



CITY MANAGER REPORT

October 9, 2020

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

Dear Mayor and Council Members:

City Manager:

With budget approved Staff is focusing on other projects. This includes an update of the City's website, and a comprehensive review of the Personnel Policy Manual. The annual audit has also begun, as well as preparation for annual performance reviews and open enrollment for all city employees.

In addition, a Diversity, Equity, and Inclusion Survey has now been made available for public participation and input. The survey was developed by a task force of local leaders and citizens in combination with City Staff.

Staff has continued to discuss necessary adaptations and strategies to fill vacant police officer positions. A plan with multiple strategies has been outlined and put into effect. One of the strategies is to begin paying wage and benefits for recruits while in the Academy and offering tuition reimbursement for the cost of the Academy. A three year agreement will be required between the recruit and the City.

Meetings attended include: Chamber Military Affairs Committee meeting; local Racial Equity meeting; meeting with Warrensburg Animal Rescue; monthly communication meeting with the County Commissioners.

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
4. Personnel Policy Update

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 September is attached. This report reflects some additional closing out of cases in the Property Maintenance Code information. These cases were resolved in prior months but not closed correctly in EnerGov until September 2020 and are therefore represented in the Sept 2020 numbers. Staff does not expect any additional work on old cases and all data going forward should reflect only that month's activity.

Nuisance Properties

Administrative hearings were held on October 2, 2020 that will enable the City to have the properties at 340 Hawthorne Blvd. and 1102 Pine Court, Apt. D. mowed and the costs filed as a lien against the properties. Mowing will occur after October 12.

ESRI Enterprise

With the adoption of the new budget, staff will begin the process of moving to the ESRI Enterprise software. This will allow staff to have substantially more access to all the capabilities of the software from our desktops instead of having to go through the GIS Coordinator Roma Hicks. Additionally, at some point in the next 12 months, the online GIS map on the City's website will change and staff will have the ability to publish more layers/information on the website map at no additional costs. This project is expected to take 12 months.

Grover & Broad Streets Architectural/Historical Survey

The Historic Preservation Commission will hold a public meeting on October 28, 2020 at 7:00 p.m. on the upcoming architectural survey project for the Grover and Broad Streets neighborhood. The Commission and staff will discuss the objectives and process of the survey during the meeting. The purpose of the architectural survey is to document the history of the neighborhood and buildings within the survey area. The survey area generally includes properties along the 400-600 blocks of Grover St. and Broad St., and properties located along the 100-300 blocks of S. Charles St., Zoll St. and Mitchell St. The architectural survey will include research on the neighborhood's development, a completed architectural historic resource form and photograph of each building.

The meeting will be a virtual meeting conducted via the electronic Zoom platform. Commission members and City staff will present from the Municipal Center and the public is invited to attend electronically. Information on how to join the meeting will be stated on the meeting agenda when it is posted on the City's website on October 23, 2020.

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. The applicants have been sent a set of questions to respond to in writing and once received interviews will be scheduled.
- 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. Out of these we will be testing two for full-time positions.
- 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. 10 applicants will be taking the test on 10/7/2020 for this position.
- 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 until filled.
- 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. However, we have extended and received three signed conditional offer letters for new Police Officers recently and do not have anticipated start dates as of yet.
- g. Police Sergeant – Patrol – This position was posted on October 6th and will remain open until October 23rd. Since this position was just posted we have no applicants at this time.
- h. 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 taken place and selection made with a conditional offer letter sent. Once we receive the signed letter we will begin the background screenings and onboarding process.
- i. Parks Part-Time Custodian – This position was posted again on September 22 and will remain posted until September 27th. We have extended conditional offer letters to two applicants for this position and will wait to receive the signed letters before proceeding with background screenings, etc.

Other Activities:

1. Completed a total of 2 employment verifications for various purposes. In addition, we have completed one wage certification with LAGERS due to retirements coming in September and October.
2. Worked on a project in analyzing the Police job descriptions and range ratings for Police Patrol positions. We will continue to work with personnel at Austin Peters to determine any changes necessary moving forward. Again, we have three signed conditional offer letters for the position of Police Officer Patrol. Anticipated start dates have not been determined at this time.
3. Kathy will continue 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. This process was completed and the check sent and received by Missouri Rural Services.
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 September and submitted through portal.
7. Kathy has onboarded a total of 2 new employees since 10/1/2020. This includes all I-9, Social Service checks, MACHS background screenings, and entering information into INCODE.
8. 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. Parks and Rec has completed this process and Kathy has sent a conditional offer letter to the applicant. In addition, she contacted references for this candidate. Kathy also sent rejection letter to the other 22 applicants for this position.
9. 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 2 Sides claims that are re-applications due to furloughs since September 15th.
10. Processed the life insurance conversion forms for 2 employees who have either retired or left employment. Also, have completed additional paperwork to process these employees out of our systems.
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. 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.
13. Received another department safety manual draft from the Community Development department. We will continue to put together all of the department drafts into one large Safety Manual for the City of Warrensburg.
14. 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. The class members have distributed their programs to each area identified and programs began this week. An example is the Keep Your Head Held High program which focused on neck and back stretches for office personnel.

