

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF ALDERMEN
OF THE CITY OF OSAGE BEACH, MISSOURI
June 10, 2021

The Board of Aldermen of the City of Osage Beach, Missouri, conduct a Regular Meeting on Thursday, June 10, 2021, at 3:00 p.m. The following were present in person: Mayor John Olivarri, Alderman Tyler Becker, Alderman Phyllis Marose, Alderman Richard Ross, Alderman Kevin Rucker, Alderman Bob O'Steen. Absent Alderman Walker. Tara Berreth, City Clerk, was present and performed the duties of that office. Appointed and Management staff present were City Administrator Jeana Woods, City Attorney Ed Rucker, Police Chief Todd Davis, Assistant City Administrator Mike Welty, City Planner Cary Patterson, City Treasurer Karri Bell, Airport Manager Ty Dinsdale, Building Official Ron White, Human Resources Generalist Cindy Leigh, Public Works Operations Manager Kevin Crooks, IT Manager Mikeal Bean, Parks Manager Nicole Stacie.

UNFINISHED BUSINESS

None

NEW BUSINESS

Management Team Update:

City Clerk – Currently has 1 ½ employees and 1 Court Clerk. Update on number of licenses generated:

2020 = Business – 546, Contractors – 470, Dog Tags – 9, Liquor – 68 and Taxi – 3.

2021(as of June) = Business – 462, Contractors – 151, Dog Tags – 0, Liquor – 62 (3 out of business and 3 outstanding) and Taxi – 4.

Goals for upcoming year(s) - Work with all departments to make all applications more user friendly on online. Work off my department performance measurements.

City Treasurer – Currently has 3 ½ staff members (Accounts Payable, Accounts Receivable, Utility Billing and Staff Accountant) As the City nears the completion and final payoff of the bonds associated with Prewitt's Point TIF. I would like to share some of the history and information about the City's first TIF project.

- ✓ 1999/2000 Redevelopment plan was presented to the City of Osage Beach and approved by the TIF commission. • Approved by the Board of Aldermen July 6, 2000, Ordinance 00.26
- ✓ Elected Officials that approved the TIF project were Mayor Penny Lyons, Aldermen; Garry Bartles, Rich Martin. Eric Medlock, Charles Peterson, and Nancy Sheely.
- ✓ Plan Amended August 2006 Added \$350,000 project costs to extend water and sewer service to School of the Osage, approve the Transportation Development District (TDD) to keep all the TDD revenue, and increase retail square footage to 680,000.
- ✓ Retail currently open at the Prewitt Point Center: Arris Pizza, Barefoot Floors, Bradbury Fitness, Sunset Tires, Hy Vee, Jo Ann's, Lowest Marshalls, Maurices, Old Navy, Outback Steakhouse, Petco, Ross, Sally Beauty, Shells Pasta, Shoe Carnival, T-Mobile, Steak n Shake, Target, Walgreen, and West Marine.

City Planner

- Reported on City Planner's Office metrics (performance measures) – all centered around tasks of the office,
- Reported that his view in department focus centers on a Complete Community,
- Activity around zoning is up; most variance requests last year than in the past 5 years, activity in 2021 already up,
- Needs include keep up with market data and technology,
- Comprehensive Plan update is not needed at this time.

Building Official

Building Inspection

Number of permits and permit valuation is showing significant improvement:

Year to date (Through May) 2020 = 2.15m

Year to date (Through May) 2021= 11.3m

- Currently reviewing Topsider's first building \$7.5m (40 units), Hobby Lobby \$3m, King's Plaza \$800,000 and a proposed \$2.4m single family residential building.

New code adoption is complete, and we begin enforcement July 1, 2021. No abrupt changes to requirements.

New Building Inspection/Maintenance vehicle was ordered in January 2021 with a projected delivery date of August 2021.

