

CITY COUNCIL WORK SESSION MEETING

JUNE 27, 2022

A Work Session meeting of the Warrensburg City Council was held on June 27, 2022, immediately following the City Council meeting beginning at 5:00 p.m., at the Police Department Training Room, 102B South Holden, with Mayor Jim Kushner presiding. Mayor Kushner called the meeting to order. Roll was called as follows, Present: Osborne, Bentley, Lund, Uhler, Kushner. Absent: none.

The adoption of the agenda was considered. Lund moved to adopt the agenda. Yes: Osborne, Bentley, Lund, Uhler, Kushner. No: none.

City Manager Dulin relayed this session topics included Focus V: Employee Morale and Retention of the strategic plan, Vision 2010, Department Tour—IT Technology presented by Senior Computer Technician Swanson, Sales Tax Scenarios presented by Finance Director McCoy and Storm Water Master Plan Tax and/or Utility Fee by Assistant City Manager/Public Works Director Villegas.

City Manager Dulin cited challenges in recruiting, salaries, and benefits and the need to compete in the job market as an employer of choice through a market study. Dulin cited examples of challenges included public safety salaries still behind UCM and Sheriff's starting wages even though addressed last year and recent active recruiting of public works' employees by other agencies on hourly wages.

Several goals/strategies for employee morale/retention included:

- (a) the need for a communications specialist to improve communications internally for employees and externally for the community,
- (b) employee recognition with longevity awards/pay and finding more ways to reach them (e.g., continuing the PTO buyback program with a carryover of 120 hours per year),
- (c) increase amount of family coverage, stabilize health insurance cost and provide quality benefit, increase health/wellness initiatives (note, McGinnis Group, City's insurance broker cited a 35% increase in medical coverage with BC/BS renewal in FY23),
- (d) various training goals in leadership and on the job training, and
- (e) succession planning and promote from within initiatives.

Discussion ensued on rewards for officers by sending to Peace Officer's Memorial annual candle-night vigil in Washington DC to increase morale and in-house childcare offerings to accommodate night and 24-hour shift employees for recruitment.

City Manager Dulin relayed that a draft of the strategic plan with a shorter time frame (from five years to three years to line up with council terms) and a narrow focus will be presented in August.

Council Member Uhler asked whether it would be beneficial to consider annexation (east or west) to grow the city's boundaries to increase population. Community Development Director Carroll said the 2007 comprehensive city plan cited annexation going east of Hwy DD and Hwy 50 (east side of the bypass). There were differences between an involuntary and voluntary annexation process. The last involuntary annexation occurred in 1989 and required a two-thirds majority vote of the citizens. All city services are brought up to level within two years. It was hard to respond to a westward annexation without a review of infrastructure and results of a comprehensive plan update slated for 2026-27.

The community visioning process labeled "2010 Vision," consisted of a citizen satisfaction survey in 1992 with 300 responses. It was noted that a vision survey with goals and strategies along with metrics for success would yield better results than a satisfaction survey. The use of a consultant to help with planning and run a vision process needs to be budgeted. The cost estimate was \$125,000-\$150,000.

Discussion ensued on the type of engagement tool, use of focus groups, surveys, city staff participation, community partners and the need for all demographics to be represented. The tool for engagement should not be in the form of a town hall but meet the community where it is located (i.e., set-up booth at farmers market, or handout survey at HS football game) on vision for the next twenty years. The lack of city staff participation was evident in the 2010 Vision. There was consensus to proceed with FY23 budgeting for a consultant and visioning process with benchmarks in place. The visioning process should occur prior to updates to the City's comprehensive plan, street map and park master plan.

Senior Computer Technician Swanson handed out a diagram labeled "IT by the Numbers" and explained that the two-technician department serviced fifteen city facilities, mentored two high school interns during the school year at Fire Station 2; installed cameras in the parks, completed over 2,000 work order tickets last year, back-up server and security work, streamlined onboarding with HR, set-up Parks & Recreation Board with city email, installed new phones at Senior Center, responded to work order tickets submitted by Sheriff Department-UCM for key fobs, manage a six-year replacement for laptops/desktops, moved the City's phone system to 100% cloud-based Zoom product. The IT Department has requested a back-up server in FY23 and upgrade to firewalls.

Finance Director McCoy presented sales tax scenarios on 1% Sales and Use Tax (estimated revenues of \$4,000,000). One-half of the 1% Sales and Use Tax proposal would be dedicated to public safety (police and fire) equipment, software and personnel training, recruitment and retention. The remaining one-half of the 1% Sales and Use Tax would be used for stormwater division, vehicle maintenance/replacement, building maintenance and investment in personnel.

Additionally, McCoy presented sales tax scenarios on ½% Capital Improvement Sales and Use Tax (estimated revenues of \$2,000,000) set to sunset/expire in 2025 with debt incurred through 2029. Potential uses for revenue include stormwater, vehicle and equipment purchases, building and infrastructure construction (Fire Station No. 3) and debt service for infrastructure or building.

Fire Chief Jennings said to add Fire Station 3, staffing would need to increase to three shifts equals nine or twelve with floating option, staffing from seven to ten on duty to build depth for third station. Interim Police Chief Munsterman said there are five officers per shift when fully staffed and ideally need seven officers per shift, or for a total of forty-three officers with a swing

shift to allocate officers correctly. Additional personnel for communications specialist, more IT support and City Engineer.

Discussion ensued on adopting ordinance in FY23 and setting the 1% sales and use tax on the April election calendar and educating the public on its purposes and work towards keeping the ½% capital improvements sales and use tax with no sunset (no tax increase).

Assistant City Manager/Public Works Director Villegas presented storm water slides showing crumbling sidewalks, potholes, and sinkholes stating that public works' response is ad hoc when these events occur. The Clean Water Act regulations require a storm water division. A utility fee or storm water master plan tax were discussed for existing structure maintenance and "green" infrastructure (i.e., rain barrels, bioswales and rain gardens).

As there was no further business, the meeting adjourned at 8:50 p.m.

Jim Kushner, Mayor

Attest:

Jodi L. Schneider, City Clerk

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