



CITY MANAGER REPORT

April 10, 2020

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

Dear Mayor and Council Members:

City Manager:

Almost all attention of staff has been occupied with COVID-19 since the last report. Currently with the Stay at Home Orders in place many employees are telecommuting. There are a couple of full-time non-essential positions whose job duties are not such that telecommuting is possible, so they are furloughed. Several part-time positions are also furloughed. Policies and procedures are in place and are working well to protect employees and keep almost all City services functional. Municipal Court is closed through the end of the month and court dates have been rescheduled for June.

The Animal Shelter is closed to the public and is down to one full-time and one part-time employee due to turnover. Positions are posted and interviewing will begin later this week.

Looking at current financial data, indicators show that, as expected, there is a sharp decline in sales for retail and restaurant businesses throughout the community. Staff has been directed to not make any purchases that are not critically essential. As of right now no significant action has been taken at the Federal or State levels to aid local governments with the current and impending fiscal impacts. It is looking very likely that service and personnel reductions will need serious consideration in the coming months.

Staff continues to prepare for the FY 2020/21 Budget process. Department Heads have been directed to develop virtual tours of their departments to replace the in-person Council Tours. The process will be consolidated due to the delayed election and the new Council not taking office until June.

Meetings attended include: Emergency Management Task Force meetings; monthly communication meeting with County Commissioners; WALC Board meeting; and monthly communication meeting with JCEDC Director.

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

PUBLIC WORKS

The Street Division has started its annual painting of pavement markings and asphalt patching. The crew has also been busy street sweeping, cracking filling and preparing the streets for the 2020 maintenance program. The bids for asphalt overlay and polymer overcoat will be opened April 23 and April 30, respectively.



The main replacements for the water and gas companies have slowed down due to new protocols they have in place for coronavirus. However, requests for utility locates for home improvement projects are still being received. Recruitment is underway for two positions in Wastewater—Operator I and Lab Technician.

The volume of brush at Washington and Pine Streets site has increased in the last few weeks along with a few instances of illegal dumping of wire, scrap metal, and other trash. Prior to the stay-at-home order, the Sustainability and Energy Task Force discussed possible changes to the brush and recycling center to increase quality control. If the illegal dumping continues, the site may be temporarily closed until a solution for surveillance can be implemented. Spring Clean Up is scheduled for April 20 and 27.

INFORMATION TECHNOLOGY

IT was busy these last few weeks getting equipment ready and staff prepared to telecommute during the stay-at-home order. A week and half into the order, individuals are settling into the new schedules and working from home, but there was a lot of troubleshooting the first few days. In addition to transitioning employees from the office to working from home, IT has been working on a security camera install at the Community Center.

COMMUNITY DEVELOPMENT
Director, Barbara Carroll

Community Development Monthly Activity Report

The Community Development report for March is attached. Please let me know if you have any questions.

COVID-19 Response Items

The Community Development Staff has taken several steps to ensure the safety of our staff members both in the field and in the office.

- Since April 2, five staff members are telecommuting for all or portions of the work week.
- Building and business license inspections are being conducted remotely by electronic means when possible. When an electronic inspection will not work, contractors are being asked to make sure the building and area to be inspected is vacant for 3 hours prior to the inspection being conducted, all doors and panels in the area are opened, ladders placed etc. to minimize the surfaces touched by the inspectors, only 1 worker is allowed on the site during the inspection and social distancing is enforced during the inspection. Inspections are not being conducted in occupied housing units except for life, safety emergencies.
- Staff will not be accepting building permit applications for routine electric service upgrades for occupied residential structures until the crisis has passed as they require an interior inspection. Staff will continue to do permits and inspections for emergencies to restore electric service or as needed for the sale of a home.
- Permits and plans are being submitted electronically through email and the online building permit portal. The online building permit portal now allows the following types of permits to be applied for online. To date, we have 9 contractors using the system.
 - NSF
 - New Duplex
 - New Multi-Family
 - New Commercial
 - Residential Electric
 - Commercial Electric
 - Deck
 - Driveway

2020 Census

As of April 6, the City of Warrensburg had a 41.5% response rate for the 2020 Census. That means 41.5% of the forms/addresses in Warrensburg have been returned or answered online. In 2010 the response rate was 70% for Warrensburg. A big thank you to the Love What's Local Committee and Mayor Casey Lund for doing a video on Census Day to promote participation. The Committee has a few more guest videos planned in the coming weeks to continue promoting the importance of filling out the Census form.