Flood Plain Administrator Training (SEMA)

Challenges/Goals

- Recommend the reimplementation of a second full time inspector (1 Building Inspector, 1 Compliance/Building Inspector). We currently utilize the Public Works Construction Inspector, but that will be limited in the future as City projects come to fruition.
 - o Adding- permit and inspection requirements for water heater and HVAC replacements effective January 1, 2022.
- Realized the value of having an In-house Engineer for plan reviews, day to day inquiries (staff and community members) - frequent phone calls, e-mails, and discussions.
- Archive permit files are busting at the seams. Included in employee goals this year – destruction of old files as per State retention schedule.
- Plan Review Table(s) for electronic submissions and reviews – iPlanTables.com Touchscreen Workstations (Handout included). This technology would allow us to receive, review, and provide comments electronically while providing greater efficiency via electronic storage capabilities.
- Continue professional development training for department staff.

Compliance

Compliance issues remain steady with most cases being reactionary. Over the years we have had varied board opinions and directives regarding compliance, and this is something I would like further direction on. Historically we have taken two different approaches - A much more proactive approach, and a reactive approach. I only wish to mirror the opinion and direction of the board. This is a unique community catering to thousands of vacationers and second-home owners. Public opinion and expectations vary between the approaches.

Building Maintenance

Next 12 months

- Wallpaper replacement throughout the building.
- Concrete repair / replacement (City Hall sidewalks and curbs) historic use of salt has caused significant degradation. We will now pretreat with liquid/non-corrosive (Stand-Up).
- Floor maintenance (carpet cleaning, tile strip and wax)

Future

- Parking lot maintenance
- Continued HVAC maintenance, repair, and replacement.
- Roof inspection, repair/replacement
- 2nd emergency services entrance off Osage Beach Parkway (south side)
- Potential in-house Janitorial / Maintenance position (full time)
- Improved landscape (Bradford Pears, Burning Bushes along sidewalk and in island)
- Elevator Modernization / Maintenance RFP is posted

IT Manager

Successes:

- a. Moved away from the virtual desktop environment to desktop PC's/ laptops last summer improving the reliability of IT equipment city wide while improving employee confidence in the City's IT Department.
- b. The move to laptops for management staff members has provided additional flexibility for the management team during the recent health crisis.

- c. We continue to work with Forward Slash to downsize our IT footprint reducing the number of overall servers moving forward. Excess IT equipment will be sold or scrapped through surplus sales later this year and next year.
- d. New remote access tools provided by Forward Slash have helped improve the user experience and allow remote access back to the city from anywhere in the world.
- e. Upgrades to the video and sound in the board room have greatly improved the City's ability to stream public meetings.
- f. Security upgrades: new secure wireless access points across the city, new switches in PD and PW, and installation of firewalls all to increase security of city assets and data.

Challenges:

- g. We have experienced multiple server crashes early this year. We have redundancies in place where backup servers take over when this happens. While there is no immediate danger, replacements are budgeted in 2022.
- h. Security is an ongoing challenge in IT. Attacks can come through email, firewalls, or wireless connections so staying up to date on all security practices is crucial.

Looking to the 2022 Budget or beyond:

- i. Server replacement in 22,23,24.
- j. File server replacement in 2022.
- k. Our financial software management system (Incode) is scheduled for replacement/upgrade in 2023.
- l. Core Switch replacement is scheduled for 2023.
- m. Continue to be prepared for all upcoming changes throughout many departments that deal directly with IT.

Ongoing Research/Projects/Training Opportunities:

- n. Offsite Disaster Recovery server purchase and installation will happen over the summer 2021.
- o. Firewall and small switch upgrades will be purchased and installed over the summer 2021.
- p. IT downsizing project: Several pieces of IT equipment that are no longer needed will be taken offline and prepared for surplus sale both this summer and next.
- q. The IT manager Will continue to monitor the quality of work provided by our IT managed services partner, Forward Slash Technologies, assessing their performance on a yearly basis.
- r. Continued research on replacing or upgrading our financial software management system (Incode)
- s. Office 365 renewal will be presented to the Board for approval at the next board meeting.

