



## City Administrator's Monthly Report

Published May 13, 2020

### Current Updates to the Mayor and Board of Aldermen from the Office of the City Administrator

The following report is respectively submitted to the Mayor and Board of Aldermen and highlights a variety of updates and details from the previous month as well as a look ahead into the coming month.

The CA Report is provided and made available to the management team, media, general public, and other interested parties upon request.

Feel free to contact me if you have any questions or concerns.

**Jeana L Woods, CPA, ICMA-CM**  
City Administrator

### **In case you missed it!!!**

Be sure to check out the most recent **Osage Beach Community Connection** for additional information including important dates, notices, and events from the City of Osage Beach published for our citizens and visitors.

Click on picture below to download.

Osage Beach Community Connection  
The  of Lake of the Ozarks



Find all City information regarding COVID-19 on the website [HERE!](#)

The health and safety of our community, visitors, and employees is a priority for the City of Osage Beach and we continue to respond to the rapidly changing COVID-19 pandemic. The City is working through these changes and will be phasing in contact with the public.

City lobbies and offices will open to the public on Tuesday, May 26, 2020 with restrictions. This includes City Hall, Public Works, and Airport facilities. The number of persons in any lobby will be limited and social distancing practices will be enforced. Any persons requiring a meeting with city staff within the building will be asked a series of COVID-19 related questions and be required to have their temperature taken.

City events that were canceled to date have not been rescheduled at this time. Park programs and activities will begin to emerge in June and details will be forth coming.

City employees continue to work with precautions to deliver city services without interruption and to prevent the spread of the virus among employees and their families.

Follow us on Facebook and visit our website for the most current information and updates as it relates to COVID-19 - <https://www.osagebeach-mo.gov/2110/COVID-19-Outbreak>.

Visit our website, [www.osagebeach.org](http://www.osagebeach.org) and follow us on Facebook for the most current information and updates.

The community is asked to continue utilizing the following when possible

- Use the Drop Box located in front of City Hall to deliver payments or other necessary documents to City offices.
- Download Applications or other items at <https://www.osagebeach-mo.gov/71/Document-Center>, for example, Public Records Request Form, Business License, etc.
- Park reservations and information <https://www.osagebeach-mo.gov/2076/Make-a-Reservation>
- Pay Online  
at <https://www.municipalonlinepayments.com/osagebeachmo>
- Automated Payment Hotline – 1.833.227.1755
- Call or email staff with questions, inquiries, or concerns. Staff Contact List is available at <https://www.osagebeach-mo.gov/directory.aspx>.

For emergencies, call 911. The Police Department may be contacted for non-emergencies at 573.302.2010. For after-hours water or sewer emergencies contact 573.302.2010. A complete list of City office contacts and departmental information is available at [www.osagebeach.org](http://www.osagebeach.org). A few contacts include:

City Administrator  
City Clerk

573.302.2000 ext. 1010  
573.302.2000 ext. 1020

Police – Non Emergency	573.302.2010
Police Records	573.302.2010 ext. 1113
Public Works	573.302.2020
Building Department	573.302.2000 ext. 1063
Parks Department	573.302.2000 ext. 3000

We continue to ask our community, visitors, and employees to be diligent and take precautions as recommended or instructed to do.

We appreciate your patience as we manage this situation. We are dedicated to being good stewards of our community and will continue to operate efficiently to deliver superior municipal services to our citizens and visitors.

## Financial Update

### Financial Reports

- [FY2020 Operating Budget](#)
- [FY2019 CAFR \(Comprehensive Annual Financial Report\)](#)
- [April 2020 Financial Statement](#)

### Financial Statements/Budget

#### Reconciliation April 30, 2020

Financial Statements are unaudited, but show we expended 23% of our \$29.5 million FY2020 Operating Budget and collected 26% of budgeted revenues for all funds. The FY2019 Financial Statement audit work was recently completed. The City received a clean or unmodified opinion on the 2019 Financial Statements stating the financial statements for the prior year were presented fairly and in respect to the financial position and are in conformance with GAAP.

### Sales Tax Revenue Report:

Sales tax revenue represents a large portion of the City's revenue source, 47% projected in the FY2020 overall budget. Fees & Service Charges represent 30% of projected revenue in the FY2020 overall budget. Although used for only on-time expenditures, Grants & Reimbursements represent 17% of incoming revenues in FY2020; Other Income representing 6%.

