



CITY MANAGER REPORT

April 19, 2019

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

Dear Mayor and Council Members:

City Manager:

Much of the last couple of weeks has included staff meetings, and meetings on various projects. Budget meetings with Council are scheduled for the week of April 22nd. Much of the next few months will involve budget planning.

Meetings recently attended included: monthly radio interview; monthly meeting with the County Commissioners; monthly Main Street board meeting; and WALC board meeting.

City Council Meetings, Study Sessions, and Executive Sessions

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

1. Census Committee
2. INFRA Grant Application and Resolution of Support (Federal Funding potential for Maguire Bridge Project)
3. Budget Process (Council Tours and Strategic Planning Session)
4. Acceptance and Annexation of North Holden Street Property

COMMUNITY DEVELOPMENT

Director, Barbara Carroll

Community Development Monthly Activity Report

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

Volunteer Litter Pickup

Code Enforcement Inspector Ray Almaguer worked with volunteers from the UCM football team on Saturday, April 13 to pick up trash and litter along Warrensburg streets. Eleven teams spread throughout town and cleaned up along Warren, Washington, Ridgeview Drive, Montserrat Park Road, Jackson, Franklin, Jefferson, and Cleburn Streets to name a few. We appreciate the football players and coaches making this happen each Spring.

HUMAN RESOURCES
Director, Greg McCullough

Human Resources Activities:

1. Positions
 - a. Recreation Supervisor I – This position has been filled and Josh Block started in this position on April 4th.
 - b. WPC Operator I Collections – This position was reposted on the website effective January 28th and will remain posted until March 11. We received a total of 8 applications for this position and interviews have been completed with a candidate selected. Human Resources is currently making reference checks and once complete an offer will be made to the candidate.
 - c. Fire Prevention Officer (FEPO) – This position was posted on January 9th, 2019. This position remained open until February 6th, 2019. We received a total of 14 applications for this position. Applicants have been narrowed down to a pool of 2 candidates to interview and interviews have been completed with evaluations pending.
 - d. Fire Training Officer – This position was posted on February 13th and will remain posted until March 6th. We have currently received a total of 11 applications for this position. Fire department personnel have begun reviewing applications submitted. No new updates as to status.
 - e. Full Time Firefighter/EMT – This position was posted on February 13th and will remain posted until March 13th. We have currently received a total of 22 applications for this position. Again, Fire department personnel has begun reviewing applications and completing normal verifying of qualifications. Fire department personnel completed some testing last weekend and are proceeding through the process.
 - f. Part Time Firefighter and Student Resident Firefighter – This position was posted on February 13th and will remain posted until March 13th. We have currently received a total of 9 applications for the Part Time Firefighter position and 4 for the Student Resident Firefighter position. Fire department personnel have begun reviewing applications.
 - g. Baseball/Softball Officials – This position was posted effective February 4th and has been extended to a post completion date of April 19th. Status remains open.
 - h. Concessions Attendant – This position was posted effective February 19th and will remain posted until 19th. Status remains open.
 - i. Part Time Parks Maintenance I Worker – This position was posted effective February 20th and will remain posted until March 22nd. Two applicants have been selected and background checks are pending.
 - j. Part Time Bailiff – This position has been reposted and will conclude on May 1st. Received 3 applications for this position and are currently reviewing applications.
 - k. Part-Time Swim Instructor – This position was reposted effective February 25th and will remain open until April 19th. We have currently received 7 applications for this position.
 - l. Police Officer – This position was posted effective March 5th and will remain open until May 3rd. For this position a packet must be downloaded, completed and returned to the Police Department for applicants to apply.
 - m. Seasonal Street Maintenance Worker – This position was posted April 1st and will remain posted for two weeks. We have received 8 applications for this position and department personnel are reviewing applications now.

Other Activities:

