



November 22, 2024

To: Mayor Mike Topliff  
City Council Members  
From: City Administrator Sam Anselm  
Re: Weekly Update

---

Please see below for this week's update and let me know if you have questions on any of the items.

#### Administration

- While the meter reading process took just as long this month as it has in the past few months, the number of estimated meter readings dropped to only 173. We have had much success in this area over the past few months due to Telcy's ability to correct some issues within the process as well as the tenacity and willingness of the utility field crews to collect significantly more meter reads than they were able to in the past few months. The field crews have been instrumental in accomplishing this improvement for our customers.

Billing Date	# of Estimated Meters	% of Meters Estimated
9/20/2024	940	7.4%
10/24/2024	538	4.2%
11/22/2024	173	1.4%

- Recruitment for the police chief position has begun, with a first review of applications scheduled for January 17, 2025.
- Attached are the most recent sales and use tax figures.

#### Community Services

##### Parks and Recreation

- Staff will winterize all the parks bathroom this week for the season.
- Current parks projects include replacing the steps at Hesselton, Wayhaven and Lofton Parks, and doing final preparations for the basketball court at Wayhaven.
- A new park bench was installed at Children's Park last week.
- Last week Parks hosted 39 youth basketball games and registration for the second youth basketball league has begun.

#### WP Public Library

- Just a reminder that tickets are on sale for the December 12<sup>th</sup> Foundation Christmas Gala with special guest emcee Brandon Beck at 7 pm. Tickets for the event are on sale at the library for \$40. Each ticket includes one complementary beverage, appetizers and a cash bar catered by Colton's.

#### WP Civic Center

- An agreement has been reached with a civic center manager candidate, and his first day at the civic center will be December 16<sup>th</sup> pending the successful completion of pre-employment checks.

#### WP Tourism/Welcome Center

- Tourism staff continues to work on the 2025 Explore West Plains guidebook. Advertising sales are winding down with a total of \$15,100 sold to date.
- A "Holidays in our Hometown" calendar has been created showcasing all the holiday events in West Plains. A social media campaign is also planned.
- A Holiday Open House is scheduled at the Ozark Heritage Welcome Center on Thursday (8 a.m. to 6 p.m.) and Friday (8 a.m. to 4 p.m.), December 5 & 6. City employees will receive a 25% discount off their entire purchase. Santa & Mrs. Claus will also be at the open house on Thursday from 4 to 6 p.m. Hot chocolate and goodies will be available.

#### Facilities/Grounds

- The rest of the walls were painted in the training room and breakroom area at city hall, and the floor grinding will take place in the breakroom December 6-9.
- The plumber is scheduled to complete the rough in for the maintenance shop.

#### Fire

##### Last Week's Activities:

- 9 EMS incidents. (Medical calls, EMS lift Assist, Lock-in)
- 1 Debris cleanup from roadway.
- 1 Smoke/odor scare.
- 1 Gas odor investigation.
- 1 Public relations event.
- 1 Car Seat Installation.
- 55 burn permits were issued. 2 days of no burning.
- Assisted with traffic control for the Veterans Day Parade.
- Hosted a 4-hour combo fire drill with Howell County Rural Fire.
- Apparatus Update: 4615 had some engine and electrical issues and had to be removed from service for repairs. Still working on a couple of small items.
- We changed the housing locations of fire apparatus to better serve the districts with the road closures.

- 96 Hours of shift PTO taken, covered by full-time/part-time. Station #2 browned out for 24 hours.

### Planning

- The first project status meeting for the U.S. Highway 160 Overpass was held this week, including representatives from the city, Capital Construction, CMT, and Leonardo DRS. A weekly meeting will be held on Thursdays throughout the duration of construction unless there are no items for discussion.
- A project kickoff was held for the Safe Streets and Roads For All (SS4A) transportation safety plan last week. City staff are working to develop the project steering committee that will work closely with Olsson Studio throughout the next year through public engagement and plan review. The timeline for completion is Fall 2025.
- The extension of Bruce Smith Parkway is now under construction. The new road will connect Garner Road and County Road 6460, supporting the Garner Villas Housing development. Stewart Construction is working to complete the project before cold weather sets in.
- The Economic Development Administration (EDA) grant application has been submitted for renovation of the 601 Washington Avenue building. Staff will now be working with the EDA on comments and questions as the application is reviewed. City staff are also working with state legislators to attempt to secure additional project funding.