Airport Manager

Successes:

- a. Fuel sales are on target to meet the 2021 budget.
- b. Janitorial service began in January 2021 at both airports. We have already had several comments concerning improvements in cleanliness.

Challenges:

- b. The LCF hanger lease program is prohibitive because we lease the land from Missouri State Parks. The rules and regulations that we live by at LCF Airport make it almost impossible for private hanger construction.
- c. Aging Fleet: Both airport plow trucks are in disrepair. We are looking at repair costs now. Budget amendments may be required for both airport vehicle maintenance accounts.
- d. The Jet A fuel pump at the LCF fuel farm is on its last leg. A new pump has been ordered and will be installed soon. A budget amendment may be required for the LCF equipment repair account.

Looking to the 2022 Budget or beyond:

- e. LCF Apron project will begin this summer but may carry over into 2022. This project will be over budget.
- f. LCF Plow Truck Replacement is scheduled for 2022.
- g. LCF runway overlay is next on the grant schedule. 22 or 23.
- h. GG Runway overlay in 22,23,24.
- i. GG electrical burial 22 or 23.
- j. LCF Utility Vehicle Replacement in 2022.
- k. AV Gas truck replacement in 2022. (Both Airports)
- l. GG Tractor Replacement in 2022.

- m. GG Brush Hog deck replacement in 2022

Ongoing Research/Projects/Training Opportunities:

- n. Private hanger construction research is ongoing. We are talking about what options we have with the State Parks Department to get around some of their restrictive rules and regulations.
- o. Researching improvements to cash handling at both airport in future years. All cash handling is manual at both airports. As we continue to grow, improvements in this area may be needed to modernize these processes.

Parks Manager

Successes:

- a. The MO Department of Conservation evaluated the city pond recently. We will get there report later this summer. They are expecting that the pond is healthy enough to allow harvesting beginning in 2022.
- b. Park traffic is high and all, but a few weekends are booked with baseball or softball tournaments through the middle of July.
- c. New exercise equipment will be installed along the walking trail at Peanick Park with funds received in a grant from the Miller County Health Department later this summer.

Challenges:

- d. Aging Fleet: All three Parks vehicles have had maintenance issues early this year. The parks explorer is currently not running. It is at the shop being assessed.
- e. Ongoing drainage issues for baseball field 2 and 3 at the City Park. Field 3 is fixed, and we will be working on Field 2 later this year.
- f. Parks staffing in the spring and early summer can be challenging. I will be working with our new Parks Manager to reevaluate our staffing needs and make recommendations the City Administrator if changes are deemed necessary.
- g. The rock wall behind the volleyball court needs a lot of work. The Transportation Department is assisting the Park with installing new riprap.

Looking to the 2022 Budget or beyond:

- h. All three Parks vehicles are scheduled to be replaced over the next three years. 22,23,24
- i. Picnic Table Replacement Program begins in 2022. The plan is to replace 6 a year for 6 years.
- j. Portable pitching mound replacements in 22 and 23.
- k. Irrigation pump replacement in 2023.
- l. Peanick Park Parking lot overlay and expansion in 2023
- m. Improve the entrance and replace the gate at the City Park in 2022.
- n. Park Master Plan needs to be redone in the near future.

Ongoing Research/Projects/Training Opportunities:

- o. Volleyball court improvements are ongoing.
- p. Underground electrical project needs to be completed at Peanick Park.
- q. Pond Drainage improvement project is ongoing.
- r. Researching Park Management Software options for possible change in 2022.
- s. Hatchery Road leading down to the park as some drainage issues that are causing road failure under the 54 over pass. We are researching options for improving this area of the road.
- t. The city parks road beyond the baseball fields are in bad shape. We are researching options for improving this section of the road.

PW Operations Manager

Working with Cochran engineering on exploring new Public Works vehicles building with vehicles wash bay/ mechanic works space/ gas pumps.

WATER - (4 FTE's)

- Pressure reducing & altitude valve station preventative maintenance.
- Tower mixers project.
- New Well Swiss Village #3 has been showing to be of much greater quality.