The City's local sales tax is received in the second month after purchases are made by consumers. For example, purchases made in January by consumers are reported and to be paid to the State by the businesses in February, and received by the City in March.

**MAY 2020 Sales Tax receipts are \$41,461 (2.6%) less than 2019 receipts for the same period and \$85,043 (5.1%) less than projected in the FY2020 Budget.**

### COVID-19 Estimated Impacts on Sales Tax:

**As presented to the Mayor and Board of Aldermen, a operational spending plan has been set forth based on an estimated 25% decrease in Sales Tax Collection for FY2020. See report below for collection and projection details.**

The following are the local sales tax receipts received from the State of Missouri for the month we indicate as May and represents sales made by consumers in March.

- General Fund (1%) - \$235,926.22
- Capital Improvement Tax (CIT) (0.5%) - \$115,195.37
- Transportation Sales Tax (0.5%) - \$115,199.55

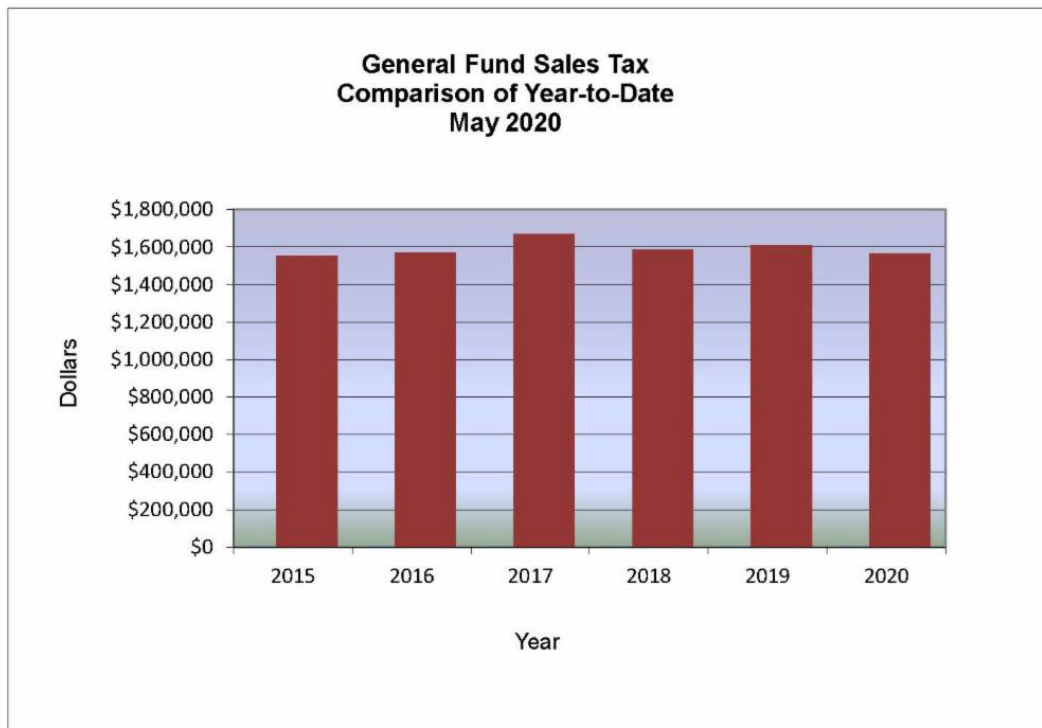
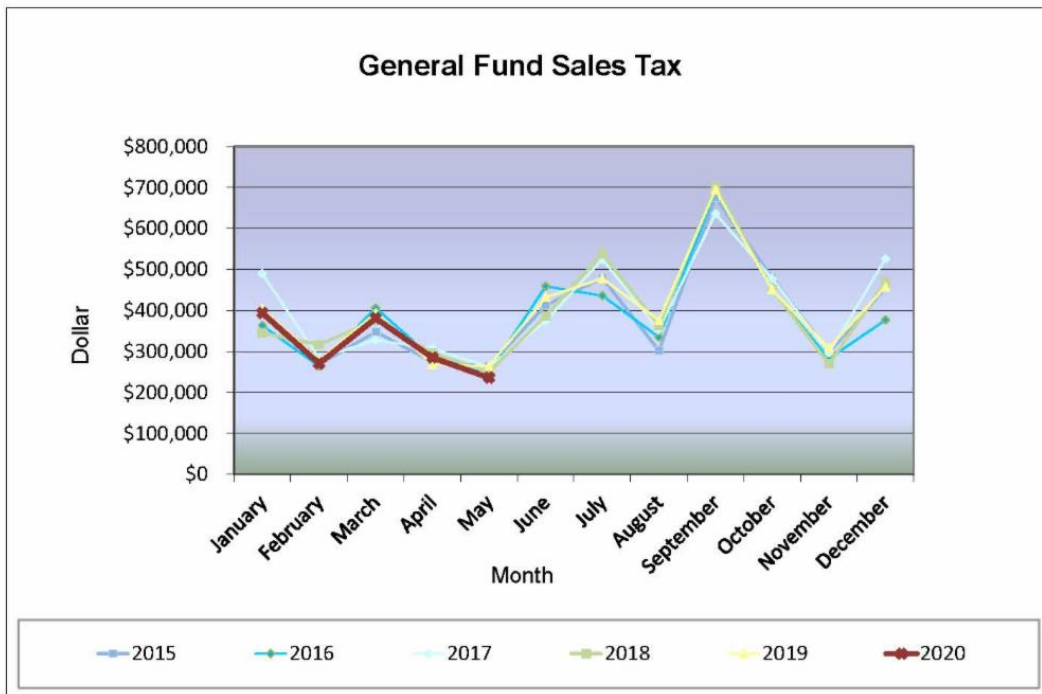
Note: CIT and Transportation sales tax activity proportionally mirrors the General Fund sales tax activity, excluding a few nuances in sales tax application.