Nuisance Activity & City Wide Clean up

Staff is aware that citizens are already starting to put out piles of trash and furniture for City-wide cleanup which begins April 20 east of Maguire and April 27 west of Maguire. We ask that people please not put stuff out this far in advance.

HUMAN RESOURCES
Director, Greg McCullough

Human Resources Activities:

1. Positions
 - a. Full-Time Management Intern – This position was posted on December 2nd and will remain posted until January 31st, 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 1st, 2020. We have been in touch with this individual and have begun the process onboarding, but this has been made a little more complicated with recent stay at home orders.
 - b. Baseball and Softball Officials – This position was re-posted on April 3rd and will remain posted until April 17th. We currently have received a total of 13 applications for this position submitted. We certainly could use additional applicants for this position.
 - c. Summer Day Camp Counselor – This position was posted on March 20th and remained posted until April 8th. We have received a total of 14 applications for this position submitted. Interviews are under way at this time.
 - d. Water Pollution Control Operator I – This position was posted on April 1st and will remain posted until April 15th. We have not received any applications for this position since it was first posted on April 1st.
 - e. Animal Shelter Manager – This position was posted on March 20th with a first review of applications beginning on April 10th. We currently have a total of 41 applications for this position.
 - f. Part-Time Animal Shelter Laborer – This position was also posted on March 20th with a first review of applications beginning on April 10th. We currently have a total of 45 applications for this position.

Other Activities:

1. Completed a total of 4 employment verifications for various purposes and we have completed 3 LAGERS wage certifications for upcoming retirees that are certifications for wages for the past 10 years. This does take a considerable amount of time.
2. Developed the new training materials and releases to go with satisfying the FMCSA Clearinghouse guidelines for both new employee and current employee DOT queries. The delivery of this material has been postponed a couple of weeks due to other priorities.
3. We have also completed FMLA paperwork for a total of two employees during the last two weeks. In addition, Kathy has processed EFMLA paperwork for a total of 5 additional employees to make sure that this requirement runs concurrently with regular FMLA time periods.
4. Assisted City Manager in distributing Essential and Non-essential letters to all employees in compliance with the local stay at home order.
5. Assisted City Manager with the filing of all paperwork required from Department Heads and employees regarding any telecommuting position requirements and these have been filed within each employees personnel file.
6. Assisted in the evaluation of our Pandemic Virus Preparedness Plan. Also, have had several requests from other cities to share policies and procedures as examples.

7. Kathy processed all I-9 submissions and social service registrations.
8. Kathy and I completed mailing out letters and forms to all part-time Parks and Rec employees that may have been eligible for EPSLA payments under the new FRCA legislation. Kathy is keeping track of forms coming in and will coordinate our response to these individuals. Kathy is figuring the two-week average wage as it relates to these individuals so they can be processed accordingly.
9. Kathy and I have been coordinating with Equifax our response to any and all unemployment claims as a result of this pandemic and closing due to the stay at home order. We really have two groups or types of unemployment claims. Once group we can handle with Equifax by providing them a spreadsheet and they can complete processing for us. However, there is another group or type that either Kathy or I must get online and complete forms for the State. These take some time to complete.
10. Set up the guidelines and forms to process any claims for benefits under the EFMLA or EPSLA legislation. Worked with Department Heads to obtain any necessary documentation.
11. Processed all payroll reconciliations as normal which includes: VOYA, Surency HSA, Surency FSA, Delta Dental, Madison National and several checks to distribute to various entities as it relates to the payroll process.
12. 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.
13. 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. We will begin the Spring evaluations soon, however these have been delayed a little bit due to recent priority changes.
14. Finally, we continue to work on our wellness program. We have begun to look at what we can do to alter our previous program options due to the recent events associated with the pandemic.

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 from mid-March through the middle of June have been cancelled or postponed until later this fall. We have not been contacted since March 9 regarding any potential events coming to the community in 2020.

The Best Western is closed. The Holiday Inn Express and Fairfield have closed floors down. All have cut staff, shortened work schedules and more to continue staying open. The general managers are staying positive as they go through this tremendous economic hardship.

The Visitor Center is closed to the public. Starting Monday, April 6, I started working in the Visitor Center in the mornings and home in the afternoons.

