MEETING OF THE
ADMINISTRATION/PUBLIC WORKS COMMITTEE

Thursday, May 28, 2020 at 5:30 p.m.

Community Room – 16860 Main Street

This Meeting will be via Zoom Webinar Platform and be Broadcast on the City of Wildwood’s YouTube Channel

I. Roll Call

II. Approval Of Minutes
   A. March 3, 2020 Meeting Minutes
      Documents:
      03 · MARCH MINUTES · DRAFT.PDF

III. Public Participation

IV. Public Works And Administration
   A. For Action
      1. Modifications To Budget Due To COVID-19 (Wards – All)
         Documents:
         REPORT TO COUNCIL · BUDGET RECOMMENDATIONS.PDF

V. Items Not Ready For Action
   A. High Priority
      1. Social Media Policy (Wards – All)
      2. Elected/Appointed Officials Paying For Records Requests (Wards – All)
   B. Medium Priority
      1. Inclusion Of Alcoholic Drinks At City-Sponsored Events (Wards – All)
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Medium Priority
Inclusion Of Alcoholic Drinks At City-Sponsored Events (Wards – All)
Outdoor Information Kiosk (Wards – All)

Low Priority
No Items

Miscellaneous

Next Meeting Date

Adjournment

The Council Administration/Public Works Committee Will Consider and Act upon the Matters Listed above and Such Others as May Be Presented at the Meeting and Determined to Be Appropriate for Discussion at That Time.

Notice is hereby given that the Administration/Public Works Committee may also hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: Legal Actions, Causes of Action, Litigation or Privileged Communications Between the City’s Representatives and its Attorneys [RSMO 610.021(1) 1994]; Lease, Purchase or Sale of Real Estate [RSMO 610.021 (2) 1994]; hiring, firing, disciplining or promoting employees by a public governmental body [RSMO 610.021 (3) 1994]; bidding specification [RSMO 610.021 (11) 1994]; sealed bids and related documents, until the bids are opened’ and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected [RSMO 610.021 (12) 1994]; and/or individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment [RSMO 610.021 (13) 1994].

The City of Wildwood will provide reasonable accommodations for persons attending Administration/Public Works Committee Meetings. Requests for reasonable accommodations should be made by contacting Megan Eldridge, City Clerk, at 636-458-0440 or email at megan@cityofwildwood.com at least 48 hours prior to the start of the meeting.
I. Welcome and Roll Call
Chair Garritano called the meeting to order at 6:30 pm. Attendance roll call was taken with following results:

Committee Members in Attendance: Chair Joe Garritano
- Council Member Dave Bertolino
- Council Member Larry Brost
- Council Member Jon Bopp
- Council Member Lauren Edens
- Council Member Crystal McCune

Committee Members Absent
- Council Member Joe Farmer
- Council Member Kenneth Remy

Staff Members in Attendance:
- City Administrator Sam Anselm
- Director of Public Works Rick Brown
- City Attorney John Young
- Meeting Recorder Carla Patrick

II. Approval of Meeting Minutes from February 4, 2020
The minutes of the February 4, 2020 meeting were submitted for Committee approval.

Council Member Brost motioned for approval of the February 4, 2020 meeting minutes, and Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support, excepting and abstention by Council Member McCune. Therefore, Chair Garritano declared the motion passed.

III. Public Participation –

IV. Administration
A. For Action
   1. Approval of Proposed Email Use Policy (Wards – All)
      At City Council request, City Attorney Young provided an updated draft of the proposed Email Use Policy for Committee review, wherein language was added relative to procedures once an alleged violation is submitted.

      Discussion included allegation vetting process, enforcement parameters, and penalties.

      Council Member McCune motioned to recommend adoption of the proposed Email Use Policy as amended. Council Member Bertolino seconded the motion. A roll call vote was taken with unanimous favorable support as shown below. Therefore, Chair Garritano declared the motion passed.

