



# CITY MANAGER REPORT

Council Letter No. 17-140

September 7, 2017

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

Dear Mayor and Council Members:

## **City Manager:**

Staff has continued to work on various projects. The new website is now live. Progress continues on Veteran's Road Phase 1&2. Engineering is being done on the Hawthorne Roundabout and the Traffic Signal Upgrade projects. The repair to the storm water infrastructure that collapsed under Montserrat Park Road is almost complete. The community survey is in draft form. Staff is also preparing for SIOR in Kansas City and ICSC in Chicago.

Meetings attended over the last couple of weeks have included: Military Affairs Committee (Chamber); BCC; Get the Red Out; Eggs and Issues; Chamber Appreciation Lunch; Rotary; Monetti's Ribbon Cutting; Inclusive Playground meeting; Parks Board Meeting; and the WCVB Board meeting.

## **City Council Meetings, Study Sessions, and Executive Sessions**

Tentative future City Council agendas include the following items at this time:

1. Community Service Survey 2017
2. TIF Meeting
3. Phase II of Veterans Road
4. Hawthorne Sign Lease
5. New Website Presentation
6. New Agenda through CivicPlus (Website)

## **COMMUNITY DEVELOPMENT**

Director, Barbara Carroll

### **Community Development Monthly Activity Report**

The Community Development report for August is attached. Please let me know if you have any questions.

### **Online Zoning Map**

An online zoning map is available on the City's new website. This map is hosted by Midland GIS service. One item to be aware of, is there is a one-week lag time for updates to the map going live online. For items such as an annexation or rezoning, staff will make the update to the system once the ordinance has been approved. It will take another week for that update to appear on the online map.

### **Building Permit Fees**

Please remember, the new building permit fee increase will take effect on October 1. Applications submitted before October 1, will be assessed fees based on the old rates.

## **FIRE DEPARTMENT**

Fire Chief, Jim Kushner

### **Fire**

We are working with fire safety professionals with training on the new engine. Things are going well and we are on track to formally present the new engine to the public during BurgFest.

We received a \$1200 grant from Missouri American Water for a nozzle on the new engine.

Several members participated in the stair climb on the 10<sup>th</sup> of September to honor the persons lost during the 9/11 tragedy.

### **IT**

We are continuing to work on the wireless project and hope to have a proposal soon.

Almost all the machines have been upgraded to Office 2016.

We are continuing to work with several vendors on software installation for several departments.

We met on the 7<sup>th</sup> of September regarding the switch to .gov.

## **HUMAN RESOURCES**

Director, Greg McCullough

Human Resources Activities:

1. Positions:
  - a. Assistant Court Clerk – We have begun advertising for this position. Our Ad appeared in the paper on August 5<sup>th</sup> and August 8<sup>th</sup>. Applications were accepted through August 18<sup>th</sup>. We will begin interviewing 6 candidates on 09/07/2017 and expect to complete these interviews by 09/11/2017.

- b. City Planner – We have begun advertising for this position. We will be using all of our normal avenues for advertising this position and it is currently on our website with first round reviews of applications taking place on August 31<sup>st</sup>. We have 4 applications submitted at the present time.
- c. Police Officer – We had advertised for the position of Police Officer and had accepted applications through August 4<sup>th</sup>. After speaking with Lieutenant Tim Lowery, we have made an offer and it has been accepted. This new Police Officer, Jiree Police, will begin duties on September 5<sup>th</sup>.
- d. Park Maintenance Worker I – We have advertised for this position beginning with ads in the paper on August 5<sup>th</sup> and August 8<sup>th</sup>. We are also advertising in all of our normal places, however we have also utilized the Chamber's job board which reaches Whiteman Air Force Base personnel through the BCC. Applications are being accepted through September 5<sup>th</sup>. We currently have 10 applications submitted for this position.
- e. Water Pollution Control Operator I – We have advertised for this position with ads in the paper on August 3<sup>rd</sup> and August 5<sup>th</sup>. Also advertised on our normal sites and have also used the Chamber's job board to advertise this position as well. We accepted applications through August 18<sup>th</sup>. Applicant has been selected, offer made and accepted. This individual will start on September 18<sup>th</sup>.

#### Other Activities

- a. Completed the onboarding process for one full-time and eight part-time employees.
- b. Worked on reinstatement of 2 employees returning from military duty.
- c. Completed the design of our on-line fillable application that will be used within our website for candidates to apply for positions with the City. Will be working with Doug Harris to be sure application meets all requirements.
- d. Continue to work on the Human Resources pages within the website.
- e. Completed normal payment of benefits expenses.
- f. Worked with Rachael to refine 2017 budget figures.
- g. Worked with several different outlets to get our ads for the above positions published.
- h. Working with McInnes to prepare for benefits renewal and open enrollment. These meetings will take place on September 19<sup>th</sup> and 20<sup>th</sup>.
- i. Working very hard to complete other normal Human Resources activities.

