



February 9, 2007

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager *MEM*

SUBJECT: Study Session – **February 14, 2007**

The City Council will convene in Study Session at 5:30 p.m. in the second floor Conference Room of City Hall on Wednesday, February 14, 2007. The following are the agenda items for this meeting.

- 1. REVIEW OF EMPLOYEE HANDBOOK**
- 2. CONVENTION CENTER/SPORTS COMPLEX DISCUSSION**
- 3. REVIEW NEWSLETTER – February 9, 2007**

**1. REVIEW OF EMPLOYEE HANDBOOK**

The City updates the Employee Handbook on a regular basis. This document serves as a guide and establishes a uniform system for managing personnel matters to comply with applicable employment laws; and to provide for the standards, terms, and conditions of employment with the City of Kirksville in a clear and comprehensive fashion. The document provides the guidelines needed to establish an employee-employer relationship.

Included with this cover memorandum is a summary of the changes that have been included in the document. Several of the changes are simply the addition of new policies, for example the new residency requirement. Some of the changes correspond to changes made during labor negotiations. There are also a few minor changes to comply with changes in employment law.

Recommendation: We would like to have the document reviewed by the City Council. It will be brought forth at an upcoming City Council meeting for formal adoption and copies made and distributed to the employees.

## **2. CONVENTION CENTER/SPORTS COMPLEX**

One of the study session topics identified during the City Council retreat last year was Convention Center/Sports Complex. The City Council was interested in determining whether the Chamber of Commerce or Truman State University would be interested in partnering together to develop. The Chamber of Commerce will soon be receiving a hotel motel tax and will be employing someone, whose job it will be to promote Kirksville and bring in trade shows and conferences. Truman State University has been given an opportunity to consider making changes to Pershing, which houses many of their athletic facilities, through the possible allocation of funds from the State.

Initial conversations with both, show some interest in pursuing the ideas further, but no formal commitments of support. The Chamber of Commerce is in the midst of remodeling their existing building to add more space and would not be seeking a new building soon. However, they have stated an interest in needing more meeting rooms to accommodate travelers to Kirksville. Truman State University's funding is still up in the air. They are also working to obtain a new campus planner. Both of these items have somewhat stalled their efforts.

City staff met last week to discuss what approach and information we would share with the City Council. Council member Newton was also in attendance, as he has expressed an interest in the subject and has been pursuing the idea of possibly using the Travelers Square Hotel as the anchor hotel for a convention center which could be developed west and south of the hotel.

A convention center would serve as a site to locate small conventions. These would be meetings of less than 600 people. The Chamber of Commerce with their new tourism person would be looking at attracting these size events and would try to obtain at least two events each month. The Sports Complex would serve to provide indoor facilities to community residents for tennis, soccer, and other sports.

Funding of a Convention Center could be estimated at \$10 to \$15 million. The cost of a sports complex will vary depending on the size of the facility and the amenities. One idea for the Convention Center would be to determine its eligibility under TIF, then request the Commission to support an amendment and then ask the Council to support a change in this plan to use a significant amount of TIF money to construct the Convention Center. Other funding options for both would be property tax assessment or a special sales tax.

It was discussed that a convention center would help to support the efforts of ATSU, TSU and the hospital. There was also a discussion that the owners of the hotel could be assessed an annual amount to help repay the cost of the convention center.

Staff has done some preliminary research on this topic. We have some general information from other communities.

There are two cautions that I pass on to you about these projects. The first concern centers on the possible confusion that may result from the discussion in general. We have a ¼ cent sales tax that our citizens will be voting on, I would ask that it be made clear that both the convention center and sports complex are ideas and no determinations have been made about their reality. The second caution is simply securing support from the community. We need to make sure that if we pursue one or both that we get community support.

Questions that you may want staff to pursue: Purpose, uses of the facility/facilities, possible partners, information from other communities, who should take the lead, funding ideas.

**Recommendation:** The City Council is being asked to discuss the ideas of developing separate facilities to provide a convention center space and a sports complex. I would ask that you provide clear direction to staff on information that is needed to help answer questions that may exist.

### **3. REVIEW NEWSLETTER – - February 9, 2007**

#### **Attachments**

Summary Report from Human Resources Manager – pgs. 5 - 6



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# *City of Kirksville*

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Human Resources • 201 S. Franklin Street • Kirksville, Missouri 63501 • 660-627-1458

Date: March 20, 2009  
To: Mari E. Macomber, City Manager  
From: Pat Meredith, Human Resource Director  
Subject: Employee Hand Book Revisions

The “Employee Handbook” has been undergoing a number of revisions during the past several months. The majority of the additions to the employee handbook were simply the inclusion of current policies that were not in the current handbook – but may be of interest to employees. I have highlighted changes and additions below.

- **Residency Requirements (page 15)** – some modifications were made to this policy to give the City Manager discretion with regard to residency requirements for exempt employees. In addition, residency requirements for firefighters were amended following labor negotiations.
- **Sick Leave (page 62)** – while new employees have historically had a six month waiting period before they were eligible for paid sick leave it was tied to the introductory period. New language added to stipulate six month language under the sick leave policy due to a change in public safety employee’s introductory period being extended to one year.
- **Jury Duty and Court Appearances (page 75)** – this policy was reviewed and modified slightly.
- **Payroll Errors (page 57)** – current policy was added to the Employee Handbook addressing how paycheck errors are corrected.
- **Overtime (page 49)** – current pass along policy language was added. Public Safety employee shifts are extended fifteen minutes to allow time for out going employees to share events with on coming employees.
- **Shift Differential (page 48)** – current policy language was added.
- **Flex Plan (page 76)** – In January 2007 we extended the Cafeteria Plan to include medical reimbursement. The current description of the “Tax Savings Plan” was expanded to include this new benefit.

- **Casual Attire Fridays (page 19)** – this was a new employee incentive benefit adopted last summer allowing non uniform employees to dress more casual on Fridays.
- **Performance Appraisal (page 15)** – last summer we developed and implemented a new employee performance appraisal system. Our old one (*while still functional*) had been in place since 1983.
- **Physical Examinations (page 103)** – language was added to describe current policy.
- **Confidentiality (page 10)** – This language was added in response to the growing concerns about identity theft – in addition several steps were taken to limit accessibility of employee’s social security numbers and other personal information.
- **Reference Checks (page 4)** -- language was added to let employees know how we handle reference checks after they leave employment.
- **Employment Records (page 3)** – language regarding maintenance
- **Work-Out of Class (page 50)** – current policy was added.

**Work Schedule Exchanges** – was eliminated. This policy covered firefighters only and corresponding language was added to the labor agreement – eliminating the need to have it in the employee handbook.

**Battalion Chiefs** – some changes were made to correspond to changes made in the firefighter’s labor agreement although not directly corresponding with the agreement but rather more in line with other non union employees (*e.g., vacation use, sick leave use, and holidays*).

As always we have attempted to improve upon formatting and language in some areas in an attempt to clarify current policy, improve use ability and correct grammatical errors.