



CITY MANAGER REPORT

August 7, 2020

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

Dear Mayor and Council Members:

City Manager:

Focus of the last several weeks has primarily been budget and furlough. I have fulfilled all three weeks of furlough for my position and will be in the office the remainder of the fiscal year. Budget will be discussed in greater lengths during the upcoming Council meetings. There are still some very difficult decisions to be made for both short-term and long-term financial sustainability of the City.

There have been some very positive conversations and progression of potential economic development projects in the future. I anticipate that Warrensburg will continue to have success in growth/development despite the current economic challenges and concerns.

City Council Meetings, Study Sessions, and Executive Sessions

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

1. INFRA Grant Application and Resolution of Support (Federal Funding potential for Maguire Bridge Project)
2. Rental Inspection Program Ordinance Recommendation-postponed indefinitely
3. Budget Hearings and Presentations

PUBLIC WORKS/INFORMATION TECHNOLOGY

Danielle Dulin, Assistant City Manager

No report this meeting.

COMMUNITY DEVELOPMENT

Director, Barbara Carroll

Community Development Monthly Activity Report

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

New Hires

I am happy to report staff has completed the hiring processes for the Property Maintenance Code Inspector and Nuisance Code Enforcement Inspector positions. Joe Clifford has been hired as the Property Maintenance Code Inspector and Jane Heavin has been hired as the Nuisance Code Enforcement Inspector. Both employees will start with the City on August 10. Joe comes to us from the City of Lexington where he has previously served as Building Official and in wastewater operations. Jane has been the Assistant Director at the Police Academy here in town and has prior law enforcement experience with Overland Park Kansas. We are excited to have them on-board.

Clean the Burg

The 2nd annual community event called Clean the Burg will take place September 11th - 12th, 2020 and the Love What's Local Committee is encouraging local groups or individual residents to participate and help beautify Warrensburg! This two-day event is to encourage community volunteerism and to beautify our town. Volunteers are encouraged to identify their own projects and Love What's Local will promote and advertise these groups for their positive contribution to the community. It's never too early to start thinking about your service project.

Online Building Permit Portal

Sandi Anstine, Permit Clerk, has made significant progress in configuring the online portal for building permit applications. Several different permit types have been set up and rolled out to contractors over the summer. In the next several weeks a link to this portal will be placed on the building permit page on the City's website. We anticipate this will significantly increase traffic to the portal and start to phase out the use of the pdf applications on the City's website.

HUMAN RESOURCES **Director, Greg McCullough**

Human Resources Activities:

1. Positions
 - a. Water Pollution Control Operator I – This position was posted on April 1st and posting was extended until filled. A verbal offer has been extended to an applicant and if indications are positive a formal offer and acceptance letter will be extended.
 - b. WPC Operator I Collections – This position was posted on April 1st and posting was extended until filled. This position remains in the same status as of this report.
 - c. Property Maintenance Code Inspector – This position was posted on 5/21/2020 and closed on 6/12/2020. We received 6 applications. Interviews have been completed, an offer made and accepted. We are processing appropriate background checks with an anticipated start date in the very near future. This new employee is expected to start this position 8/10/2020.
 - d. Code Enforcement Inspector – This position was posted on 6/22/20 and closed on 7/6/2020. We have received 8 applications for this position. Applicants have been reviewed and Community Development is in the interview process with four candidates currently. An offer has been made and accepted and this new employee will be starting on 8/10/2020 as well.

- e. Part Time Soccer/Volleyball/Flag Football Officials – This position was posted on July 27th and will remain open until August 9th. We currently have a total of three applicants for this position.
- f. We have advertised the following Parks and Recreation positions beginning on 6/18 or 6/19 and all of them closed on 6/28: Community Center Attendant, Concessions Attendant, Part-Time Custodian, Part-Time Swim Instructor, Summer Day Camp Counselor. The Part-Time Custodian position remains open at this time until August 19th. We have completed hiring for all other positions in this category and have onboarded a total of 15 employees.

