

Finance & Human Resources Committee
Open Session Minutes
June 10th, 2021

Members Present: Councilman Cecil Davis, Councilman Ed Conley, Councilman Amanda Koren (ZOOM)

Staff Present: John Doyle, Amber Box, Tracey York, Daniel Shelden

Guests via ZOOM: Kristin Fine & Rob Battaglia (ClearGOV)

Guests: Councilman Liberty, Randy Brown

Media: Pulaski County Daily News (Darrell Maurina)

Call to Order – Councilman Davis called the meeting to order at 5:06pm.

Citizen Comments – None

ClearGOV - Kristin Fine & Rob Battaglia presented a proposal via ZOOM. Their presentation gave a brief overview of the ClearGOV program, and included a 5-minute demo video. ClearGOV is an easy-to-use budgeting software specifically designed for municipalities. Department heads would be able to make budget requests, and review the budget process online. The software can create a more streamlined budget process, and would easily upload directly into our accounting software once the budget process is complete. Councilman Davis expressed concerns about cost, asking about increased cost over the years. Mr. Battaglia stated that he recommends engaging in a 6yr & 6mo contract that would begin July 1, 2021 with an initial 6-month opt-out with future annual opt-out opportunities. This would lock in the price of \$12,100 annually for the next 6 years. The city could use the software for a 6-month trial period during the budget preparation time in 2021, and if they do not like it, they can cancel in January of 2022. Committee recommends moving forward with ClearGOV with a pro-rated cost of \$6,050 for 2021 plus a one-time setup fee of \$1,800.00.

Approval of Minutes – Councilman Conley made a motion to accept the May 13th, 2021 minutes as written. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Conley, Koren, Davis

NAYS – None

Motion Passed

Review Bills - Committee reviewed the bills. Motion was made by Councilman Koren to approve paying the bills. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Conley, Koren, Davis

NAYS – None

Motion Passed

Cash Flow – Account Status/YTD Budget Review

Committee reviewed the City's cash flow reports, bank account status, and YTD Budget. The city has completed 41.6% of the Fiscal Year with expenses tracking at 41% and revenues tracking at 46%.

Proposed Safety Incentive Program

Daniel Shelden presented a proposal from the City of Waynesville Safety Committee for an employee incentive program. This is a program that would earn the city a higher MIRMA safety

rating, resulting in a possible reduction in premium. The plan outlines a PTO incentive with a gradual increase, a gift card incentive to be drawn quarterly, and an annual employee safety luncheon that would highlight the departments that excelled in complying with safety requirements. Councilman Conley made a motion to forward the Employee Safety Incentive Program to City Council for final approval. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Conley, Koren, Davis
NAYS – None
Motion Passed

COVID-19 Protocol Suspension

Mr. Doyle stated that the COVID-19 Protocols have been in place for about 1 year. With the pandemic coming to an end, he recommends a suspension of the protocols. A suspension would allow for future leadership to activate the pandemic plan, without having to start from scratch. Councilman Davis made a motion to forward a recommendation to suspend COVID-19 Protocols in the City of Waynesville to City Council for final approval. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Conley, Koren, Davis
NAYS – None
Motion Passed

Review of Mid-Year Budget Adjustments

Mr. Doyle reviewed the first draft of budget adjustments with the committee. He stated that department specific adjustments will go through committees in July, with complete, final adjustments to be submitted to Finance Committee in July.

Formalization of Summer Hours in Personnel Manual

Mr. Doyle stated that employees have expressed an interest in implementing summer hours. He stated that the problem is that each department operates on a different schedule, making it difficult for the utility office to know who to contact when calls arrive after hours. Mr. Doyle would like to make summer hours an official, written policy that would synchronize all departments on the same schedule. He proposes summer hours to begin on Memorial Day Weekend, and end on Labor Day weekend. Hours would be from 7:00am to 3:30pm with a 30-minute lunch hour. This change would be applicable for all public works departments and the parks department. Councilman Davis expressed concerns with paying overtime between 3:30pm – 5:00pm when City Hall is still open. Mr. Doyle stated that during this time, it would be expressed to the public that everyday duties such as shut-offs and turn-ons would not be completed past a certain time of day. Overtime would only need to be used in emergency situations. Committee agrees with Mr. Doyle's recommendation.

City of Waynesville Fire Protection – 10-year plan

Mr. Doyle reviewed a 10-year plan regarding fire protection services in the City of Waynesville. This plan takes into consideration a proposal from the City of St. Robert that would provide fire protection services to the City of Waynesville at 42% of the taxes collected based on the Aggregate Assessed Valuation. Currently, the city pays the Waynesville Rural Fire Protection District approximately 72% of this tax collected. The agreement would allow the city to save around \$120,000 annually, a margin that would grow as the tax base grew. The plan included

the ability to purchase storm sirens, as well as build a fire station located centrally on Historic Route 66. Councilman Conley expressed concerns regarding the technical aspects, and Mr. Doyle stated that the Police and Emergency Services Committee had been reviewing those concerns for months. The purpose of this proposal is for the finances to be considered. Councilman Davis has concerns about building a fire station, then paying someone else to utilize it. He stated he would like to explore the cost of serving our own citizens with fire protection services as opposed to contracting these services out. Mr. Doyle stated that without existing facilities, it would be too much for the city to handle but the staff could prepare those estimates if the committee would like to see more. Committee agreed they would like to explore this option further.

Other Business

- Annual CID Report: Mrs. Box presented the committee with the Annual Community Improvement District (CID) Report that was prepared by Gilmore Bell. Spreading this annual report throughout the record of the city is a requirement to remain in compliance.
- American Rescue Plan Act Team: Mr. Doyle stated that Councilman Wilson, Councilman Farnham, Amber Box, Tracey York and Miriam Jones will begin meeting to discuss ARPA regulations, research and discuss potential projects, set the budget and executive the distribution of funds. This team will continue to inform the City Administrator, Committees, Mayor and City Council regarding their progress.
- Summer Utility Construction Crew: Mr. Doyle stated that the city will begin hiring several new staff members in order to implement the new Subdivision Incentive Program. He has asked Department Heads to watch these new hires carefully to see if they could fit into a department permanently once these projects are completed.
- Economic Development Plan/Budget Table: Mr. Doyle reviewed a plan to utilize the \$50,000 budgeted in the Economic Development line. He recommends continuing the community organization support by donating to Pulaski County Growth Alliance and the Sustainable Ozarks Partnership. He also recommends several marketing ideas and engaging local realtors to market the developable properties that the city currently owns.

Mr. Doyle stated a need for a closed session in accordance with RSMo 610.021 (2)(3)(11)(13). Councilman Conley moved to go into closed session for that purpose and was seconded by Councilman Davis. Vote was called.

YEAS – Conley, Koren, Davis

NAYS – None

Motion passed & committee entered into closed session at 7:09pm.

Committee returned to open session at 8:00pm

Committee adjourned at 8:01pm

Next meeting will be held on July 8th, 2021 at 5:00pm