15. Completed report of injury paperwork on 2 incidents this week. These incidents did not require medical attention.
16. 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. 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.
17. Continued to file all of our Personal Travel Reports as they relate to our Pandemic Virus Preparedness Plan.
18. 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 the reporting of two vandalism claims to our insurer from Parks and Recreation.
19. 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.
20. Kathy and I completed a meeting with Parks and Recreation staff which included Danielle Fesler, Jeff Imboden and Jeff Coleman. The purpose of this meeting was to set up regular Human Resource hours at the Community Center. Either Kathy or I will be located at the Community Center on Tuesdays and Thursdays from 8:00 A.M. to 5:00 P.M. We also set up communication requirements for Parks to inform Human Resources of the projects they want us to accomplish each week and also a methodology for us to report what was accomplished each week. This whole process is to enhance the communication process and be sure that all parties know what is being accomplished.
21. Kathy and I continue to work with Lissa Bigge at the McInnes Group and the great people at EASE to develop our online enrollment process that we will be using this year for open enrollment. The test system was delivered to Kathy and I this morning and we will begin to look it over with a fine tooth comb. We also found out that we will be able to use this portal to load all of our onboarding paperwork and utilize this for all new hires as well.
22. Finally, closed out the PerformSmart performance review cycle for the Spring 2020 Cycle Based review. We are now cleaning up the system by deleting employees who have left

and addition new employees. We are also making any additional changes needed so that we can open the Annual Review Cycle by mid October.
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.

We have seen the demand for community maps increase significantly. With the change in hours, I try to keep an eye on the door in case someone comes during our closed hours so I can assist them. I cannot always catch them. During the day, the first set of doors to the vestibule is open to allow mail to be delivered. A brochure rack was purchased so those who come Monday-Friday prior to 1 p.m. can still grab a map and community information. Both sets of doors are locked at 4 p.m. during the week and on the weekend.



Outside Signage



Inside Vestibule



Interior Door/Hallway

Show Me Grant

First reimbursement request was submitted Sept. 29, 2020 for payroll expenses March 1-Sept 30 in the amount of \$39,664. The reimbursement will be posted to 2019-2020 budget. The WCVB is allowed one reimbursement request per month through November 15.

Madden Media launched the FB/Instagram and Google Ads the week of Sept. 14. Print ads have been placed in Show Me Missouri, Missouri Life, Rural Missouri and Terrain.

Website

A website redesign project meeting was held Thursday, Oct. 1. The timeline for the project is tentatively six months.

Rolling Piano Project

I was asked by the City to assist with placement of nine pianos. The pianos were donated to be part of the Warrensburg Arts Commission's Rolling Piano Project. Locations for all the pianos were secured.

Community groups/organizations are overseeing the pianos being painted. I will create a flier with a map showing the locations of the pianos for distribution. A thank you to the City of Warrensburg- Danielle Dulin, City Public Works Department and Warrensburg Arts Commission for letting me participate in this project. The project would not have happened without the community's support, from the piano donors, to those agreeing to have the pianos located at their business/area and those who donated time and funds to paint the pieces.

Participants:

Big Brothers Big Sisters of Johnson County (Dana Phelps)

City of Warrensburg Employees (Danielle Dulin, Jeanie McMurphy and Brett Penrose)

Early Childhood Opportunity Center (Liz Fatka)

Johnson County United Way (Scott Holmberg)

RISE Crafts & Curiosities (Melissa Truex and Vicki Coulter)

Warrensburg Chamber-Reese School Students (Suzanne Taylor)

Warrensburg Main Street (Jill Purvis and Jamie DeBacker)

Warrensburg Parks & Recreation-WPR Youth Program Participants (Danielle Fesler)

Warrensburg Visitor Center-Twisters Afterschool Program Participants

UCM Partnership

I met with Sara McKeehan, UCM Admissions Event Coordinator, on Thursday, Oct. 1 to discuss how the WCVB can assist UCM Admissions. We discussed a coupon flier and community profile sheet for distribution to interested parents/students on tour days. We will be providing digital images for various marketing uses. I am excited about this opportunity to strengthen this partnership.

UCM History Brochure

I am putting the finishing touches on the design of the history brochure completed by UCM students during the spring 2020 semester. The goal is to have the piece in distribution by January 2021. Warrensburg Main Street has offered to help distribute.

WCVB 2021 Community Grant Program

This fall the grant program committee will meet to discuss the 2020 grant program and if any revisions are needed. Those revisions, if any, will be presented to the entire Board for approval at the November/December Board meeting.

