



City Administrator's Monthly Report

Published September 9, 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

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.

****City facilities remain open to the public and public meetings have resumed, with restrictions related to social distancing and screening.**

****Park facilities remain open and many activities and sports programs have resumed, with restrictions.**

****The 20th Annual Fall Festival, the Citywide Garage Sale, and the Citizen's Academy all have been CANCELLED for 2020.**

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 August 31, 2020
Financial Statements are unaudited, but show we expended 54.0% of our \$29.5 million FY2020 Operating Budget and collected 52.8% of budgeted revenues for all funds.

Financial Reports

- [FY2019 CAFR \(Comprehensive Annual Financial Report\)](#)
- [FY2020 Operating Budget](#)
- [August 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:

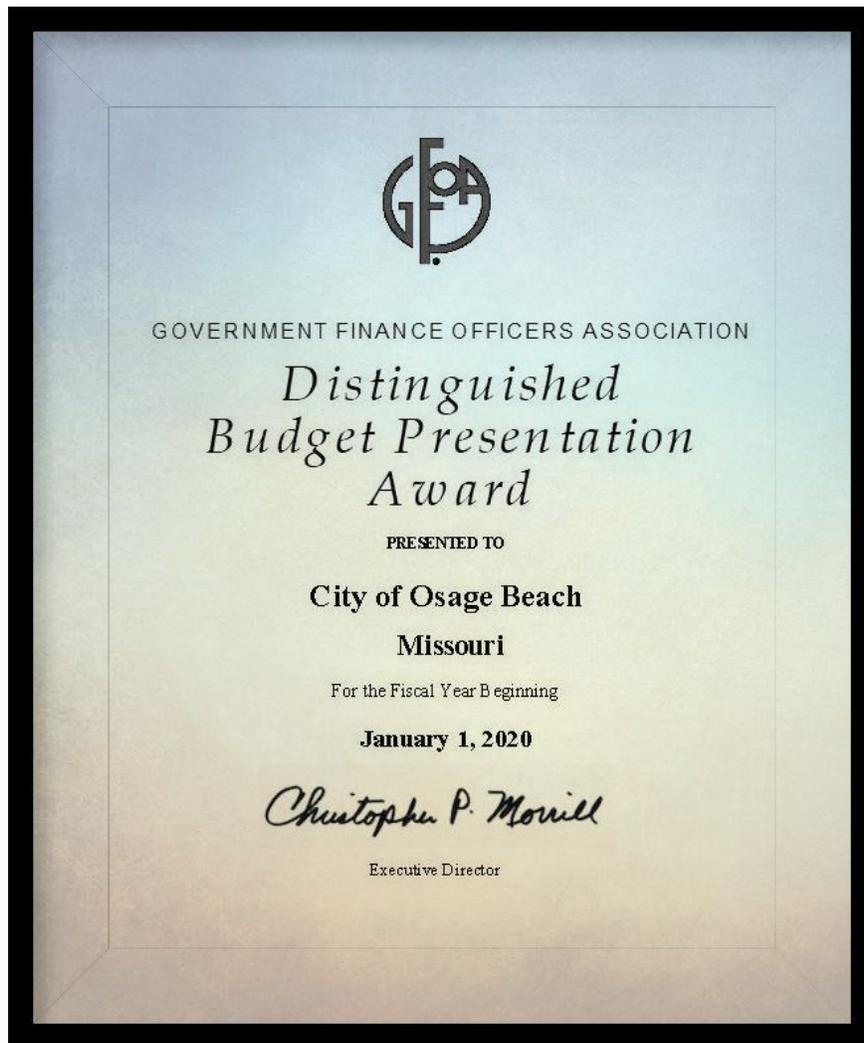
As presented to the Mayor and Board of Aldermen at the May 7 Board of Aldermen meeting, an operational spending plan was outlined based on an estimated 15% decrease for FY2020 revenues, all sources, at that time. **As we have moved through the summer month's financial activities, an updated operational spending plan was recently outlined based on an estimated 5.6% decrease for overall FY2020 revenues equating to an approximate \$1.5 million estimated revenue decline. To meet this estimated decline, \$580,000 in expenditures have been/will be cut. The remainder will be realized from city cash reserves.** Latest report can be found [HERE](#).

GFOA Distinguished Budget Presentation Award received for the FY2020 Operating Budget!

