



# CITY MANAGER REPORT

March 20, 2020

Honorable Mayor and Members of the City Council  
City of Warrensburg, Missouri

Dear Mayor and Council Members:

## **City Manager:**

It has been an interesting last couple of weeks. COVID-19 Coronavirus has dominated the schedule as Staff collaborates with community leaders and assesses internal policies and protocols. As of the writing of this memo there has been no confirmed cases of COVID-19 in Johnson County, Missouri. Meetings and conferences are being cancelled in advance for safety and travel purposes. The Election date of April 7<sup>th</sup> has also been rescheduled by the Governor for June 2, 2020.

Meetings attended include: Emergency Management Task Force meeting; monthly radio interview; and regular communication meeting with UCM President, Roger Best.

## **City Council Meetings, Study Sessions, and Executive Sessions**

Tentative future City Council agendas include the following items at this time:

1. INFRA Grant Application and Resolution of Support (Federal Funding potential for Maguire Bridge Project)
2. Rental Inspection Program Ordinance Recommendation
3. Budget Process (Council Tours and Strategic Planning Session)

## **PUBLIC WORKS/INFORMATION TECHNOLOGY**

Danielle Dulin, Assistant City Manager

No report this meeting.

## **COMMUNITY DEVELOPMENT**

Director, Barbara Carroll

No report this meeting.

## **HUMAN RESOURCES**

Director, Greg McCullough

Human Resources Activities:

## 1. Positions

- a. Full-Time Management Intern – This position was posted on December 2<sup>nd</sup> and will remain posted until January 31<sup>st</sup>, 2020. We currently have 6 applications for this position. Interviews have been completed. An offer has been made and orally accepted. A conditional offer letter was mailed, returned and accepted. This internship is scheduled to begin on June 1<sup>st</sup>, 2020.
- b. Baseball and Softball Officials – This position was posted on February 11<sup>th</sup> and will remain posted until March 31<sup>st</sup>. We currently have received a total of 12 applications for this position submitted.
- c. Summer Day Camp Director – This position was reposted on February 11<sup>th</sup> and will remain posted until March 1<sup>st</sup>. The position was reposted due to no applications having been submitted during the first posting period. Interviews have been completed and an offer extended.
- d. Part Time Firefighter and Student Resident Firefighter – This position was posted beginning January 31<sup>st</sup> will remain posted until February 20<sup>th</sup>. We currently have a total of 17 applications for this position. Applications are being reviewed at the present time and interviews will begin in the near future.
- e. Water Pollution Control Operator I – This position was posted on February 10<sup>th</sup> and will remain posted until February 23<sup>rd</sup>. Interviews have been completed and an offer extended. The offer has been accepted and this individual will start employment effective on Monday, March 23<sup>rd</sup>.
- f. Part-Time Parks Maintenance Worker – This position was posted on February 28<sup>th</sup> and will remain posted until March 13<sup>th</sup>. We currently have a total of applications submitted for this position. Interviews will be the next step, however these may be postponed due to current closings as a result of the COVID 19 situation.
- g. Animal Shelter Manager and Part-Time Shelter Laborer positions – I anticipate these positions will be posted yet this week.

## Other Activities:

1. Completed a total of 4 employment verifications for various purposes and I have 2 LAGERS wage certifications for upcoming retirees that are certifications for the past 10 years.
2. Kathy has onboarded approximately 2 new employees in the last two weeks. One of these Full-time employees took more time than usual as we had to complete new protocol to satisfy the Federal Motor Carrier Safety Admin guidelines for the the Clearinghouse.
3. Developed the new training materials and releases to go with satisfying the FMCSA Clearinghouse guidelines for both new employee and current employee DOT queries.
4. Completed with the help of Peggy Hostetler and Guy Parsons, several endorsement requests for both Business Auto and Inland Marine changes to our property casualty policies.
5. Completed the processing of STI and LTI paperwork for one employee. We have had several conversations regarding an STI issue and have spent considerable time going to support for our employee in this process. This has required more time than usual. This

is still true for the past two weeks and that conversation is ongoing with McInnes Group personnel and Madison National.

6. We have also completed FMLA paperwork for a total of two employees during the last two weeks.
7. We completed information announcements for all employees in regards to internal procedures to help prevent COVID 19 contraction or any respiratory illness contraction.
8. Working to analyze the impacts of the new Federal Emergency legislation for FMLA and Paid Leave as is being implemented in response to the COVID 19 crises.
9. Kathy processed all I-9 submissions and social service registrations.
10. Kathy and I completed and oversaw our Wellness screening on March 12<sup>th</sup> and will continue to implement this program. In addition, Kathy conducted two different meetings with employees to present the changes to our Wellness program and will work to get the PowerPoint slides out to all employees.
11. Rewrote our Fitness and Wellness policy due to the above changes in our program moving forward. This policy is in the process of being reviewed at the present time.
12. Completed a demo with the McInnes Group, which would allow us to move to an automated enrollment process next year for our open enrollment process for all employees. We will continue to work with McInnes Group to implement processes which will help our efficiency and costs. This system is being offered to the City through the McInnes group as a service at no cost to us. We will continue to explore this process.
13. Completed the requirements and registration process for the new DOT federally mandated FMCSA established clearinghouse for employers to report and collect information about DOT driver drug and alcohol violations. We have now completed this registration process and paid all required fees. We have also created the release form for DOT drivers to sign for the annual check through the system which is mandated and have been reviewing suggested changes to our drug and alcohol policy and will be submitting to counsel for approval in the near future. This is a priority this week and we continue to work on this quickly. This process was utilized for our recent new hire requiring a DOT license. We will also be presenting this to all current City DOT drivers next week and obtaining signatures on both releases.
14. Upon completion of presentation of Work Comp renewal to Council and receiving approval, have completed the process of getting the invoice paid.
15. Began the process to review and make changes to our Personnel Policy manual. At this point all past changes that were approved through council have been incorporated into the manual. Recent changes have been incorporated and we are working on a few additional modifications and once completed will bring to council for approval of entire manual.
16. All updates have been made to the Insperity performance evaluation system due to recent personnel changes. Department Heads are currently logging into systems to check and make sure all changes have been made. Once verified we will be good to go for the Spring evaluation in April. Training for new employees will take place in the near future.
17. Have been working with Guy Parsons to review our business auto schedule and make changes to benefit the City. These changes are to make sure all vehicles are covered and to make changes from an asset standpoint that will improve coverage and also reduce premium charges.

