

NOTICE OF MEETING AND BOARD OF ALDERMEN AGENDA



CITY OF OSAGE BEACH BOARD OF ALDERMEN MEETING

1000 City Parkway
Osage Beach, MO 65065
573.302.2000
www.osagebeach.org

TENTATIVE AGENDA

SPECIAL MEETING

**May 16, 2022 - 5:00 PM
CITY HALL**

**** Note:** All cell phones should be turned off or on a silent tone only. Agendas are available in the Council Chamber; however, complete meeting packets are available on the City's website at www.osagebeach.org.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

UNFINISHED BUSINESS

NEW BUSINESS

A. Department Presentations:

- City Administrator
- City Attorney/City Prosecutor
- HR Generalist
- City Clerk/Municipal Court
- City Treasurer
- City Planner
- Building Official
- IT Manager
- Airport Manager
- Parks & Recreation Manager
- Public Works Operations Manager – Transportation/Water/Sewer
- Assistant City Administrator
- Police Chief – Police/911 Center/Ambulance

ADJOURN

Remote viewing is available on Facebook at *City of Osage Beach, Missouri* and on YouTube at *City of Osage Beach*.

Representatives of the news media may obtain copies of this notice by contacting the following:

Tara Berreth, City Clerk
1000 City Parkway
Osage Beach, MO 65065
573.302.2000 x 1020

If any member of the public requires a specific accommodation as addressed by the Americans with Disabilities Act, please contact the City Clerk's Office forty-eight (48) hours in advance of the meeting at the above telephone number.

Human Resources Overview 2022

The Human Resources (HR) department is a strategic partner to the management of the City and the employee advocate for the City. HR supports 19 departments and a workforce of approximately 130 employees.

As a strategic partner HR programs should complement and support the City's Mission Statement and Strategic Plan:

Our mission is to provide superior municipal services and conduct all City business with openness and integrity, and to be recognized as a safe and appealing place to live and work, an employer that assists its team members in attaining their career goals, a supportive environment to conduct business, and a premier Lake of the Ozarks visitor destination.

FY 2021 – FY 2022 Strategic Plan

Internal Development – The City of Osage Beach is committed to providing superior services through growth of our employees who provide the community services.

Investment in our People

- ❖ *Expand City employee capabilities at all levels. Osage Beach employees will be viewed as the “Best of the Best” by their peers,*
- ❖ *Enhance and expand training opportunities for employee development.*

Internal Performance

- ❖ *Develop department level performance measures that demonstrate the progress and performance of City services*
- ❖ *Efficient collection and use of data for enhanced internal awareness and improvement.*

HR strives to create and improve employment programs that are aligned with the City's Mission Statement and Strategic Goals. The policies are designed to assist employees to reach their fullest potential with the City, to promote individual health, and ensure a workplace free from harassment and discrimination while maintaining a careful balance between the best interests of the City and its employees.

HR programs, services, and responsibilities include:

- ❖ Recruitment and Hiring
- ❖ Employee Retention
- ❖ Pay and Compensation Administration
- ❖ Employee Development and Training
- ❖ Benefits Administration

- ❖ Employment Law
- ❖ Employee Relations – Performance, Discipline, Incentive Programs
- ❖ Risk Management – Safety and Wellness, Workers’ Compensation, Property and Liability
- ❖ Chapter 125 Personnel Rules and Regulations

Recruitment, Hiring, and Retention

The City’s most valuable asset is its employees. To maintain an engaged and knowledgeable workforce it is crucial that the City has policies and practices that will attract applicants and retain employees. Over the past few years several policies, practices, and benefits have been added and or enhanced:

- ❖ Moved from paper to an electronic employment application process.
- ❖ Added applicant texting.
- ❖ Implemented a Police Officer Recruit program.
- ❖ Changed pre-employment skills testing.
- ❖ Decreased hiring process
- ❖ Identified hard-to-fill positions and adjusted starting pay rate.
- ❖ Began offering a hiring incentive of \$1,500 for hard-to-fill positions.
- ❖ Added shift differential pay of \$1.50 an hour to employees that work between the hours of 7:00 PM to 7:00 AM (excludes ambulance personnel).
- ❖ Offer a \$500 employee referral program.
- ❖ Implemented an electronic payroll onboarding process.
- ❖ Moved to common date performance evaluations and eliminated late evaluations.
- ❖ Provided a 7% premium merit increase to performance evaluation merits.
- ❖ Added two holidays.
- ❖ Added an additional 1% 401 matching contribution.
- ❖ Added police academy reimbursement to the tuition reimbursement program.
- ❖ Reduced the employment obligation for the Tuition and Police Academy Reimbursement Policy.
- ❖ Increased education and certificate incentive pay.

