



# CITY MANAGER REPORT

May 8, 2020

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

Dear Mayor and Council Members:

## **City Manager:**

I took the first of my three furlough weeks the week of April 27<sup>th</sup>-May 1<sup>st</sup>. Staff did a good job of keeping projects and services moving forward. Most of this last week has been continuing to look forward regarding COVID-19 concerns, balancing this year's budget, and preparing for next year's budget. May Sales Tax revenues came in strong, but staff is expecting June's receipt of revenues to be the first potential downturn sign.

Meetings attended include: Emergency Management Task Force meetings; WALC Board meeting; and monthly communication meeting with JCEDC Executive 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 Wastewater Treatment division is celebrating Nancy Westbrook, lab technician, and her 27 years of service with the City of Warrensburg. Nancy started as a seasonal employee in Wastewater in 1993 before starting a full-time position in the laboratory in 1994. In 2008, Nancy was ½ of the two-person crew recognized by the Missouri Water Environment Association for outstanding treatment plant operation with the Plant of the Year, Small Facility, Award. She continues to ensure outstanding operation of the plants and is a well of knowledge in wastewater treatment operations and compliance. Nancy will be missed by her crew, but we are excited for her to begin her new adventure. Her last day with the city is May 15.



Nancy Westbrook, left.



Nancy, monitoring plant operations.

The crew for the sewer main lining project has been cleaning and cameraing in preparation for the project. The main on Mulberry Street was determined not to be a good candidate for lining; therefore, the main on Broad Street will be substituted in its place. The actual lining will begin later this month. Bids for the manhole rehabilitation project will be opened on May 14.

The city-wide Spring Clean Up was completed April 20 through May 1. Initial reports of materials picked up indicate residents took advantage of being home to make some room in their storage sheds and garages. The Building and Grounds and Street divisions did some spring-cleaning last month as well. The garage across from City Hall was cleared along with the building on Culton Street. Staff is working on a request for proposals for the demolition of the Culton Street building and former east and west wastewater treatment plant sites.

## **COMMUNITY DEVELOPMENT**

Director, Barbara Carroll

### **Community Development Monthly Activity Report**

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

### **Building Permit Activity**

Just in the last week, permit activity and phone calls on smaller, residential type projects (driveways, decks, etc) has picked up slightly. Typically, this is the time of year staff sees an increase in those types of permits.

### **2020 Census**

As of May 4, the City of Warrensburg had a 52.8% response rate compared to a 41.5% rate on April 6, 2020.

### **National Preservation Month**

City Planner Kristin Dyer and the Historic Preservation Commission are celebrating National Preservation Month on social media this month. They are highlighting the history of several local notable structures and preservation opportunities on Facebook as well as on the City's website. Additionally, they have worked with Trails Regional Library to set up an eLibrary Table with ebooks that have an emphasis on Warrensburg or regional and state history.

**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. We have been in touch with this individual and have begun the process of onboarding, but this has been made a little more complicated with recent stay at home orders.
  - b. Summer Day Camp Counselor – This position was posted on March 20<sup>th</sup> and the posting was extended until April 23<sup>rd</sup>. We have received a total of 16 applications for this position submitted. Interviews will begin shortly after posting expires.
  - c. Water Pollution Control Operator I – This position was posted on April 1<sup>st</sup> and posting was extended until May 8<sup>th</sup>. At this time we have 4 applicants for this position.
  - d. Water Pollution Control Lab Technician – This position was posted on April 10<sup>th</sup> and will remain posted until May 8<sup>th</sup>. At this time we have a total of 4 applicants for this position as well.
  - e. Animal Shelter Manager – This position was posted on March 20<sup>th</sup> with a first review of applications beginning on April 10<sup>th</sup>. We currently have a total of 52 applications for this position.
  - f. Part-Time Animal Shelter Laborer – This position was also posted on March 20<sup>th</sup> with a first review of applications beginning on April 10<sup>th</sup>. We currently have a total of 50 applications for this position. Interviews took place, utilizing Zoom Meeting, the week of April 27<sup>th</sup> through May 1<sup>st</sup>. Selections have been made and offer letters mailed, signed and returned. We are now working through the onboarding process with an anticipated starting date of May 11<sup>th</sup> for both individuals.