**CITY OF OSAGE BEACH**  
General Fund Sales Tax Report

	Actuals					2020 vs. 2019		FY2020 Operations Budget Projections			COVID-19 Impact Projections (2.7%)			
	2015	2016	2017	2018	2019	2020	\$ Over/(Under)	Over/(Under)	2020	Over/(Under)	Over/(Under)	2020	Over/(Under)	Over/(Under)
January	\$396,732	\$363,206	\$489,362	\$344,917	\$403,523	\$393,895	(\$9,628)	-2.4%	\$413,324	(\$19,428)	-4.7%	\$413,324	(\$19,428)	-4.7%
February	\$268,691	\$263,937	\$283,830	\$316,894	\$278,275	\$270,621	(\$7,655)	-2.8%	\$292,060	(\$21,439)	-7.3%	\$292,060	(\$21,439)	-7.3%
March	\$347,538	\$405,757	\$327,570	\$376,130	\$394,018	\$381,043	(\$12,975)	-3.3%	\$382,967	(\$1,923)	-0.5%	\$382,967	(\$1,923)	-0.5%
April	\$275,189	\$285,540	\$307,623	\$296,086	\$268,358	\$285,071	\$16,713	6.2%	\$296,439	(\$11,368)	-3.8%	\$296,439	(\$11,368)	-3.8%
May	\$264,095	\$249,636	\$262,171	\$249,843	\$263,843	\$235,926	(\$27,917)	-10.6%	\$266,810	(\$30,884)	-11.6%	\$176,095	\$59,832	34.0%
June	\$412,549	\$459,179	\$374,285	\$387,014	\$432,188			0.0%	\$427,284		0.0%	\$277,735		0.0%
July	\$479,361	\$436,319	\$524,762	\$538,630	\$478,072			0.0%	\$508,372		0.0%	\$335,526		0.0%
August	\$301,780	\$334,627	\$353,381	\$363,356	\$376,437			0.0%	\$357,843		0.0%	\$232,598		0.0%
September	\$676,179	\$692,355	\$635,702	\$702,341	\$694,003			0.0%	\$703,565		0.0%	\$457,317		0.0%
October	\$479,507	\$449,998	\$478,144	\$451,640	\$450,024			0.0%	\$477,787		0.0%	\$310,581		0.0%
November	\$297,607	\$282,471	\$295,986	\$269,392	\$307,789			0.0%	\$300,696		0.0%	\$195,433		0.0%
December	\$455,414	\$376,522	\$526,268	\$469,651	\$457,781			0.0%	\$472,884		0.0%	\$304,946		0.0%
Total	\$4,654,641	\$4,599,545	\$4,859,082	\$4,765,894	\$4,804,272	\$1,566,556	(\$41,461)	-0.9%	\$4,900,000	(\$85,043)	-1.7%	\$3,675,000	\$5,673	0.2%
Budget	\$4,455,000	\$4,600,000	\$4,700,000	\$4,800,000	\$4,900,000	\$4,900,000			\$4,900,000			\$4,900,000		
YTD MAY	\$1,552,244	\$1,568,075	\$1,670,556	\$1,583,869	\$1,608,018	\$1,566,556	(\$41,461)	-2.6%	\$1,651,599	(\$85,043)	-5.1%	\$1,580,884	\$5,673	0.4%