The above actions the City has taken has made an impact on the quality of applicants, number of applicants, engagement, and retention of employees. The numbers below represent terminations and new hires processed, and turnover rate.

Terminations Processed	
2021	51
2020	33
2019	29
2018	26
Includes PT/Seasonal/Umpires	

New Hires Processed	
2021	37
2020	30
2019	30
2018	31
Includes PT/Seasonal/Umpires	

Turnover Rate	
2021	19.78%
2020	30.1%
2019	23.3%
2018	18.2%
Full Time Positions Only	

Pay and Compensation Administration

Section 125.050 establishes the process for the City's pay and compensation programs. In 2002 the implemented a new Classification and Compensation system that establishes wage and salary ranges that are competitive with the labor market. To maintain the pay plan structure over the years the City uses CBIZ to review the pay plan structure annually. CBIZ will make a recommendation if an adjustment to the structure is needed. The pay plan structure was adjusted 3.83% effective January 1, 2022.

CBIZ also reviews selected positions each year to determine the placement in the pay plan structure. Each position is reviewed once every five years. Department Managers may request a review of a position when duties of the position have changed.

Merit increases are based on an employee's performance evaluation and the pay plan level quartile. The current merit increase structure is:

Performance	Quartile in Range			
	1	2	3	4
4 (3.6 to 4.0) -Outstanding	5.00%	4.00%	3.50%	3.00%
3 (2.6 to 3.5) – Exceeds Expectations	4.00%	3.25%	2.75%	2.50%
2 (1.6 to 2.5) – Meets Expectations	3.00%	2.50%	2.25%	2.00%
1 (0-1.5) - Unsatisfactory	0.00%	0.00%	0.00%	0.00%

In addition to the above merit increase percentages a 7% premium merit was given to all employees with their 2021 performance evaluation.

Average City-Wide Merit Increase

2022 – 9.4%
2021 – 3.5%
2020 – 2.9%
2019 – 3.3%

Average Performance
Rating in 2022
2.6%

To ensure a timelier performance evaluation completion process in 2020 the City changed from an anniversary model to a focal point (common date) model. The evaluation period for all employees is now January 1st to December 31st. Merit increases are on the first check in the following March for non-supervisory employees. Supervisors and Managers receive merit increases on the second check in March. All employees received their merit increases on time in 2022.

Benefits Administration

The City offers medical, dental, and vision to employees and their dependents. This coverage is provided through Midwest Public Risk (MPR). MPR is a not-for-profit, public entity risk pool representing the interests of public entities across Missouri and Kansas. Member entities rely on MPR to be a trusted advisor, advocate and resource for their risk management and health benefits needs. MPR is a member-driven organization offering a unique blend of services specifically tailored to meet the needs of local governments and school districts. MPR is not an insurance company, rather the self-funded administrator of the pool's coverage programs. Members of the MPR pool along with MPR staff select benefit providers through the pool's bidding process. MPR has three programs: benefits, workers' compensation, and property and liability. The City has been a member of MPR's benefit program since 2002. The City has bid health, dental, and vision several times throughout the years as recently as 2020.

The current medical insurance provider is Cigna. CVS/Caremark is the pharmacy provider, Delta Dental of Missouri is the dental insurance provider, and VSP is the vision insurance provider.

The City offers two medical plans:

- 1) Choice Fund Option 1 – a Consumer Directed Health Plan (CDHP) with a Health Savings Plan (HSA)
- 2) Open Access Plan 750 Plan B PPO.

The City contributes 100% to employee only coverage for the Choice Fund plan. The City contributes 85% to the family tiers after the employee only amount is deducted. The City also contributes to the health savings accounts: \$900 to employee only and \$1,800 to family tiers annually (contributed monthly - \$75/\$150). Employees have the option to opt-out of health insurance if they are covered under a plan somewhere else. The majority that participates in this offering are covered through the military, spouse's employer, or parent's insurance. Participants in the opt-out program receive 40% of the employee rate paid bi-weekly.

