

**NOTICE OF OPEN MEETING & VOTE TO
CLOSE PART OF THE MEETING
A G E N D A
SPECIAL COUNCIL MEETING
City of Moberly
City Council Room – Moberly City Hall
101 West Reed Street
March 23, 2020
4:00 PM**

Posted:

Pledge of Allegiance

Roll Call

Approval of Agenda

Recognition of Visitors

Communications, Requests, Informational Items & Consent Calendar

Public Hearing and Receipt of Bids

Ordinances & Resolutions

- 1.** An Ordinance authorizing the Mayor to sign a Declaration of Emergency for Moberly and approval of the Declaration of Emergency.
- 2.** A Resolution Adopting A Contingency Plan For Mitigating The Spread Of Pandemic Virus.
- 3.** A Resolution Accepting The Bid Of Phynx Fiber For Internet Service At City Hall.

Official Reports

Anything Else to Come Before the Council

- 4.** Consideration of a Motion to adjourn to a Closed Session to discuss the status of pending real estate. (Closed Session 610.021) (2)

Adjournment

The public is invited to attend the Council meeting. Representatives of the news media may obtain copies of this notice by contacting the City Clerk. If a special accommodation is needed as addressed by the Americans with Disabilities Act, please contact the City Clerk twenty-four (24) hours in advance of the meeting.

City of Moberly City Council Agenda Summary

Agenda Number: _____ #1.
 Department: Administration
 Date: March 20, 2020

Agenda Item: An Ordinance authorizing the Mayor to sign a Declaration of Emergency for Moberly and approval of the Declaration of Emergency.

Summary: As you are aware COVID-19 is changing the manner in which the city must do business internally for staff and externally for the public. This Declaration will give the City Manager the necessary latitude to change operations and to respond to the COVID-19 emergency. As of the writing of this Summary the primary focus of the response will be to organize city staff in an effective manner to continue city operations.

Recommended Action: To pass the Ordinance at a Special Council meeting and authorize the Mayor to sign the Declaration.

Fund Name: N/A

Account Number: N/A

Available Budget \$: N/A

ATTACHMENTS:		Roll Call	Aye	Nay
___ Memo	___ Council Minutes	Mayor		
___ Staff Report	<u>x</u> Proposed Ordinance	M___ S___ Jeffrey	___	___
___ Correspondence	___ Proposed Resolution	Council Member		
___ Bid Tabulation	___ Attorney's Report	M___ S___ Brubaker	___	___
___ P/C Recommendation	___ Petition	M___ S___ Kimmons	___	___
___ P/C Minutes	___ Contract	M___ S___ Davis	___	___
___ Application	___ Budget Amendment	M___ S___ Kyser	___	___
___ Citizen	___ Legal Notice			
___ Consultant Report	___ Other_____		Passed	Failed

BILL NO: _____

ORDINANCE NO: _____

AN ORDINANCE AUTHORIZING THE MAYOR TO ISSUE A DECLARATION OF EMERGENCY FOR MOBERLY, MISSOURI.

Whereas, on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic; and

Whereas, on March 13, 2020, the Governor of the State of Missouri declared a State of Emergency; and

Whereas, Section 77.530 of the Revised Statutes of Missouri provides that this city council may make regulations and pass ordinances for the prevention of the introduction of contagious diseases into the city, and for the abatement of the same, and may make quarantine laws and take such other action as necessary; and

Whereas, the Declaration of Emergency attached hereto and incorporated herein can provide the city with the ability to take measures to reduce the possibility of exposure to disease, control the risk, and promote the health and safety of Moberly residents.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOBERLY, MISSOURI TO WIT:

SECTION ONE: The Declaration of Emergency attached hereto is hereby adopted by the city council and the Mayor of the City is hereby authorized to execute the Declaration.

SECTION TWO: The City Manager is hereby authorized to act on behalf of the Mayor and City Council in effectuating the terms of the Declaration.

SECTION THREE: This ordinance shall take immediate effect upon passage by the city council.

