



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:

Budget, COVID-19, and Equity & Inclusion have been the main focuses over the last few weeks. Staff has been preparing a balanced budget that includes Council priorities in preparation of discussions/presentations in August. In addition, as part of the budget cutting measures for this Fiscal Year will be taking my unpaid furlough for the two weeks beginning July 20th and July 27th. Given I will be on furlough there will be no City Council meeting on July 27th.

COVID-19 has included adaptation of internal policies to protect staff and City services as cases in Johnson County/Warrensburg have begun to rapidly increase. So far policies and protocols have been effective in minimizing exposure and spread amongst City staff.

I have attended several meetings and Zoom calls regarding Equity & Inclusion with regards to the national BlackLivesMatter conversation. There are some great community leader and citizen conversations happening that I believe will result in positive change.

Meetings attended include: Emergency Management Task Force meetings; WALC Board meeting; monthly City/County communication meeting; Chamber Military Affairs Committee meeting; and the WCVB Board meeting.

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 Hearings and Presentations
4. Energy and Sustainability Recommendation regarding Wind Power

PUBLIC WORKS/INFORMATION TECHNOLOGY

Danielle Dulin, Assistant City Manager

No report this meeting.

COMMUNITY DEVELOPMENT
Director, Barbara Carroll

Community Development Monthly Activity Report

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

Dog Days of Summer Sale

The Warrensburg Chamber of Commerce, Warrensburg Main Street, and the City of Warrensburg have partnered together to bring the Love What's Local Dog Days of Summer Sale to Warrensburg, previously known as Community Sidewalk Sale. This is the sixth year the three entities have worked together to enhance the local economy and provide a unique shopping experience to residents by organizing this fun weekend event. On Friday, August 14th and Saturday, August 15th a wide variety of businesses throughout the greater Warrensburg area will be participating in the event. To sign up your business to participate, please contact Suzanne at the Warrensburg Chamber of Commerce at 660-747-3168, or Jill at Warrensburg Main Street, 660-429-3988.

Clean the Burg

the 2nd annual community event called Clean the Burg will take place September 11th - 12th, 2020 and the Love What's Local Committee is encouraging local groups or individual residents to participate and help beautify Warrensburg! This two-day event is to encourage community volunteerism and to beautify our town. Volunteers are encouraged to identify their own projects and Love What's Local will promote and advertise these groups for their positive contribution to the community. It's never too early to start thinking about your service project.

HUMAN RESOURCES
Director, Greg McCullough

Human Resources Activities:

1. Positions
 - a. Water Pollution Control Operator I – This position was posted on April 1st and posting was extended until filled. At this time we have 9 applicants for this position. Evaluating applications is ongoing.
 - b. Property Maintenance Code Inspector – This position was posted on 5/21/2020 and closed on 6/12/2020. We received 6 applications. Interviews have been completed, an offer made and accepted. We are processing appropriate background checks with an anticipated start date in the very near future.
 - c. Code Enforcement Inspector – This position was posted on 6/22/20 and closed on 7/6/2020. We have received 8 applications for this position. Applicants have been reviewed and Community Development is in the interview process with four candidates currently. Interviews are expected to be complete next week.
 - d. We have advertised the following Parks and Recreation positions beginning on 6/18 or 6/19 and all of them closed on 6/28: Community Center Attendant, Concessions Attendant, Part-Time Custodian, Part-Time Swim Instructor, Summer Day Camp

Counselor. Many applications were received and we are in the processing background screenings and onboarding candidates as indicated by Parks and Rec staff.

Other Activities:

1. Completed a total of 4 employment verifications for various purposes. In addition, we have completed three wage certifications with LAGERS due to retirements .
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 completed this training with the last group of employees on July 7th.
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 June and submitted through portal.
5. Kathy processed all I-9 submissions and social service registrations. These have increased due to much hiring recently. Primarily due to Parks and Rec Summer hiring.
6. This continues as an ongoing task for the near future. 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. Processed the life insurance conversion forms for 5 employees who have either retired or left employment.
8. 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.
9. 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.
10. 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. We also met with Karen Doyle, Professor at UCM, to outline how her class can continue to help us with our Wellness program through the Fall and into next year.

11. 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. This has been completed and we have ensured that we have all beneficiary forms needed for our life insurance programs.
12. Completed my 2021 budget meeting.
13. 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.
14. 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.
15. Completed our random drug screening for the second quarter.
16. Assisted with second interviews for the PMC Inspector position.
17. Processed paperwork and benefits requirements for 3 retirements in the last month.
18. Processed and filed reports associated with leave requests due to COVID-19 and also continue to work with Equifax regarding any additional claims.

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 reopened to the public Monday, June 15. The Center is open 1-4 p.m. Monday-Friday. As of the date of this report, we have had 10+ guests visit the Center.

I have been able to keep up with the sanitizing and cleaning with a clean being done following each guest and a deep clean being done on Friday mornings.

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. I was notified by UCM they will not be hosting Mule Mall during Orientation, so we won't be able to distribute printed materials or visit one-on-one with future Mules and Jennies.

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 have been assisting UCM's Center for Integrated Marketing with community information for placement in promotional pieces. We will continue to assist by providing community highlights and images. The community tourism inventory will be shared with UCM CIM and UCM Admission.

Virtual FAM Tour

I have been invited to provide a virtual FAM tour to Missouri Division of Tourism staff and OBP staff on Thursday, July 16. OBP is the marketing agency for MDT. They will be leading the state's tourism marketing efforts. The familiarization tour will provide the WCVB an opportunity to tell our story so OBP can incorporate our community with the state's marketing.

Budget 2020-2021

The first draft of the 2020-2021 budget was presented for review to the board at the July meeting. The budget will be presented for approval at the August board meeting.

WCVB 2020 Community Grant Program

Big Brothers Big Sisters Holiday Event-Home Tour & More: As of the report date, the event is still on the calendar.

Todd Hamann Memorial Golf Tournament-The event has been cancelled for 2020. They are fundraising online for the charities they work with.

Blaine Whitworth Go Big or Go Home 5K has been moved to October.

Burg Fest*-The event is still on the calendar. If that changes, I will advise.

United Way Basketball Event-The event is still on the calendar. If that changes, I will advise.

Burg Fest

I participated in the Burg Fest meeting hosted by Warrensburg Main Street on Friday, June 19 via Zoom. Paint for a Cause is still planning on attending. Lodging has been reserved for them. I am hoping to get them to be able to attend the Veteran's Home earlier on Friday, September 25, but that may not be possible due to Covid-19.

Out of Office:

I will be out of the office July 3 (Independence Day holiday) through July 10. Notices will be posted on FB and signage will be put up on the Center's door. The Center will reopen to the public Monday, July 13.

**Police Department
Police Chief, Rich Lockhart**

I am excited to announce that we will have two police officers attending the Airman Leadership School at Whiteman this session. AS many of you know, this is the leadership school for senior airmen who are working toward promotion to Staff Sergeant. I participated as a guest speaker for the past session and I asked the Commandant for Whiteman Airman Leadership School, MSgt, Jacques Ridore if it would be possible to have some Warrensburg officers attend and he said we could. While this is a virtual session, the four-week school will provide these officers with critical leadership skills that will assist with their career development. The best part, this partnership costs us nothing and continues to strengthen our partnership with the Base.

There is a video that I produced for the mandatory face covering order that started this past Monday. The video is posted on the PD Facebook page if you have not had a chance to view it. Most of the comments were positive, even from those who may not agree with the mandatory face covering. Due to the increase in COVID-19 cases in Johnson County, I ordered all police employees to begin wearing face coverings on July 2, 2020 at 0700. While this was 4 days before the mandatory order, I felt it was important to not only protect our employees but also to set a good example for our public.

I participated in a zoom meeting event created by the Chamber. The meeting was a panel consisting of Mary Thaut, Darinda Dick and me. Mary discussed the face covering order, Darinda discussed the health benefits of wearing a mask and I discussed the enforcement of the order. The meeting was very positive and provided an opportunity for us to discuss this issue and get out the facts.

I am continuing to meet with community members to discuss issues of racial injustice and police reform. These conversations are very positive, and I am taking in all of the information so that we can improve our police department and the way we police our community. As you all know, we are in the process of accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and in this process we are reviewing all our policies. CALEA policies meet the standard for best practice in policing and many of our policies will have an opportunity for community input. Additionally, we will be asking for funding for creating a public facing policy page on our website. This will provide easy access to our policies for the public.

**Fire Department
Fire Chief, Robert Shaw**

No report this meeting.

**Parks Department
Director, Danielle Fesler**

- The community center opened on June 15th, after closing on March 16th. We are grateful to be able to open, and know that the community has missed being able to use the facility.
- The Senior Center is still closed and does not currently have a date to reopen.
- Park restrooms have been reopened, irrigation has been turned on, and Lion's Lake bobbers and fountain have been reinstalled. The fountain has a mechanical issue, but it is still under warranty and we are working with the vendor to get it fixed.
- Nassif Aquatic Center will open on July 10th. We've added additional guidelines and limited capacity this year. Concession stand hours have been modified this year and will be open from

1:30-6:30pm. We analyzed the sales volume and times from last summer and were able to restructure the concession stand operating hours.

- Several vandalism issues have taken place in the parks of the past few months. Staff has been working hard to keep graffiti removed and items repaired.
- Syerra has suspended and credited time lost to over 600 memberships, processed many refunds and she has contacted everyone who had rentals and reservations during the COVID-19 shutdown. Most customers have been very understanding and cooperative
- Fall Sports- Soccer, Flag Football and Volleyball are all open for registration. Leagues will start end of August/start of September.
- Fitness Center reopened with a soft opening on June 11th, and we were given some great recommendations for improvements before our grand reopening on June 15th, 2020. Numbers have been steady but slow. We have a few new members that have started memberships since we opened.

Membership Numbers as of July 9, 2020

10 Punch Pass						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
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%
Apr-20	0	0	0	0	0	-100%
May-20	0	0	0	0	0	0
Jun-20	1	1	1	0	3	0
Jul-20	0	1	1	0	2	-33%

Annual Membership						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
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	0	78	4%
Feb-20	17	58	7	0	82	5%
Mar-20	18	60	7	0	85	4%
Apr-20	18	60	7	0	85	0%
May-20	18	60	7	0	85	0%
Jun-20	18	60	7	0	85	0%
Jul-20	16	59	7	0	82	-4%

Monthly						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
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%
Apr-20	297	233	21	19	570	0%
May-20	297	233	21	19	570	0%
Jun-20	279	231	26	13	549	-4%
Jul-20	286	234	30	13	563	3%

Complimentary Memberships						
	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Total	Percent Change
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%
Apr-20	0	0	0	0	0	-100%
May-20	0	0	0	0	0	0%
Jun-20	18	0	7	1	26	0%
Jul-20	12	2	13	1	28	100%

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		
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	180	307	3424	-18%		
Sep-19	40	217	175	0	80	708	82	19	34	78	109	252	2717	-21%		
Oct-19	38	266	18	0	81	795	79	36	144	625	12	142	313	3169	17%	
Nov-19	54	287	4	0	955	927	42	34	151	899	15	256	363	3943	24%	
Dec-19	50	244	160	0	80	693	208	38	46	12	80	460	2997	-24%		
Jan-20	61	273	127	0	59	839	137	82	54	17	68	340	3721	24%		
Feb-20	44	166	5	0	565	513	21	35	481	23	171	257	2281	-39%		
Mar-20	39	190	207	0	89	641	638	23	38	55	419	14	223	287	2933	9%
Apr-20	0	0	249	0	90	0	295	0	13	0	647	0	16	0	-100%	
May-20	0	0	0	0	64	0	312	0	13	0	620	0	0	0	#DIV/0!	
Jun-20	11	152	7	0	244	121	27	0	211	2	123	37	935	#DIV/0!		
Jul-20	22	198	0	0	51	126	294	95	4	0	54	122	5	84	-36%	

Mar-20	191	42	324	5	562	3%
Apr-20	0	0	0	0	0	-100%
May-20	0	0	0	0	0	0
Jun-20	28	10	98	0	136	0
Jul-20	29	15	50	0	94	-31%