The City contributes the same amount to the Open Access Plan 750. Below is the rate structure effective July 1, 2022:

CHOICE FUND 2000 W/HSA	Employee Only	Employee w/Spouse	Employee w/Child(ren)	Family
Choice Fund CDHP (Monthly Cost)	\$574.00	\$1,366.00	\$1,366.00	\$1,608.00
Monthly HSA Contribution	\$75.00	\$150.00	\$150.00	\$150.00
Employee Semi-Monthly Contribution	0.00	\$59.40	\$59.40	\$77.55
City's Semi-Monthly Contribution	\$324.50	\$698.60	\$698.60	\$801.45
Health Op-Out	\$119.82			

OAP 750	Employee Only	Employee w/Spouse	Employee w/Child(ren)	Family
OAP 750 (Monthly Cost)	\$904.00	\$2,082.00	\$2,082.00	\$2,446.00
Employee Semi-Monthly Contribution	\$127.50	\$342.40	\$342.40	\$421.55
City's Semi-Monthly Contribution	\$324.50	\$698.60	\$698.60	\$801.45

The City contributes 50% to the dental and vision plans:

DENTAL	Employee Only	Employee w/Spouse	Employee w/Child(ren)	Family
Dental (Monthly Cost)	\$36.00	\$88.00	\$88.00	\$88.00
Employee Semi-Monthly Contribution	\$9.00	\$22.00	\$22.00	\$22.00
City's Semi-Monthly Contribution	\$9.00	\$22.00	\$22.00	\$22.00

VISION	Employee Only	Employee w/Spouse	Employee w/Child(ren)	Family
Vision (Monthly Cost)	\$8.00	\$16.00	\$16.00	\$22.00
Employee Semi-Monthly Contribution	\$2.00	\$4.00	\$4.00	\$5.50
City's Semi-Monthly Contribution	\$2.00	\$4.00	\$4.00	\$5.50

The health insurance rates increased 5% effective July 1, 2022. The average health insurance rate increase over the past eight years is 5.77%. The dental and vision rates have not increased since 2017.

Current participation in the medical, dental, and vision plans:

	Choice Fund	OAP 750	Dental	Vision
Employee Only	22	0	22	20
Employee with child(ren)	6	0	4	4
Employee with spouse	17	0	16	22
Family	26	0	28	26
Health Opt-out	10			
	81	0	70	72

Group Life Insurance and AD&D

The City's group life insurance policy provides employees with \$40,000 or one (1) times annual salary, whichever is greater. In addition, the policy provides life insurance coverage of \$20,000 for spouses and \$10,000 for dependents 6 months to age 19. \$500 for children 14 days to 6 months.

The life insurance benefit reduces to 50% at age 70 for employees and terminates at age 70 for spouses.

The City's group life insurance policy includes an accidental death and dismemberment (AD&D) benefit for the employee equal to the life insurance benefit. The AD&D insurance provides specified benefits for a covered accidental bodily injury that directly causes dismemberment (e.g., the loss of a hand, foot, or eye). In the event that death occurs from a covered accident, both the life and the AD&D benefit would be payable.

The City's group life insurance policy terminates when employee separates service or at retirement.

Short-Term Disability (STD)

The City's group short term disability policy provides eligible employees with 13 weeks of disability coverage. The weekly disability amount is 66 2/3% of weekly earnings up to a maximum of \$400 per week at no cost to the employee.

125 Reimbursement Accounts

American Fidelity is the administrator of the City's Section 125. Section 125 is a provision of the Internal Revenue Code that allows employees to pay their share of the cost of insurance contributions and unreimbursed medical expenses and dependent care expenses with pre-tax dollars. Under this provision, your paycheck is reduced by the amount you elect for each plan year. This results in lower taxable income. You then reimburse yourself tax-free for eligible medical and/or dependent care expenses as they occur or as often as you wish to file a claim.

The City offers you two 125 reimbursement accounts to help reduce the amount of taxes deducted from your paycheck: Flexible Spending (FSA) and/or Dependent Care Accounts. If you participate in the CDHP/HSA you and /or your spouse may have a limited FSA.