We are continuing to assist our partners in various ways. This is uncharted waters we are experiencing, and each are trying to adapt and figure out our role. A dining out guide was created to share on VistWarrensburg.com and social media platforms. We are doing our best to update accordingly. We assisted University of Central Missouri Admissions by providing information about Warrensburg-pictures, interesting info and more for their virtual Orientation.

BUDGET

A revised budget draft has been completed projecting 10% lodging tax for April through September. This resulted in a \$120,000 decrease in revenue for the WCVB fund. The revised budget will be submitted to the WCVB Board at the next meeting for review and approval.

We are only proceeding with essential expenses: personnel, lease payment, utilities and advertising through the Missouri Division of Tourism grant.

Missouri Division of Tourism's current fiscal budget was restricted \$6.5 million last week by Governor Parsons. This cut will not impact the current grant program we participate in.

DONATIONS

We received a request from the Warrensburg Senior Center to contact the lodging establishments to see if there was an interest in donating soap, shampoo and conditioner for bags accompanying the senior's meals being delivered to those homebound. Comfort Inn and Days Inn donated boxes of shampoo, conditioner and soap bars.

The Holiday Inn Express donated three rooms for the State of Missouri's Disaster Medical Assistance Team. The team was called in by Johnson County to assist Western Missouri Medical Center.

Police Department
Police Chief, Rich Lockhart

We are losing 2 of our officers this month to retirement. Dustin Mayden retires with more than 20 years of service and Tom Carey retires with nearly 50 years of service. I am very disappointed that we will not be able to have appropriate retirement ceremonies for these two

men, but we will plan something once we return to normal. If you would like to send them a message, their email addresses are dmayden@warrensburg-mo.com and tcarey@warrensburg-mo.com. We are losing a lot of experience that will not be easily replaced. I want to thank them for their service to our community and wish them well with their retirement.

We are working remotely for most police service. We are taking reports over the phone and handling the phones from home. Everything is going smoothly as we adjust to this new normal. I want to publicly thank Gary Swanson and Randy Turner for their efforts to get my staff prepared for telecommuting. Getting computers ready and employees trained was a lot of work and they were able to get it done very quickly.

I was pulled back into public information service for the COVID-19 Task Force. Tara Carlyle and I serve as the PIO branch for the command structure. We are putting out a lot of good messaging and trying to address rumors as they come up. The Facebook page is JOCO MO Emergency Operations. You can get the daily numbers for tests, cases and recoveries. We also have events from agencies involved in the task force as well as medical professionals.

**Fire Department
Fire Chief, Robert Shaw**

No report this meeting.

**Parks Department
Director, Danielle Fesler**

Director's Report

- We are missing all of the smiling faces that visit the Community Center every day!! However, the building closure has given us an opportunity to complete some of our projects! Here is a list of things we've been working on since the building closed on March 17th:
 - Sanding and repainting the green door frames and doors in the building. They are being repainted black.
 - Big thanks to Public Works for helping rotomill damaged areas in parking lot installed new asphalt! We are grateful that they were able to help us repair part of the parking lot. We will still have to replace the parking lot in the future, but this helps us get by a little bit longer.
 - Restriped the parking lot. The lines were fading and hard to see, so they've been repainted white!
 - Painted 'Warrensburg Parks And Recreation' in the gym.
 - Repainted the gray paint in the gym.
 - RegROUTed and replaced tiles in the hot tub.
 - Repaired tile floor in West Wing rest rooms.
 - Touched up and repainted several rooms in the Community Center.
 - Repaired electrical outlets in the main staff office.

- All Community Center memberships are currently paused. Once we are open, members will be credited for missed, billed days on their membership.
- All April programs and activities have been canceled. Rec staff called all participants and worked with them on credits or refunds.
- Baseball and softball are currently postponed. We hope to play this season and are planning for the season. However, we will wait for health officials to make a call after April 30.