      Bertolino: Yes
      Edens: Yes
      Brost: Yes
      Garritano: Yes
      Bopp: Yes
      McCune: Yes
Council Member Edens motioned to amend Section G of the Policy to include that on the occasion the City Administrator becomes aware of a possible policy violation, he/she shall jointly review with the City Attorney, and therein provide a findings report, and if warranted, provide a recommendation for action to the City Council. Council Member Brost seconded the motion.

After further discussion, the motion was withdrawn by both Council Members Eden and Brost.

Council Member Edens motioned to amend Section G of the Policy to include that City Council is authorized to enforce this policy. Upon City Administrator becoming aware of any alleged violation of this policy, he/she may submit the same to the City Attorney for review. If the City Attorney determines that there is probable cause that a violation occurred, and is of such magnitude to warrant rescinding the violating City Official’s authority to use City email, the City Attorney shall prepare a report setting forth the factual findings to the City Council for action. Council Member McCune seconded the motion.

After further discussion, the motion was withdrawn by Council Members Eden and McCune.

Council Member Edens motioned to amend Section G of the Policy to include “Violation of this Policy may result in the rescinding of a City Official’s authority to use City email, and/or such other penalties as may be deemed appropriate under the circumstances. The City Administrator is authorized to enforce this Policy; provided, however, only the City Council may rescind a City Official’s authority to use City email. The City Administrator shall refer to the City Council for action any fourth or subsequent violation of this Policy by a City Official, or, if, in the opinion of the City Administrator in consultation with the City Attorney, any such violation warrants review and action by the City Council.” Council Member Brost seconded the motion. A roll call vote was taken with the results shown below. Therefore, Chair Garritano declared the motion passed.

<table>
<thead>
<tr>
<th></th>
<th>Bertolino:</th>
<th>No</th>
<th>Edens:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brost:</td>
<td>Yes</td>
<td></td>
<td>Garritano:</td>
<td>Yes</td>
</tr>
<tr>
<td>Bopp:</td>
<td>Yes</td>
<td></td>
<td>McCune:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Committee reviewed recommendations for amendments to Resolution 2020-06 submitted by Mayor Bowlin.

Council Member McCune motioned to not consider any of the three recommended amendments. Council Member Bertolino seconded the motion.

After further discussion, the motion was withdrawn by Council Members McCune and Bertolino.

Council Member Bertolino motioned for adoption of Section H.1. Sunshine Law Request Required wherein “No email address provided by any subscriber for purposes of receiving any City publication (a "City Subscriber") shall be provided or otherwise divulged to any person or entity, including City Officials (a "Third Party"), unless a Sunshine Law request is first filed by, or on behalf of the Third Party with the City.” Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Bertolino motioned for adoption of Section H.2.a. Informing City Subscribers – Email Address Disclosure wherein “The City Administrator is authorized to inform any City Subscriber
that the email address provide by the City Subscriber has been disclosed to such Third Party.” Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support, excepting an abstention by Council Member McCune. Therefore, Chair Garritano declared the motion passed.

Council Member Edens motioned for adoption of Section H.2.b. Informing City Subscribers – City Position wherein “In the communication authorized in Section H.2.a above, or upon becoming aware of any mass communication or other communication sent or otherwise provided to a City Subscriber by such Third Party, the City Administrator is further authorized to inform such City Subscriber that such communication is not the official position of the City of Wildwood, or otherwise approved by the City.” Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support, excepting an abstention by Council Member McCune. Therefore, Chair Garritano declared the motion passed.

B. For Information – None

1. Discussion of Mayoral Appointments (Wards – All)
Council Member McCune noted that while the Charter authorizes the Mayor to make appointments, Council has final approval. She supports the option that if the appointed Council Member is unable to honor the appointment, the Council Member from the same ward should be appointed instead.

2. Emergency Preparedness Update (Wards – All)
City Administrator Anselm provided an update to the City’s Emergency Operations Plan. He noted that updates to the plan will soon be presented to the Board of Public Safety and City Council soon.

