



# CITY MANAGER REPORT

December 11, 2020

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

Dear Mayor and Council Members:

The last few weeks have been busy wrapping up year-end items in the city. Staff worked through the final steps of transitioning the operations of the animal shelter to Warrensburg Animal Rescue (WAR). The Police and Public Works Departments are still providing animal control until the WAR employees have received their certifications. We anticipate this will be the case at least through the first quarter.

The Public Works Department was called in overnight and on New Year's Day for snow and ice removal. We were fortunate we did not get any high winds as predicted, and tree damage due to ice was fairly minimal around town.

The IT Department has been busy with distributing the new laptops for work-from-home, upgrading conference rooms with videoconferencing equipment, and upgrading the Council Chambers audio/visual equipment to accommodate Zoom meetings.

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

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

1. Personnel Policy Update
2. Stormwater utility funding
3. Fats, Oils & Grease program revisions
4. Code enforcement revisions

## **COMMUNITY DEVELOPMENT**

Barbara Carroll, Director

January 6, 2021

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

The Community Development report for December is attached. Please let me know if you have any questions about the information presented.

### **EnerGov Hosting**

Last fall the Council approved and the City entered into an agreement to have the EnerGov permit software and environment hosted on Tyler servers instead of the City's servers. Staff continues to work with EnerGov support to test the new environment. Staff is hopeful, the cutover to the new environment will be able to happen by the end of January. The switch will mean that the online permit portal will be at a different url. The link will be updated on the City's website and anyone that goes to the City's website to enter the portal will be able to do so seamlessly. Anyone who had bookmarked the portal's direct url on their browser will need to update the bookmark the first time they go to access the portal after the cutover occurs. Still will let all registered users know about this ahead of time.

## 2020 COMMUNITY DEVELOPMENT DEPARTMENT

### Activity during the Month of December

	<u>Dec-20</u>	<u>YTD 2020</u>	<u>Dec-19</u>	<u>YTD 2019</u>
<b>BUILDING PERMITS</b>				
New One & Two Family permits	2	26	1	32
Single Family Additions/Alterations permits	6	162	8	131
New Commercial, Industrial, Multi Family permits	0	4	0	20
Commercial & Industrial Additions/Alterations permits	3	45	5	67
Other Permits Issued	5	65	5	79
<b>TOTAL BUILDING PERMITS</b>	<b>16</b>	<b>302</b>	<b>19</b>	<b>329</b>
Plan Reviews	13	209	10	230
Building Inspections	73	1471	110	1734
Construction Valuation	\$1,275,971	\$14,762,579	\$546,001	\$24,716,518
<b>PLANNING &amp; ZONING</b>				
Plats	0	4	1	12
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	0	9	0	8
Board of Adjustment items	0	1	0	3
<b>CODE ENFORCEMENT</b>				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	12	89	3	17
Parking	1	21	0	1
Vegetation	0	203	1	79
Nuisance	15	188	5	79
Signs	0	0	0	0
<b>TOTAL VIOLATIONS</b>	<b>28</b>	<b>501</b>	<b>9</b>	<b>176</b>
Active Cases in Community Development	47			
Active Cases in Court	13			
Closed Cases in December	39			
Unfounded in December	0			
Closed Cases YTD	394			
Unfounded Cases TYD	0			
<b>PROPERTY MAINTENANCE</b>				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	15	0	1
Lead/Asbestos	0	0	0	0
Mold / Pests	0	17	2	15
Roofs (Roof Assemblies)	0	22	0	10
Exterior	3	54	1	21
Indoor	1	30	2	48
Casualty Damage	0	0	0	0
<b>TOTAL VIOLATIONS</b>	<b>4</b>	<b>138</b>	<b>5</b>	<b>95</b>
Active Cases in Community Development	37			
Active Cases in Court	5			
Closed Cases in December	5			
Unfounded in December	0			
Closed Cases YTD	50			
Unfounded Cases TYD	12			

## Fire Department

The new year started with two storms, of which the area received a significant amount of ice. The city and county had some power outages, but the storm was not a disaster. The department responded to several motor vehicle accidents and some power lines down. There was a house fire, which causes approximately 20 percent of damage to the structure. The department was assisted by Johnson County Fire Protection District #1 Station 1 with an engine company. The cause of the fire is still under investigation. Training Officer Matt Soer has started the Recruit Academy class for the ten new individuals hired recently as part-time firefighters. The student residency program is now to capacity with six student residents living at Station 2 this semester. Hiring is still ongoing with the goals of filling the full-time and part-time positions roster. Interim Chief, Doyle Oxley

