Carried:

Amount in Pounds	Seldom < 25% of the Time	Frequently 25%-75% of the Time	Continually > 75% of the Time
0-10 lbs		X	
11-24 lbs	X		
25-32 lbs	X		
35-50 lbs	X		
51-74 lbs	X		
75-100 lbs	X		

IV. Weight Lifted

Amount in Pounds	Seldom < 25% of the Time	Frequently 25% - 75% of the Time	Continually > 75% of the Time
0-10 lbs		X	
11-24 lbs	X		
25-34 lbs	X		
35-50 lbs	X		
51-74 lbs	X		
75-100 lbs	X		

V. Job Requires:

Requirements	Yes	No
Working on unprotected heights		X
Being around moving machinery		X
Exposure to marked changes in temperature and humidity		X
Wearing of personal protective equipment		X
Driving automotive equipment		X

VI. Potential Exposures:

A. Physical: None.

B. Chemical: None.

C. Biological: None.

VII. Discuss the job requirements for the following, including whether a disability could be reasonably accommodated.

A. Vision: View information on computer and paper formats. Correctable.

B. Hearing: Answer inquiries in person and by telephone. Correctable.

C. Speech: Oral communication with the public is an important aspect of this position, but is correctable.

VIII. Is the work area currently accessible to individuals in a wheel chair or other assistive equipment? What accommodations could be made?

Yes. No other accommodations have currently been identified as being necessary.

City of Osage Beach Memorandum

To: Nancy Viselli

Cc: - - -

From: Jeana Woods, Asst. City Administrator

Date: July 3, 2014

Re: Economic Developer Position

I have concluded a brief research on an Economic Developer position and what those with the title actually do for the municipality/chamber organizations in which they work. What I have found is that each one of those individuals I made contact with performs a variety of duties within the capacity of both an economic developer and a community developer as well carrying out specific duties in public relations management for their organizations.

The following is a synopsis of the specific duties stated to me by current, established positions from several cities.

- Represents the City in all inquiries for investment within the City; creates and maintains a 'welcome packet' that includes various cultural and business climate date, items such as area demographics, economic data and statistics, policies and information about the City's infrastructure, and current incentive programs, if any (TIF, CID, NID, etc.),
- Acts as an ombudsman through the City's process of licensing, planning, and permitting to ensure an effective but compliant process. This also included facilitating the connections to outside resources who provide new business startup assistance, construction/building assistance, finance assistance, work force development, civic organization assistance, education assistance, etc.,
- Creates and maintains City policies regarding the City's use and mission as it relates to State and local incentives; TIF, CID, NID, and other related programs, if any,
- Director of communication and public relations; acts as the point of contact and facilitates all media for the City (TV, radio, paper, and online presence) including maintaining City's newsletter and the City's social presence – City website, Facebook, Twitter, Linked In, etc.,
- Acts as overall community liaison by participating with community partners, schools, civic groups, non-profit organizations; for example, maintains presence at civic group meetings - chambers, lodging associations, Boy Scouts, park associations, etc. - as well as facilitates/writes/administers community grants.

To: Mayor Lyons, Board of Aldermen

cc. City Administrator

From: Ed Rucker, City Attorney

Date: July 8, 2014

Re: Limitations of Missouri Law on Economic Development Activity

Mayor Lyons asked for a brief outline of the legal limitations of the City's ability to hire an individual to work on economic development, especially with regard to the issues currently under consideration by the Citizens Advisory Committee.

Assistant City Administrator Jeana Woods is putting together a set of job definitions for the Citizens Advisory Committee that addresses both an Economic Development and Community Development position. My understanding is that an Economic Development professional focuses on bringing in new business while a Community Developer focuses on raising the level of local activity.

The legal issue is stated simply; either position may not constitute the spending of public money on promoting a purely private interest. The Economic Developer may market the City as a whole but should not provide direct sales help to a specific landowner or piece of property. The same level of service and help must be available to all areas and citizens of the City.

Another way of looking at the question is to ask, "Is the activity of the public employee development professional the kind of service that a private agent or professional might provide?" For instance city staff answers questions about applications for Tax Increment Financing and briefly reviews preliminary drafts of applications, but the applicant's own attorney and consultants must prepare the TIF application on behalf of the private interest seeking TIF aid for a project.