Supplemental Insurance

American Fidelity offers a wide variety of supplemental insurance policies. These voluntary benefits are a way to enhance your family's financial protection and can help pay for out-of-pocket expenses that may not be covered by your health plan or other insurance. Payments for

these policies may be made through payroll deduction. Some policies available are Cancer, Disability, Accident, Life, and Critical Illness.

Retirement

The City offers a defined contribution retirement plan. The City contributes to employees' accounts each year based on a set formula; the current contribution is 6% of employee gross salary without a matching contribution. In 2019 the City began offering an additional 1% contribution with a matching 1% employee contribution to a 457-deferred compensation plan.

Employees took advantage of the additional 1% contribution:

457 Participation
2018 - 34
2019 - 76
2020 – 63
2021 - 51

The City offers employees the option of contributing to a Roth IRA individual retirement account through payroll deduction. Roth IRA contributions are after-tax allowing future withdrawals that follow Roth IRA regulations to be tax-free.

Risk Management

As the City's Risk Manager, it is my responsibility to create a risk organization and culture with the assistance of all Managers and Supervisors by:

- ❖ Identifying and analyzing potential loss exposure.
- ❖ Examining and analyzing the identified risk to the extent of potential loss to the City.
- ❖ Examining practical ways to reduce/eliminate the potential risk.
- ❖ Selecting the practice/resources to use to reduce/eliminate the risk.
- ❖ Document the process through policies and procedures to ensure consistent practice City-wide
- ❖ Effectively implement the process.
- ❖ Review, on a regular basis, the process to ensure its effectiveness.

The Risk Management duties for the City of Osage Beach encompass:

- ❖ Workplace Safety
- ❖ Workers' Compensation
- ❖ Property Claims
- ❖ Liability Claims
- ❖ Internal Investigations

The City strives to provide the tools, resources, and training needed for a safe workplace for all its employees. This effort is reflected in the City's workers' compensation experience modification. The experience mod provides a method to reflect the claims experience of an employer in relation to other employers within the same industry, based on a three-year, rolling claim history. The average experience mod is 1.00. When an experience mod exceeds 1.00 rates are adjusted by that percentage. When an experience mod is below 1.00 rates are credited by that percentage. Following is the City's experience mod history:

Experience Mod	
2022	0.77
2021	0.72
2020	0.77
2019	0.76
2018	0.96
2017	0.96

The experience mod will increase and decrease throughout the years and staff will continue to focus on safety. However, maintaining a risk management culture is also focusing on the following areas:

- ❖ employment liability
- ❖ pre-employment testing and backgrounds
- ❖ law enforcement liability
- ❖ ethics
- ❖ property liability
- ❖ cyber-security
- ❖ healthy organization
- ❖ proper maintenance of the City's infrastructure
- ❖ compliance with laws and regulations

Risk Management and Human Resources require constant diligence in keeping current with the changing external and internal environments.

MPR is a valuable resource in assisting the City with its Risk Management initiatives. The City uses MPR's expertise and resources on a regular basis in areas such as harassment, Lexipol, cybersecurity training, employment attorney resources, and WeTIP.

Following is the City's claims history:

Workers' Compensation		
		# Open
2017-2018	9	0
2018-2019	5	0
2019-2020	7	0
2020-2021	4	0
2021-2022 thru 5.9.22	4	4

Property and Liability Claims		
filed with insurance		
		# Open
2017-2018	12	0
2018-2019	10	0
2019-2020	14	1
2020-2021	9	3
2021-2022 thru 5.9.22	4	4

IT Department

Mikeal Bean, IT Manager

Performance Measures

- Help Desk Tickets Received - 191
- % of Tickets Closed – Currently over 98%
- Servers Supported - 20
- Peripherals Supported - 130
- PCs/Workstations Supported - 100
- Email Accounts Supported – 115 licensed
- Enterprise Applications Supported – 130+
- Storage Utilization – 20tb

Positives

- Implementation of Barracuda Email Security
- Purchase and Installation of Utility Billing Printer
- Process of moving Incode to the Cloud
- Upgrade new Executime Timeclocks across the City
- Upgrade of 10 digital security cameras with Encoder
- Finished Board Room A/V upgrade