PASSED AND ADOPTED by the Council of the City of Moberly, Missouri, this day of March, 2020.

Presiding Officer at Meeting

ATTEST:

City Clerk

DECLARATION OF EMERGENCY

TO ALL RESIDENTS AND PERSONS WITHIN THE CITY OF MOBERLY, MISSOURI AND TO ALL DEPARTMENTS OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MOBERLY

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic; and

WHEREAS, the Center for Disease Control is closely monitoring the growing number of COVID-19 cases that have spread into the United States; and

WHEREAS, on March 13, 2020, the Governor of the State of Missouri declared a State of Emergency; and

WHEREAS, Section 77.530 of the Missouri Revised Statutes provides that the Moberly City Council may make regulations and pass ordinances for the prevention of the introduction of contagious diseases into the city, and for the abatement of the same, and may make quarantine laws and take such other action in support thereof; and

WHEREAS, on March 23, 2020, the Moberly City Council adopted Ordinance No. 9588 which authorized the Mayor to make this Declaration of Emergency and the provisions thereof; and

WHEREAS, this Declaration of Emergency provides the City of Moberly the ability to take measures to reduce the possibility of exposure to disease, control the risk, and promote the health and safety of Moberly residents; and

WHEREAS, the City of Moberly wishes to employ all means available under the law to protect public life, health, safety and property to limit the development, contraction and spread of COVID-19.

NOW, THEREFORE, IN ACCORDANCE WITH Section 77.530, RSMo., and Ordinance No. 9588, I, Jerry Jeffrey, Mayor, hereby declare an Emergency and authorize the following acts to prevent and abate the COVID-19 pandemic.

- I. That the City Manager, Brian Crane or his designee, is authorized to act on behalf of the Mayor and City Council in combating the pandemic and to effectuate the powers authorized in this Declaration.
- II. To establish temporary emergency regulations, with guidance from the Centers for Disease Control, to target reducing the spread of COVID-19.
- III. Using all available resources to assist the City's response.
- IV. Suspend the enforcement of City Code provisions including but not limited to the holding of public meetings, purchasing policies, code enforcement, licensing, permitting, fees and penalties.
- V. The power to direct emergency response activities by City departments including but not limited to the police and fire departments, and emergency services personnel.
- VI. The power to purchase or lease goods and services deemed necessary to the City's emergency response or for the repair of City facilities, or both, and to acquire and distribute, with or without compensation, of supplies, materials, and facilities.

VII. The power to transfer, appropriate, or lend between funds as may be necessary in the circumstances.

I FURTHER DECLARE THAT costs incurred by the City in response to this imminent emergency be documented and request the assistance of County, State, and Federal authorities and authorize the City Manager or his designee to request assistance from and provide assistance to other local jurisdictions and political subdivisions, as they deem appropriate and necessary, to the extent such authorization is required by law.

THE PROVISIONS OF THIS DECLARATION shall be in effect immediately and remain in effect until removed by myself, the City Council, or by operation of ordinance.

I FURTHER CALL UPON AND DIRECT THE CITIZENS OF THE MOBERLY to comply with necessary emergency measures, to cooperate with public officials in executing emergency operations plans and to comply with the lawful directives of properly authorized and identified public officials.

WITNESS MY HAND this ____ day of March, 2020.

Jerry Jeffrey, Mayor

ATTEST:

D.K. Galloway CMC/MRCC, City Clerk

City of Moberly City Council Agenda Summary

Agenda Number: #2.
 Department: City Manager
 Date: March 23, 2020

Agenda Item: A Resolution Adopting A Contingency Plan For Mitigating The Spread Of Pandemic Virus.

Summary: In response to the threat of a pandemic virus, the City of Moberly has prepared this plan to meet the following objectives:

1. Establish departmental service continuity plans in the event of pandemic virus in order to ensure delivery of basic city services.
2. Mitigate the spread of pandemic virus among employees.
3. Assist employees and their families in managing personal and/or family illnesses during a pandemic virus outbreak.

