

April 2009 Report and 6 Month Score Card

2008-09 City Council Goals, Objectives and Action Step Program

GOAL I: Maintain a financially stable local economy and City government that meets the community's needs.						
<i>OBJECTIVE A: Pursue and maintain financial integrity as a City government by operating under a balanced budget.</i>						
Action Steps	Contact Person	<i>H-high; M-medium; L-low</i>	<i>ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs</i>	Council Action	Comments	2008-09 Budget
Complete all management comments to 2006-07 Audit Management issues.	City Manager, Jeff Hancock	H X M L	ST	City Council accepted 2007-08 Audit.	Major audit comments completed. Senior Accountant working on National Financial Reporting requirement.	Senior Accountant included in 2008-09 budget.
GOAL II: Increase economic development and marketing efforts in order to recruit new businesses to our community.						
<i>OBJECTIVE A: Coordinate economic development efforts among the Economic Coordinating Board organizations. Foster a business community that encourages existing businesses to share resources and increase ownership in the development of the local economy.</i>						
<i>OBJECTIVE B: Position and prepare the City for future growth.</i>						
<i>OBJECTIVE C: Promote Warrensburg through focused marketing efforts as a home for new businesses and a destination for tourism.</i>						
<i>OBJECTIVE D: Continue revitalization effort of the downtown area.</i>						
Action Steps	Contact Person	<i>Priority H-high; M-medium; L-low</i>	<i>Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs</i>	Council Action	Comments	2008-09 Budget
Support retail recruitment efforts of private sector commercial developers by developing a unified message, data and approach to responding to inquiries to all ECB partners. City Manager will take more active role in retail recruitment including ICSC conference and other activities.	City Council and City Manager	H X M L	ST		City Manager attended ICSC Deal Making Conference in October and made over 30 retail contacts. Additional contacts will be made before May ICSC conference. Marketing/ Retail Report and Plan to be presented to Council in April 2009. Web page postponed and revised 2008-09 economic initiative plan will be submitted to City Council.	With the deferment of new Web page, Economic Initiatives account reduced in budget and will be redirected for retail recruitment and marketing activities. Retail Trac and ERSI retail date purchased in said account.

GOAL II (Cont.): Increase economic development & marketing efforts to recruit new businesses to our community.

Action Steps	Contact Person	<i>Priority</i> <i>H-high;</i> <i>M-medium;</i> <i>L-low</i>	Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Identify an area for an Industrial Park and develop a financing plan for acquisition.	City Council and City Manager	H X M L	ST	Authorization in 2007-08 and 2008-09 budgets.	In 2007-08 City began escrowing \$50,000 a year for new industrial park and now has \$100,000 dedicated to project. City Manager working with JCEDC Director on potential sites.	
Develop an annexation plan.	City Manager and Department Directors	H X M L	ST		Plan to be discussed with City Council in May 2009.	
Administer Community Development Block Grant (CDBG) and Design and Construct West Pine Street Improvements.	Main Street Inc. and Acting Dir. PW, Marvin Coleman	H X M L	ST	City Council approved Pine Street CDBG grant.	City received CDBG grant for Pine Street and project is now in process. Engineering Contract to approve May 2009.	
Focused promotion of the community Brandprint through both internal and external coordinated marketing efforts.	Chamber of Commerce and City Manager	H X M L	ST		Draft Community Video now being reviewed by Branding Committee. City Manager begins Community Marketing discussion at April Chamber of Commerce Breakfast. New Web Site Postponed.	
Identify and educate business owners, property owners, and developers about incentives for downtown and blighted areas.	Main Street Inc. and Dir. of CD, Barbara Carroll	H X M L	ST		DREAM City award presented by Governor Blunt in 2008. Project underway.	
Concentrate and ensure that the City obtains an accurate U.S. Census number to enhance future funding and development.	Dir. of CD, Barbara Carroll	H X M L	ST		City Census Committee well underway. Year Out Media Breakfast Held on April 1, 2009.	
Design, fund and install entrance signs at all four entrances to the city and complete installation of directional signs.	Acting Dir. PW, Marvin Coleman	H X M L	MT		City Manager/Acting Public Works Director working with Area MoDOT Engineer to add City brand on population signs and install 5 entryway signs.	Funds to be allocated in both Economic Initiative and Street Maintenance accounts. Revise Budget.

