



City of Ozark Missouri

P.O. Box 295
Ozark, Missouri 65721

Fax 417-581-0575
Phone 417-581-2407

March 12, 2012 Board of Aldermen Legislative Noon Work Session

The Ozark Board of Aldermen met in Regular Session at 12:00 p.m. at the Ozark City Hall in Ozark, Missouri. Mayor Shane L. Nelson presided over the meeting: Alderman Eddie Campbell, Alderman Jim Stewart, Alderman Rick Gardner and Alderman Dennis Sparrow were present. Also attending City Administrator Childers, City Attorney David Collignon and City Clerk Lana Wilson.

Pledge of Allegiance

12:00 p.m.

Roll Call:

Alderman Mark Spinabella	Absent	Alderman Dennis Sparrow	Here
Alderman Eddie Campbell	Here	Alderman Rick Gardner	Here
Alderman James J. Haik, III	Absent	Alderman Jim Stewart	Here

*Alderman Mark Spinabella was absent during the Roll Call he entered the Meeting at 12:05 p.m.

Administrative Projects Coordinator Cara Borneman, Police Chief Lyle Hodges, Finance Director Alice Edwards, Planning and Development Coordinator Dolores Lamb, Public Works Director Larry Martin, Utility Billing Supervisor Tamme Steele and Parks Director Sam Wagner attended the Meeting.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S):

CEREMONIAL MATTERS:

BILLS OPEN FOR PUBLIC DISCUSSION:

- A. **BILLS REQUIRING A PUBLIC HEARING:**
- B. **FIRST READING BILLS:**
- C. **RESOLUTIONS:**
- D. **EMERGENCY BILLS:**
- E. **PUBLIC IMPROVEMENT BILLS (TAX BILLS):**
- F. **GRANTS:**

**G. AMENDED BILLS:
SECOND READING AND FINAL PASSAGE OF BILLS. NO PUBLIC
DISCUSSION, BOARD DISCUSSION ONLY:**

Report of Officers, Boards and Committees:

1. Administrative:

1. Departmental Goals and Accomplishments.

City Administrator Childers stated during this Meeting each Department will have the chance to give their 2012 Departmental Goals to the Mayor and the Board of Aldermen.

City Administrator's City Wide 2012 Goals:

City Administrator Childers stated the main goal, as always, is to provide the residents with a responsive Municipal Government Leadership. We need to bring forward the message a "Lead by Example Structured Leadership".

The City has restructured our finances to produce a very responsible Budget. We have focused on being fiscally conservative while remaining fiscally responsible. We will remain focused on improving the City's social networking capabilities to continue communicating with our citizens effectively. This year we will publish an All-Employee newsletter. We have purchased a new utility bill insert/folder machine that has the capability of folding and stuffing informational letters along with the utility bills. We will be updating our Website to make the Website more user friendly. This year the first City of Ozark "Listening Tour" will be implemented. City Administrator Childers and the Chamber of Commerce Director Grinder will come up with four (4) general questions and visit various civic organizations, the PTA, High School and Junior High class rooms. One of the questions these organizations will be asked is how they feel about the City of Ozark. The compiled responses will be used as a tool for goal setting.

The City will continue to work on improving the relationship between the City and the Ozark School District. This partnership is essential for a strong community. We will continue to encourage the partnership between the City and Christian County to cost share Capital Improvement projects.

One topic staff will be bringing to the Mayor and Board of Aldermen during the year will be to discuss redistricting the City of Ozark's voting districts and the possibility of becoming a Charter City. Staff will compile the pros and cons of changing from a 4th Class City to a Charter City. This year we will conduct an all-employee salary survey to remain in compliance with Labor Laws, equivalent and fair and in line with other community's salaries.

We will continue to facilitate the growth and development of the (LCRA) Redevelopment Area. The 3rd Street Improvement Project is moving forward. Staff will focus on researching and taking advantage of key marketing tools available through Economic Development resources. The City has established a working relationship between the City of Ozark, City of Nixa and Christian County. One of the topics we have been discussing is regarding obtaining the services of a qualified consulting firm to complete a "Competitive Assessment" for Northern

Christian County.

Alderman Stewart cautioned City Administrator about obtaining the Assessment and not following through with the plan.