- 3 of 7 wells to be mechanically and electrically inspected in 2021.
- Hydrant painting FTEs, supported by inmates as available. (July)
- Fall city-wide hydrant flushing (every hydrant), followed by necessary hydrant maintenance.
- Water staff has installed over 180 meters in the last 45 days.
- New backend meter software forthcoming in July will enhance billing and readings and improve efficiencies in the field on reading day.
- New FTE position now posted.

SEWER – (7 FTE's)

- New odor control (Alkogen) chem feed system installed at sands LS late-June.
- Lift station aeration empirical study to reduce odor control chemicals as they are excessively expensive.
- Sands LS Rehab, ongoing today. - 70% complete.
- PW Sewer dept in-house pump rebuild training in June, as this skillset has been lost to personnel turn-over.
- Number of Sewer dept callouts last 30 days- 32.
- Number of SSO's last 30 days – 6.
- LS ID project. Possible re-naming for stations for ease of finding stations, LS panel Hi-Vis ID tags, GIS solution.
- Inventory of stations not visible to the public, the main means of trouble light identification. Potential cellular connectivity.
- The new Jetter truck has had heavy use and is a much better tool than what was used previously.
- Operations Manager Ford Explorer scheduled for replacement (2022).
- The 1996 small sewer pump truck is scheduled for replacement (2022).
- Sewer Camera Truck research is ongoing.
- Sewer assessment in Margaritaville area begin next week with Cochran Engineering (majority grant funded).
- Continuing industry training in the Sewer Dept, to include CDL licenses, safety and general collections operations. This crew is all very new but shows impressive potential.
- New employee started June 10th (today). New FTE position now posted.

STREETS – (7 FTE's)

- Streets has led the way in PW with a teams-based culture of teamwork.
- Taken delivery of new LED message boards, training, moving materials out of Streets shop to accommodate their inside storage.
- Consistently maintains Osage Beach Parkway for a clean appearance.
- 2 months of extensive interim mowing done for Parks Dept. as well as assisting with volleyball court issues and an earthen dam drainage project at City Park.
- Pricing out the purchase plate compactor to minimize poor compaction under asphalt repairs.
- Improved access to more than 50 Sewer Dept access roads this year.
- Retro-reflective sign improvement project ongoing, all Parkway signs to be completed this year.
- Assists all of PW with vehicle and equipment maintenance, saving money.
- Budget challenges of an aging fleet; equipment maintenance hit hard. Budget amendments likely later in the year.
- New employee starts June 28th.

Asst. City Administrator

Successes:

- a. Hiring and training of two new managers. Public Works Operations Manager and Parks Manager.
- b. Taking on the duties of construction project management, there have been no major problems with any of the projects that Dave and have managed so far this year.
- c. Expanded my role to include the administration of the Public Works Departments and the Engineering Department.
- d. Cochran has done a nice job of assisting us with clearing old projects like Wren Lane and others that have been pending for years.
- e. Work with the Board on the Preventive Pavement Maintenance Program and the Sidewalk Master Plan allows us to be more proactive with planning these projects out financially and get away from the reactionary approach that we have had in the past.

Challenges:

- a. Updating our Water and Sewer master plans needs to be a priority over the new few years.
- b. The Mace Road project has been challenging because of all of the changes, but the 2nd reading of the contract with Stockman Construction is on the next BOA meeting agenda and the project should get started shortly after.
- c. The Sands Lift Station project has been delayed do it supply chain issues and valve problems, but work started this past Monday, and everything is going smoothly.