3. Review of Meeting and Event Time Spent by Staff (Wards – All)
City Administrator Anselm provided summary worksheets by meeting/event showing the number of hours spent on each by city team members.

Council Member McCune motioned for postponement to next meeting. Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

V. Public Works

A. For Action

1. Consultant Proposals for Stormwater Drainage Analysis on Centaur Road and Fox Creek Road/Model Realty Road (Wards – All)
Director of Public Works Brown presented a recommendation for consultant services with Cochran, Inc. to design stormwater improvements on Centaur, Fox Creek and Model Realty Roads.

Discussion included safety issues, level of priority and resident feedback at the locations.

Council Member Bertolino motioned to recommend contracting with Cochran, Inc. for stormwater improvement designs for Centaur, Fox Creek and Model Realty roads for the not to exceed amount of $42,725. Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

B. For Information

None
VI. Items Not Ready for Action
   A. High Priority
      1. Social Media Policy (Wards – All)
      2. Elected/Appointed Officials Paying for Records Requests (Wards – All)
   B. Medium Priority
      1. Inclusion of Alcoholic Drinks at City-Sponsored Events (Wards – All)
      2. Outdoor Information Kiosk (Wards – All)

VII. Miscellaneous
    Council Member Brost requested review of costs and long term maintenance of painting guardrails. He also inquired as to options available for roadside trash clean-up.

VIII. Next Meeting: April 14, 2020

IX. Adjournment
    A motion for adjournment was made by Council Member Bertolino and seconded by Council Member Brost. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 8:54 pm.
To: Mayor Bowlin and Members of The City Council  
From: City Administrator Sam Anselm  
Date: May 6, 2020  
RE: COVID-19 Impact on the City of Wildwood

Introduction  
In accordance with our charter, this report is being provided to you in response to the COVID-19 pandemic and its probable impact on our city budget.

Section 6.7(b) of our Charter states:

“6.7(b) Reduction Of Appropriation. If at any time during the fiscal year it appears probable to the City Administrator that the revenues available will be insufficient to meet the amount appropriated, the City Administrator shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or minimize any deficit, and for that purpose it may by ordinance reduce one or more appropriations.”

The report below includes the estimated budgetary impact that the pandemic will have on our budget, current actions taken to date, and my recommendations on next steps to be taken by the City Council.

Estimated Budgetary Impact  
April was the first full month after the stay-at-home orders from St. Louis County and the State of Missouri were put into effect, but we will not receive our sales tax pool allocation for the month of April until June. I expect general sales taxes, gasoline/fuel taxes, utility franchise taxes, and court fines to be down significantly, but the actual amount is unknown. Another unknown is how long we can expect to see this decrease – there are a number of factors that will determine this, but I expect sales tax revenues will be the slowest to recover and will take several months to do so.

The following table shows our budgeted revenues for 2020 as well as available reserves or fund balance in the General Fund, Capital Improvements Sales Tax Fund, and the Road & Bridge Fund.

### Table 1. Current Budget Status

<table>
<thead>
<tr>
<th>Fund</th>
<th>General Fund</th>
<th>Capital Improvements</th>
<th>Road &amp; Bridge Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2020 Budgeted Revenues</strong></td>
<td>11,308,000</td>
<td>3,250,000</td>
<td>2,418,000</td>
</tr>
<tr>
<td><strong>25% Contingency</strong></td>
<td>2,817,045</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Reserves/Fund Balance</td>
<td>11,803,793</td>
<td>3,820,968</td>
<td>3,049,575</td>
</tr>
</tbody>
</table>

* Contingency funds are set aside to cover normal operating costs in the event of an (un)expected loss in revenues. This is equivalent to three (3) months of operating costs, or 25% of our operating budget. This contingency is in place as a result of the adoption of Resolution #2011-37.
Estimated Impact
I believe our revenue losses for half of March and all of April, May and June, will fall somewhere between 25-50%. The following table shows what our monthly revenues might be, based on our 2020 adopted budget, if we see a 25% and a 50% reduction in sales tax revenues.