GOAL II (Cont.): Increase economic development & marketing efforts to recruit new businesses to our community.

Action Steps	Contact Person	<u>Priority</u> H-high; M-medium; L-low		<u>Time Frame</u> ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Work with Missouri Valley Community Action Agency to promote existing Housing Programs.	Dir. of CD, Barbara Carroll	H		MT		Community Housing and Employment Workshop to be held on April 22, 2009. Building representatives from Missouri Valley Community Action Agency, KCP&L, MO Housing Development Commission, and others will participate.	
Support Johnson County's efforts to develop zoning around WAFB and promote the development of county-wide zoning.	City Council and City Manager	H		MT		County Zoning Issue on April 7, 2009 ballot defeated 3 to1.	
Work with University to develop airport.	City Manager, Jeff Hancock	H		MT		University received airport grant for major dirt work & land purchases. Additional federal and state grants anticipated. Annexation of Highway 50 to airport presented to university administrators.	

GOAL III: Maintain an efficient, quality city government that provides community leadership and fosters strong community relationships.

OBJECTIVE A: Develop a policy of expected and desired services and service levels. Review which services to keep, to eliminate, or to add.

OBJECTIVE B: Recruit and retain employees dedicated to the stability and growth of the City.

OBJECTIVE C: Take the lead in fostering strong, cooperative, working relationships with UCM, Whiteman AFB, Economic Coordinating Board, and county, state, and federal governments.

OBJECTIVE D: Invest in infrastructure and equipment to support existing service levels and promote growth.

OBJECTIVE E: Increase the public's involvement in and understanding of City government. (Community Marketing, Press Releases, etc.)

Action Steps	Contact Person	Priority <i>H-high; M-medium; L-low</i>		Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Consider recommendations of the Solid Waste Management Study and determine a future course of action for trash collection and recycling services. City staff will meet with waste haulers to review route efficiencies.	Dir. of CD, Barbara Carroll, City Manager, Jeff Hancock and Acting Dir. PW, Marvin Coleman	H	X	ST		May 2009 Solid Waste Meeting scheduled. City Attorney to be used instead of funds for professional assistance.	Revise Budget.
Implement the construction of a new public works building, police station, and remodel of city hall.	Acting Dir. PW, Marvin Coleman	H	X	ST	City Council has approved design, construction, and financing contracts.	New Public Works building completed in May 2009. Construction of Police Station and draft preliminary plans for City Hall remodel underway.	With reduction in actual cost of Police Building from estimate, revise capital budget.

GOAL III (Cont.): Maintain an efficient, quality city government that provides community leadership and fosters strong community relationships.

Action Steps	Contact Person	Priority		Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
		<i>H-high;</i>	<i>M-medium;</i>				
Increase public relations and implement new city web page to market and better communicate City services and accomplishments.	Asst. City Manager, Chris Lowe and Department Directors	H	X	ST		City Web Page has been changed and lists press releases under News and Headlines. Additional press releases now taking place and Item high priority at every Executive Staff Meeting. In addition, no cost intern should begin in May and discussions with Park's Director on use of their Marketing Specialist continue.	Reduction in Web page development cost. Revise budget.
Review and implement salary and benefits pay plan.	City Manager, Jeff Hancock, and Wage and Benefit Committee	H	X	ST and/or MT	City Council read first ordinance and will review second reading on April 13, 2009.	January implementation plan was delayed until review of quarterly sales tax receipts and financial review & forecast took place. Results from salary and benefits have been reviewed by Wage and Benefit Committee and Council representatives. City staff recommended pay option in March 2009 for April implementation.	Revise budget and long term fund projections.
Review computer technology resources and enhance computer technology training to increase efficiency and effectiveness of service delivery.	Asst. City Manager, Chris Lowe and Penny Harris, Systems Administrator	H	X	ST		The Information Technology and Training Team (ITTT) have done research and have selected a training method which is now under review by management.	