### Police

- On Tuesday, November 19, 2024, officers responded to the Wendy's restaurant after the manager of the location pointed a gun at an employee and threatened to shoot him for talking to his girlfriend, also an employee in the restaurant. Detectives interviewed the manager on Wednesday afternoon where the subject admitted the incident, however the weapon was a "BB Gun". Detectives followed the suspect to his residence where they retrieved the weapon that resembled a Glock 19 Firearm. The suspect bored the barrel of the Firearm to make it appear even more real than the actual firearm. Charges were sent to the Howell County Prosecutor's Office over the incident.
- On Wednesday, November 20, 2024, personnel participated in a four-hour Homeland Security Threat Assessment Session from ongoing threats throughout the Country. Our two CTO officers attended the meeting.
- The following personnel have been hired and/or transferred to positions within the Police Department.
  - Tyler Franks has been offered a recruit police officer position. He will start the Joplin Academy in January with Recruit Officer Tombley and will remain in dispatch through that time. This becomes effective December 16, 2024. Franks has been with the department as a second shift dispatcher.
  - Corbin Petersen will be moving from a part-time position as police dispatcher to full-time police dispatcher. This will take effect on December 16, 2024. Petersen is 18 years-old and has the desire to be a future police officer with the

department. Petersen has done a fantastic job in his training in the communications office.

- Branden Michael Vernon has been offered a position as a recruit police officer. Vernon is currently attending a Missouri POST Academy, graduating in May 2025. He starts with the West Plains Police Department on December 16th and will work his forty hours around the part-time academy in the detention facility as well as to get some of his FTO training accomplished.

### Transportation

- Street crews upgraded some road signs on Girdley Street and installed 25 mph signs for the road construction detour on Freedom Drive and Goodhard Drive, laid out a crosswalk on Girdley Street by Morlan Shell Ford, set blocks on the Grace Ave. drainage project and cleaned up under the equipment sheds at the toyshop.

### Utilities

- This week, utilities administration has been collaborating with IT and Tantalus on the software required for an outage map. We also released an RFP/Q for the Unit 1 generation rebuild and are working with Heartland Engineering to release bids for the Southern Hills sewer relocation project. Additionally, we held a safety meeting focused on fall protection.
- The electric department conducted a planned outage on Lanton Road to energize and connect a new circuit as part of the 69kV project. They also installed Christmas decorations around town, provided new services, and repaired a damaged service to one of MODOT's stoplights.
- The water department has been winterizing the baseball and softball fields, repairing a water leak, and assisting with work orders and service orders.
- The sewer department has been cleaning and CCTV-inspecting sewer mains to address trouble spots, as well as assisting with work orders and service orders.
- The wastewater treatment plant is preparing bids for cleaning the oxidation ditch in anticipation of the aeration installation planned for next year.
- Last week, the sanitation department transported 252 tons of refuse to the transfer station, bringing the cumulative total to 790 tons. Over-the-road drivers delivered 33 loads of refuse to the Hartville landfill.



## Sales and Use Tax Report – November 2024

Year-to-date sales tax revenues are up 4%, compared to budget through November 2024.

The City of West Plains' November 2024 sales tax revenues from the Missouri Department of Revenue were \$372,891. As of November 2024, year-to-date sales tax revenues are \$4,261,497. The city transferred \$199,390 of the year-to-date sales tax revenues to the applicable TIFs and CIDs. With the termination of TIF #3 in October 2024, the city received a sales tax refund of \$323,962.

The November deposit from DOR reflects sales tax payments processed by the State in October for transactions made primarily in September 2024.

Compared to last year's actuals, these revenues are up 7% on a year-to-date basis.

The city relies heavily on sales and use tax revenues as its main source of revenue to fund vital services such as police, fire, parks, and recreation. Approximately 40% of the General Fund revenue comes from sales and use tax. Franchise fee revenue from utilities accounts for 22% of General Fund revenues and a utility administration fee accounts for 20% of General Fund revenues.

