



CITY MANAGER REPORT

September 25, 2020

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

Dear Mayor and Council Members:

City Manager:

With the FY 2020/21 Budget approved by Council Staff is turning it's attention to other projects. The main project will be the revamp of the City's website. Staff will seek website change suggestions from the Council and public during one of the Council meetings in October.

The other project Staff is working on is a comprehensive review and update of the City's Personnel Policy Manual. This is anticipated to come before the Council for approval in December.

Meetings attended include: WEC Board meeting; monthly radio interview; and the PTRPC 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

Crews have been busy responding to storm damage after two significant events in the last few weeks. The first overnight event on July 30-31 included 9.5" of rainfall and raised stormwater drainage and infrastructure concerns in many areas of town. The second event on August 10 including high winds and 2" of rainfall in 30 minutes. There were several large trees down around town. The brush dump west of town was opened for residents to take care of any large limbs or trees down on private property.

The recycling center was shutdown during the months of July and August; however, dumping continues to be a problem. Staff has met with Heartland and the Office of Sustainability Services with the University of Central Missouri to solidify a plan to continue recycling. More details will be provided soon.

The annual street maintenance program is underway and should be wrapping up in the next two weeks weather permitting.

COMMUNITY DEVELOPMENT
Director, Barbara Carroll

Community Development Monthly Activity Report

The Community Development report for August is attached. With new Code Enforcement and Property Maintenance Code Inspectors starting in August, staff took the opportunity to update the reporting method for code activity in this report. It now better matches the reports generated by EnerGov and reduces staff time in preparing this monthly report for Council. Please note, a portion of the activity is reported by violation not case. One case can have multiple violations and they often abate at different points in time. This accounts for the larger than typical increase in numbers this month.

HUMAN RESOURCES
Director, Greg McCullough

Human Resources Activities:

1. Positions
 - a. WPC Operator I Collections – This position was posted on April 1st 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 17th and will remain posted until August 31st. 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 19th and will remain posted until September 2nd. We currently have 13 applications for this position and the Fire Department has begun reviewing the applications. Interviews are currently set up for this weekend for 6 applicants.
 - d. Part-Time Firefighter and Student Resident Firefighter – This position was also posted on August 19th and will remain posted until September 16th. We currently have 13 applications for this position. Fire personnel are currently reviewing all applications and will move forward shortly on selecting individuals for the interview process.
 - e. Police Officer/SRO – This position was reposted on September 10th and will close on September 24th. However, as of today we have no applications for this position and I anticipate that it will be extended.
 - f. Police Officer – This position was posted on September 21st and will remain open until filled. As of today we do not currently have any applications.
 - g. Parks Full-Time Office Manager – This position was posted on September 1st and will remain posted until September 13th. We currently have 23 applications submitted for the position. Interviews have begun for this position this week.
 - h. Parks Part-Time Custodian – This position was posted again on September 22 and will remain posted until September 27th. We currently have not received any applications that can move through the process.

Other Activities:

1. Completed a total of 2 employment verifications for various purposes. In addition, we have completed two wage certifications with LAGERS due to retirements coming in September and October.
2. Processed the paperwork and onboarded one Police Officer, Clayton Townsend, this week. In addition, we have received a signed offer letter for another Police Officer from the Police Department this week. We will continue to market this position heavily in the near future. In addition, Mr. Stewart, Chief Lockhart and I met recently to look at options to help in this process. In addition, Kathy is working on a Sergeant ad with Chief Lockhart that will be posted in the near future.
3. Kathy is also working on some employment ads for other departments such as the Public Works department.
4. Completed the PO for our Worker's Compensation audited premium when received from Finance Department this week. Will make sure check is sent to Missouri Rural Services this week with a copy going to Mike Keith Agency.
5. 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.
6. Processed LAGERS for the month of August and submitted through portal.
7. Kathy has onboarded a total of 3 new employees since 8/1/2020. This includes all I-9, Social Service checks, MACHS background screenings, and entering information into INCODE.
8. Additionally, Kathy and I met with Parks personnel regarding two applicants that we were unable to process through as employees for varying reasons.
9. Kathy and I met with Danielle Fesler and Jeff Imboden this week. We met with them to help them narrow down the applicant pool for the Officer Manager position and assist them in determining the applicants to interview. We also assisted in reviewing the interview process with them and offered our assistance.
10. 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 3 Sides claims that are re-applications due to furloughs since September 1st.
11. 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.
12. 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.
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. 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. Completed proofreading the first 150 pages of the personnel policy manual.

14. 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. Three additional drafts of department safety manuals were received and will be reviewed and stored accordingly. We hope to have all completed early next year.
15. 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 24th and 26th to continue to coordinate this program with the class, Department Heads and Wage & Benefit committee. Class members have met with their various Department Heads and have presented wellness ideas to each. We will be implementing these in the near future.
16. Kathy also worked very hard and complete a World Walking Challenge with our Wellness program and Employee participation. Winners of the challenge were announced this week and given their prizes and published photos internally.
17. Completed report of injury paperwork on 1 incident this week. This incident did require medical attention.
18. 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.
19. Processed three exit interviews in the last two weeks. In addition, have caught up on the transcription of notes on all exit interviews done within the last month.
20. Completed a report for New Directions, our EAP provider, for new year census. We received the same rate per employee for this program that we were charged last year.
21. 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.
22. 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.
23. Continued to file all of our Personal Travel Reports as they relate to our Pandemic Virus Preparedness Plan.

24. 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. In addition, reported a vandalism claim on behalf of Parks and recreation that took place to two restrooms over the holiday weekend.
25. 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.
26. 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.

A large percentage of my time in the office has been spent gathering information and images for ads, seeking approval from the division, and other duties as needed for the grant.

Website

The website redesign project is projected to kick off the week of Sept. 28.

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 Update

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.

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.

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

- Johnson County United Way-Youth Chalk Walk
- Warrensburg Animal Rescue-Garage Sale
- Johnson County Cancer Foundation-5K

WCVB Board Meeting

The October WCVB Board Meeting will be held via Zoom 10 a.m. Thursday, October 8. The agenda will be posted on the City's website under the agenda section. The board meetings for the remainder of 2020 will be held via Zoom.

Police Department Police Chief, Rich Lockhart

No report this meeting.

Fire Department Interim Fire Chief, Doyle Oxley

No report this meeting.

**Parks Department
Director, Danielle Fesler**

No report this meeting.