The KEY priority will be ensuring that essential city operations continue. Each department must develop a list of service priorities and then develop plans for meeting those priorities.

Managing the pandemic—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning increases the likelihood that the City will be able to continue service operations during a global health crisis

Recommended

Action: Approve this resolution

Fund Name: N/A

Account Number: N/A

Available Budget \$: \$0

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ Jeffrey	___	___
<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Proposed Resolution	Council Member		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M___ S___ Brubaker	___	___
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ Kimmons	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ Davis	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ Kyser	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice		___	___
<input type="checkbox"/> Consultant Report	<input checked="" type="checkbox"/> Other _____		Passed	Failed

BILL NO: _____

RESOLUTION NO. _____

A RESOLUTION ADOPTING A CONTINGENCY PLAN FOR MITIGATING THE SPREAD OF PANDEMIC VIRUS.

WHEREAS, the City has adopted an Ordinance for the Declaration of an Emergency concerning the COVID-19 virus; and

WHEREAS, the Moberly Mayor has executed the Declaration of Emergency granting certain power and responsibility to the City Manager in managing the emergency; and

WHEREAS, attached hereto and incorporated herein is a certain document entitled *Contingency Plan for Mitigating the Spread of Pandemic Virus* which sets forth various workplace practices and policies for city staff during the COVID-19 pandemic emergency.

NOW, THEREFORE, BE IT RESOLVED by the Moberly City Council that the *Contingency Plan for Mitigating the Spread of Pandemic Virus* (the “Plan”) is hereby adopted and the City Manager is hereby authorized to take such steps consistent with said Plan to ensure the safety and health of Moberly city staff and members of the public interacting with city staff.

RESOLVED this 23rd day of March, 2020, by the Council of the City of Moberly, Missouri.

Presiding Officer at Meeting

ATTEST:

City Clerk



CITY OF MOBERLY
Contingency Plan for Mitigating the Spread of Pandemic Virus

MARCH, 2020

PLAN OBJECTIVES

In response to the threat of a pandemic virus, the City of Moberly has prepared this plan to meet the following objectives:

- 1. Establish departmental service continuity plans in the event of pandemic virus in order to ensure delivery of basic city services.**
- 2. Mitigate the spread of pandemic virus among employees.**
- 3. Assist employees and their families in managing personal and/or family illnesses during a pandemic virus outbreak.**

The **KEY** priority will be ensuring that essential city operations continue. Each department must develop a list of service priorities and then develop plans for meeting those priorities.

Managing the pandemic—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning increases the likelihood that the City will be able to continue service operations during a global health crisis.

ASSUMPTIONS

A pandemic virus is unlike any crisis the City has encountered. No one can predict when it might arrive, where it might strike, how long it might last, and how serious its impacts might be. Caution requires that the City plan for a worst-case scenario. Accordingly, the City's Pandemic Virus Preparedness Plan is based on the following assumptions:

- 1. As many as 30 to 40 percent of the city's employees could become ill at the pandemic's peak; another 5 percent may refuse to report to work, either because they fear becoming ill or because they are caring for afflicted family members.**
- 2. The government will not be able to perform all functions and provide all services at full capacity throughout the pandemic.**
- 3. Any City office may be closed due to staffing shortages or community quarantine.**

PREVENTING VIRUS SPREAD AT WORKSITE

Promoting respiratory hygiene/cough etiquette: The City of Moberly will promote hygiene through a variety of methods to help reduce the spread of the virus at the worksite. Though respiratory hygiene and cough etiquette are simple concepts, during a pandemic they become a vital defense to a potentially dangerous outbreak.

Since indirect transmission (e.g. from hand-to-hand, or hand to contaminated object and then contaminated object to hand) is the main way in which a respiratory virus is passed from person to person. Educational programs will reiterate the need for routine and frequent hand washing. Washing with plain soap, hand sanitizer lotion, alcohol or other antiseptic-based hand wash products eliminates the virus. It is important to wash hands even if protective gloves have been worn. Gloves are not a substitute for hand washing.