Article VI, Section 25, of the Missouri Constitution states:

> **No county, city or other political corporation or subdivision of the state shall be authorized to lend its credit or grant public money or property to any private individual, association or corporation except as provided in Article VI, Section 23(a)** and except that the general assembly may authorize any county, city or other political corporation or subdivision to provide for the retirement or pensioning of its officers and employees .....

The reference to Section 23(a) refers to industrial plants, which does not apply to Osage Beach as the City does not own any such property. That section would, in any event, require a 2/3s vote to the people to be used. I have not heard of any proposal to address our current situation to which Section 23(a) would apply.

The idea of a part-time individual or contract employee was mentioned at one board meeting. The hiring of expert help on professional services contracts is something the city has done in the past, (funded with the developers deposit of costs, as required by our TIF Policy), with Mr. Bushek, Ms. Howard and PGAV, most recently on the Dierbergs project.

A contract or part-time individual may require our consideration of conflict of interest issues, depending on their other business interests. We have taken a firm line on this question in the past.

A consultant or part time employee must not use a public position to enhance their private interest. For instance, a real estate agent hired to work on economic development matters, must not use their public position to promote the selling of his or her listed properties. The administrative and political problems in such a situation may well develop before a clear violation of the law appears. Regardless, this is an issue the board must take into account. Any request for qualifications for such services should include:

1) a requirement for a list of other competing clients; and,
2) a certification that no current conflict of interest exists; and,
3) a promise that if one occurs, it will be promptly disclosed.

The statute addressing conflicts of interest puts the issue in these terms:

> Section 105.452. 1.
>
> No elected or appointed official or employee of the state or any political subdivision thereof shall:
>
> (4) Favorably **act on any matter that is so specifically designed so as to provide a special monetary benefit** to such official or his spouse or dependent

children, including but not limited to increases in retirement benefits, whether received from the state of Missouri or any third party by reason of such act. For the purposes of this subdivision, "**special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected** or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected. In all such matters such officials must recuse themselves from acting, except that such official may act on increases in compensation subject to the restrictions of section 13 of article VII of the Missouri Constitution; or

If anyone has any further questions or concerns please call me.

City of Osage Beach Memorandum

To: Mayor, Board of Aldermen

Cc: Nancy Viselli, Diann Warner, Nick Edelman, Brian Willey

From: Jeana Woods, Asst. City Administrator

Date: July 7, 2014

Re: Holiday Lights

Light Park - Install all purchased lights in the park as discussed in February.

- Department – Parks
- Timeline:
    - Setup and Install – Erecting new displays, wiring, and install will probably need to begin early to mid-October. This would allow up to 7 ½ weeks to get all the displays erected, installed, and wired, in addition to working around the few events that are scheduled in the park in October.
    - Light Park Operation - Saturday, November 29 – Sunday, January 4 (5 weeks); Wednesday – Sunday Dusk (5 PM) – 9 PM (Closed Monday and Tuesday)
    - Take Down – Begin Monday, January 5
    - A tentative park schedule has already been created by Brian Willey, Parks Manager, depicting hours needed for the operation of the light park as not to incur overtime (holiday pay will be incurred due to the light park in operation and employees on duty during four City holidays during that time (2 for Christmas and 2 for New Year's).
- Costs: $28,000 was budgeted for the holiday light project in 2014. $25,000 has been spent on displays and the remaining $3,000 is intended for the cost of install and electrical components that will be needed for the set up in the park.

Approximately 40 light displays along Osage Beach Parkway, setup as done in 2013 – ground level.

- Department – Transportation
- Timeline:
    - Setup (erecting new displays, wiring components, etc.) is estimated to take at least 3 weeks. This would have to begin no later than mid-October.
    - Install on the highway would begin as early as, but not before, Wednesday, November 12, following the Veteran's Day holiday, depending on the status of the leaf pick-up program and/or any weather related projects. (Yes, we have in past plowed snow during this time!)
    - Displays would be lit by the Thanksgiving holiday, or shortly after, through the New Year's holiday.
    - Take down would immediately follow the New Year's holiday.

- Costs: Based on the wiring and install components needed last year, the estimated cost to wire and install approximately 40 new displays would be, at minimum, $4,000. Additional funds of $4,000 would need to be budgeted for this option.
- By installing 40 fewer displays in the park to complete this option, setup and install time for the parks department theoretically could be decreased by up to 2 weeks pushing their setup and install to begin late October.