Other Activities:

- 1. Completed a total of 4 employment verifications for various purposes. In addition, we have completed one wage certifications with LAGERS due to retirements. We have received notification of one additional retirement since my last report.
- 2. Worked with Finance to process all EFMLA and EPSLA forms for payroll and recordkeeping purposes. Analysis of any continuing claims is done on an ongoing basis.
- 3. Processed LAGERS for the month of July and submitted through portal.
- 4. Kathy processed all I-9 submissions and social service registrations. These have increased due to much hiring recently. Primarily due to Parks and Rec Summer hiring.
- 5. This continues as an ongoing task for the near future. Kathy and I have been coordinating with Equifax our response to any and all unemployment claims as a result of this pandemic and closing due to the stay at home order. We really have two groups or types of unemployment claims. One group we can handle with Equifax by providing them a spreadsheet and they can complete processing for us. However, there is another group or type that either Kathy or I must get online and complete forms for the State. These take some time to complete. This process continues. We have now also submitted a second spreadsheet for all City employees required to furlough. We have also completed the analysis of our Equifax contract and paid all bills associated with the processing of the unemployment claims.
- 6. Processed the life insurance conversion forms for 4 employees who have either retired or left employment.
- 7. Processed all payroll reconciliations as normal which includes: VOYA, Surency HSA, Surency FSA, Delta Dental, Madison National and several checks to distribute to various entities as it relates to the payroll process.
- 8. Began the process to review and make changes to our Personnel Policy manual. At this point all past changes that were approved through council have been incorporated into the manual. Recent changes have been incorporated and we are working on a few additional modifications and once completed will bring to council for approval of entire manual. Several policies are under review at present with several more being rewritten. Mason Floyd will also be brought in on this project to experience how policy changes are made but also to get his assistance on posting to the intranet when finished.
- 9. Completed the development and revision of the General Office Safety Manual. This has been submitted to the Safety Committee for review and will be combined with the Safety Manuals from the other departments to form our City Safety Manual.
- 10. We continue to work on our wellness program. We have begun to look at what we can do to alter our previous program options due to the recent events associated with the

pandemic. We have worked on a program with UCM to provide us an intern over the Summer session to help us design, market and implement programs with our Wellness program. Lexi Overfield has begun her internship with us and has already completed and sent out a wellness survey to all employees. She will be utilizing the results along with our BCBSKC aggregate data to design programs for the next several months. We also met with Karen Doyle, Professor at UCM, to outline how her class can continue to help us with our Wellness program through the Fall and into next year. Meetings have been set up on August 5th and September 7th to continue to coordinate this program with the class.

11. Performed an internal audit of our life insurance forms. Kathy has been instrumental in this review and also obtaining any forms that have been found to be missing. This has been completed and we have ensured that we have all beneficiary forms needed for our life insurance programs.
12. Completed my 2021 budget meeting.
13. Working on a training program for Managers/Supervisors that provides the basics of the following: hiring and hiring processes, performance evaluations, documentation, FMLA, ADA and many other human resources responsibilities for their positions.
14. Additional time spent in our old records room in the Municipal Center, designing a plan to consolidate old personnel records to make room for adding additional records from our storage room within City Hall.
15. Continued to file all of our Personal Travel Reports as they relate to our Pandemic Virus Preparedness Plan.
16. Reported several incidents to our insurance carrier for either reporting purposes or for them to investigate using the appropriate guidelines of our policy. These are both property, casualty or possible workers compensation exposures.
17. Researched personnel ad ideas for both Fire and Police departments.
18. Continue to work on special projects as directed.
19. Finally, complete my 2nd week of furlough July 20th through July 24th.