Looking to the 2022 Budget or beyond:

- a. Wren Lane was just awarded. Work begins on June 21st.
- b. Mace Road will have the 2nd reading at the next BOA meeting.
- c. The Airport Road project is out to bid currently.
- d. Sewer station improvement project will be bidding out soon.
- e. Engineering for Industrial Road is ongoing.
- f. The Ledges project is at a standstill because of easement issues.
- g. The Autumn Lane project is in limbo because of easement issues.
- h. Parkway Driveway project will be bid out in the fall.
- i. Industrial Road right of way/construction 22,23
- j. Osage Beach Parkway Extension constructions 22,23
- k. The Tan Tar A assessment will generate several projects that will need to be planned over the next few years.
- l. We will use the Pavement Resurfacing Schedule listed on page 31 of the Preventive Pavement Maintenance Program document and input from the Board to guide staff.
- m. A draft of the sidewalk master plan has already been presented to the Board. Once approved that document will also be used to guide staff.

Ongoing Research/Projects/Training Opportunities:

- a. Researching and working with Cochran to refine our project management processes. This includes beginning to plan out bidding on projects earlier when possible.
- b. Parkway Driveway project Research and easements. Of the 12 properties we started with, we are now down to 10.
- c. Amy Lane project research. This is a Special Road District Project that has been in limbo for a while.
- d. Autumn Lane Project Research. Cochran is working with the City attorney on easement issues.
- e. Researching and planning Water and sewer master plan updates and the parks master plan updates.
- f. Working with various staff member to research unwatered/unsewered areas.
- g. Researching future grant opportunities in multiple departments.
- h. Researching several drainage issues including one on Dude Ranch Road and one on Greenwood circle.
- i. Continued research on replacing or upgrading our financial software management system (Incode).
- j. Continuing the training of our new managers.
- k. As the City's purchasing agent, I will continue to work with all managers to ensure proper purchasing procedures are followed.

Police Chief

Emergency Management

Accomplishments

- Established a bi-annual inspection program to ensure system is operational ready throughout the year.
- We are now involved in the LEPC (Local Emergency Planning Commission) for Camden County EMA

Future Goals/Plans

- Work with the Building Department and Project Supervisor on the relocation of the Topsider warning siren, (This will be reimbursed by the Topsider project if they decide that the siren needs to be moved for their project.)

Ambulance

Accomplishments

- Department Protocols have been updated and approved by the Departments Medical Director which reduced our drug cost

Future Goals/Plans

- Continue to fill the vacancies in the Ambulance Department— 1 Full Time Paramedic (This position was just vacated and will be posted soon)
- Replacement of the 2010 (Medic 9) \$200,000 includes power cot and loading system • Replacement of the Zoll Cardiac Monitors \$72,000
- Obtain certification for OBA to be a recognized training entity.

911 Center

Accomplishments

- Radio systems upgrade to MOSWIN

Future Goals/Plans

- ✓ Upgrade the 911 System.
- ✓ Working with HR to develop and implement a 911 Operator training and certification program partnership with the Camdenton LCTC.
- ✓ Continue to work towards filling the vacancies in the 911 Center — 1 Communications Supervisor and 4 Communications Officers — (There is ongoing testing/interviews)
- ✓ Continue to work towards contract dispatching for other emergency services agencies.
- ✓ Add security cameras at both airports and the parks.
- ✓ Upgrade of the digital recorder (Approximately \$111,000.00 This records the Phone and Radios)

Police

Accomplishments

- Taser Implementation
- Radio systems upgrade to MOSWIN.
- Developed and Implemented the Police Officer Recruit program which allows us to hire an individual and send them through the Police Academy.

Future Goals/Plans

- Continue to work towards filling the vacancies in the Police Department — 1 Detective Sgt., 1 SRO, 4 Police Officers, 1 Analyst, and 1 Department Secretary. (Note —We currently have a 8 Police Officer Recruits interviewing next week with the goal to send two to the Academy if needed, We have 1 Police Officer in the background stage, 2 SRO applicants to be interviewed, 2 Police Officer applicants scheduled to test/interview next week, and 5 Department Secretary interviews next week. We are currently reviewing the Analyst applicants and will be scheduling interviews and the Detective Sgt. Position is being posted)
- Body Worn Camera Purchase/Policy/implementation Currently working on the application for the DOJ Body Worn Camera Grant
- Continue the fleet rotation plan for the department 2021 we purchased two new vehicles for the patrol fleet. We also downsized the fleet by 2 vehicles, Next year's plan is to replace 2 patrol vehicles and 1 detective/admin vehicle.
- Upgrade the ALPR (Automated License Plate Reader)