## Upcoming Activities:

1. Continue wellness program development and implementation until meets goals of City for this program. We keep moving this forward but will require continual review for the near future.
2. Complete additional revisions to our personnel manual, take to Council for approval and publish online to our intranet for all to have access. We will also provide a form and require everyone to review manual and sign form that they have reviewed the manual.
3. Continue updating and coordinating performance evaluation system to prepare for the Spring evaluation cycle.
4. Continue to catch up on documentation on several personnel issues.
5. Continue the cleaning and reorganizing of the Human Resources file room.
6. Continue participation in the monthly LMC meetings.
7. Continue to work on revision of the City Safety Manual.

## **CONVENTION AND VISITORS BUREAU** **Director, Marcy Bryant**

### **CORONAVIRUS IMPACT**

Most if not all events/groups scheduled March 15, 2020 through the first of April have been cancelled/postponed. Some lodging establishments have cut hours staff due to the cancellations and low demand. We start preparing for these groups in January. We'll utilize the supplies/items for future groups if we can. We see the true impact once the lodging tax collections is reported for March and future months.

Starting Monday, March 9, the Visitor Center foot traffic has been minimal, some days we've had zero visitors. We're using this time to catch up on several projects-budget, grant applications, visitor guide content, website content, etc. Each morning and prior to leaving at night, we clean the hard surfaces in the office using disinfecting wipes.

The Visitor Center closed to the public starting Wednesday, March 18. We are answering phone calls and emails. The WCVB's part-time staff has voluntarily decided to stay home as they are in the at-risk group. We have signs on the doors directing guests to visit our website and social media platforms, along with my email and phone number.

### **CALENDAR OF EVENTS**

We are working to keep the calendar up to date. This has become a great resource as event organizers look to reschedule. We are tracking events that have been cancelled/postponed so we can use this information to evaluate the economic impact the coronavirus has on our community.

### **WCVB MEETING CHANGE**

The WCVB Board meetings have been moved to the second Thursday of the month at 10 a.m. in the Municipal Center-Council Chambers. This was decided by the board at the March WCVB Board meeting. The next meeting will be held 10 a.m. Thursday, April 9.

### **MARKETING PLATFORM AND CREATIVE STRATEGY DEVELOPMENT RFP**

The RFP was distributed Monday, Feb. 3. The deadline for submissions was Friday, Feb. 28. Due to the short turnaround for the March 4 WCVB Board meeting, the RFP was moved to the April 9 WCVB Board meeting for the board to review/approve.

### **COMMUNITY BRAND STUDY**

I am working with the Warrensburg Economic Coalition's Marketing Committee and the UCM marketing program on evaluating the Warrensburg community's brand, creating a marketing plan and more. The committee will be working with numerous UCM marketing classes throughout this project.

The class has been broken up into teams. Each team will be creating a marketing plan with the objective of bringing awareness of the attractions/events in Warrensburg to help reduce the "There's Nothing To Do Here" perception. At the end of the semester the teams will present their plan to the committee members.

I've met with several students this month and returned numerous emails regarding the project. I'm excited to have the opportunity to work with the WEC Marketing Committee and the eager, excited group of UCM students.

### **CANCELLED/POSTPONEMENT**

JR ROTC Event, March 11-13

NCAA Central Region Women's Basketball Game, March 13-15

Children's Literature Festival, March 15-17

Rural Missouri Emergency Management Summit, March 19-20

4-H Carnival, March 21

MO Gymnastics Competition, March 25-27

Central States Anthropology Society, March 25-28

Blaine Whitworth Go Big or Go Home 5K, March 28-Postponement Oct. 3, 2020

Sip.Shop.Stroll, March 28

Mid-Missouri Artists, Inc. Spring Fine Arts Show (postponed)

Early Optimist Taste of Johnson County-April 7 (postponed Sept. 8, 2020)

### **Upcoming Meetings/Events**

WCVB Board Meeting, April 9\*

\*Holding this meeting will be assessed closer to time.

**Police Department**  
**Police Chief, Rich Lockhart**

We have been very busy with COVID – 19 plans and responses. We worked with the fire department to create level 1 and level 2 response kits for our officers. Each officer has a level 1 kit and access to a level

2 kit if necessary. We provided training to the officers for the proper method for putting it on and taking it off as well as proper disposal. Additionally, we provided disinfecting supplies and instructed the officers to disinfect their vehicles at the start of their shift and anytime they transport someone.

We are attempting to handle as many report calls by phone as possible. Officers will not be responding to calls that do not require an on-site investigation. They will take the information over the phone and send the victim a case number.

We are planning for potential staffing shortages should we need to quarantine officers. I am creating pools of officers whose public contact is being limited. This includes the SRO's and detectives. These officers are still working but we are limiting their public exposure.

A number of us attended an Advanced Active Shooter Response course. We will be using the information gathered to work on a county wide response.

**Fire Department**  
**Fire Chief, Robert Shaw**

No report this meeting.

**Parks Department**  
**Director, Danielle Fesler**

No report this meeting.