Table 2. Possible 1% General Sales Tax Revenue Loss, Monthly

<table>
<thead>
<tr>
<th>Month</th>
<th>2019 Actual</th>
<th>2020 Budget</th>
<th>25% Loss</th>
<th>50% Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>$ 290,883</td>
<td>$ 286,970</td>
<td>$ 71,743</td>
<td>$ 143,485</td>
</tr>
<tr>
<td>April</td>
<td>455,374</td>
<td>449,249</td>
<td>112,312</td>
<td>224,625</td>
</tr>
<tr>
<td>May</td>
<td>480,142</td>
<td>473,684</td>
<td>118,421</td>
<td>236,842</td>
</tr>
<tr>
<td>June</td>
<td>365,029</td>
<td>360,120</td>
<td>90,030</td>
<td>180,060</td>
</tr>
<tr>
<td>Total</td>
<td>$1,591,428</td>
<td>$1,570,023</td>
<td>$392,506</td>
<td>$785,012</td>
</tr>
</tbody>
</table>

Available Contingency and Reserve Funds
Resolution 2011-37 establishes a “Minimum Fund Balance” reserve equal to 25% of our operating budget, which, “may be accessed only to respond to emergency funding necessities when expressly authorized by the City Council.” The anticipated loss in revenues as a result of the COVID-19 pandemic will almost certainly create an emergency funding necessity, and with Council approval, these reserves could be available to cover any temporary shortfalls in our operating budget and allow services to continue for the next several months as our financial picture becomes clearer.

Given the revenue loss scenarios presented in Table 2, our available Contingency funds ($2,817,045) would more than cover our revenue losses for these months and enable the city to maintain current service levels, should the council choose to use these funds.

Separate and apart from our contingency funds, we have $11,803,793 in our Unreserved Fund Balance in the General Fund, which can be used to cover operations in the General Fund, or any shortfalls in other funds, including the Capital Improvements and/or the Road & Bridge Funds. This unrestricted fund balance in the General Fund is equal to one year’s worth of operating expenditures. It takes smart financial planning to build up that amount of reserves, and I give credit to the governing body and administration for their efforts to build a solid financial foundation. Our healthy reserves, coupled with careful spending, put us in a strong financial position and capable of weathering the next several months of uncertainty.

Current Actions Taken
To keep city hall operating, team members have been working diligently to make city services available online. This includes permit applications, zoning authorizations, and soon business licenses will be available as well. City Hall remains open by appointment, although most business is being conducted via teleconference. Our migration to Office 365 last fall/winter has been key in our ability to continue to work together as a team, even while many are working from home.

It is estimated that we have saved approximately $83,000, inclusive of any revenues we would have received, as a result of canceled events and the closure of the City of Ellisville’s swimming pool. There would be additional savings if other events are cancelled this year.

As a result of court cancellations in March, April, and May, our next invoice from St. Louis County Police will show a reduction of $10,531.92 as a result of staffing not provided during court nights. Police overtime for events is also down significantly.
Team members are also making a concerted effort to reduce spending where possible while still maintaining current levels of service. There are several additional options for reducing operating expenses, including reducing tree trimming, right-of-way or park mowing, but these choices would begin to impact our level of service. If a reduction in service/maintenance levels is an option council members would like to pursue, we can further explore ways to reduce expenses, but I am hesitant to make such a recommendation at this time without council direction or a clearer picture of what our losses will be.

**Recommendations**

*Reduce Operating Expenditures*
- Suspend all out-of-state travel, which will result in a savings of $21,038
- Keep a vacant PT position unfilled, saving $31,000
- Continue spending only on necessary items

*Freeze Capital Expenditures*
The following list contains planned project expenditures for FY2020 that are either partially or fully uncommitted at this time, meaning no contracts have been signed, nor encumbrances made in our financial system, for these projects. Projects are included in two funds – our Capital Improvement Sales Tax Fund, and the Road & Bridge Fund.