Struggles Thus Far

- Ever changing pricing and availability of IT related equipment
- Keeping up with insurance requirements related to their security standards
- Being a 1-person shop

Upcoming Projects

- Approval, purchase, and Installation of 2 new Hypervisor servers and Core Switch
- Possible upgrade to two factor authentication (2FA)
- Full system upgrade to SCADA
- Department wide body cam upgrade for PD
- Full redundancy for 911 and City Hall

Airport Activity January through April Ty Dinsdale, Airport Manager

- LCF Take Offs/Landings – 1,144 -7%
 - LCF Jet Fuel Sold (gallons) – 41,552 +58%
 - LFC AV Gas Sold (gallons) - 1,604 -10%
-
- GG Take Offs/Landings – 681 +9%
 - GG Jet Fuel Sold (gallons) – 1,833 -53%
 - GG AV Gas Sold (gallons) – 3,591 -17%

Equipment needs:

GG mower
GG Plow truck
GG Jet fuel storage tank
LCF grass trimmer

Projects:

LCF apron to resume shortly
LCF approach localizer re-cabling
GG power line burial

Crew Car



Osage Beach City Park

Parks Department
Eric Gregory, Parks and Recreation Manager



Performance Measures

Program Registrations- 332

Facility Reservations- 351 (includes practices for little league

Youth League games held- Has not started due to rainouts

Tournaments days- 4

Little League sponsorship- 10



Wins for the park

Our Maintenance plan has staff on track to meet their goals.

Our Parks- added rock landscape to all the dead areas around the park. Park staff have received fantastic feedback on the upgraded areas.

Dan & Mike have done an excellent job at keeping our park fields healthy and beautiful.

Jake- is taking the lead with little league and has done an excellent job.

We added rock landscape to the various areas of the park. Concessions- will have hired 2 new positions

New mowers are fantastic and have cut down on the time & maintenance.



Osage Beach City Park



Projects

We will be replacing the pier railing at the pond.

Painting pavilions at Osage Beach City Park

Fixing the backstop on Field 3.

Volleyball court still working project.

Mike Welty is currently working on the bids for material on the culvert.

Road project - will take place early summer

We will also add more speed bumps for the safety of our park visitors. Speeding through the park is a huge safety concern.

Bids for irrigation will be going out soon.

Other Capital projects are waiting feedback from Park Master Plan.



Concerns

A major concern is the vehicles at the park. Mainly focusing on the dump truck and white Ford pick-up truck. They are becoming very unsafe to drive. The repair work is only becoming a band-aid to potentially dangerous situations.

Concessions stand is still a major concern with staffing.

The road along the soccer field will be a constant battle to stay up on due to increasing potholes.

Soccer fields are more of a dog park. We need to look at fencing at least two of the fields off so athletes can play without dodging dog feces. We really need to start addressing the need for a dog park.

There is still a shortage of umpires at the park for both little league and adult slow-pitch.

The culvert is collapsing. There is no access to lake front.

Peanick Park - restrooms are terrible when it comes to plumbing. We need to look at a new facility in the near future.

Board of Alderman Preplanning meeting 2022

Public Works, Kevin Crooks, Public Works Operations Manager

Overview

Public Works has had a transformative year, to include 9 new hires, 7 in the Sewer Department, 2 in the Water Department, and 2 more to come in Transportation Department to replace recent retirees, at which point Public Works will number 24 employees in total.

Successes:

These new hires are already adding a considerable amount of talent, experience, and potential to the division. Our continued success lies in retention of these human assets to add and retain the institutional knowledge required to run city infrastructure.

Challenges:

One of the most concerning challenges continues to be inflationary impacts on department budgets, and ongoing supply chain issues that are felt daily on our operations. Everything from vehicles, paint, chemicals, sewer pumps, electrical supplies, etc. are having a daily impact on maintenance activities and is expected to be a challenge into the foreseeable future.

Needs:

The Public Works Facility at 5757 Chapel Drive, incorporated from an old National Guard Armory is inadequate for vehicle storage, vehicle maintenance, and office spaces. The building has no locker//changing rooms, only one shower, and no means to properly wash city vehicles. Our plan is to ascertain what would fit on existing city owned property and what that might cost.

