



City Administrator's Monthly Report

Published June 10, 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 facilities are open to the public and public meetings have resumed, with restrictions related to social distancing and screening. Employees continue to be screen upon arriving for work.**

****Park facilities are open and many activities and sports programs have resumed, with restrictions. The status of three city events is yet to be determined, which are National Night Out, 20th Annual Fall Festival, and the Citywide Garage Sale.**

In the upcoming weeks, phasing out of many of our restrictions will begin; more details will be provided appropriately.

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>.

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 Statements/Budget Reconciliation May 31, 2020

Financial Statements are unaudited, but show we expended 33.6% of our \$29.5 million FY2020 Operating Budget and collected 31.6% of budgeted revenues for all funds.

Financial Reports

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

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.

COVID-19 Impacts on the FY2020 Budget:

As presented to the Mayor and Board of Aldermen at the May 7 Board of Aldermen meeting, an operational spending plan was outlined based on an estimated 15% decrease for FY2020 revenues, all sources. \$2 million in expenditure cuts were made and \$2.2 million in reserves were targeted to be used to meet the initial revenue decline estimates of \$4.2 million (15% overall estimated decline).

As we have moved through the past month, operational spending is being adjusted accordingly to reflect changes in estimated revenue due to the COVID-19 pandemic environment and our economy. **The latest sales tax collection, other market indicators, as well as the overall pandemic situation, are reassuring in meeting our effort to be proactive to our financial environment.** We are not 'out of the woods', but these indicators are leading towards less impact as originally planned for.

The City's top three overall revenue sources consist of Sales Tax, Service Fees, and Grants and other Reimbursements. Nearly two months ago I estimated overall City revenue (all sources) decline aggregately to be as much as 15% due to COVID-19; as this is a fluid process and a lot has changed, factors led me to **update that estimate closer to 8%-9% of decline due to COVID-19. This equates to an estimate of \$2.4 million in revenue decline city-wide.**

Operational response to the adjusted estimates will include systematically addressing the furloughed and reduced hours of employees, assessing the hiring freezes that are in place, assessing many of the O&M expenditure and capital expenditure cuts. This will be done methodically with the appropriate departments, timely and accordingly to ensure we respond in the most conservative fashion to our changing financial situation. I have met with many of you recently and more will be discussed over the next few days with the intent to directly outline how this will affect your department.

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.

JUNE 2020 Sales Tax receipts are \$56,872 (2.8%) less than 2019 receipts for the same period and \$95,549 (4.6%) less that projected in the FY2020 Budget.

See *Sales Tax Data Report for June 2020* [HERE](#).

The following are the local sales tax receipts received from the State of Missouri for the month we indicate as June and represents sales made by

consumers in April.

- General Fund (1%) - \$416,778
- Capital Improvement Tax (CIT) (0.5%) - \$206,157
- Transportation Sales Tax (0.5%) - \$206,159

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

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.

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 HR Rules and Regulations regarding Employee PTO**

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.

BUDGET PREP FY2021

We are midway through FY2020 and it will soon be time to begin the FY2021 budget process!

Staff will begin our internal process end of August to prepare for budget workshops with the Mayor and Board of Aldermen in late October/early November. More information on tentative workshop dates will be sent out soon.

Department Highlights

Department Reports

- [City Treasurer Project Overview Report - As of June 18, 2020](#)
- [Building Official Construction Valuation Report - May 31, 2020](#)
- [Municipal Court Report - May 2020](#)
- [Cochran Engineering June 9, 2020 Monthly Report](#)

PUBLIC WORKS UPDATE

- **Mace Phase 2a Road Reconstruction** - Construction began on June 1.
- **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 Executive Dr. The Executive Dr. MODOT Cost Share Application will be submitted in the upcoming week.

PARKS UPDATE

- **Lake Access Now Open** - Access to the Lake side at the OB City Park is now open. Parks staff and Transportation staff worked with our Cochran engineers to complete a solution that will provide passage until a more permanent improvement can be done.
- **Park Activities** have resumed with restrictions. Sports programs are active and playgrounds are open.

BUILDING UPDATE

- **Permitted Construction Valuation** - Year to date, valuation of construction permitted is \$2.2 million (72 projects permitted), down \$2.4 million (102 projects permitted) from this time last year. Details are in the report downloadable above.



Osage Beach City Park Sunset in June . *Photo by Matt Vandervoort, Parks Manager*

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 JUNE 2020

- Matt Vandervoort, Parks & Recreation - 5 Years
- Brian Salerno, Police Department - 10 Years
- Darrin Skinner, Police Department - 20 Years