1. Continued work on the Personnel Policies Manual. Again, this has been a complete revamp of the entire manual. Have worked approximately 2 hours towards this project and it has involved reformatting items that were individually anchored, tabbed and blocked making changes difficult. I continue to work on proofreading 187 pages to bring to a complete finish adding policies approved already by City Council. The manual is now complete, however now I have begun the process of reviewing all manual information that needs to be changed, rewritten and/or created due to prior adoption of personnel policies, etc.
2. Completed the employee training for Perform Smart. This is our performance evaluation system. We also completed training for Managers and Supervisor and the Wages and Benefits committee. In addition, we completed a total of 10 training sessions for all full-time employees. We implemented this software system completely beginning on Wednesday, April 3rd. This first round of reviews are to be completed in 45 days. Initial feedback seems to be good from both employees and managers concerning the system. We will reevaluate after the 45 days are up if any changes will be necessary going forward.
3. Received 4 applications for the Fire Chief RFP recruiting process. Evaluations of these applicants have been completed and a selection chosen. We are in the process of contract negotiations with the selected vendor at the present time.
4. Completed a change to the LAGERS process which took considerable time to complete.
5. Completed my SHRM-CP recertification and am now good through 2022 with this designation.
6. Joel Davila and I completed the first phase of the Summer hiring process for Parks. This included meeting with 19 candidates and helping them complete their paper work for hiring. This took place on April 18th.
7. Completed the compilation of City Clerk performance reviews from City Council and provided information accordingly.
8. Completed 2 FMLA filings.
9. Completed 2 Work Comp injury reports.
10. Completed organization of a VOYA meeting for those employees who wished to meet with Eric Niswonger to make changes to their contributions.
11. Completed analyzing 87 job descriptions for ADA position purposes.
12. Completed many PO's, including BCBS Admin and Claims expenses.
13. Completed monthly BLS report to Department of Labor.
14. Completed several jobs analysis requests for the process of budgeting for personnel costs in next years budget.

Upcoming Activities:

1. Continue wellness program implementation until completed.
2. Complete many new employee onboarding activities.
3. Continue coordinating performance evaluation system to completion.
4. Continue to catch up on documentation on several personnel issues.
5. Continue the cleaning and reorganizing of the Human Resources file room.
6. Provide harassment training refresher to Managers and Supervisor on site. Then coordinate refresher for all employees with online material and testing.
7. Continue participation in the monthly LMC meetings.

8. Continue to work on revision of the City Safety Manual.
9. Continue to orient and mentor our Human Resources Intern, Joel Davila.

CONVENTION AND VISITORS BUREAU
Director, Marcy Bryant

Part-Time Position

Mike Greife started as our communication coordinator on Wednesday, April 8. This position is a 20 hour/week position. The position was created to increase the organization's social media presence and provide visitor/event support.

Budget

At the WCVB meeting on Wednesday, June 12, all revisions to the budget will be presented for board approval. This will include the costs for the lodging tax ballot measure on the April 2, 2019 General Municipal Election and unexpected legal fees.

Marketing RFP

- **Distribution of Proposals:** Monday, April 1
- **Written Questions Due:** Noon Friday, April 5
- **Q&A Posted to RFP participants:** Monday, April 8
- **Deadline for Proposals:** Tuesday, April 30 at 4 p.m. (CST)
- **RFP to be awarded:** May 1, 2019

Event Info:

MIAA Outdoor Championship, May 3-5

ACE, May 25-31

Todd Hamann Memorial Golf Tournament, July 12

Burg Fest is scheduled for Sept 27-28

Visitor Guide

We are working on the visitor guides with Laser Quick Printing. We anticipate the guides being in distribution by late May. This date is later than we had anticipated due to the resources being utilized for the Lodging Tax Increase Informational Campaign.

Reminder: Meeting Date/Time Changed

The WCVB Board approved at the February meeting to move the monthly meetings to the first Wednesday of the month at 3:30 p.m. The board will continue meeting at the Warrensburg Municipal Center-Council Chambers, 200 S. Holden.

The June WCVB meeting date has been revised to Wednesday, June 12.

Police Department
Police Chief, Rich Lockhart

I conducted training with the staff of Survival House on de-escalation. The new executive director requested the sessions to assist her staff when they are dealing with clients in crisis. We used two-hour sessions on two different days so we could catch everyone.

I was part of a panel discussion on restorative justice at UCM's lifelong learning series. I provided my observations about recovery court and dealing with people with mental illness. There were about 50 community members in attendance. The session was moderated by Judge Joe Danduran.

Patrol video is going extremely well. Officers are excited to have the cameras and we are receiving positive feedback.

Melody Mertes' Girl Scout Gold award project is going extremely well. She sold out of the first run of t-shirts and is in process of ordering a second run. This run will include children's sizes.

Sgt. Adam Wade and Gunner participated in the Old Drum Days festival. They worked with Deputy Robert Watkins and K9 Boss providing attendees with demonstrations of all the work these K9's do to keep our community safe. The Elks Lodge presented us with a \$500 check toward the K9 purchase.