Upcoming Activities:

1. Continue wellness program development and implementation until meets goals of City for this program. We keep moving this forward but will require continual review for the near future.
2. Complete additional revisions to our personnel manual, take to Council for approval and publish online to our intranet for all to have access. We will also provide a form and require everyone to review manual and sign form that they have reviewed the manual.
3. Continue updating and coordinating performance evaluation system to prepare for the Spring evaluation cycle.
4. Continue to catch up on documentation on several personnel issues.
5. Continue the cleaning and reorganizing of the Human Resources file room.
6. Continue participation in the monthly LMC meetings.
7. Continue to work on revision of the City Safety Manual.

CONVENTION AND VISITORS BUREAU
Director, Marcy Bryant

Visitor Center Update

The Center is open 1-4 p.m. Monday-Friday. As of the date of this report, we have had 20+ guests visit the Center. There is signage regarding social distancing and the mask requirement on the exterior doors and throughout the Center.

I have been able to keep up with the sanitizing and cleaning with a clean being done following each guest and a deep clean on Friday mornings.

UCM

Orientation: I presented at Orientation to incoming Mules and Jennies parents July 15-17 and July 30-31. This was an incredible opportunity UCM's Admission team provided the WCVB. We have discussed other opportunities we can work together including Discovery Day coming up this fall. Of course, this will depend on what is happening during that time!

Show Me Grant

The WCVB was notified by the Missouri Division of Tourism the organization is eligible to receive up to \$105,501 in funding from the Show Me Grant. This is a reimbursement grant. Applications are due no later than August 20. Reimbursement requests must be submitted by November 15. The WCVB Board will approve the submission at the August WCVB Board meeting.

Eligible expenses include payroll, marketing services and PPE for the Visitor Center. The grant allows for reimbursement for event PPE, but it stipulates if the event is NOT held the organization can NOT apply for reimbursement. The WCVB would have to absorb those costs. Unfortunately, the WCVB's budget does not allow us to do that currently. The WCVB Board will be presented a fiscally conservative proposal to assist nonprofits with events at the upcoming August WCVB Board meeting.

Budget

2019-2020

The revised 2019-2020 budget was approved by the WCVB Board in May. With the Show Me Grant impacting FY 19-20 and 20-21, the board will be reviewing and approving another revised 2019-2020 budget. The only revisions currently are in the revenue section and both revisions are positive! The lodging tax has come in higher than projected in May, so that account will be revised to reflect the increase.

2020-2021

The first draft of the 2020-2021 budget was presented for review to the board at the July meeting. This was prior to the notification regarding the Show Me Grant. The grant will require there to be minor revisions to the budget draft presented in July.

The budget will be presented for approval at the August board meeting.

WCVB 2020 Community Grant Program

Big Brothers Big Sisters Holiday Event-Home Tour & More: As of the report date, the event is still on the calendar.

Todd Hamann Memorial Golf Tournament-The event has been cancelled for 2020. They are fundraising online for the charities they work with.

Blaine Whitworth Go Big or Go Home 5K has been moved to October.

Burg Fest-The event is still on the calendar. If that changes, I will advise. It is my understanding a decision to hold/cancel will be made by Main Street the week of August 10.

Burg Fest

I participated in the Burg Fest meeting hosted by Warrensburg Main Street on Friday, July 24 via Zoom. Paint for a Cause is still planning on attending. Lodging has been reserved for them. I am hoping to get them to be able to attend the Veteran's Home earlier on Friday, September 25, but that may not be possible due to Covid-19.

Police Department Police Chief, Rich Lockhart

No report this meeting.

Fire Department Fire Chief, Robert Shaw

No report this meeting.

Parks Department Director, Danielle Fesler

- I applied for and received a scholarship to attend the National Green Infrastructure Certification Program. This training program is designed to advance the establishment of

sustainable communities by promoting green infrastructure (GI). Due to the pandemic, the in-person training has been cancelled and moved to entirely virtual learning. I have 16 hours of training to complete before the certification training in September. There were only 55 Parks and Recreation Professionals across the United States that were selected to participate in this program. I am excited to learn more about green infrastructure and how to implement it in our parks.