HR Generalist

Power Point attached

City Attorney/City Prosecutor

Power Point attached

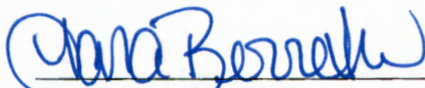
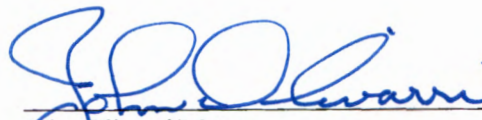
City Administrator

Over the next few weeks, the agenda will be narrowed down for the July BOA Strategic Planning Meeting. Noticed similar themes with each department. Common themes – Technology, E-Services, Staffing, Asset Replacement and Expansion. All these need solutions and will be looked at in depth. The city has added more training and more expectations from the Management Staff. With all the changes in the last year everything with staff being redirected to other departments causes a bottle neck. Hopefully, we will have some sort of direction as to where and how the money from the COVID Recovery Act can be spent.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:15 pm.

I, Tara Berreth, City Clerk of the City of Osage Beach, Missouri, do hereby certify that the above foregoing is a true and complete journal of proceedings of the regular meeting of the Board of Aldermen of the City of Osage Beach, Missouri, on June 10, 2021, and approved July 1, 2021.


Tara Berreth/City Clerk
John Olivarri/Mayor



Human Resources and Risk Management

Looking Back to Shape the Future



Recruitment, Hiring, and Retention

Processes and benefits added in the past few years:

- ❖ Implemented NeoGov, applicant software
- ❖ Implemented NeoGov, electronic payroll onboarding process
- ❖ Hiring incentive of \$1,500 for hard to fill positions.
- ❖ Added shift differential of \$1.50 an hour
- ❖ Added employee referral program.
- ❖ Implemented a Police Officer Recruit program.
- ❖ Added police academy completion to the tuition reimbursement program.
- ❖ Changed pre-employment skills testing
- ❖ Decreased hiring process
- ❖ Added applicant texting
- ❖ Added holidays – President's Day and Christmas Eve
- ❖ Added an additional 1% 401 matching contribution



Recruitment, Hiring, and Retention

Things currently being considered:

- ❖ Open interviews for select positions.
- ❖ A certification program for 911 Communication Officers through State Fair and/or Camdenton School District's LCTC.
- ❖ Post offer employment testing



Recruitment, Hiring, and Retention

Turnover:

Terminations Processed	
2020	33
2019	29
2018	26

New Hires Processed	
2020	30
2019	30
2018	31
*2020 includes 11 umpires	



Recruitment, Hiring, and Retention Turnover:

Osage Beach Turnover Rate

*2020	30.1%
2019	23.3%
2018	18.2%

Full Time Positions Only - 2020 does not include the 4 RIF positions

Voluntary Turnover Rate

2020	29.7%
2019	24.0%
2018	22.5%

Full and Part Time Positions

Osage Beach Turnover Rate

*2020	30.7%
2019	26.8%
2018	23.5%
2017	21.4%
2016	23.0%
2015	16.0%

Full and Part Time Positions
- 2020 does not include the 4 RIF positions

Nat'l Turnover Rate for state and local gov't

2020	24.2%
2019	19.6%
2018	19.6%

US Bureau of Labor Statistics



Recruitment, Hiring, and Retention

Turnover:

Voluntary Turnover by Department				
	YTD 2021	2020	2019	2018
Admin	18%	8%	8%	10%
PD	27%	69%	56%	60%
PW	55%	23%	36%	30%



Recruitment, Hiring, and Retention

Current Workforce:

2021 Budgeted full time positions – 97

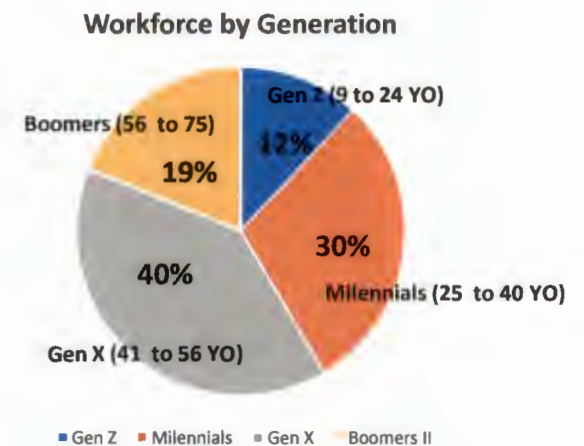
Current filled full time positions – 75

Current vacancies – 22

2021 Voluntary terminations – 12

2021 Involuntary terminations – 2

2021 Length of Service – 7.0 years (2019 length of service was 7.4 years)





Risk Management

❖ Workers' Compensation

Workers' Compensation		
	# Open	
2017-2018	9	0
2018-2019	5	0
2019-2020	7	0
2020-2021	4	1

Experience Mod	
2021	0.72
2020	0.77
2019	0.76
2018	0.96
2017	0.96



Risk Management continued

❖ Property and Liability Claims

Property and Liability Claims		
filed with insurance		
		# Open
2017-2018	12	0
2018-2019	10	0
2019-2020	14	1
2020-2021	9	3

Property and Liability Claims		
ALL		
		# Open
2018	67	0
2019	76	0
2020	58	19
2021	19	11

Sewer Liability Claims – Since January 1, 2020, we have had 9 sewer liability claims. The City is liable for sewer back, water damage, and stormwater damage when it can not show there is a maintenance program in place. The maintenance program must be in writing, followed, and documented. Sewer deductible is \$10,000.



Risk Management continued

Internal Investigations range from a formal grievance to complaints of harassment and/or retaliation.

- ❖ 2021 – 4 claims (2 retaliation)
- ❖ 2020 – 7 claims
- ❖ 2019 – 0 claims
- ❖ 2018 – 3 claims



On the Horizon

It is important to be aware of the ever-changing human resource and risk management fields. Below is a list of topics that staff will be discussing and/or addressing in the next year.

- ❖ Medical marijuana in the workplace and its impact on pre-employment drug screening.
- ❖ Employee development: This process will include the following:
 - New hire onboarding process during six-month probation.
 - Mid-year evaluation check-in by managers. Leverage one-on-one
 - 360 evaluation process
 - Utilizing NeoGov Learn on-line training.
 - Utilizing NeoGov Learn Plans.
- ❖ Employee recognition program. The program will focus on:
 - Increase employee morale.
 - Attract and retain employees.
 - Elevate productivity.
 - Increase engagement.
 - Improve work quality, safety, and customer service.



On the Horizon continued

- ❖ Employee Survey administered by outside contractor.
- ❖ Continued focus on a paperless environment. NeoGov e-forms will be implemented for all employees to complete and submit payroll forms electronically.
- ❖ Leave Policy
- ❖ Workplace flexibility
- ❖ Public Works Integration
- ❖ Exit interview policy and/or process.
- ❖ Retirement Provider Review
- ❖ Supplemental Benefit Provider Review



Challenges for HR and Risk Management

- ❖ Keeping up with the strategic planning for the HR and Risk Management responsibilities and the day-to-day duties for HR and Risk Management.
- ❖ Citywide recruitment
- ❖ Background process
- ❖ Lack of documentation for claims – it should be consistent, easily accessible, and accurate.



What will help HR and Risk Management in the future?

- ❖ Addition of a dedicated HR person.
- ❖ Implementation of utility infrastructure maintenance programs.
- ❖ Tools and resources provided to implement the maintenance programs.
- ❖ Continued focus on safety and wellness.
- ❖ Continued support from members of the Board and Management Team.