**Capital Improvement Sales Tax Fund**
In the Capital Improvement Sales Tax Fund, which consists of revenues from the ½-cent Capital Improvement Sales Tax, we have a current projected ending fund balance of $3,820,968 after revenues and expenses are accounted for. Projects on the list I am recommending be frozen include:

<table>
<thead>
<tr>
<th>Account Description Project</th>
<th>Cost/Uncommitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-480-07 Property Acquisitions</td>
<td>$100,000</td>
</tr>
<tr>
<td>40-480-34 Kohn Park Repairs</td>
<td>$7,500</td>
</tr>
<tr>
<td>70-460-37 Strecker Road Sidewalks - Easement Acquisition</td>
<td>$20,000</td>
</tr>
<tr>
<td>70-460-27 Eatherton Road Reconstruction - Final Design</td>
<td>$75,000</td>
</tr>
<tr>
<td>70-460-40 Strecker Road Sidewalk - Construction</td>
<td>$105,000</td>
</tr>
<tr>
<td>70-460-41 Woods Road Flood Mitigation - Final Design</td>
<td>$50,000</td>
</tr>
<tr>
<td>70-470-12 Bridge #387 (Wild Horse Creek Rd.) - Final Design</td>
<td>$150,000</td>
</tr>
<tr>
<td>70-490-12 Misc. Sidewalk Improvements</td>
<td>$25,000</td>
</tr>
<tr>
<td>70-490-14 Emerald Ash Borer/Ash Tree Program*</td>
<td>$75,000</td>
</tr>
<tr>
<td><strong>Subtotal in Capital Improvement Sales Tax Fund</strong></td>
<td><strong>$607,500</strong></td>
</tr>
</tbody>
</table>

* - A decision was made by the Council to postpone this item.

**Road and Bridge Fund**
In the Road and Bridge Fund, which consists of revenues from the Motor Fuel/Gas Tax, the Road & Bridge Tax, and Interest, we have a current projected ending fund balance of $3,049,575 after accounting for budgeted revenues and expenses. With fewer motorists driving during this period, I am expecting a significant drop in revenues within this fund. Projects or uncommitted funds that I am recommending be frozen include:
Account Description Project | Cost/Uncommitted
--- | ---
70-490-01 Asphalt Pavement Resurfacing** | $700,000
70-490-12 Bridge Maintenance and Deck Sealing | $50,000
70-480-21 Other Engineering Services | $33,171
70-480-56 Salt Brine Equipment | $30,000
 **Subtotal Road and Bridge Fund** | **$813,171**

** - Bids have been received for this work, but I am recommending we delay the decision on a full contract and increase our asphalt crack-sealing and joint crack-sealing expenditures, only if repairs are needed.

**Total Savings in Both Funds** | **$1,420,671**

Use of TGA Special Revenue Funds
I do not recommend the use of East or West TGA Funds to continue with any of the capital projects listed above, for two reasons:

1. Budgeted Fund Balances for the East and West TGA Funds are $535,817 and $91,724, respectively, with no planned expenditures during this Fiscal Year.
2. More importantly, these funds are restricted and can only be used to fund roadway improvements within developments from where the fees were collected.

As part of the mid-year 2021 budget process, City Team members will review the list of projects included in the 5-Year Capital Improvements Sales Tax Fund to see which, if any, may qualify for use of TGA funds. This will include the previously-discussed Birch Forest Turnaround project that Council voted to postpone.

Next Steps
City team members will continue to evaluate priorities on necessary spending and projects. My recommendation is to use our Standing Council Committees in May to have further discussions about these and other recommendations brought forth by City Team Members and/or Council Members, with a possible vote by the full City Council on formal actions to be taken in June, consistent with Section 6.7(b) of our Charter.