- Information covered in the course:
 - Introduction to stormwater management and green infrastructure
 - Materials and vegetation used in GI practices and systems
 - Safety, site management, and managing for long-term performance
 - Green Infrastructure Practices
 - Bioretention
 - Permeable/porous pavement
 - Rainwater Harvesting
 - Green/blue roofs
 - Dry wells
 - Constructed stormwater wetlands
- Green Infrastructure creates the following co-benefits to communities:
 - Green Jobs
 - Recreation
 - Economic Growth
 - Education
 - Relaxation
 - Water Quality
 - Community Resilience
 - Lower Urban Heat Island Effects
 - Manage Flood Risks
 - Wild Life Habitat
 - Air Quality
- On August 5th from 9am-10am we will be hosting Popsicles in the Park for Seniors 60+! Seniors just need to drive through the circle entrance at the Community Center and a free popsicle will be waiting for them! Hopefully this will be a bright spot in their summer and they will get to see some friends from afar. We sure do miss seeing the seniors in our building every day.
- I've been working on budget for both current 2020 and future 2021. The 2021 Budget is ready for approval. 2020 looks great and I am hopeful we will be able to finish some of the capital improvement projects this year, that we had planned for. Those include the remaining flat roofs and locker room floors.
- It's wonderful to hear the kids in the building during summer camp and our customers working out again. It was so quiet when we were closed and we welcome the noise and fun back into our building.

10 Punch Pass

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Jul-19	0	9	0	0	9	50%
Aug-19	0	7	3	0	10	11%
Sep-19	0	6	9	0	15	50%
Oct-19	1	18	7	0	26	73%
Nov-19	0	7	4	0	11	-58%
Dec-19	0	8	7	0	15	36%
Jan-20	12	11	6	0	29	93%
Feb-20	5	9	7	0	21	-28%
Mar-20	0	3	6	0	9	-57%
Apr-20	0	0	0	0	0	-100%
May-20	0	0	0	0	0	#DIV/0!
Jun-20	1	1	1	0	3	#DIV/0!
Jul-20	1	4	4	0	9	200%

Annual Membership

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Jul-19	12	40	6	0	58	12%
Aug-19	15	45	6	0	66	14%
Sep-19	19	49	6	0	74	12%
Oct-19	18	42	3	0	63	-15%
Nov-19	18	50	6	0	74	17%
Dec-19	16	53	6	0	75	1%
Jan-20	15	57	6		78	4%
Feb-20	17	58	7	0	82	5%
Mar-20	18	60	7	0	85	4%
Apr-20	18	60	7	0	85	0%
May-20	18	60	7	0	85	0%
Jun-20	18	60	7	0	85	0%
Jul-20	16	59	7	0	82	-4%

Monthly

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Jul-19	272	194	22	22	510	-4%
Aug-19	273	207	19	20	519	2%
Sep-19	273	209	16	19	517	0%
Oct-19	268	214	17	21	520	1%
Nov-19	266	218	17	21	522	0%

Dec-19	260	222	21	20	523	0%
Jan-20	259	225	23	15	522	0%
Feb-20	287	244	25	16	572	10%
Mar-20	297	233	21	19	570	0%
Apr-20	297	233	21	19	570	0%
May-20	297	233	21	19	570	0%
Jun-20	279	231	26	13	549	-4%
Jul-20	261	202	29	1	493	-10%

Complimentary Memberships

	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Total	Percent Change
Jul-19	35	0	9	4	48	-38%
Aug-19	34	7	12	4	57	19%
Sep-19	24	5	8	3	40	-30%
Oct-19	21	6	14	4	45	13%
Nov-19	36	7	26	4	73	62%
Dec-19	26	1	15	5	47	-36%
Jan-20	49	3	28	17	97	106%
Feb-20	33	8	24	5	70	-28%
Mar-20	18	3	11	2	34	-51%
Apr-20	0	0	0	0	0	-100%
May-20	0	0	0	0	0	0%
Jun-20	18	0	7	1	26	0%
Jul-20	75	4	39	2	120	100%