GOAL III (Cont.): Maintain an efficient, quality city government that provides community leadership and fosters strong community relationships.

Action Steps	Contact Person	<i>Priority</i> H-high; M-medium; L-low		<u>Time Frame</u> ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Relieve traffic congestion along Highway 13 by addressing intersection improvements and signal timing.	Acting Dir. PW, Marvin Coleman	H	X	ST	City Council approved master street plan and intersection construction contracts	City Traffic Study completed and City Council approved City Master Street Plan. Two new Highway 13 intersection projects underway. Staff negotiating MoDOT contract to accept Business 13 and 50. Waiting on MoDOT approval of signal timing plan.	Revise Capital Improvements Budget
Recognize service on boards and commissions and other acts of volunteerism.	City Clerk, Cindy Gabel	H	X	ST		While there needs to be more City Council discussion on this issue, City staff is updating board and commission training requirements before May Mayoral appointments. Boards and Commission reception is being planned for summer 09.	
Work towards effective compliance of liquor license ordinances.	Chief of Police, Bruce Howey	H	X	ST	City Council approved liquor compliance officer in 2008-09 budget and directed staff in March 2008 to revisit existing plan.	We have reported several accomplishments and a complete report was provided to the community in November. Review of ordinances is taking place by city staff, Warrensburg Partners in Prevention (WAPIP) and hospitality groups. WAPIP received multiple State awards in recognition of excellent community coordinated program.	

GOAL III (Cont.): Maintain an efficient, quality city government that provides community leadership and fosters strong community relationships.

Action Steps	Contact Person	<i>Priority</i> H-high; M-medium; L-low	<input type="checkbox"/>	<u>Time Frame</u> ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Complete short-term improvements to reduce congestion and move traffic through town and time the completion of Hamilton Street including bike paths with new school opening.	Acting Director of Public Works, Marvin Coleman	H M L	<input checked="" type="checkbox"/>	MT	City Council approved Burkarth/Gay Traffic Study	Preliminary Hamilton Street Plan and meetings with School District and University completed. Burkarth/Gay Traffic Study underway.	
Develop a succession and growth plan regarding the necessary # of employees and filling vacancies.	City Manager, Jeff Hancock and Department Directors	H M L	<input checked="" type="checkbox"/>	MT		City staff recommends deferral until Spring of 2010.	
Encourage involvement with community-wide groups and look for ways to formally communicate information shared at meetings.	City Manager's Office	H M L	<input checked="" type="checkbox"/>	MT		City Manager continues to speak at community-wide functions but plans to increase this activity to encourage community marketing activity.	
Improve fire insurance rating	Fire Chief, Phil Johnston	H M L	<input checked="" type="checkbox"/>	MT		Fire Department members' efforts continue to be focused on achieving maximum allowable rating credit when feasible and cost-effective, Central dispatch should improve with recent funding and water provider efforts are also critical elements. ISO review may happen in 2009.	
Maintain a safe community through an emphasis on crime prevention.	Chief of Police, Bruce Howey	H M L	<input checked="" type="checkbox"/>	MT		Police Department continues to be strong supporters of crime prevention through aggressive proactive patrol, School Resource Officers, Community Policing Coordinator, DARE program and the strides made with alcohol compliance and party enforcement.	

GOAL III (Cont.): Maintain an efficient, quality city government that provides community leadership and fosters strong community relationships.

Action Steps	Contact Person	Priority		Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
		<i>H</i> -high; <i>M</i> -medium; <i>L</i> -low					
Enhance Energy Efficiencies. Develop a Vehicle and Equipment Amortization Schedule.	Department Directors and City Manager	<i>H</i>		MT	City Council approved financing plan through short term financing.	Inefficient City and department administrative vehicles were replaced with new fuel efficient Ford Escapes.	
		<i>M</i>	X				
		<i>L</i>					
Develop performance measures for a similar city comparison by developing basic benchmarks (3 to 5) for each department.	City Manager, Jeff Hancock and Department Directors	<i>H</i>		MT		City staff recommends deferral until Spring of 2010.	
		<i>M</i>	X				
		<i>L</i>					
Provide an avenue for youth and minority involvement.	City Clerk, Cindy Gabel	<i>H</i>		MT		City Council and City staff need to discuss.	
		<i>M</i>					
		<i>L</i>	X				

GOAL IV: Enhance the quality of life for Warrensburg residents by maintaining existing and developing new points of pride in our community.