Year-to-date use tax revenues are up 24%, compared to budget through November 2024.

The City of West Plains' November 2024 use tax revenues from the Missouri Department of Revenue were \$75,283. Year to date for the period ended November 2024 use tax revenues are \$840,467. Revenues are 24% (or \$162,199) higher than budget expectations.

The November deposit from DOR reflects use tax payments processed by the State in October for transactions made primarily in September 2024.

Compared to last year's actuals, these revenues are 10% higher on a year-to-date basis.

**Sales Tax Revenue  
General Fund - 1%**

<b>Month Received</b>	<b>FY2022A/B</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Year-over-Year Change</b>		<b>Cumulative Change</b>	
January	\$ 330,316	\$ 338,288	\$ 381,500	\$ 43,212	13%	\$ 43,212	13%
February	\$ 311,224	\$ 396,553	\$ 431,736	\$ 35,183	9%	\$ 78,396	11%
March	\$ 309,802	\$ 311,710	\$ 388,544	\$ 76,834	25%	\$ 155,229	15%
April	\$ 316,444	\$ 347,427	\$ 381,114	\$ 33,687	10%	\$ 188,916	14%
May	\$ 325,342	\$ 329,520	\$ 354,663	\$ 25,143	8%	\$ 214,059	12%
June	\$ 393,479	\$ 413,305	\$ 410,851	\$ (2,454)	-1%	\$ 211,605	10%
July	\$ 370,440	\$ 362,857	\$ 374,661	\$ 11,804	3%	\$ 223,409	9%
August	\$ 415,660	\$ 401,355	\$ 413,042	\$ 11,687	3%	\$ 235,096	8%
September	\$ 387,391	\$ 382,861	\$ 398,944	\$ 16,083	4%	\$ 251,179	8%
October	\$ 334,968	\$ 362,112	\$ 353,551	\$ (8,561)	-2%	\$ 242,618	7%
November	\$ 302,121	\$ 319,569	\$ 372,891	\$ 53,322	17%	\$ 295,940	7%
December	\$ 359,718	\$ 373,281					
<b>Total</b>	<b>\$ 4,156,905</b>	<b>\$ 4,338,838</b>	<b>\$ 4,261,497</b>	<b>\$ 295,940</b>	<b>7%</b>		

**Use Tax Revenue  
General, Capital, and Transportation Funds**

<b>Month Received</b>	<b>FY2022A/B</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Year-over-Year Change</b>		<b>Cumulative Change</b>	
January	\$ 41,615	\$ 42,618	\$ 62,969	\$ 20,351	48%	\$ 20,351	48%
February	\$ 81,649	\$ 79,843	\$ 128,377	\$ 48,534	61%	\$ 68,885	56%
March	\$ 54,115	\$ 42,959	\$ 64,057	\$ 21,098	49%	\$ 89,984	54%
April	\$ 67,498	\$ 67,572	\$ 90,221	\$ 22,649	34%	\$ 112,633	48%
May	\$ 74,142	\$ 65,031	\$ 73,936	\$ 8,905	14%	\$ 121,538	41%
June	\$ 59,725	\$ 45,764	\$ 72,050	\$ 26,286	57%	\$ 147,824	43%
July	\$ 42,699	\$ 77,479	\$ 54,649	\$ (22,830)	-29%	\$ 124,994	30%
August	\$ 89,149	\$ 122,666	\$ 88,043	\$ (34,623)	-28%	\$ 90,371	17%
September	\$ 58,458	\$ 67,921	\$ 55,732	\$ (12,189)	-18%	\$ 78,182	13%
October	\$ 34,010	\$ 70,355	\$ 75,150	\$ 4,795	7%	\$ 82,977	12%
November	\$ 52,982	\$ 82,713	\$ 75,283	\$ (7,430)	-9%	\$ 75,547	10%
December	\$ 57,709	\$ 87,829					
<b>Total</b>	<b>\$ 713,750</b>	<b>\$ 852,749</b>	<b>\$ 840,467</b>	<b>\$ 75,547</b>	<b>10%</b>		