Hand sanitizer lotion and tissues will be provided at each work site for employees to enhance proper cough and hygiene etiquette. Masks will be provided to all employees in the event of an outbreak.

The masks will be placed in each department such that they are readily available to staff. Even with the mask, employees should cover their mouth when coughing or sneezing and wash/sanitize their hands immediately thereafter. Additionally, all employees should avoid/reduce close contact with the public or other employees. The telephone or e-mail should be used to communicate whenever possible.

The City will also:

1. Disseminate information on the virus and how it is spread.
2. Disseminate information to employees on proper hygiene methods and other behavior activities and/or restrictions that will reduce the risk of spreading the virus among the workforce.
3. Post educational materials to remind employees of proper cough etiquette, hand washing, and other behaviors that will reduce the risk of infection.
4. Provide information to employees to assist them in protecting themselves and their families during a pandemic.

EMPLOYEES EXPOSED OR SUSPECTED OF EXPOSURE

Employees should be conscious of their own health; those who experience any flu like symptoms should notify their immediate supervisor and stay home. If symptoms begin at work, employees should notify their immediate supervisor of the potential exposure and go home. Sick leave resulting from pandemic episodes will be processed as per the Pandemic Sick Leave (PSL) Policy.

GUIDELINES TO MODIFY FREQUENCY AND TYPE OF FACE-TO-FACE CONTACT

Face-to-Face: In face-to-face meetings, individuals should limit contact. Participants should practice staying about six (6) feet apart.

Hand-Shaking: Employees should stop shaking hands if there is a pandemic virus outbreak to help reduce the spread of the disease. If employees find themselves shaking hands, they should practice increased hand hygiene.

Meetings: Employees should limit attendance at meetings. Meetings should be suspended when the same information can be obtained with a conference call, e-mail, or through chat groups over the internet. If a face-to-face meeting is necessary, following the rules may help ensure that transmission of the virus is limited:

1. The room should be cleaned and disinfected using good house-keeping techniques such as disinfecting the table, chairs, phones, and other places that one might be expected to touch.
2. Prop the door open (when doing so would not breach security) to keep employees and the public from touching the door-knob.
3. Spread out as much as possible and avoid hand shaking.
4. Minimize the length of meetings.
5. Meet in large rooms.
6. Require all employees to wash their hands after leaving meetings.
7. Clean the room after each use.

Increase Social Distancing: Social distancing means minimizing human-to human contact in peak phases of pandemic virus. Contacts are those persons who have had close (one yard or less) physical or confined airspace contact with an infected person within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates (if in confined airspace environments) and possibly recreational companions.

The City of Moberly may cancel or postpone all city sponsored meetings/events and/or close public buildings during a virus pandemic.

The City will encourage the use of technology to facilitate social distancing by using communications networks, remote access and web access to maintain distance among employees and between employees and citizens whenever possible.

INFECTION CONTROL SUPPLIES

Hand-hygiene products, tissues, disposal receptacles: The City will identify the products or supplies needed, the sources from which to obtain them, and maintain an inventory of those items, such as hand sanitizer, tissue paper, masks, and other personal protective equipment items for use by employees in their work area. Any indication of an increased threat level will result in an automatic audit and review of inventory levels.

Availability of medical consultation and advice: The City will use a combination of sources for medical consultation and advice, including the Center for Disease Control (CDC), web based and

information formats, and the Randolph County Health Departments. An increase in the threat a level will trigger a review to determine if medical consultation is necessary.

ADMINISTRATION AND HUMAN RESOURCES

Trigger Events: The following events will be considered “trigger events” for implementation of all or portions of this plan:

1. The United States Federal Government through their official agencies issues a pandemic declaration for the United States, and/or
2. The State of Missouri issues a pandemic declaration for the State, and/or
3. The Mayor of the City of Moberly or his designee declares a pandemic emergency for the city, and/or
4. The Randolph County Health Department(s) issues a directive to implement a Response plan, and/or
5. Excessive employee absenteeism occurs that results in the City being in jeopardy of experiencing a pandemic related operations emergency, and/or
6. There is confirmation of large-scale employee exposure to pandemic virus pathogens.