#### Upcoming Activities:

1. Continue the cleaning and reorganizing of the Human Resources File Room. Completed filing and separation of I9 storage. Also began further separation of current personnel files from non-current personnel files.
2. Research and recommend a different software or format for our employee manual.
3. Begin research and developing plans for comprehensive compensation study. Have six firms identified and will be working to complete an RFP for pricing.
4. Began looking and rewriting parts of the HR portion of our web page.
5. Participate in this month's LMC meeting.
6. Register and attend State SHRM conference in Kansas City during September

## **POLICE DEPARTMENT**

Chief, Rich Lockhart

We completed another session of Crisis Intervention Team Training. We graduated 29 students with 5 of them from Warrensburg PD. We now have more than half of our members trained in CIT. These officers are now better equipped to handle calls involving people in a mental health crisis.

We helped paint the town red by painting our front windows. I want to thank Police Evidence Clerk Denise Sawyer and Darrell Mangen from Traditions Restaurant for volunteering to paint our windows. They looked great and it was fun to get in the spirit of the season.

We want to welcome back PO Sarah Ridley. She returns to us from an overseas deployment with the Air Force. We are glad to have her back.

## **CONVENTION AND VISITORS BUREAU**

Director of Tourism, Marcy Bryant

### **Budget**

The WCVB FY 17 Amended and FY 18 Proposed Budget were presented to the WCVB Board at the August 24, 2017 WCVB meeting. The board will vote to adopt the presented budget at the meeting on September 7, 2017.

### **Burg Fest**

WCVB is running a Facebook ad campaign for Burg Fest. The cost will be incurred by WCVB and the total budget is \$250.

The ad started Friday, August 25. As of Friday, September 1, the ad has reached 4,071 people and received 200 website clicks.

### **Missouri Hwy. 13 Corridor Coalition**

The MO Hwy 13 Corridor Coalition, advocates for the improvement of Missouri Highway 13 from Clinton (intersection with US Hwy 7) to Hamilton (intersection with US Hwy 36).

The coalition is working on a tourism website project focused on tourism themes including arts, crafts and antiques, courthouses, festivals and events, historic sites, parks recreation and trails, and wineries and agritourism. The five counties represented in the coalition are funding the project. WCVB provided Johnson County's information on Friday, July 28.

I met with the project coordinator on Friday, September 1. The project completion timeline has been moved to the first of the year. The project has had numerous changes making revisions needed to the information originally submitted. Johnson County's information will be revised and resubmitted.

### **Recommendation to Revise WCVB Board**

At the WCVB meeting on Thursday, August 24, the WCVB Board recommended the board be revised from nine (9) voting members to seven (7) voting members, and that the recommendation be brought forward to the City Council. Harold Stewart, City Manager and WCVB board member, presented this recommendation to the Council on Monday, Aug. 28. The ordinance to reduce the number of voting WCVB board members from nine to seven is on the Monday, September 11 City Council agenda.

### **WCVB Board Appointments**

The board has one vacancy (pending approval of the ordinance to reduce the number of voting members on the WCVB Board by the City Council on September 11), and four board members have expired terms.

The board was provided the City of Warrensburg Board/Commission Application in their September 7 meeting packet. Copies will be distributed at the meeting as well. The url for the application was provided. The board has been asked to submit their completed application by October 2.

A press release will be sent to local media and a notice will be placed on the WCVB Facebook page.

<b>WCVB Board Member</b>	<b>Term Expiration</b>
Don Butterfield	2018
Kirsti Brunsvold	2019
Rhonda Gelbach	2017
Cliff Gower	2016
Tammy Leavy	2016
Sandy Irle	2017

### **WCVB and City of Warrensburg Contract for Services**

The WCVB Board will vote at the September 7 meeting to renew the contract for provision of visitor and tourism services between the WCVB and City of Warrensburg.

The contract is on the City Council September 25 meeting agenda. The current contract expires September 30.

### **Meetings Attended**

Missouri Hwy. 13 Corridor Coalition Web Meeting, September 1

Burg Fest Committee Meeting, September 5

BBC Luncheon, September 6

### **Upcoming Meetings/Conferences**

Missouri Hwy. 13 Corridor Coalition, September 11

SIOR Development Day, September 14 Kansas City

Missouri Governors Conference on Tourism, September 26-28 Branson

Missouri Rail Passenger Advisory Committee Meeting, October 18 Jefferson City