



CITY MANAGER REPORT

June 12, 2020

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

Dear Mayor and Council Members:

City Manager:

Things have been very busy the last few weeks. Staff has been discussing phasing out of COVID-19 restrictions for both internal employee policy and service delivery to citizens. There have also been many budget related meetings.

In addition, the Police Department and I have been responding to the community's participation in the national conversation regarding #BlackLivesMatter protests. Personally, I have also been participating in community leader conversations on the matter on how change can be implemented.

Semi-annual performance reviews will be completed within the next week or two.

Meetings attended include: Emergency Management Task Force meetings; WALC Board meeting; JCEDC Board meeting; monthly City/County communication meeting; regular communication meeting with UCM President Best; monthly radio interviews; 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

Several months ago one of the pumps at the Northfield lift station was taken out of service and sent for repairs. The pump was returned to us this week, and we were able to get it back online. We are now experiencing pump issues at the Enterprise lift station. The rotator assembly went out on Pump 1 the

last week of May. While we were waiting on a replacement part, Pump 2 had to be taken out of service. Fortunately, pump 1 was able to hold out this week, and the new rotator assembly was installed.



Old rotator assembly



New rotator assembly

In February, we discovered a sewer line that had been exposed in the creek behind the Community Center. The bank was stabilized to prevent additional erosion and protect the sewer main.



The sewer main lining project is complete, and a notice to proceed was issued for the manhole habilitation.

The sewer plants have been running smoothly. Jim Williams was promoted from Operator 1 to Lab Technician to fill the vacancy after Nancy Westbrook's retirement.

Stormwater issues have kept the crew busy the last few weeks. We are seeing significant erosion in the creek behind Clover Creek subdivision that our crew is not going to be able to repair. We are getting prices to have the work done by contractors.



South bank looking east



North and south banks looking west

The crew has the streets ready for the mill and overlay project and is working on prepping the streets for polymer overlay project later this summer along with right-of-way mowing and cleaning storm drains.

IT

IT reconfigure the phone system at the Police Department to make it easier for them to move staff to new divisions and offices in the department. Research on moving the entire phone system to the cloud is underway. This is a project has been in the queue, but it has risen in priority with more staff working from home. The IT department has also been working on a plan to improve the city's technology capabilities to work from home.

COMMUNITY DEVELOPMENT

Director, Barbara Carroll

Community Development Monthly Activity Report

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

Casey's Construction Site

Staff was notified on June 9, 2020 that construction activity will be restarting on this site very soon. The general contractor has been given the go ahead to re-start. It was temporarily shut down for supply chain and pandemic related precautions.

2020 Census

Census workers have started in-person follow up in Missouri for households that have not returned their census forms.

Façade Grants

Since Council passed the ordinance waiving the private match requirement for the Downtown Façade Grant program, 3 grants have been issued a Notice to Proceed with their projects and 2

others are very close to being issued Notices to Proceed. One other has been approved but has had to change contractors and are still hoping to proceed this year, but is not certain at this point.

Staff Developments

There have been some staff changes in Community Development since the last City Council meeting.

Matt Williams, Property Maintenance Code Inspector, accepted a position with another organization. His last day at the City was May 19. This position has been advertised and interviews are being conducted.

Ray Almaguer, Nuisance Code Inspector, has given notice that he will retire from the City on July 15. He has served in this capacity since 2008 and will be greatly missed. Staff is in the process of advertising this position. I would like to have someone in place shortly after July 15 since it is grass season.

HUMAN RESOURCES **Director, Greg McCullough**

Human Resources Activities:

1. Positions
 - a. Full-Time Management Intern – Mason Floyd began his employment with the City in this position on June 1st.
 - b. 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 have been put on hold for this position until it is determined whether Parks and Rec will operate a Summer Day Camp program this Summer due to concerns around COVID-19. Parks and Rec is still evaluating program as of this date.
 - c. Water Pollution Control Operator I – This position was posted on April 1st and posting was extended until May 29th. At this time we have 5 applicants for this position. Evaluating applications is ongoing.
 - d. Water Pollution Control Lab Technician – This position was posted on April 10th and will remain posted until May 8th. An internal applicant was selected for this position and he began his new duties on June 21st. James Williams was selected for this position.
 - e. Animal Shelter Manager – This position was posted on March 20th with a first review of applications beginning on April 10th. It was determined that due to the COVID-19 that the City would not hire for this position at the present time for the remainder of the fiscal year. This decision would be evaluated again at the beginning of the next fiscal year to determine whether the position would be reposted. All applicants have been informed of this decision.
 - 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 50 applications for this position. Interviews took place, utilizing Zoom Meeting, the week of April 27th through May 1st. Selections have been made and offer letters mailed, signed and returned. Megan Van Harn started in this position on May 11th and Sheridyn

Roth started on 5/13. Animal Shelter now has 1 Full-time and 3 Part-time employees active.