Face Mask Donation

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

The donation form is located on our website-VisitWarrensburg.com.

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.

Upcoming Meetings:

November- 10 a.m. Thursday, Nov. 12

December- 10 a.m. Thursday, Dec. 10

Police Department Police Chief, Rich Lockhart

Our blood drive last month collected 125 units of blood. A big thank you to our new blood drive coordinator, Jeremy VanWey. He took over for Tom Carey with Tom's retirement. Our next drive will be December 4th. More details to come.

I want to welcome Clayton Townsend to our police family. Clayton was sworn in on September 21 and comes to us from Sedalia. He is a graduate of the first part-time class of the UCM police academy. His class attended the academy for 9 months and persevered through the shutdown in the spring. We are excited to have Clayton on board. With Clayton's appointment, we are still down 10 officers.

We are working with Leslie Brown from Reese School to develop some programming involving the students and WPD offices. More news to come on this programming.

We are participating in Jeans4change in cooperation with the Western Missouri Medical Center Foundation. You will see officers wearing jeans with their uniforms on October 13th. Each member paid \$5 to get to wear jeans on a Tuesday. We are also wearing our pink badges and patches to bring awareness to breast cancer.

Fire Department Interim Fire Chief, Doyle Oxley

No report this meeting.

Parks Department Director, Danielle Fesler

- Last month I attended the Energy and Sustainability Task Force meeting, to discuss the NGICP program. I am working with Danielle Dulin on a few ideas to implement green infrastructure in our City and Park System.

- The bid for the West Park Farm Lease expires at the end of this year. I put together a new bid packet and the RFP is currently available for bidders to review and submit. We will open bids on October 26th and hope to bring a recommendation to the October Park Board Meeting.
- The contract for wearing apparel will expire on January 31, 2021. Due to the timing of that and some of our winter sports, I wanted to get the RFP for Youth and Adult Sports Apparel advertised now. I don't want to run the risk of being without a vendor and needing to order shirts. The RFP will begin advertising on Friday, October 2, and we will open bids on November 2.
- Our Senior Staff Team has been reading 'Leaders Eat Last' by Simon Sinek and discussing in our weekly meetings. This has been a great team exercise and I am planning to start another book with the team this month.
- The remaining 3 flat roofs are currently under construction. The roofers are moving fast and should be done in the next week or so.
- We were able to reserve money from the Fiscal Year 2020 to 2021 for two projects that we weren't able to complete in the last Fiscal Year. We reserved \$30,000 to replace the curtain in the gym, that tore last month when staff were lowering it for volleyball practice. The curtain is original to the building and tore due to wear on the grommets. We are in the process of getting it replaced. We also reserved \$40,000 for the Locker Room Floor project. You may remember we bid that out in February, but only had one bid. We would like to get this rebid soon, and get the project completed.
- We've had a few issue with the lap pool and spa boilers. This area has hard water that can cause problems with the equipment. Jeff had preventative maintenance done on both units, to reduce issues in the future.
- We've made an offer to a candidate for the Office Manager position. Pending everything goes smoothly, we hope for her to start the week of October 12.
- Little Kickers soccer program began on September 14th. The program was full, with 50 kids signed up. We even had some on the waiting list. Parents said it was more organized than last year.
- Kids in the Kitchen begins September 24th. This is a program with MU Extension to teach children how to prepare meals on their own. It is FREE for the community.
- Home School Aquatics began September 23rd. We were able to have two sessions at 1:00PM and 2:00PM. Both sessions have good numbers and are going well.
- Popsicles in the Park was held on September 30th from 10AM-11AM at the circle drive of WCC. Staff handed out free popsicles for seniors 60+. Melissa is helped us advertise through the Senior Center for this event.
- Youth Soccer- The 7th & 8th grade division did not make, but there are six 1st & 2nd grade teams (two from Knob), five 3rd & 4th teams (two from Knob), three 5th & 6th grade teams (1 from Knob). Games started September 19th and will go through October 31st. They play their games every Saturday at West Park Soccer Fields.
- Youth Volleyball- The 4th grade division did not make it, but there are two 5th grade teams, and one 6th grade team. Games started September 12th and will go through October 21st. All teams will have the option to play a tournament at the end of the season. They play their games on either Monday, Wednesday, or both depending on the week.
- NFL Flag Football- The 5th & 6th grade division did not make, but there are seven 1st and 2nd grade teams (three from Crest ridge), and four 3rd & 4th grade teams. Games started on September 15th and will go through October 27th. 3rd & 4th graders play on Tuesdays and 1st & 2nd play on Mondays.
- Super Kickers Soccer League- This league is for 5-6-year olds and they practice on Mondays and have games on Wednesdays. There are seven teams total (three from Knob) and their games started on September 16 and go through October 28.