Approximately 40 light displays along Osage Beach Parkway elevated and attached to the light poles – either perpendicular or parallel to the road.

- Department – Transportation
- Timeline:
    - Setup (erecting new displays, wiring components, and custom brackets, etc.) could take as much as 6 – 10 weeks, depending on the specifics of the custom brackets. This project would need to begin as early as the beginning of September, immediately following the Labor Day holiday.
    - Install on the highway would need to begin by early November (prior to Veteran's Day) in order to have the displays up by the Thanksgiving holiday and taking into account the status of the leaf pick-up program and/or any weather related projects. (Yes, we have in past plowed snow during this time!)
    - Displays would be lit through the New Year's holiday.
    - Take down would immediately follow the New Year's holiday.
- Costs:
    - Based on the wiring and install components needed last year, the estimated cost to wire and install approximately 40 new displays would be, at minimum, $4,000.
    - In addition, the light displays are free-standing displays (purchased for the park setting-ground install) and are not pole mount ready, therefore, a custom bracket of some kind will have to be made and installed in order to elevate the displays and attach them to the poles. A rough estimate of cost is $200-$500 per display, for totals of $8,000-$20,000. As much as $24,000 additional funds would need to budgeted for this option.
- By installing 40 fewer displays in the park to complete this option, initial setup and install time for the parks department theoretically could be decreased by up to 2 weeks pushing their setup and install to begin late October.

Note: Timeline estimates are assuming all-else-equal as it pertains to the work load of the Public Works Department. Other projects within the department, in reality, may have to be moved or adjusted to fit in the work load needed for either option to display lights along the parkway.

Example of a Holiday Light Display

Installed without the interference of any lights.

Example of a Holiday Light Display installed in a lit area i.e. street lights, signs and traffic.

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Example of a Holiday Light Display installed in a lit area i.e. street lights, signs and traffic, mounted perpendicular to Osage Beach Parkway.

Example of a Holiday Light Display installed in a lit area i.e. street lights, signs and traffic, mounted parallel to Osage Beach Parkway.

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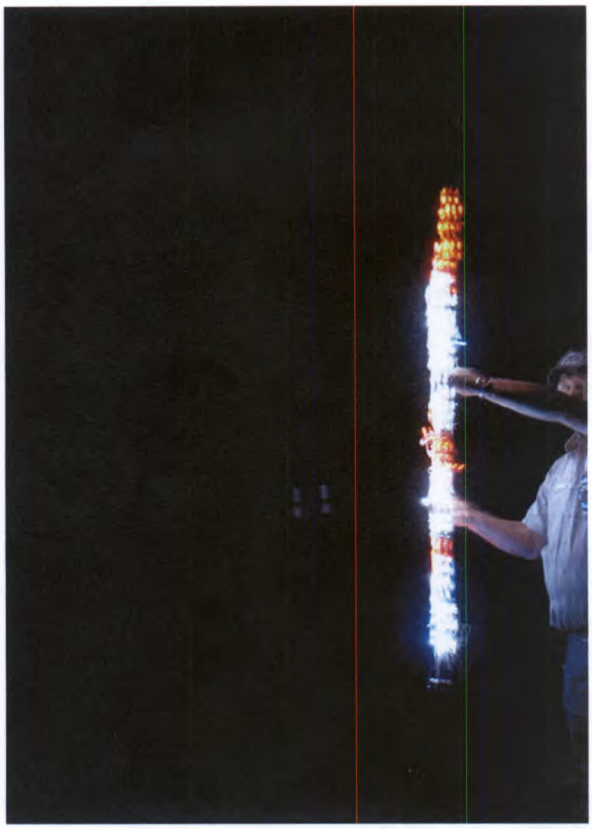
Example of a Holiday Light Display mounted perpendicular to Osage Beach Parkway without the interference of lights.



Example of a Holiday Light Display mounted parallel to Osage Beach Parkway without the interference of lights.

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Example of a Holiday Light Display mounted perpendicular to Osage Beach Parkway.

Example of a Holiday Light Display mounted parallel to Osage Beach Parkway.