Membership Visits

	Adult Annual	50 Plus Annual	Youth Annual	Childcare Annual	Adult Monthly	50 Plus Monthly	Youth Monthly	Childcare Monthly	Adult WPR	50 plus WPR	Youth WPR	Silver Sneakers	Total	Percent Change
Jul-19	31	228	0	0	1095	950	72	129	1007	21	221	400	4154	24%
Aug-19	24	231	1	0	855	840	37	121	819	29	160	307	3424	-18%
Sep-19	40	217	4	0	708	722	19	78	552	16	109	252	2717	-21%
Oct-19	38	266	1	0	795	797	36	144	625	12	142	313	3169	17%
Nov-19	54	287	4	0	955	927	42	151	889	15	256	363	3943	24%
Dec-19	20	244	6	0	693	638	46	80	783	7	210	270	2997	-24%

Jan-20	45	273	6	0	839	829	54	68	947	20	269	371	3721	24%
Feb-20	44	166	5	0	565	513	21	35	481	23	171	257	2281	-39%
Mar-20	39	190	1	0	641	638	23	38	419	14	223	267	2493	9%
Apr-20	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
May-20	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Jun-20	11	152	7	0	244	121	27	0	211	2	123	37	935	#DIV/0!
Jul-20	13	227	3	0	388	276	59	0	516	15	290	142	1929	106%

Day Passes						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
Jul-19	175	80	82	34	371	13%
Aug-19	188	81	142	34	445	20%
Sep-19	160	80	208	12	460	3%
Oct-19	127	59	137	17	340	-26%
Nov-19	207	89	241	20	557	64%
Dec-19	249	90	295	13	647	16%
Jan-20	231	64	312	13	620	-4%
Feb-20	198	51	294	4	547	-12%
Mar-20	191	42	324	5	562	3%
Apr-20	0	0	0	0	0	-100%
May-20	0	0	0	0	0	#DIV/0!
Jun-20	28	10	98	0	136	#DIV/0!
Jul-20	113	35	155	0	303	123%

WCC Maintenance

1. Chris and his staff have been busy cleaning and monitoring the roof top units this past month with all the cotton wood seed in the air the units clog up quickly. The filters are monitored weekly and changed when needed.
2. The WCC spa had an issue this past week. We were able to replace the GFI breaker and contactor ourselves to cut cost and get the spa back into working order.
3. We received a new piece of equipment for the custodial staff this past month. The new chemical fogger helps us sanitize restrooms and objects as needed. We are still learning about it and will using it more and more as we live in a different environment now.
4. We have been pleased to see the customers coming back to the building and the sound of summer day camp is great to have back.

Park Maintenance

1. We have been working on irrigation problems at Cave Hollow and West Park. The crew has all the issues resolved and working again to combat the hot temperatures we are experiencing.
2. We have had a lot of vandalism in the parks, Blind Boone, Hawthorne Park, and Grover have had spray paint vandalism. The crew worked on removing as much as we could, but some signage will have to be replaced because of process removing the vandalism removes the letters on the signs.
3. The fountain at Lions Lake had an issue with the electrical control box, we believe that lightening may have struck the lake causing the issue. We have not way of confirming this but luckily the parts were under warranty and we were able to get the fountain up and running again.
4. The crew has been removing fallen trees across trails in the park system caused by storm winds this past month.
5. We have been working on repair projects for both indoor and outdoor pools. We have several items that have come up and always try to keep up with the repairs along with MPM.

Operations

- Business has been steady at the Community Center, although it seems like a lot of activity with Summer Day Camp Monday-Friday. Some folks have told us they are still hesitant to come back due to COVID-19, and we have had some cancel their memberships, while at the same time have had new membership applications. We are still getting a lot of folks saying they're just happy we're back open.
- We have hired 5 new front desk/Nassif Attendants, and awaiting paperwork on 2 more, since we reopened in June. We've been busy with training and orientation.
- We have posted jobs for Part-Time Custodian, Summer Day Camp Counselors, Swim Instructors, and Concession Attendants.
- We are still having trouble with the outdoor digital sign, hoping for closure(fixed) soon.