We will continue to identify Capital Improvement Projects to enhance the image of our roadways, sidewalks, parks and greenways, flooding and erosion control to advance a positive image of the City and improve our pedestrian opportunities. We will focus on improving our Code Enforcement efforts regarding property maintenance issues.

We will continue to practice fiscally responsible budget management practices. The ultimate goal would be to achieve establishing a revenue/expenditure balance that allocates only 90% total annual revenue to operating expenses and dedicate the remaining 10% to a reserve emergency fund. In the near future we will bring to the Board of Aldermen carry over funds requesting that a portion be allocated to the reserve fund and the allocation of funds to Capital Improvement Projects. The City's Sales Tax received in March was up 45% from 2011 Sales Tax revenues, for the year the City's Sales Tax revenues are up 13.3% from this time last year.

Police Department 2012 Goals

Police Chief Hodges stated this year the Police Department's main goals are to enhance our safety devices and equipment. The Police Department is researching equipment such as a mobile ticket writing device for the Police cars.

The Police Department is continuing to make the needed improvements to the gun range.

The evidence building down by the Public Works Shop is deteriorating and should be rebuilt on a concrete slab.

We will continue seeking and taking advantage of training opportunities one in particular is the "Train the Trainer" this type of training will instruct certain Officers on how to train other Officers in-house, this will prove to cut back on travel and training expenses.

Department of Administration 2012 Goals

Administrative Projects Coordinator Cara Borneman stated Human Resources is an on going responsible process. During the Board of Aldermen's next Regular Legislative Session two (2) new Employee Manual updates will be presented. This year staff will finalize all Job Descriptions, Organizational Charts and Department Chain of Command Charts. The hiring/interview process will be streamlined for internal and external candidates. We will continue to research training opportunities for all Employees, Supervisors and Department heads on Human Resource topics and other specific field related training. The "Public Outreach" budgeted line item will be used to create an internal Human Resources Newsletter, the first Community wide newsletter, create and distribute flyers for D.R.E.A.M. Planning and Steering Committees hosted events, develop street banners for the Downtown Area emphasizing on the new downtown organization and to 'eat, shop,

and play' in our historic downtown, implement the D.R.E.A.M. Scope of Services and assist PGAV with any needs to accomplish those services.

We will continue to improve and expand our Website and Social Media Outreach. We will in the near future redesign our help and citizen information icons and the organizational structure of our Website for a more user friendly process.

The D.R.E.A.M. Grant will be this year's main focus. A Planning Committee Meeting is scheduled to be held tomorrow to discuss 2012 scheduled events, the Downtown Organizational Structure and Economic Development Marketing goals. The City's newly assigned PGAV representative while familiarizing himself on our Project will begin the process of compiling the data results from the Focus Groups to generate a final report. The City's Marketing Comprehensive Plan will be designed. PGAV is assisting the City to create and organize the Downtown Organization and assisting with the application process for the Corporation, LLC designation. The City's Design Guidelines will be modified. PGAV will assist the City to solicit developers.

Municipal Court 2012 Goals

Administrative Projects Coordinator Borneman reported the Municipal Court Goals in the absence of the Municipal Court Clerk Iciminda Snook.

Municipal Court Clerk Snook will continue training the newly hired two (2) Court Clerks.

Focus on Court security devices by installing a glass petition in the Court Room to act as a barrier between the employees and the paying public.

City Attorney Collignon reported the Municipal Court is in the process of installing a Polycom system, a video conferencing system that allows communication between the Municipal Court and the Sheriff's Department this system will eliminate transferring prisoners from the Jail to Municipal Court. The system was funded by Security Grant Funds and Federal Forfeiture Funds. The system is temporarily on hold awaiting the Sheriff's Department to install their needed equipment.

Public Work 2012 Goals

Public Works Director Martin stated Public Work's main goal is to enhance Public image through better Communication Skills and Public Service, both will continually be improved each year through experiences. Staff will continue focusing on MS4 requirements.

We will continue focusing on maintenance issues and various Capital Improvement projects.

For the remainder of this year staff will focus on replacing the infrastructure located in the 3rd Street Improvement Project Design before the Project begins. We are hoping the Public Service Commission will approve the Finley Valley

Project this year. The Pineview gravity sewer line will be completed this year. We have posted a map on our new Website for the Public to identify trouble areas; such as, water main breaks, street repairs, flooded areas and any other emergency repair areas.