Parks Department
Parks Director, Danielle Fessler

Director's Report

- The leisure pool pump went out on April 16th. This means the water is not heated, so only the lap pool will be open until we can get the replacement pump. We have modified swimming lessons to accommodate the closed leisure pool. Younger age groups will use the shallow end of the lap pool for their lessons and the older age groups are not affected.
- As the building ages, so do the furniture and fixtures. We have been working with the Senior Center to replace the chairs we use for Multi-Purpose Rooms A, B, and C. The Senior Center has graciously agreed to pay for 100 of the 250 chairs we are ordering. We are grateful for their partnership and help on this project. The new chairs have been ordered and we look forward to their arrival.
- We have completed the first step in the new hire process for our Summer Paperwork Party. Thanks to Greg and Joel for coming to the Community Center to help us with this process.
- We are working with our pool company, Midwest Pool Management to get Nassif ready for summer. The pool has been acid washed and is ready to be dewinterized.
- The Easter bunny has been busy hopping to our celebrations this week! The Underwater Egg Dive was a hit with 57 kids participating. We will also host the Flashlight Egg Hunt at Cave Hollow park on April 19th. Our final celebration will be the Easter Eggstravaganza on April 20th.
- Our most recent trip for KC Streetcar Day was well received. We had 46 participants join us for a ride on the KC Streetcar and exploring downtown Kansas City. The next trip is May 22 and will be the Buddy Holly Story at New Theatre Restaurant.
- I've been meeting with senior staff to go over each division budget. I personally enjoy the budget process and planning for the next fiscal year. We have some tough conversations ahead of us, but I look forward to sharing our proposed budget with each of you.

Membership Update

- These numbers are as of April 17th.
- Percent change is comparing the current month to the month previous.

10 Punch Pass

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
October	4	15	11	2	32	
November	2	7	3	1	13	-59%
December	7	15	10	0	32	146%
January	5	20	20	0	45	41%
February	3	12	11	0	26	-42%
March	3	13	26	1	43	65%
April	0	8	7	0	15	-65%

Annual Membership

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
October	2	10	0	0	12	
November	3	14	0	0	17	42%
December	4	15	0	0	19	12%
January	6	22	0	0	28	47%
February	6	27	0	0	33	18%
March	7	29	0	0	36	9%
April	9	29	0	0	38	6%

Monthly Membership

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
October	170	63	6	5	244	
November	257	105	13	10	385	58%
December	272	115	25	13	425	10%
January	290	159	27	18	494	16%
February	299	175	31	24	529	7%
March	310	186	33	29	558	5%
April	285	174	25	27	511	-8%

Membership Visits

	Adult Annual	50 Plus Annual	Youth Annual	Child care Annual	Adult Monthly	50 Plus Monthly	Youth Monthly	Child care Monthly	Adult WPR	50 plus WPR	Youth WPR	Silver Sneakers	Total	Percent Change
October	0	81	0	0	800	316	11	23	1166	0	606	414	3417	
November	5	77	0	0	1307	544	45	80	1238	0	528	326	4150	21%
December	3	69	0	0	1108	507	78	78	983	0	285	223	3334	-20%
January	8	145	0	0	1429	875	90	134	1660	2	394	493	5230	57%
February	22	186	0	0	1135	830	83	118	1296	8	364	407	4449	-15%
March	21	195	0	0	1322	1097	123	136	1421	9	473	448	5245	18%
April	22	113	0	0	698	602	53	74	601	2	330	268	2763	-47%

Complimentary Memberships

	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Total	Percent Change
October	64	0	33	4	101	
November	70	0	28	2	100	-1%
December	49	0	11	2	62	-38%
January	97	1	22	20	140	126%
February	86	6	40	7	139	-1%
March	66	2	40	7	115	-17%
April	35	3	15	7	60	-48%

Day Passes

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
October	264	82	206	10	562	
November	259	113	259	31	662	18%
December	315	89	285	14	703	6%
January	325	114	446	17	902	28%
February	377	91	518	26	1012	12%
March	511	153	776	44	1484	47%
April	171	49	303	23	546	-63.21%

Meetings attended this month

- Administrative / Director / Staff meetings

Important Dates

April

- 25th – Tee Ball Registration Deadline

May

- 1st – Small Group Personal Training starts
- 4th – Sports Strength and Conditioning Registration Deadline
- 7th – Dirty Thirty Registration Deadline
- 7th – Home Improvement Code Class
- 10th – Kids Night In
- 14th – Outdoors Without Limits
- 15th – Buddy Holly Story Registration Deadline
- 17th – Tiny Ts Registration Deadline
- 18th – NETA Personal Trainer Certification Workshop
- 25th – 27th – Nassif open for Memorial Day Weekend

Fire and IT CM Report

IT

The security system is continuing with the Police Department being worked on now.

Other projects being worked on are research on video recording, phone system updates, and mobile wireless services.

Fire

We have been working with the new evaluation system. It seems well received.

We are getting art layouts for the fire prevention trailer.

We are continuing to work on hiring.

All members attended traffic control classes to make working in the roadways safer.

The command staff is working on plans for the departure of the fire chief and the transition.