CITY ATTORNEY and CITY PROSECUTOR

Budget Preplanning Meeting

CITY OF OSAGE BEACH, MISSOURI
EDWARD RUCKER, CITY ATTORNEY

JUNE 10, 2021

BUDGET PREPLANNING MEETING

June 10, 2020

- ▶ Two parts to this report,
 - Attorney's role in the life of the city and
 - The weekly/daily pace of business.

BUDGET PREPLANNING MEETING

June 10, 2020

Legal services in the grand scheme of things here

- I am your lawyer. Not some amorphous entity called "the city."
- The seven of you constitute the city and I represent only you. All staff are your agents. I respond to them because they present problems which they are trying to solve for you.

BUDGET PREPLANNING MEETING

June 10, 2020

Our ordinances are clear the Mayor runs the show (Section 110.020) and when the Mayor and Board are not speaking, then the City Administrator speaks for you.

Every scrap of information that I have, we have, is yours, those things I have promised to keep confidential are confidential but if something involves the city's business then it's not confidential to you. That is basic legal ethics 101.

BUDGET PREPLANNING MEETING

June 10, 2020

My professional responsibility is to stay out of policy fights.

- i) Both those fights between competing visions of what to do at a board level.
- ii) And those fights at the staff level between your subject matter experts.

**MY ROLE IS PASSIONATE ABOUT THE PROCESS,
BUT STRICTLY NEUTRAL ABOUT THE DECISION**

BUDGET PREPLANNING MEETING

June 10, 2020

I am only the first stop,

think family doctor,

not the heart surgeon.

BUDGET PREPLANNING MEETING

June 10, 2020

My role is to ensure we are:

- i) Open, accountable, and transparent under the Sunshine law
- ii) as efficient as possible within the law
- iii) observe the rule of law,
 - (1) proper notice, and
 - (2) follow City ordinances,
 - (3) obey Missouri and Federal Statutes and
 - (4) understand the case law.

BUDGET PREPLANNING MEETING

June 10, 2020

- ▶ The most important legal expense item you never see
- ▶ Why Westlaw?
- ▶ Example Jackson Count Sports Complex Authority 64.930 RSMo.
- ▶ From 64.930.4. In the event a vacancy exists a new panel of three names shall be submitted by majority vote of the county commission to the governor for appointment. All such vacancies shall be filled within thirty days from the date thereof. If the county commission has not submitted a panel of three names to the governor within thirty days of the expiration of a commissioner's term, the governor shall immediately make an appointment to the commission with the advice and consent of the senate. In the event the governor does not appoint a replacement, **no commissioner shall continue to serve beyond the expiration of that commissioner's term.**

BUDGET PREPLANNING MEETING

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- ▶ Why Westlaw (cont.)

- ▶ But Missouri Constitution Article VII Section 12 reads

- ▶ **VII Section 12. Tenure of office.** — Except as provided in this constitution, and subject to the right of resignation, all officers shall hold office for the term thereof, and until their successors are duly elected or appointed and qualified.

Lexis/Nexis did not make the connection. A Legislator brought me a printout from a Westlaw account citing this constitutional provision as a possible conflict in the statute. Westlaw had the information, Lexis/Nexis did not.

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Which street to pave next is entirely your responsibility.

How to be sure we follow the law about:

- i) competitive bidding,
- ii) prevailing wage,
- iii) job site safety,
- iv) fair employment practices for our employees and
- v) permanent and temporary construction easements.

are issues that often land on my desk.

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- ▶ My job is to help you get to where you want to be in a legal and ethical manner. At the beginning of a new project, to understand the context, lawyers ask the journalist's questions
 - ▶ Who benefits?
 - ▶ What gets done?
 - ▶ Where does is hurt?
 - ▶ When must this be done?
 - ▶ Why do we need this?
 - ▶ How do we make it happen efficiently.

BUDGET PREPLANNING MEETING

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Thanks for listening

If you have a question: 573-302-2000 ext. 1050

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