We are discussing the idea of establishing an Emergency Coalition with other Communities our size in our area to focus on Storm Sirens and an effective Emergency Plan.

Another goal is to complete the creation of the “Live Well Program” that involves several Departments.

Department of Finance 2012 Goals

Finance Director Edwards stated the Finance Department’s main continued Goal is to obtain an unqualified opinion on the City’s annual Audit with no material findings. If the City does not receive a clean Audit it affects the City’s ability to receive low interest rates on financing issues and our Bond rating. Departmental Budget compliance is very important to the Finance Department.

We strive to take advantage of free training offered by the Regional GFOA.

At the end of this year the Finance Department is requesting that an additional staff member is hired by the end of the year to cross train in Accounts Payable and the duties of the Assistant Finance Director.

Department of Planning and Development 2012 Goals

Planning and Development Coordinator Lamb stated one of the Planning and Development’s continued goals is to improve our Customer Service skills. It is important to keep an open line of communication while working with certain Christian County Departments and the Fire District.

Staff has begun the process of improving and modifying the City’s Comprehensive Plan data obtained from the new Census will be utilized during this process.

Staff is researching the 2012 Building Codes, we hope to adopt the 2012 Building Codes in 2013.

Department of Parks and Recreation 2012 Goals

Parks Director Wagner stated the main goal she has been focusing on is the purchase of a Marquee Sign that will be installed in front of the Community Center; she is in the process of preparing the Request for Proposals. Our goal is to increase Memberships by 10% this year. We will continue improving the Website, the online registration service was added this year. Staff always strives to improve Customer Service through training opportunities. The Park’s Program has added a new full time Summer Camp Program. This year we anticipate our Summer Camp Programs will have 200 children enrolled. Our goal is a 6% increase in our Sports Program participation. This year we opened the Soccer Sports Program up to 3 year olds participation.

Department of Utility and Billing 2012 Goals

Utility Billing Supervisor Tamme Steele stated staff is always striving to improve Communication and Customer Service skills.

We are in the process of establishing the capability of sending utility bills through the E-Bill system service; this will save on handling and the postage expense. We are working with our Utility Billing Company to create a utility service application form that will give new customers the opportunity to sign up for new service on line. We are working on switching out old meters to new meters in the downtown area with the Public Works Department's assistance.

We are researching the E-Process service to help eliminate some confusion our customers have who is enrolled in the on-line payment program offered through their Bank. There are a few days between the time the Customer's Bank debits their account and when the Utility Department posts their account paid. Due to the fact the customer's online payment program prompts their Bank to generate a check for the amount of their Utility Bill, and then the check is mailed to the Utility Department. The customer is under the assumption that both actions are done simultaneously and should post the same day.

Every Department can utilize the new folding/inserting machine for their mailing projects.

Department of the City Clerk 2012 Goals

City Clerk Lana Wilson stated her main goal was to continue working on time management skills. Continue organizing the records for accessibility purposes and increase accuracy of the Board's, Public's and City Department's requests.

Continue to improve communications with every Department regarding the Board of Aldermen Agenda Deadlines.

2. Public Safety: Police Chief Lyle Hodges.

3. Public Works: Public Works Director Larry Martin.

1. Storm Siren Improvement Plan.

The City currently has eight (8) storm sirens with the possibility of having to retire two (2) of those systems that may be beyond repairable because of their age.

The manufacturer of five (5) of the storm sirens, Whelan Storm Sirens evaluated the nonfunctioning storm sirens and concluded it would cost the City approximately \$30,000.00 to repair and convert the analog system to the 2013 Narrow Band requirements on all eight (8) storm sirens. To replace a storm siren would cost the City \$19,839.00 with a 10 to 12 week delivery time.

4. Parks: Parks Director Sam Wagner.

Unfinished Business:

**New Business/Board of Aldermen Comments:
Pay Bills-**

Motion was made by Alderman Sparrow to adjourn, seconded by Alderman Campbell with all present voting aye.

The March 12, 2012 Regular Noon Work Session adjourned at 1:10 p.m.

Minutes Taken By:

Lana Wilson, City Clerk

Approval of Minutes By:
