



# CITY MANAGER REPORT

September 11, 2020

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

Dear Mayor and Council Members:

**City Manager:**

Several projects continue to make positive progress for the City:

The Racial Equity Focus Group met again. The group is working on a community survey that will be distributed in partnership with community leaders to provide feedback and measurement of future progress. Staff is hoping to have the survey ready for distribution prior to the end of September.

The process of revamping the City Website is in the beginning stages but progressing.

Management is partnering with a UCM class to review and improve the employee Wellness Program. Initial meetings and discussions have taken place.

Several meetings have occurred regarding continuing Animal Shelter operation discussions. Draft agreements between parties have been prepared and are being reviewed and negotiated.

By way of cautionary information there has been numerous resignations/retirements of employees in the Police, Fire, and Public Works departments. The Police department in particular is significantly understaffed at this point and given the current national conversation regarding this career field, finding applicants is very difficult. With COVID restrictions it has also been difficult to get some certifications completed for fire new hires also. Management is considering adaptations to remedy these challenges.

Meetings attended include: Attended community meeting on Racial Equity efforts/discussion; monthly communication meeting with JCEDC Director; monthly communication meeting with Johnson County Commissioners; Chamber Military Affairs Committee meeting; Energy and Sustainability Task Force meeting; WALC 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. Animal Shelter and Animal Control discussions
3. Spring 2021 Ballot Measures

**PUBLIC WORKS/INFORMATION TECHNOLOGY**  
Danielle Dulin, Assistant City Manager

PUBLIC WORKS

This month the street crew wishes Larry “Mac” MacKenzie all the best on his next adventure. Mac retires September 15 after 40+ years with the City of Warrensburg. Mac has performed every job in the department and touts never having missed a single snow event during his tenure. His primary responsibility these days is operating the street sweeper. Mac’s experience and dedication will be missed.



The 2020 annual street maintenance program is finished. Crews are working on the addressing stormwater issues and repairs including the new bioswale/rain garden project the Energy & Sustainability Task Force has started.

IT

The IT Department has been busy making improvements to the city’s teleworking capabilities with the elimination of the Citrix server and implementation of a Microsoft remote desktop solution the city has already purchased. Additionally, the department continues to look for ways to improve customer service and reduce ongoing maintenance costs. The most recent development is pushing Energov (Community Development’s permitting system) to the cloud.

**COMMUNITY DEVELOPMENT**  
Director, Barbara Carroll

**Variance Request**

The Board of Adjustment will meet on September 29, 2020 to hear a request for a variance from the setback along Creach Drive for the construction of a fence at 606 Creach Dr.

### **Nuisance Properties**

Staff is initially the process to have two nuisance properties mowed before the end of this mowing season. The properties are at 340 Hawthorne Blvd. and 1102 Pine Court, Apt. D. Staff has been unable to successfully contact the owners in both cases.

### **Request for Qualifications**

This month, the Building Official Brett Penrose will issue a Request for Qualifications for the Prequalification Program for Architectural and Engineering Design Professionals. This is a program whereby the City maintains a list of firms or individuals that are prequalified to provide services to the Building Division on very short notice. This is used primarily to quickly engage structural engineers to make dangerous building assessments on an emergency basis.

### **Online Building Permit Portal**

Within the last two weeks, the online building permit portal has been linked to the City's website and all pdf versions of the building permit application have been removed from the City's website. This is a big step towards a paperless process. While it will never be completely paperless, staff is trying to reduce the use of paper as much as feasible.

## **HUMAN RESOURCES** **Director, Greg McCullough**

Human Resources Activities:

1. Positions
  - a. WPC Operator I Collections – This position was posted on April 1<sup>st</sup> and posting was extended until filled. This position remains in the same status as of this report.
  - b. Fire Training Officer – This position was posted on August 17<sup>th</sup> and will remain posted until August 31<sup>st</sup>. We currently have two applications for this position. We are currently going through and setting up the interview process for these two applicants and will begin the interviews shortly.
  - c. Firefighter/EMT – This position was posted on August 19<sup>th</sup> and will remain posted until September 2<sup>nd</sup>. We currently have 13 applications for this position and the Fire Department has begun reviewing the applications. Once applications have been reviewed and narrowed, we will begin the interview and testing process.
  - d. Part-Time Firefighter and Student Resident Firefighter – This position was also posted on August 19<sup>th</sup> and will remain posted until September 16<sup>th</sup>. We currently have 8 applications for this position and will begin reviewing these applications after the 16<sup>th</sup>.
  - e. Police Officer/SRO – This position was posted on August 20<sup>th</sup> and will close today. However, as of today we have no applications for this position and I anticipate that it will be extended.
  - f. Parks Full-Time Office Manager – This position was posted on September 1<sup>st</sup> and will remain posted until September 13<sup>th</sup>. We currently have 23 applications submitted for the position.
  - g. Parks Part-Time Custodian – This position was posted again on August 31<sup>st</sup> and will remain posted until September 13<sup>th</sup>. We currently have not received any applications that can move through the process.

Other Activities:

1. Completed a total of 3 employment verifications for various purposes. In addition, we have completed two wage certifications with LAGERS due to retirements coming in September and October.
2. 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.
3. Processed LAGERS for the month of July and submitted through portal.
4. Kathy has onboarded a total of 7 new employees since 8/1/2020. This includes all I-9, Social Service checks, MACHS background screenings, and entering information into INCODE.
5. Additionally, Kathy and I met with Parks personnel regarding two applicants that we were unable to process through as employees for varying reasons.
6. Reviewed for Parks and Recreation a revision of a job description and then provided information regarding the rating of this position to review the wage range status of the position. This is the Office manager position and we have now posted this position following our pay plan processes.
7. 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. We have processed an additional 7 Sides claims that are re-applications due to furloughs.
8. Processed the life insurance conversion forms for 4 employees who have either retired or left employment. Also, have completed additional paperwork to process these employees out of our systems.
9. 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.
10. 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. Completed research on Standby policies recently and will incorporate into the manual. 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.
11. Completed the development and revision of the General Office Safety Manual. This has been submitted to the Safety Committee for review and will be combined with the Safety Manuals from the other departments to form our City Safety Manual. Worked to complete the quarterly Safety Committee meeting which will take place on 9/3/20 by Zoom. All committee members have been notified of the meeting and we have made additional calls to make sure information was received.

12. 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. Meetings have been set up on August 24<sup>th</sup> and 26<sup>th</sup> to continue to coordinate this program with the class, Department Heads and Wage & Benefit committee. The Department Heads meeting occurred this week and the Wage & Benefit meeting will take place in the near future. Students have been making contact with the various departments they have been assigned. Kathy also sent out the September challenges to all employees, Walking challenge and blood drive challenge.
13. Completed report of injury paperwork on 3 incidents this week. Two of these were for reporting purposes only and the other did result in a claim.
14. 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. Have found an ADA video that we will use in a future Department head meeting for training. We will then evaluate for providing to other managers and supervisors.
15. Processed three exit interviews in the last two weeks.
16. Completed a report for New Directions, our EAP provider, for new year census. They have a new billing process and we will get a discount on all employees enrolled in BCBS health benefits through MYBLUEKC.
17. Processed a report for Mr. Stewart outlining individuals who still needed to complete performance reviews within the Spring 2020 review period. We would like to close this out in the very near future as the Fall 2020 will begin in October.
18. 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.
19. Continued to file all of our Personal Travel Reports as they relate to our Pandemic Virus Preparedness Plan.
20. Reported several incidents to our insurance carrier for either reporting purposes or for them to investigate using the appropriate guidelines of our policy. These are both property, casualty or possible workers compensation exposures. Did coordinate two reports of claims for Parks and Rec and Wastewater Treatment plant due to recent storm damage.
21. Completed a meeting with McInnes group regarding our renewal of our benefits for 2021. Additional information regarding renewal will be coming out in the near future.
22. Working with Mason Floyd on job descriptions and rating processes to determine wage ranges for continued learning purposes.
23. Continue to work on special projects as directed.

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 Update**

The Center is open 1-4 p.m. Monday-Friday. There is signage regarding social distancing and the mask requirement on the exterior doors and throughout the Center.

#### **Show Me Grant**

The Missouri Division of Tourism notified the WCVB the organization had been awarded \$104,400 in Show Me Strong Funds. This is a reimbursement grant. The grant will be used for reimbursement of payroll expenses, marketing, and supplies for the Visitor Center. The grant is made possible from CARES funds. All marketing and supplies must relate to Covid-19. All reimbursements must be submitted by Nov. 15, 2020. MDT has announced there will not be additional grant funds available in the spring. The two grants WCVB has utilized in the past will not be available-Marketing Matching Grant and Marketing Platform Development.

#### **Website**

As per the agreement the WCVB signed with CivicPlus in 2017, the website-VisitWarrensburg.com is eligible for a redesign at no cost. The City's site will be redesigned as well. I attended a meeting July 15 to discuss the project and timeline. This project will kick off in September. This would not be possible without the City's support by allowing us to utilize their agreement with CivicPlus. The WCVB was able to secure a redesigned website at a significantly lower cost.