Other Activities:

1. Completed a total of 4 employment verifications for various purposes.
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. We will need to complete this training prior to random drug screening in the second quarter. Continued to work with TOMO on the scheduling of randoms for the second quarter.
3. Worked with Finance to process all EFMLA and EPSLA forms for payroll and recordkeeping purposes.
4. Processed LAGERS for the month of April and submitted through portal.
5. Kathy processed all I-9 submissions and social service registrations.
6. Completed budget amendment per request.
7. 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. This process continues. We have now also submitted a second spreadsheet for all City employees required to furlough.

8. Submitted property loss notice to insurer due to lightening loss at Station #2.
9. Processed the life insurance conversion forms for 3 employees who have either retired or left employment.
10. Met with several employees to answer various questions recently about performance evaluation process, retirement, unemployment, furlough or other policy questions.
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. 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.
13. 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.
14. 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 15<sup>th</sup>. We continue to work through this performance review cycle and have had to make a few changes to either supervisory responsibility, job title and job duties.
15. 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.
16. Continue to investigate whether BCBSKC is covering the cost of Antibody Testing.
17. Attending the Missouri Employment Conference through Zoom meetings on May 6<sup>th</sup>. Completed 7.25 hours of continuing educations credits towards my SHRM-CP designation. Sessions included: Mental Wellness, Marijuana in the Workplace in Missouri, Legal and Legislative Updates, FRCRA, New I-9 Form Revisions, and Workplace Communication Analyzer.
18. Developed PowerPoint presentation on Human Resources for Council Tour.

#### 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 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 will remain closed to the public in observance of the City's State of Emergency.

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 will be ready for them!

**NATIONAL TOURISM AND TRAVEL WEEK, May 3-10**

We are recognizing National Tourism and Travel Week by posting spotlights for all our lodging partners. Our partners work hard to ensure those visiting our community have a positive experience. A lot of time when those working in our lodging provide the only personal interaction with community visitors. We appreciate their support for the WCVB and the Warrensburg community.

**UCM**

Orientation: 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.

Graduation: UCM has postponed spring commencement ceremonies to Saturday, August 1. They are tentatively planning on holding three ceremonies that day.

**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.

The cut of \$6.5 million to Missouri Division of Tourism's current fiscal budget will not impact the current marketing grant program we participate in.

**Police Department  
Police Chief, Rich Lockhart**

We welcomed our front office staff back to the station. We are slowly returning to our normal operations. We continue to take calls by phone to reduce our exposure to the public. We have all our patrol shifts fully staffed. This meant eliminating the Proactive Crimes Division. While we will miss their outstanding work, we realized that staffing the patrol elements was more important at this time. We look forward to reforming this division once the budget is stabilized.

We are making great progress on our CALEA process. We now have all of the 154 standards "in review." This means that we have examined the standard and are working toward developing a policy and proofs for the policy. We have more than 40 policies written and in various stages of review. We have Mr. Collins until the end of June, and we are going to ensure we get as much done using his extensive experience. PO Stephene Smith will continue his work after June 30.

I want to thank the public for all the kindness they have shown us during this pandemic. We have had food, masks, kind words, and cards. It means a lot to the officers that are out there everyday keeping our community safe. This type of work is very stressful when you can see the bad guy, but COVID-19 is not something we can see. They are doing a great job and it is wonderful to see the public support.

**Fire Department  
Fire Chief, Robert Shaw**

April was a time of Covid-19 lock down. The department is still taking pre-cautionary measures to keep staff as safe as possible. Training is still ongoing but has been modified to fit the situation. We have completed our Walking Tour video and have begun our biannual evaluations. We have prepared our budget adjustments and have completed next years budget request. Administrative staff has begun furlough measures and an order to only spend funds necessary for operations has been put into place. Our Call and Training Reports for April have been included.

**Parks Department  
Director, Danielle Fesler**

No report this meeting.