Marketing

- 15 press releases have been sent out concerning COVID-19, as well as information and reopening plans distributed via social media, website, and information hotline
- Been very busy with graphic design, as well as website maintenance
- Social Media - We continue to follow a regular schedule for Facebook Posts, Twitter Tweets, and Email Blasters. Statistics are as follows:
 - 2-3 Facebook Posts daily; Statistics for the last 28 days include:
 - Currently 6,826 Followers; Demographics: 81% Female, 18% Male, largest age group 25-34, 2nd largest 35-44; those 2 age groups make up 69% of our Followers
 - The majority of our fans are from Warrensburg, followed by Sedalia, Knob Noster, Kansas City and WAFB

- We have reached 23,903 people in the last 28 days, with 17,962 Post Engagements, 1,929 Page Views and 298 Video Views
 - 2-3 Twitter Tweets daily, with 2,465 Tweet Impressions in the last 28 days; # of Followers increased to 265
 - We continue with our Friday FUNMail Email Newsletter. We have 4,751 Contacts on our current email list; with an Opening Rate consistently higher than the industry standard.
- Been very busy making rack-card size flyers due to many activities and sports
- We continue advertising on 1450 KOKO-AM & 98.5 The Bar-FM which includes ads, daily on-air mentions and a monthly live interview on the Johnson County Today morning show on KOKO, 1st Monday of every month at 9:10am

Programs

- Working with Swim Manager on how to proceed with fall group swim lessons while following COVID restrictions – lots of interest in group lessons from the community.
- Currently have 20 active private swim lesson clients.
- Hired and trained 5 new Summer Day Camp employees and 5 new concessions employees. Concessions team is all new this year and they are doing so great!
- Opened Nassif concession stand.
 - Springfield Grocer Company and Coca-Cola orders placed, products stocked, facility up to Johnson County Community Health Services cleaning standards.
 - Employees received food handler training and certification through Johnson County Community Health Services.
 - \$4,800 in sales for first two weeks.
- Currently in the third week of Summer Day Camp
 - Averaging 40-50 campers per week.
 - \$26,560 in registration revenue.
- Currently, hiring for Swim Instructors for group lessons and private lessons.
- Doggie Dive will be held on August 24th.
- Working on a Popsicles in the Park event for Seniors, will be partnering with Care Connections.

Sports

- Sports Camp- This program went well and we had a lot of positive feedback from parents. The kids enjoyed learning new sports and were able to glean new skills from the camp.
- Youth Soccer- This program will start August 17, games will be held on Saturday mornings. The registration deadline will be on August 2nd.
- Youth Volleyball- This program will start August 24, games will be held on Monday and Wednesday evenings. The registration deadline will be on August 9th.

- NFL Flag Football- This program will start of August 2, games will be held on Tuesday and Thursday evenings. The registration deadline will be on August 9th.
- Super Kickers Soccer League- This program will start September 14, games will be on Wednesday evenings. The registration deadline will be on August 16th.
- Little Kickers Soccer League- This fantastic League is for the younger kids (3-4 years old) to have a chance to develop their skills. The dates of this program will be held on September 14- October 12.

Health and Wellness

Fitness Area Use				
	Group Exercise	Fitness Floor	Gym	Total
December 2019	796	1701	1434	3931
January 2020	1,413	3,330	4,285	9,028
February 2020	1,491	2,943	4,547	8,981
March 2020	806	1488		2,294
June 2020	0	189	61	250
July 2020	172	832	1,566	2,570

*Closed March 16-June 14, 2020 due to Covid-19

- Fitness Center is slowly growing back to steady numbers. Classes are slowly picking back up.
- We have limited our class sizes to 10 including the instructor upstairs in the group exercise room, and 11 including the instructor in the pool.
- July 4 we turned the Freedom Fest 5K into a Virtual event and had 15 that ran the race on their own. They received a participation medal, as well as a T-shirt.