OBJECTIVE A: Enhance the quality of life for Warrensburg residents and visitors to our community through City beautification projects.

OBJECTIVE B: Implement Comprehensive City Plan Recommendations.

OBJECTIVE C: Improve major corridors through the community including traffic flow, beautification and connectivity.

OBJECTIVE D: Work to preserve the history and culture of Warrensburg.

Action Steps	Contact Person	<i>Priority</i> <i>H-high;</i> <i>M-medium;</i> <i>L-low</i>	Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Preserve existing neighborhoods through code enforcement, trash collection, local park and trail ordinance.	Dir. of CD, Barbara Carroll	<i>H</i> X <i>M</i> <i>L</i>	MT	Council approved full time code enforcement officer in 2008-09 budget.	Full time City code enforcement incorporated in city budget. Moved immediately to patrolling for trash at the curb, tall grass complaints, and derelict vehicles during winter months. Press releases on nuisance ordinances, complaint procedures, etc., have taken place, and neighborhood door hanger information and communication of similar information to land lords completed. Local park and trail ordinance to be reviewed after final trail plan submitted to Parks.	
Maintain and beautify City owned properties.	Acting Dir. PW, Marvin Coleman	<i>H</i> X <i>M</i> <i>L</i>	MT		Construction of new streetscape on Holden and around City Hall will be accomplished in conjunction with construction of new Police Building and Pine Street CDBG grant.	

GOAL IV (cont.): Enhance the quality of life for Warrensburg residents by maintaining existing and developing new points of pride in our community.

Action Steps	Contact Person	Priority <i>H-high; M-medium; L-low</i>		Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Council Action	Comments	2008-09 Budget
Develop and Approve an Environmental Resolution that Communicates City Council Policy.	City Manager, Jeff Hancock and Department Directors	H		ST		Delayed but will be reviewed in second half of 2008-09 fiscal year.	
		M	X				
		L					
Promote and develop cultural amenities within our community.	City Manager, Jeff Hancock	H		MT	City Council approved Arts Commission ordinance.	City Council approved creation of new Arts Commission. Tree City designation and tree ordinance now under review.	
		M	X				
		L					
Examine Methods to Enhance Street Light Upgrades and Efficiencies.	City Manager, Jeff Hancock	H		MT		KCPL is to report back to the City Manager after they complete a street light audit. .	
		M	X				
		L					
Develop a wildlife management ordinance.	Asst. City Manager, Chris Lowe	H		MT		Deer Management consultant report given at February City Council meeting. City staff report with recommendations to be provided to the City Council in the summer of 2009.	
		M	X				
		L					
Facilitate a large community event/festival annually by either building on an existing celebration or creating a new one.	City Manager, Jeff Hancock	H		MT		City Council and City staff need discussion and additional City Council direction.	
		M	X				
		L					
Review new street standard policy and the possible widening of Ridgeview Drive sidewalks.	Acting Dir. PW, Marvin Coleman	H		?	City Council directed to review sidewalk connection and construction policy during CIP review.	New street standards incorporated with City Council approval of Mater Street Plan.	
		M	X				
		L					
Consider elements that fit to senior citizens and/or develop an advisory committee.	Director of Parks and Recreation, Kory Alfred	H		ST		City and Park staffs have a potential method to address this issue but have not completed implementation strategy.	
		M	X				
		L					
Survey Restaurants and Bars in the City of Warrensburg for Smoking Ban. Smoking in Restaurant and Bars raised to high priority in March 2008.	Asst. City Manager, Chris Lowe	H	X	ST	City Council voted to raise this issue to high priority.	First survey completed. Additional community input to follow.	
		M					
		L					

GOAL IV (cont.): Enhance the quality of life for Warrensburg residents by maintaining existing and developing new points of pride in our community.