Once a pandemic virus crisis is imminent or has occurred, the City Manager will activate the City of Moberly Pandemic Virus Plan.

Pandemic Virus Crisis Assessment: Upon notification of a pandemic virus crisis, the Pandemic Leadership Team (Mayor, City Manager and Department Heads) will meet to:

1. Make an initial risk determination to define the extent of the crisis and determine what portions of the program need to be implemented based on that analysis.
2. Continually assess the severity of the crisis, the efficacy of the City’s response, and determine if changes are necessitated. If members are unable to physically meet due to governmental limitations on travel or quarantine, meetings will be held by conference call.
3. Make a determination regarding the cancellation of public meetings.

Compensation: During a pandemic, the City may require all employees to receive payroll checks through direct payroll deposit.

Pandemic Sick Leave (PSL): During a declared pandemic virus, the following sick leave policy will be used for all pandemic related absences.

1. All eligible regular, full-time employees will be provided up to ten (10) Pandemic Sick Leave (PSL) days, in addition to any days already earned as regular sick time.

2. To be eligible for Pandemic Sick Leave, an employee must have exhausted all other eligible leave prior to the PSL request.

3. An employee becomes eligible for PSL when one of the following occurs:

- a. the employee is medically diagnosed as having pandemic virus,
- b. any member of the employee's household is diagnosed as having pandemic virus,
- c. the City receives notification that the employee's community is under quarantine as a result of a pandemic virus epidemic and as a result, the employee is unable to come to work,
- d. the City receives notification that the employee's spouse's workplace or child(ren)'s school is subject to an order of quarantine or is otherwise closed as a result of a pandemic virus epidemic, and as a result, the employee is unable to come to work.

4. Pandemic sick leave days will be treated the same as a non-PSL sick day for purposes of pay and leave accrual.

Return to work after illness: Before returning to work, an employee may be required to provide a release from the treating physician stating that the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement upon return, the employee's immediate supervisor must:

- (1) notify the employee that he/she will not be allowed to work without the return-to-work authorization and
- (2) inform the employee that he/she must leave the worksite immediately.

Travel restrictions: During a declared pandemic virus outbreak, the following travel policy will be instituted:

1. Upon the announcement by the Governor or other authorized public health official that the State of Missouri is subject to a pandemic virus outbreak, all work related travel will immediately be suspended.
2. If travel is imminent and refunds cannot or will not be made, the City Manager may decide to allow the employee to take the prearranged trip if the employee presents a doctor's statement indicating that he/she does not have the pandemic virus.
3. If an announcement of a pandemic virus outbreak is made by the Mayor of the City of Moberly or his designee, the same travel ban will be implemented.
4. If an employee lives in a community that has been declared a pandemic zone by its local government, health department or other responsible entity, or is otherwise quarantined due to such an outbreak, the employee shall notify his/her department head of the announcement as soon as practical. The affected employee should refrain from travel to and from the workplace until the quarantine is lifted and the employee presents a physician's statement authorizing the return to work.