Membership Numbers as of April 1, 2020

10 Punch Pass						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Mar-19	3	13	26	1	43	65%
Apr-19	0	11	12	0	23	-47%
May-19	1	10	5	0	16	-30%
Jun-19	0	4	2	0	6	-63%
Jul-19	0	9	0	0	9	50%
Aug-19	0	7	3	0	10	11%
Sep-19	0	6	9	0	15	50%
Oct-19	1	18	7	0	26	73%
Nov-19	0	7	4	0	11	-58%
Dec-19	0	8	7	0	15	36%
Jan-20	12	11	6	0	29	93%
Feb-20	5	9	7	0	21	-28%
Mar-20	0	3	6	0	9	-57%

Annual Membership						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Mar-19	7	29	0	0	36	9%
Apr-19	9	29	0	0	38	6%
May-19	9	31	0	0	40	5%
Jun-19	11	35	6	0	52	30%
Jul-19	12	40	6	0	58	12%
Aug-19	15	45	6	0	66	14%
Sep-19	19	49	6	0	74	12%
Oct-19	18	42	3	0	63	-15%
Nov-19	18	50	6	0	74	17%
Dec-19	16	53	6	0	75	1%
Jan-20	15	57	6		78	4%
Feb-20	17	58	7	0	82	5%
Mar-20	18	60	7	0	85	4%

Monthly						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Jan-19	290	159	27	18	494	16%
Feb-19	299	175	31	24	529	7%
Mar-19	310	186	33	29	558	5%
Apr-19	301	182	29	30	542	-3%
May-19	297	184	29	29	539	-1%
Jun-19	288	191	27	28	534	-1%
Jul-19	272	194	22	22	510	-4%
Aug-19	273	207	19	20	519	2%
Sep-19	273	209	16	19	517	0%
Oct-19	268	214	17	21	520	1%
Nov-19	266	218	17	21	522	0%
Dec-19	260	222	21	20	523	0%
Jan-20	259	225	23	15	522	0%
Feb-20	287	244	25	16	572	10%
Mar-20	297	233	21	19	570	0%

Complimentary Memberships						
	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Total	Percent Change
Mar-19	66	2	40	7	115	-17%
Apr-19	51	7	26	14	98	-15%
May-19	68	2	42	2	114	16%
Jun-19	47	5	21	4	77	-32%
Jul-19	35	0	9	4	48	-38%
Aug-19	34	7	12	4	57	19%
Sep-19	24	5	8	3	40	-30%
Oct-19	21	6	14	4	45	13%
Nov-19	36	7	26	4	73	62%
Dec-19	26	1	15	5	47	-36%
Jan-20	49	3	28	17	97	106%
Feb-20	33	8	24	5	70	-28%
Mar-20	18	3	11	2	34	-51%

Membership Visits

	Adult Annual	50 Plus Annual	Youth Annual	Childcare Annual	Adult Monthly	50 Plus Monthly	Youth Monthly	Childcare Monthly	Adult WPR	50 plus WPR	Youth WPR	Silver Sneakers	Total	Percent Change
Mar-19	21	195	0	0	1322	1097	123	136	1421	9	473	448	5245	18%
Apr-19	45	191	0	0	1209	1027	96	142	1044	7	612	439	4812	-8%
May-19	49	188	0	0	1194	926	113	179	1017	5	662	430	4763	-1%
Jun-19	26	145	1	0	915	678	59	160	798	7	288	282	3359	-29%
Jul-19	31	228	0	0	1095	950	72	129	1007	21	221	400	4154	24%
Aug-19	24	231	1	0	855	840	37	121	819	29	160	307	3424	-18%
Sep-19	40	217	4	0	708	722	19	78	552	16	109	252	2717	-21%
Oct-19	38	266	1	0	795	797	36	144	625	12	142	313	3169	17%
Nov-19	54	287	4	0	955	927	42	151	889	15	256	363	3943	24%
Dec-19	20	244	6	0	693	638	46	80	783	7	210	270	2997	-24%
Jan-20	45	273	6	0	839	829	54	68	947	20	269	371	3721	24%
Feb-20	44	166	5	0	565	513	21	35	481	23	171	257	2281	-39%
Mar-20	39	190	1	0	641	638	23	38	419	14	223	267	2493	9%

Day Passes						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Jan-19	325	114	446	17	902	28%
Feb-19	377	91	518	26	1012	12%
Mar-19	511	153	776	44	1484	47%
Apr-19	279	75	469	31	854	-42%
May-19	304	121	451	27	903	6%
Jun-19	135	62	98	33	328	-64%
Jul-19	175	80	82	34	371	13%
Aug-19	188	81	142	34	445	20%
Sep-19	160	80	208	12	460	3%
Oct-19	127	59	137	17	340	-26%
Nov-19	207	89	241	20	557	64%
Dec-19	249	90	295	13	647	16%
Jan-20	231	64	312	13	620	-4%
Feb-20	198	51	294	4	547	-12%
Mar-20	191	42	324	5	562	3%