Action Steps	Contact Person	Priority		Time Frame	Council Action	Comments	2008-09 Budget
		<i>H-high;</i> <i>M-medium;</i> <i>L-low</i>					
Support the efforts of Park Board to improve Lions Lake.	Director of Parks and Recreation, Kory Alfred	<i>H</i>	?	?		City authorized \$108,000 in 2008-09 budget to support the Lion's Lake Project.	
		<i>M</i>	?				
		<i>L</i>	?				
Work with the Park Board to enhance city trails with landscape and lighting plan.	Director of Parks and Recreation, Kory Alfred	<i>H</i>	X?	ST		A review of trails dedication ordinance and/or fees for new development will take place after final report submittal by consultant of Trail Master Plan.	
		<i>M</i>	?				
		<i>L</i>	?				

GOAL V: Provide comprehensive Park programs, services, and facilities that enhance the quality of life in Warrensburg.

The Parks and Recreation Goals and Objectives are not proposed or approved by the City Council.
Report and Score Card to be furnished by Parks Board and Parks Staff

OBJECTIVE A: Implement Parks and Recreation Capital Improvement Plan.

OBJECTIVE B: Increase participation, use, and knowledge of parks and recreation programs, facilities, and services.

OBJECTIVE C: Review financial resources to ensure delivery of quality programs, facilities, and services.

OBJECTIVE D: Evaluate programs, facilities, and services ensuring quality of life needs are being met.

OBJECTIVE E: Improve Customer Service to patrons of Warrensburg Parks and Recreation.

Action Steps	Contact Person	Priority		Time Frame	Board Action	Comments	2008-09 Budget
		<i>H-high;</i> <i>M-medium;</i> <i>L-low</i>					
Implement the upgrade of Nassif Pool into a Family Aquatic Center.	Director of Parks and Recreation	<i>H</i>	X	ST		Completed May, 2009	3/8 Cent Sales Tax Fund \$2.5 Million
		<i>M</i>					
		<i>L</i>					
Develop additional programs and rental opportunities for new Family Aquatic Center.	Director of Parks and Recreation	<i>H</i>	X	ST		Additional Aquatic Center Classes have been added.	Staff Resources
		<i>M</i>					
		<i>L</i>					

GOAL V (Cont.): Provide comprehensive Park programs, services, and facilities that enhance the quality of life in Warrensburg.

The Parks and Recreation Goals and Objectives are not proposed or approved by the City Council.
Report and Score Card to be furnished by Parks Board and Parks Staff

OBJECTIVE A: Implement Parks and Recreation Capital Improvement Plan.

OBJECTIVE B: Increase participation, use, and knowledge of parks and recreation programs, facilities, and services.

OBJECTIVE C: Review financial resources to ensure delivery of quality programs, facilities, and services.

OBJECTIVE D: Evaluate programs, facilities, and services ensuring quality of life needs are being met.

OBJECTIVE E: Improve Customer Service to patrons of Warrensburg Parks and Recreation.

Action Steps	Contact Person	Priority		Time Frame ST 1-2 yrs MT 3-5 yrs LT 5-10 yrs	Board Action	Comments	2008-09 Budget
		<i>H-high;</i>	<i>M-medium;</i>				
Research and identify user groups and population segments not utilizing parks and recreation services.	Recreation Superintendent & Marketing Supervisor	H	X	ST		Working with Warrensburg Senior Center on additional recreation program offerings, started senior recreation advisory committee, in the process of conducting surveys of various user groups.	Staff Resources
Develop various renderings for revitalizing Lions Lake Park.	Director of Parks and Recreation	H	X	ST		In process, planned for adoption June, 2009.	City \$8,000
Increase arts and culture program offerings.	Recreation Superintendent & Director of Parks and Recreation	H	X	ST		Arts Advisory Board formed in 2008. Working with Board to implement various arts programs and events.	Park Fund \$10,000
Develop customer service standards and part-time policy manual for WPR.	Parks and Recreation Staff	H	X	MT		Instituted staff in-service training and part-time policy manual. Developed volunteer policy manual.	Staff Resources