The need for a combination vac-jetter has been made more than evident. The city is due to replace a 26-year-old F-550 pump truck, and this should be replaced with a combination jetter- vacuum truck that will be useful for all 3 departments. This truck can perform hydro-excavation, jetting and materials vacuuming. The current pump truck is not powerful enough to cleanout deep lift stations and the city has no current means of hydro excavation, this is currently being mitigated by rental and contractor combination trucks.

▪ Transportation Department: 7 FTE's

Hiring 2 new replacements for retirees this month

Inmate/ Offender program back after a brief delay due to retirement turnover. (3-4 Inmates)

LED street light conversion projects on Osage Beach Parkway and City Hall parking lot- complete.

Crack sealing goal per the Pavement Management Plan (PMP) is 70% done.

8 bituminous road patches from winter water sewer breaks, completed. 1 remaining.

All Summer requirements like mowing, weed trimming, weed spraying are underway.

Road striping Osage Beach Parkway (East and West sides) is underway.

- **Water Department: 5 FTE's**

The Water Department has been most affected by budgetary constraints. The water system has an aging inventory of meters that are failing at an increasing rate and a stand-alone meter replacement project must be considered to keep from cratering the Water- Repair of System Budget. This year over 70% of this budget was consumed by water meters making a budget amendment necessary to supply the department with funding necessary to facilitate reactionary repairs like watermain and service line breaks.

SCADA has been out of service for 2 months and has been a drain on labor hours. It is expected that control service will be restored in 2-3 weeks.

Swiss Well #3 pump and motor replaced. Removed pump to waste valve, installed soft start, remedied poor control cabinet location, fixed inaccurate well meter.

The roofs and doors at 5 well houses require replacement as well as rusted out exterior door and door frames. The low bid for this package of work is \$115,000 and will be addressed in the 2023 budget.

- **Sewer Department: 10 FTE's**

The department continues to be well staffed and attracts regional skilled technicians. Some of the projects underway are grinder station maintenance, duplex pump replacements, the gravity sewer jetting and lift station relabeling project. Also underway is the 3-phase lift station lift station assessment which is about 40% complete.

Successes: the Evoqua odor control contract the city has had for many years was allowed to lapse, last year the city spent \$154,000 in odor control and next year that budget line item will go unfunded. The city uses no costly chemical-based odor control and relies on only non-chemical aeration and ozone disinfection.

The addition of small fractional HP aerators has eliminated the need for a F.O.G. pump-out program.

Because of the increased staffing levels, more grinders and lift stations are getting more eyes on them than in many years, building up the mechanical integrity of the system that will only improve as time goes on.

- **GIS/ Utility Locating: 1 FTE**

The addition of a trained Geographic Information Specialist (Thomas Ehlinger) has added a wealth of functionality to Public Works. This employee has assisted Public Works in restarting our geographic asset management from a stasis to moving quickly forward. From crafting a lift station relabeling project to designating lane miles of sidewalks, all city assets have been markedly improved. While this process takes time to fully develop, this is an exciting time. This position is also responsible for utility locating which does take up valuable work time and I will be evaluating if the city is better served spinning off GIS into its own full-time position. Thomas will be presenting the new hosted GIS geospatial data base and its functions to the Board of Alderman in a June regular meeting.

Assistant City Administrator Office Update 2022

Mike Welty, Assistant City Administrator

I continue to assist the City Administrator, the Mayor, and the Board in many ways. My focus currently is on project management and assisting Parks, IT, Airports, and Public Works with purchasing and daily operation issues and challenges as they arise. I will be transitioning into future budgeting and forecasting discussions with these departments over the summer. We have a new Parks Manager, so I intend to spend a lot of time out at the parks over the next week or so.

I am also researching multiple Local, State and Federal grant opportunities associated with future Parks, Airport, Water, Sewer, and Transportation projects. This includes, SRF bond match grants, ARPA grants, Bipartisan Infrastructure Law (BIL) grants, TAP Grants, and many others. We are also having ongoing discussions with Missouri State Parks concerning the possibility of the City owning the LCF Airport property.

Additionally, I assist Cindy with employee conflict management issues when they arise, Executime and Neo Gov software and administration support, new employee interviews in multiple departments, and other HR related duties.