Other Activities:

1. Completed a total of 6 employment verifications for various purposes. Due to low interest rates the number of verifications has gone up due to refinancing of mortgages.
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 now be completing this training on June 16th. Have been working with TOMO regarding updating employee database and groups for random testing.
3. Worked with Finance to process all EFMLA and EPSLA forms for payroll and recordkeeping purposes. Analysis of any continuing claims is done on an ongoing basis.
4. Processed LAGERS for the month of May and submitted through portal.
5. Kathy processed all I-9 submissions and social service registrations.
6. 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. We have now also submitted a second spreadsheet for all City employees required to furlough. We have also completed the analysis of our Equifax contract and paid all bills associated with the processing of the unemployment claims.
7. Submitted endorsement requests to property /casualty insurer for adding a new F550 Ford truck to the Street Department fleet and also added the value of the UV construction project that was completed at the West Plant for property coverage.
8. Processed the life insurance conversion forms for 3 employees who have either retired or left employment.
9. Met with several employees to answer various questions recently about performance evaluation process, retirement, unemployment, furlough or other policy questions.
10. 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.
11. 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. Our contribution of items and money has been delivered to the Food Pantry on June 10th.
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. Several policies are under review at present with several more being rewritten. Mason Floyd will also be brought in on this project to experience how policy changes are made but also to get his assistance on posting to the intranet when finished.
13. All updates have been made to the Insperty 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 the first week of May. This review cycle is nearing completion and should be completed by next week.

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. We have worked 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. Lexi Overfield has begun her internship with us and has already completed and sent out a wellness survey to all employees. She will be utilizing the results along with our BCBSKC aggregate data to design programs for the next several months.
15. Attended the Missouri Employment Conference through Zoom meetings on May 6th. 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.
16. Developed PowerPoint presentation on Human Resources for Council Tour.
17. Performed an internal audit of our life insurance forms. Kathy has been instrumental in this review and also obtaining any forms that have been found to be missing.
18. Completed my 2021 budget and budget narrative.
19. Working on a training program for Managers/Supervisors that provides the basics of the following: hiring and hiring processes, performance evaluations, documentation, FMLA, ADA and many other human resources responsibilities for their positions.
20. Additional time spent in our old records room in the Municipal Center, designing a plan to consolidate old personnel records to make room for adding additional records from our storage room within City Hall.

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

Visitor Center Reopening

The Visitor Center will open to the public Monday, June 15. The Center's hours have been revised to reflect the current staffing and support services available. It will be open 1-4 p.m. Monday-Friday. The part-time communication coordinator resigned effective Thursday, May 7. Cleaning services is no longer outsourced. The director will be responsible for the cleaning of the Center.

With the assistance of Stephane Smith, Warrensburg PD, we have reopening plan that will ensure staff and visitors have a safe environment. Her assistance was greatly appreciated.

Visual reminders (signage and tape) will be placed throughout the Center encouraging social distancing. Visitors will find a hand sanitizing station located by the interior door. Signage will be on the exterior door encouraging those who may feel ill to stay home and those who have a mask to wear it. The director will wear a mask anytime a visitor is in the Center.

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. 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.

Admission Marketing Efforts: We were contacted by UCM's Center for Integrated Marketing to assist with community information in promotional pieces. We will be assisting by providing community highlights and images.

RFP

There are currently two requests for proposals open. The hotels have received RFPs for the Church of Brethren Missouri and Arkansas Conference (September) and Warrensburg Main Street's Quarterly Meeting (November).

Police Department Police Chief, Rich Lockhart

We supported 2 protests in Warrensburg. The first one was at Holden and Pine Street where the group gathered for about an hour before marching around the town. Officers showed great restraint despite a couple of people in the group trying to provoke a confrontation. The second one was this past Monday night and was very well organized. The group was very supportive of the police and even thanked us at the end.

Sgt. Donna Bartlett announced her retirement from the Warrensburg Police Department effective July 2, 2020. She is going to work for the Social Security Administration.

I met with several community members regarding the protests surrounding police reform. I am listening to people and ensuring that we have the best department in the country.

I was invited to meet with the Diversity and Dialogue group to discuss policing in Warrensburg. The group asked great questions and provided a great opportunity to have a great 2-way conversation.

Lastly, I was interviewed on Woody's radio show. The message was very positive, and it is on our FB page if you want to see it.

**Fire Department
Fire Chief, Robert Shaw**

May was a time of Covid-19 lock down for another month. 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 department evaluations and have nearly completed hose testing. We are currently hydrant testing and flowing with the water company. Executive staff have begun to take furlough time in an effort to do our part to keep the City's budget under control.

While this has been a trying time, we have made every effort to keep progressing as a department. We appreciate the City's commitment to staying as healthy both financially and fiscally as possible. We continue to try and do our part.

Please see our training and call reports.

**Parks Department
Director, Danielle Fesler**

No report this meeting.