Note to reader: The actual amounts above represent the general fund local sales tax received (1%) by the City from the State of Missouri during the month indicated. Local sales tax is received by the City in the second month after purchases are made by consumers. For example, purchases made in January by consumers are reported and to be paid to the State by the businesses in February and received by the City in March. Some timing issues can arise due to varied payment deadlines by the State and/or actual payment activity by the businesses which can delay payments to the City. Projection amounts are figured by averaging the percentage collected for the month indicated over a five (5) year period.

Jeanne L Woods, CPA, ICMA-CM  
City Administrator  
573.302.2000 x1010



## What's on the horizon...

**Mayor and Board of Aldermen Strategic Planning - SAVE THE DATE - Wednesday, August 5th.**

This year's Mayor and Board of Aldermen Strategic Planning Session will be held Wednesday, August 5th, tentative time: 9 AM - 4:30 PM. Location will be determined in the upcoming month; lunch will be provided.

FY2020 will be the fourth year the Mayor and Board of Aldermen will participate in Strategic Planning.

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## Items to look for on upcoming Board of Aldermen Meeting Agendas...

Please note: At this time I have directed staff to only move items through to the Board of Aldermen of emergency or time-sensitive nature until we move past the COVID-19 pandemic.

- **Amendments to City Code regarding use of Golf Carts**
  - **Amendments to the Wastewater Regulations regarding Prohibited Discharge (i.e. Grease)**
  - **Amendments to HR Rules and Regulations regarding Employee PTO**
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## *Citizen's Academy*

This year's Citizen's Academy will be held in the fall. More details will be forthcoming. Tentatively the academy will be 5 session held between September 30 - October 21, 2020.

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## Department Highlights

### Department Reports

- [City Treasurer Project Overview Report - As of May 21, 2020](#)
- [Building Official Construction Valuation Report - April 30, 2020](#)
- [Municipal Court Report - April 2020](#)
- [Cochran Engineering May 5, 2020 Monthly Report](#)

### **PUBLIC WORKS UPDATE**

- Cochran Engineering Monthly Report can be downloaded from above. The following provides additional information.
- **Osage Beach Special Road District Partner Projects** - There are a few road projects in the FY2020 Budget that the City is partnering with financially to complete, includes Ledges, Wren, Autumn, Cove, and

### **PARKS UPDATE**

- **Lake Access Closed** - Access to the Lake side at the OB City Park is temporarily closed due to road failure/erosion at the large culvert. Cochran Eng. is working on the issue with staff.
- **CANCELED** - Due to the COVID-19 Pandemic, Park sports activities will begin to emerge the first week of June with restrictions and modified

Executive Dr. The Executive Dr. MODOT Cost Share Application will be submitted in June.

- **COVID-19 Impacts** - Due to estimated financial impacts on the FY2020 Operating Budget, many capital projects have been postponed, affecting all funds. Public Works capital projects and purchases that will be on hold include water and sewer work on Anitoch and various equipment purchases. Any project that is scheduled to be subsidized by grant funds are scheduled to move forward pending any change in grant funding.

procedures. Use of the Playgrounds will continue to be closed until further notice.

### **BUILDING UPDATE**

- **Bullet Resistant Glass Installation** - The project was awarded to Bales Construction. Construction will begin the third week of May with completion estimated within the week.
- **Permitted Construction Valuation** - Year to date, valuation of construction permitted is \$1.85 million (56 projects permitted), down \$2.5 million (85 projects permitted) from this time last year. Details are in the report downloadable above.

## Employee Service Awards



*We recognize 5, 10, 15, 20, 25, and 30 year service awards. Congratulations to all those committed to serve!*

### **Service Awards recognized in May**

- Cassie Smith, Ambulance - 5 Years
- Matt Morris, Engineering - 5 Years