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MEMORANDUM

To: Mayor
Board of Aldermen
City Administrator

From: Public Works Director

Reference: Lake of the Ozarks State Park

Subject: Sewer Service

The Lake of the Ozark State Park is working on connecting to City Sewer. There are two campgrounds that are near the City Park. The original plan was for these two campgrounds to connect to the rest of the sewer system in the state park. This is a long run of pipe with very little sewage in the system. This has the potential to cause odor and operation issues.

The State Park's Engineer has looked into running the pipe for these two campgrounds thru the Osage Beach City Park. A map will be provided at the meeting. This will decrease the odor potential, provide sewer possibilities in the Osage Beach City Park, and provide additional operational flexibility for the City.

There are a couple of things that need to happen for this to move forward. The State Park will need a temporary construction easement from the City. This sewer line will be going thru City Property. The State Park would like to obtain a temporary construction easement from the City if they decide to move forward. The other thing the State Park needs to accomplish is to finalize the design. They wanted to make sure the City was ok with the idea of going thru the Osage Beach City Park before they spent additional money on engineering services.

The Public Works and Parks Department think this is a positive thing for the City. If you are good with the idea and pending their final design, we will tell the State Park that the City is good with the concept.

Memorandum

Date: July 7, 2014

To: Mayor Penny Lyons
Board of Aldermen

From: Todd Davis, Chief of Police

RE: Replacement of Medic 8

The City's Ambulance Division currently owns two ambulances:

- ***Medic 9*** 2009 Ford E450 with a remounted box
  - ✓ This ambulance has approximately 33,975 miles
  - ✓ Serves as our primary response unit

- ***Medic 8*** 2001 Ford E350
  - ✓ This ambulance has approximately 117,648 miles
  - ✓ Purchased new and serves as the back-up unit
  - ✓ Used during special events and holiday weekends when a second ambulance is needed
  - ✓ Used during snowy weather due to being equipped with studded snow tires

Unfortunately due to the age and high mileage of Medic 8, it often has unanticipated mechanical issues when put into service. These issues have ranged from minor to major, but the main issue is the fact it is unreliable.

Due to the high cost of a new ambulance, an ambulance manufacturer suggested we check on leasing options for a new ambulance. This manufacturer advised us The Bank of Missouri, in Jefferson City, handles leasing options for ambulances. We have researched leasing options and received a proposal (see attached) from The Bank of Missouri, for a new, state of the art ambulance for approximately $150,000.00. Their proposal consists of:

- A 5 year term
- Four different payment options (annually, semi-annually, quarterly and monthly)
- Delivery window of approximately 6 months

I respectfully recommend we replace Medic 8 with a new ambulance, giving us two reliable ambulances.

THE CITY OF OSAGE BEACH

Municipal Lease Options

This is for presentation purposes only and does not constitute a Commitment on the part of The Bank of Missouri and/or its assigns.

Equipment:	1-Ambulance (TBD)
Amount of Lease:	$150,000.00
Term:	Five (5) years
Payment structure:	Annually - $33,024.87
	Semi-annually - $16,390.32
	Quarterly - $8,164.51
	Monthly - $2,714.68
Amount Due at Signing:	Legal, titling, and recording fees
Interest Rate:	3.29%

This is for review purposes. Upon acceptance of terms by the City, The Bank of Missouri and/or its assigns will proceed to obtain credit approval. Commitment is subject to final credit review and receipt of properly completed documentation. In the event standard municipal leasing documents cannot be used, the City will be responsible for any fees and/or costs that may be incurred. Rate assumes that Lessee is a municipal entity and does not include any applicable sales or use taxes. Rate and payments based on economic conditions as of June 17, 2014, and may be subject to change based on economic conditions at the time of signing.

- Sales tax, if applicable, is to be added to the payment amount.
- Above payments are based on economic conditions as of June 17, 2014. Rate and payments will be based on economic conditions at the time of lease inception.
- Titling – City listed as owner with bank shown as lien holder.
- Insurance – City to list bank as additional insured and loss payee.
- City is responsible for any fees and/or costs that may be associated with the offering of the lease, including attorney and legal fees, titling and recording fees, etc.

If you have any questions or concerns, please do not hesitate to contact Ryan Wiedmeyer at 573-874-6451 or rwiedmeyer@bankofmissouri.com.