



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:

City staff has focused on the budget impacts of an anticipated significant decline in Sales Tax and Franchise Tax revenues for the remainder of the FY2019/20 budget year, ending September 30, 2020. Staff has cut \$420,000 in expenses for this fiscal year. Cuts included a rolling furlough for most employees within the organization. Non-exempt (hourly) employees will be required to take off one day without pay per pay period the rest of the fiscal year. Exempt (salaried) employees are required to take three weeks (15 days) off without pay between now and the end of the fiscal year. The Patrol Division of the Police Department, the A, B, and C shifts of the Fire Department, the IT Department, and the Waste Water Treatment and Collections Departments have all been exempted from the furloughing. These were exempted due to the critical nature of their positions as related to City services, and the concerns regarding overtime cost impacts. Other cuts included eliminating travel, freezing the hiring of three vacant police officer positions and the Fire Training Officer position. Staff continues to assess other budget cuts.

A couple of key highlights over the last couple of weeks included participating in a Chamber sponsored State of the City video conference, and being interviewed by a PBS reporter regarding the efforts/partnership of the City and UCM for the 2020 Census. Both of these went well.

Meetings attended include: Emergency Management Task Force meetings; monthly radio interview; JCEDC Board meeting; and the regular communication meeting with UCM President 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

Downtown Façade Grant

The recent action taken by City Council to waive the private match requirement for the current cycle of grants has been successful. As of this writing, five new applications have been received. The committee is meeting April 22 to evaluate the applications.

COVID-19 Nuisance Response

While the stay at home order is in place, the department is short two staff members identified as non-essential and not eligible to telecommute. For this reason, no active patrolling for nuisance or property maintenance code violations is taking place. Staff response and investigation into nuisance and property maintenance code complaints received from the public is limited and slower than typical response times. If the state or county stay at home order extends beyond May 3, staff response to complaint driven cases, including tall grass and weeds, will cease until such time the order is lifted and full-staffing levels are reinstated.

2020 Census

As of April 20, the City of Warrensburg had a response rate of 48.8%. This is up from 41.5% on April 6. The increase is most likely attributed to people sending in the hard copy mail-in forms. Those forms were sent out to addresses starting in mid-April. The Love What's Local Committee continues to promote the importance of completing the Census on social media with videos from County Clerk Diane Thompson, Center Stage Performing Arts and Warrensburg R6 Superintendent Scott Patrick.

HUMAN RESOURCES

Director, Greg McCullough

Human Resources Activities:

Positions

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.

Summer Day Camp Counselor – This position was posted on March 20th and the posting was extended until April 23rd. We have received a total of 16 applications for this position submitted. Interviews will begin shortly after posting expires.

Water Pollution Control Operator I – This position was posted on April 1st and posting was extended until May 8th. At this time we have 1 applicant for this position.

Water Pollution Control Lab Technician – This position was posted on April 10th and will remain posted until May 8th. At this time we have a total of 2 applicants for this position.

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 52 applications for this position.

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 50 applications for this position. Reviews of applications have been completed and interviews will begin next week.

Other Activities:

Completed a total of 2 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. We have also had several conversations with LAGERS about these certifications and also to do research regarding many items that may affect the City moving forward.

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. We will need to complete this training prior to random drug screening in the second quarter.

Completed the development of a form for employees to use to request either EFMLA or EPSLA under the FFCRA. Also assisted Department Heads in helping employees who wanted to use either of these options to complete these forms.

Worked with Finance to set up the pay codes and administer these requests for payroll.

Assisted City Manager, Harold Stewart, with research regarding several informational topics as they relate to City policies.

Kathy processed all I-9 submissions and social service registrations.

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. Kathy has completed figuring these averages and delivered them to Finance to be paid on the next payroll.

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. One 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. This process continues.

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.

Kathy has worked on a Food Pantry donation program that City employees can participate in while we are going through new procedures during this time. We are collecting food for the Food Pantry at our temperature testing sites each morning.

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.

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. Our Spring 2020 Review cycle was kicked off last week and will continue through May 15th.

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. We are working on a program with UCM to provide us an intern over the Summer session to help us design, market and implement programs with our Wellness program.

Continue to work on some billing issues with WMMC.

Kathy has begun working with staff at the Animal Shelter to set up and begin the interviews for the Part Time Animal Shelter Laborer position.

Upcoming Activities:

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.

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.

Continue updating and coordinating performance evaluation system to prepare for the Spring evaluation cycle.

Continue to catch up on documentation on several personnel issues.

Continue the cleaning and reorganizing of the Human Resources file room.

Continue participation in the monthly LMC meetings.

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 July have been cancelled or postponed until later this fall. We have not been contacted since mid-March regarding any potential events coming to the community in 2020. The Best Western is temporarily closed. The Holiday Inn Express and Fairfield have closed floors. 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.

We are continuing to assist our lodging partners in various ways. A dining out guide was created and shared on **VisitWarrensburg.com** and social media platforms. Updates are made accordingly.

Guests will be back to the Burg and we'll be ready for them! We are working on projects to assist their experience.

UCM: We were notified UCM has revised their Orientation schedule. They are tentatively planning to host on-site Orientation July 15-17 and 30-31. I will attend each session welcoming students and parents to the Burg. Currently, they are offering virtual Orientations. We assisted by providing community information including pictures, interesting info and more.

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 board meeting for review and approval.

We are only proceeding with essential expenses: personnel, lease payment, utilities and minimal 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.

Police Department
Police Chief, Rich Lockhart

No report this meeting.

Fire Department
Fire Chief, Robert Shaw

No report this meeting.

**Parks Department
Director, Danielle Fesler**

No report this meeting.