The WCVB was charged the rate for a department header. This means the WCVB must follow the City's template throughout VisitWarrensburg.com. CivicPlus has provided information on the cost allowing the WCVB having more input on the design/layout of the VisitWarrensburg.com pages. This information will be presented to the board at the September WCVB Board Meeting.

#### **Visitor Guide**

The WCVB's visitor guide had to be put to the side as other priorities came forward and with the loss of our part-time communication coordinator. I am hopeful to pick up the pieces and continue with this project, so an updated guide is in distribution for early 2021.

### **WCVB 2020 Community Grant Program**

Big Brothers Big Sisters Holiday Event-Home Tour & More: As of the report date, the event is has been altered. They are planning an event that day but have cancelled the evening part.

Blaine Whitworth Go Big or Go Home 5K has become a virtual race.

Burg Fest-cancelled

United Way Youth Basketball Event-cancelled

### **Face Mask Donation**

At the August meeting, the WCVB Board approved an allocation of no more than \$600 for face mask donations to local nonprofits offering events open to the public through December 2020. The program is provided first-come, first-serve. The nonprofits must follow the same criteria the WCVB has for the community grant program. Each nonprofit will receive three boxes of 50 masks. Limit one donation per nonprofit. The request form can be found on [VisitWarrensburg.com](http://VisitWarrensburg.com).

As of the report date, two nonprofits have received face masks.

Johnson County United Way-Youth Chalk Walk

Warrensburg Animal Rescue-Garage Sale

### **Police Department Police Chief, Rich Lockhart**

We participated in a community event at Cross Fit Believe. This event was coordinated by the owners of Cross Fit Believe and Mr. Willie Taylor. It was designed to be an event to promote social justice and bring our community together. It was also a fundraiser for Shop With a Cop. The event raised \$1,000 for Shop With a Cop and created an opportunity for our officers to visit with our community.

We also participated in a parent and child bottle rocket event at Youth Excited about Sports. This event brought together members of our community and the Whiteman's Air Force Association. While it rained the entire time of the event, they were able to get the activities done during breaks in the rain.

Lastly, we will be down 11 officers as of the 16<sup>th</sup> of September. This represents 31% of our police force. We are in a situation where we have become the lowest paid police department in the area. This is affecting our ability to hire, even from our local police academy. We only received 3 applications from a class of 37 and only 2 of the 3 are going to be selected to continue in the process. This is the lowest number of applications we received in the past several years. I will be presenting a plan to Harold to create some solutions to this problem.

**Fire Department  
Interim Fire Chief, Doyle Oxley**

No report this meeting.

**Parks Department  
Director, Danielle Fesler**

- Unfortunately, we've been experiencing quite a bit of vandalism in the parks. Over the Labor Day weekend we had 4 park restrooms that had extensive damage. The follow park restrooms had various levels of damage: Cave Hollow, Grover Park, Shepard Park, and Marr Park. The water supply lines to the sinks were cut in several of the restrooms, a sink was taken off the wall (luckily no damage,) a sink was taken off the wall and smashed, a paper towel dispenser was broken, and toilet paper was stolen. Due to the long weekend, we are not sure how long the water lines would have been cut and running. This could cause very high water bills at those parks. Because we keep seeing vandalism, we are going to start the winterization process sooner than usual. We will get porta potties to those parks, if they don't already have them.
- Fall Sports are officially underway.
  - Flag football games were supposed to start this week, however the rain had other plans. Games will be rescheduled and hopefully begin next week.
  - Soccer games are set to start this weekend, 9/12.
  - Volleyball games start next week, 9/14.
- We've got a few jobs currently open.
  - Full-time Office Manager. This position closes on Sunday, 9/13. We have had quite a few applicants and look forward to finding the perfect candidate.
  - We have two part-time Custodian positions open. This also closes on 9/13.
- We are working with a class from UCM Construction Management again this semester. This is the third consecutive semester that we've worked with this instructor and his class to facilitate a group project. The group will be assessing the cost and materials to resurface the DD walking trail (the portion we manage from the South Rec Complex to Lake Ridge).
- At the last Park Board two projects were approved: replacing the remaining 3 flat roofs and replacing the security cameras. The flat roof project is scheduled to start the week of the 21<sup>st</sup>. We did a final walk through of the cameras and installation should begin this month. I am looking forward to having both projects completed.
- New gravel was ordered and installed this week for West Park Soccer Fields parking lot. We lost a lot of the gravel during the flooding in July.
- We also ordered more infill for the infields on the baseball fields at Cave Hollow. We needed two semi loads to fill what was lost from the flooding event in July.
- This month we started to bring back more fitness classes. With that change, we've seen more of our customers coming back and using the facility. We hope to add childcare again in October.