TELECOMMUTING AND FLEXIBLE WORK SCHEDULES

- 1. Participation in telecommuting during a pandemic may be mutually agreed upon by the employee and the department director. The employee's position must be identified as telecommuting capable. The City may, however, require an employee to telecommute, where practical, to reduce the risk of spreading the virus at the worksite. This will be determined on a case by case basis as work site conditions and the health status of an employee warrant.**
- 2. Telecommuters may cease their participation in the program at any time, unless they are required to work in the program due to illness or other worksite separation needs. These will be determined by the employee's department director. The department director may cancel the agreement at any time when it is determined that continuation would not be productive, efficient or in the best interest of the City.**
- 3. Telecommuters will be compensated as if duties were being performed at the in-city work location. Overtime may not be worked unless authorized in advance by the department director.**
- 4. Telecommuters are subject to the same rules and procedures as other employees and are covered by worker's compensation when performing official work duties at the alternate work site.**
- 5. Telecommuters must verify in writing that their home provides workspace that is free of safety and fire hazards and agree that the city will be held harmless against any and all claims, excluding worker's compensation claims that result from working at a home office.**
- 6. No employee engaged in telecommuting may conduct face-to-face business from home.**
- 7. The City of Moberly is not required to provide equipment for telecommuting; however, the City may provide all or part of the equipment necessary for completing work assignments, including the installation and maintenance of city-owned equipment at the employee's home. The City will not cover the cost of repair or maintenance of the telecommuter's personal equipment. Equipment needs will be determined by the department's need during the pandemic event on a case-by-case basis.**
- 8. The City will establish security controls and conditions for use of City equipment. The telecommuting employee must use approved safeguards to protect City equipment and supplies. All official City records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the office at the conclusion of the telecommuting assignment.**
- 9. Employees on probation or on a performance improvement plan are not eligible for telecommuting. Exceptions may be made if warranted due to the pandemic virus crisis.**

Procedures: Employees interested in participating in the telecommuting program during a pandemic crisis should contact their supervisor to discuss the feasibility of telecommuting. They must hold a position that the city approves for telecommuting.

If the employee and the position are deemed suitable for telecommuting, a Telecommuting Agreement must be signed by the telecommuter, the department director and the City Manager

prior to beginning the program. Exceptions may be made to facilitate emergency situations under the pandemic event as determined by the department director.

FLEXIBLE WORK SCHEDULE

Work schedules will be determined by the service needs of the department/division and will be managed accordingly. Once schedules are defined and communicated to employees, an employee who requests a deviation to that schedule must do so in writing to the department head for approval. The department head will determine an appropriate schedule for an employee to best fit the needs of the department during a pandemic virus event. The department head may require employees to change work schedules in order to reduce the risk of the pandemic virus spreading at the work site. The department head may develop alternative work schedules for one or more employees with approval of the City Manager.

EMERGENCY COMMUNICATION PLAN – PANDEMIC VIRUS

To ensure effective emergency communications, the Finance and Human Resources office will ensure the following activities:

1. Set-up a system to track pandemic virus-related absences.
2. Provide a notification for supervisors listing absent employees.

DEVELOPMENT AND DISSEMINATION OF MATERIALS

Pandemic fundamentals: The City will do the following to keep employees up to date on the pandemic:

1. Relay information to employees through the e-mail, text, and mailings to employees at their homes, if requested.
2. Develop and distribute flyers containing accurate and up-to-date information about the situation.
3. Provide a central bulletin board in city facilities to post information.

Sample Telecommuting Agreement

Telecommuting is a voluntary agreement between the manager/supervisor and the telecommuter. This agreement begins on _____ and continues until _____, and must be renewed. It can be discontinued at any time by either party with _____ days notice and without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite:
_____(Home).
2. In office days will be _____. Home office days will be _____. The telecommuter agrees to be available during the assigned business hours of _____ to _____ for communication through such methods as dedicated phone line, voice mail, modem, fax, beeper, etc., and agrees to respond within _____ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager.
3. The duties, obligations, responsibilities, and conditions of the telecommuter's employment with the employer remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to employer policies and procedures, departmental guidelines, or to the appropriate corrective bargaining agreement, and to the terms otherwise agreed upon by the employee and the supervisor.
5. The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor at the earliest opportunity, and to hold the EMPLOYER harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized employer representative to inspect the home office as needed.
6. The telecommuter agrees to provide a secure location for employer-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than employer business. All equipment, records, and materials provided by the employer shall remain employer property. The telecommuter agrees to allow the employer reasonable access to its equipment and materials.
7. The telecommuter agrees not to use his/her personal vehicle for employer business unless specifically authorized by the supervisor.
8. The telecommuter agrees to return employer equipment, records, and materials within _____ days of termination of this agreement. All employer equipment will be returned by the employee for inspection, repair, replacement, or repossession with _____ days written notice.
9. The employer will pay for the following expenses:
 - Charges for business related telephone calls. (Will this include telephone lines and other communication technologies? If so, under what circumstances?);
 - Maintenance and repairs to employer-owned equipment; and,
 - Employees will submit claims for business expenses to their immediate supervisor along with receipts, bills, or other verification of the expense.