FY2020 Operating Budget was our first submission for the award and although our reviewers gave great feedback on how to further enhance the document, we gained our first award!

The award represents a significant achievement and reflects the commitment to meeting the highest principles of government budgeting. In order to receive the budget award, we had to satisfy nationally recognized guideline for effective budget presentation which includes how well we created the budget as 1) a policy document, 2) a financial plan, 3) an operational guide, and 4) a communication device.

We have great staff members who made major contributions to our budget process and presentation over the past few years in order to make this happen; this could not have been done without them!



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.

SEPTEMBER 2020 Sales Tax receipts are \$40,525 (1.1%) less than 2019 receipts for the same period and \$100,471 (2.8%) less than projected in the FY2020 Budget.

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

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

- General Fund (1%) - \$709,425
- Capital Improvement Tax (CIT) (0.5%) - \$350,346
- Transportation Sales Tax (0.5%) - \$350,352

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...

BUDGET PREP FY2021

FY2021 budget preparation has begun internally and the following are scheduled budget workshops. The draft FY2021 budget is scheduled to be available to the Mayor and Board of Aldermen no later than Friday, October 16.

- Thursday, October 22, 2020 - 5 PM
- Tuesday, October 27, 2020 - 5 PM
- Thursday, October 29, 2020 - 5 PM

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

- **Design Guideline changes regarding wastewater grease testing measures**
- **Grant utilization for the completion of the Tan-Tar-A Sewer System Assessment**
- **Amendments to HR Rules and Regulations regarding Employee PTO**

Board Strategic Planning Session

The annual Board Strategic Planning session was held on Wednesday, August 5 at City Hall. A full summary of that meeting can be downloaded [HERE](#).

Topics discussed included the FY2020 Budget update with COVID19 impacts, a five-year cash flow forecast, capital asset planning, transportation's pavement maintenance plan, previous year strategic items, and the Board's upcoming year priorities and items to be addressed. A summary of those upcoming priorities and items included the following;

- **Economic Development and Growth:** Continued Osage Beach Market Assessment, Revenue Enhancement Options, Annexation Opportunities, Marketing Osage Beach,
- **Customer Service:** Citizen Engagement, Transportation System Enhancements, Enhancement of Public Safety and the Osage Beach Appeal regarding Quality of Life, Appearance, and Business Environment,
- **Internal Development:** Investing in our Employees, Internal Performance Measurements,
- **Good Governance:** Proactive Project Planning, Objectives for Revenues and Expenditures, and Enhanced Reporting and Engagement

Department Highlights

Department Reports

- [City Treasurer Project Overview Report - As of September 3, 2020](#)
- [Building Official Construction Valuation Report - August 31, 2020](#)
- [Municipal Court Report - July 2020](#)
- [Cochran Engineering September 9, 2020 Monthly Report](#)

PUBLIC WORKS UPDATE

- **Pavement Preventive Maintenance Plan (PPMP)** - Cochran presented the recent draft of the PPMP, outlining our city's road conditions and five year priority plan. The Plan can be downloaded [HERE](#).
- **Mace Rd Phase 2a Road Reconstruction - *On time AND under budget!*** - Board approved the contract, not to exceed \$1,163,184.98 on April 16, 2020. Construction began on June 1. Estimated completion is now mid-October. The project's base pavement is being completed this week, all storm sewer and concrete work are now completed. Overall construction work is on time and under budget to date.
- **Mace Rd Phase 2b Road Reconstruction** - Right-of-Way, easements, and utility relocation coordination are in process based on preliminary design. Final design completion is in process. Project construction is anticipated to begin early FY2021.
- **Beach Road Improvements** - Easements have been acquired. The bidding for the project is expected by year. Project construction is anticipated to begin early FY2021.
- **Ledges Drive Improvements** - The project's design and bid documents

are being finalized. Staff is currently working on the legal process for the transfer of the identified road portions to be deeded to the City prior to construction. The project is anticipated to begin early FY2021.

PARKS UPDATE

- **Upcoming Events Cancelled** - The 20th Annual Fall Festival and the City Garage Sale event will not take place this year due to the COVID19 pandemic.

BUILDING UPDATE

- **Permitted Construction Valuation** - Year to date, valuation of construction permitted is \$5.1 million (139 projects permitted), down \$3.7 million (175 projects permitted FY2019 year to date) 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 to be recognized in September 2020

- **Laura McDonald, 911
Communications - 15 Years**