Positives:

- A busy 2022 Construction/Project schedule is moving forward.
 - Tan Tar A Sewer Assessment – Complete.
 - Mace Road carry Over from 2021 – Complete.
 - Park Master Plan – Awarded to Cochran.
 - Autumn Lane Improvements – Awarded to Stockman Construction.
 - Combined Sidewalk Project – Awarded to Concrete Solutions.
 - Industrial Drive Road Improvements – Awarded to Stockman.
 - Incode Cloud upgrades, Tyler Content Management (TCM), Building Inspection, Code Enforcement, and Licensing module upgrades – Incode Cloud Upgrades are in the test phase currently.
 - Greenwood Circle Drainage Improvements – First Reading on 05/19 Agenda
 - Amy Lane Improvements – Discussion on 05/19 Agenda
 - Bluff Drive Shoulder Improvements, Case Road Driveway Improvements, Swiss Village Well Magness Study, PPMP Road overlays and crack sealing, Park Irrigation/culvert upgrades, and water loop project are all coming soon.
- Communication and workflow between the City and Cochran engineering is very good and continues to improve as I learn more and more about project management, and they learn my management style. Cochran has been a great partner and they have done a nice job supporting the City's infrastructure improvement goals.

- I am discussing and moving forward with multiple City ordinance updates, including updates to Public Works design guidelines, sale of surplus, park fee structure changes and others. I expect to bring these changes to the Board for discussion late this year.

Concerns:

- Multiple issues have come up with the Unserved Areas project for Anitoch Lane. One side of the road is in city limits and the other is not. We have not heard from anyone outside city limits yet after two attempts. Of the 4 residents that are in City limits, 3 have told us that they are not interested in the project even though in the past they have said that they were interested. We have not heard for the 4th resident at all.
- I continue to struggle with finding ways to purchase the new vehicle approved in the 2022 budget. We are now looking in the used market to try and replace the vehicles, Plow Truck at LCF/Work Truck for Parks/Van in Transportation, that have the most urgent need to replace.
- Project costs continue to rise by as much as 30% or more and the trend will continue for the foreseeable future.

BOA Strategic Planning Meeting

May 16, 2022

Police Department

Todd Davis, Police Chief

Law Enforcement

- Upgrade of nine (9) remaining Laptops - Switch from Cradle Point Internet to Internal Air Cards – 3G Air Cards are obsolete. Approximate cost \$37,000.00
- Replacement of five (5) in car printers – replacement of existing aging equipment. Phase 2 of 3. Approximate cost \$4500.00
- Replacement of two (2) Patrol Vehicles
- Training Budget Increase -
- Overtime Budget Increase to accommodate in-service trainings
- Increase in maintenance fee for In Car Cameras (ICC)
- Hiring / Retention
- Part Time Employee for Evidence / Records
- Vehicle Maintenance Budget – currently at 50% of 2022 budgeted amount
- Overtime Budget – currently at 84% of 2022 budgeted amount. We are just beginning MODOT Overtime Enforcement – Money out will be reimbursed by grant. Also just getting into summer Holiday weekends and events. Took a hit being short-handed at first of year. Anticipate this leveling out as staff is hired and released from field training.
- Current positions open
 1. Police Officer/Recruit – 3 (1 Background/Offer, 2 Accepting applications)
 2. Records Clerk/Evidence Custodian – 1 (Interview Phase)
 3. Police Analyst – 1 (Interview Phase)

911 Center

- Staffing, Hiring and Retention
- Overtime Budget – Currently already over budget by \$6121.00. Currently have 7 vacancies. Staff of 4 when authorized for 11. Will have some cost savings in salaries. Do not anticipate this leveling out until we get positions filled.
- Current Positions Open
 1. 911 Dispatcher – 7 (Interview phase and accepting applications)

Emergency Management

- None

Ambulance

- GEMT – \$23,321.99 less administrative fees of \$8,151.92 for a net gain of \$15,170.07
- Overtime Budget will likely go over. We are at 47% of 2022 budgeted amount. We are currently short one FTE due to him being out on Military Deployment. He is scheduled to begin employment in June. We hired him and before he could start, he was deployed. We also have one out on FMLA. We have a great staff of part time employees, but our vacancies do not always fall on days that our part time staff are available.