10. The employer will not pay for the following expenses:
 - Maintenance or repairs of privately-owned equipment;
 - Utility costs associated with the use of the computer or occupation of the home;
 - Equipment supplies;
 - Travel expenses associated with commuting to the central office.

11. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the supervisor.

12. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.

13. The telecommuter will access the City's computing assets using only access control software and/or mechanisms approved and installed on the telecommuting equipment by the City's information technology personnel. The telecommuter will utilize proper information security measures in the home-office setting, and will inform their supervisor in the event that security matters become a concern.

14. Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day), or as a result of an employee request supported by the supervisor.

15. The telecommuter understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

I have read this Telecommuting Agreement and agree to its terms.

Supervisor's Signature & Date _____

Telecommuter's Signature & Date _____

Department Manager's Signature & Date _____

City of Moberly City Council Agenda Summary

Agenda Number: _____ #3.
 Department: Finance
 Date: March 23, 2020

Agenda Item: A Resolution Accepting The Bid Of Phynx Fiber For Internet Service At City Hall.

Summary: It is just a matter of time before the COVID-19 virus begins impacting Randolph County. Preparations for telecommuting options for City Hall and Parks & Recreation staff are in progress and nearly completed. One of the needs is for greater internet speed and capacity as telecommuting requires large amounts of it. This higher capacity will also serve well for the upcoming move to web-based billing and accounting software and meter reading systems. City Hall is currently serviced through a wireless connection to MCM Systems. With the recent installation of fiber lines in the alleyway between City Hall and the Municipal Building, high speeds service is readily available. Quotes were obtained from Phynx Fiber and Socket on March 19, 2020, and a 2017 quote was obtained from Bluebird Network, a tabulation of which is attached. Due to the emergency nature of the encroaching virus and the critical need for this service, staff is recommending entering into a contract with Phynx Fiber for City Hall internet service.

Recommended Action: Approve the resolution

Fund Name: General Fund

Account Number: 100.013.5403

Available Budget
\$: \$6,910.00

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	Mayor		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M__ S__ Jeffrey	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Proposed Resolution	Council Member		
<input checked="" type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M__ S__ Brubaker	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M__ S__ Kimmons	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M__ S__ Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M__ S__ Kyser	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

BILL NO: _____

RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE BID OF PHYNX FIBER FOR INTERNET SERVICE AT CITY HALL.

WHEREAS, the city Finance Department solicited bids for internet service at City Hall; and

WHEREAS, three (3) bids were received with the bid from Phynx Fiber being the lowest and best bid; and

WHEREAS, Phynx Fiber proposes to provide 250 Mbps internet service at City Hall for \$180.00 per month for a three (3) year term; and

WHEREAS, MCM Systems is the current provider of internet service and has represented to city staff that they can offer 250 mbps internet service in the near future.

THEREFORE, the Moberly, Missouri, City Council accepts the bid of Phynx Fiber for internet service at City Hall and authorizes the City Manager to contract for said services provided however that if MCM Systems can offer the same service within 60 days then no change in service provider shall occur.

RESOLVED this 23rd day of March, 2020, by the Council of the City of Moberly, Missouri.

Presiding Officer at Meeting

ATTEST:

City Clerk

City of Moberly
City Hall Internet Service Provider Bids
March 19, 2020

Bidder	Cost per month	Annual cost	Comments
Bluebird Network	\$1,785.00	\$21,420.00	500 Mbps service, 3 year contract (2017 bid)
Phynx Fiber	\$180.00	\$2,160.00	250 Mbps service, 3 year contract
Socket	\$745.00	\$8,940.00	200 Mbps service, bundled with renewed telephone contract
Socket	\$995.00	\$11,940.00	200 Mbps service, not bundled with renewed telephone contract