## Human Resources

Greg McCullough, Director

January 6th, 2021

### Human Resources Activities:

#### 1. Positions

- a. WPC Operator I Collections – This position remains posted until filled. We have been through a couple of interview processes and have even made an offer and expect this individual to start employment on January 11<sup>th</sup>.
- b. Street Maintenance Worker I – This position was posted on October 20<sup>th</sup> and will remain open until filled. We have multiple positions to hire and we have received 12 applications to date. We have hired one individual at this point and he has started employment on January 4<sup>th</sup>.
- c. Firefighter/EMT – This position was posted again on October 19<sup>th</sup> and remains open until filled. We made an offer to one candidate from last posting and that candidate began employment on 11/12/2020. On this most current posting we have received 18 applications and interviews are ongoing. We have received another 3 applications since our report last month and one of these applications came in yesterday. Several of these candidates are in various forms of the testing process currently.
- d. Part-Time Firefighter and Student Resident Firefighter – This position was also posted on August 19<sup>th</sup> and will remain posted until September 16<sup>th</sup>. We currently have 13 applications for this position. Fire personnel are currently reviewing all applications and will move forward shortly on selecting individuals for the interview process. We have successfully hired and started 4 individuals in this position since our last report and again FD has several that are in various stages of testing.
- e. Police Officer Trainee – This is a new position that has been created to bring on an individual as an employee while they are going through the Academy. In addition, we will be offering to pay costs of tuition for them to attend the Academy and create policy and reimbursement agreement to accommodate this process. We hope this helps in recruitment and I am sure that Chief Lockhart will have more information. We have 2 Trainees that will be starting as employees and in this next Academy class.
- f. Police Officer/SRO – This position was reposted on September 10<sup>th</sup> and will remain open until filled. As of today we have 1 application for this position and it is my understanding that the interview and testing process for this individual is ongoing. This applicant is an experience candidate.
- g. Police Officer – This position was posted on September 21<sup>st</sup> and will remain open until filled. As of today we do not currently have any new applications. The following Officers have recently begun employment with the City and they include: Lilabeth Lozada, Layne Fischer and Clayton Townsend.
- h. Police Administrative Assistant – This position was posted on December 23<sup>rd</sup> and is scheduled to come down on January 15<sup>th</sup>. We currently have two applications for this

position, however we did have some trouble with the posting over the holiday so we anticipate many more applicants this week.

- i. Parks Part-Time Custodian – This position was posted December 2<sup>nd</sup> and closes on December 16<sup>th</sup>. An offer was extended to an individual for this position yesterday and we are waiting to hear the result of this offer.
- j. Parks Recreation Supervisor – This position was posted on December 22<sup>nd</sup> and will remain open until January 18<sup>th</sup>. We have received 3 applications for this position to date.
- k. Parks Summer Day Camp Director – This position was posted on December 21<sup>st</sup> and will remain posted until January 21<sup>st</sup>. We have 2 applications for this position to date.
- l. Parks Summer Day Camp Counselor – This position was posted on December 21<sup>st</sup> also and will remain posted until January 21<sup>st</sup>. We currently have 5 applications for this position.
- m. Parks Community Center Attendant – This position was posted and closed last evening. We have received a total of 15 applications for this position and Community Center staff will be progressing through the interview process shortly.

#### Other Activities:

- 1. Completed a total of 3 employment verifications for various purposes. In addition, we have completed two wage certifications with LAGERS due to retirement coming in December.
- 2. Completed the policy and tuition agreement document for the Police Cadet program with the help of Mason Floyd and Doug. This week Chief Lockhart, Marcella McCoy and I met to work out the payment process for this program.
- 3. Kathy has been spending dedicated office hours at the Community Center to provide HR services to Parks and Recreation. Requests are received from Parks personnel regarding HR services desired each Monday and Kathy completes a report each Friday on tasks accomplished. These office hours have needed some flexibility recently due to Kathy and I being out of the office and Parks and Rec staff has accommodated these situations.
- 4. Worked on several different personnel items this last month which has taken much time in terms of meetings and completing the necessary documentation.
- 5. 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.
- 6. Complete the 4<sup>th</sup> quarter random drugs screenings as scheduled on December 29<sup>th</sup>.
- 7. Kathy has onboarded several employees since our December report. This also included 2 for Public Works this week, the 2 Police Trainees this week and few from Parks.
- 8. 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.
- 9. 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. We have recently met with Professor Doyle to begin the process for this next semester.

10. Completed report of injury paperwork on 4 incidents this week. One of these report did require a medical appointment to be completed.
11. 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. Have found an ADA video that we will use in a future Department head meeting for training. We will then evaluate for providing to other managers and supervisors. 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.
12. Kathy and I continue to work with Lissa Bigge at the McInnes Group and the great people at EASE to develop our online enrollment process that we will be using this year for open enrollment. The test system was delivered to Kathy and I and we will begin to look it over with a fine tooth comb. We also found out that we will be able to use this portal to load all of our onboarding paperwork and utilize this for all new hires as well. Completed our electronic open enrollment in November utilizing the EASE system and have received great feedback from employees on this system. This week is a big week for us as we are importing all of the enrollment data into INCODE and checking accuracy to be completed prior to payroll opening next week.
13. Completed all of the paperwork necessary to complete personnel and insurance items associated with the transfer of the Animal Shelter to Warrensburg Animal Rescue.
14. Prepared the INCODE system for the import from EASE and this included entering manually the rates for BCBS and creating codes for Mutual of Omaha life insurance benefits.
15. Completed my biennial CJIS required training and completed the test scoring 100%.
16. Continue to work on special projects as directed.

#### 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. Working with Mason Floyd to accomplish this task. 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. These revisions will be brought to Council in January.
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 to work on revision of the City Safety Manual.

Respectfully Submitted,

Greg McCullough  
Human Resource Director



## Parks and Recreation Director's Report

- We are redoing the locker room floors the week of January 25<sup>th</sup>. All of the locker rooms (Men's, Women's, and Family) will be closed during the duration of the project.
- Childcare is open again. We are starting with just the morning hours right now. Those are Monday – Friday from 8am-11am.
- Thursday, January 7<sup>th</sup>, I am virtually attending two grant sessions. One is for the 2021 Land and Water Conservation Fund grants and the other is for the 2021 Recreational Trails Program grant. I'd like to apply for the Recreational Trails Program Grant for resurfacing of DD Walking Trail. The grant would require us to match a minimum of 20% and the amount awarded could be up to \$250,000. We have been working with an engineering professor at UCM the last few years. Each semester, we assign a project to a group. Last semester, we asked the students to estimate the cost to resurface DD Walking Trail. This gives us a good base to work with, but I'm sure we will need to fine tune it a bit.
- The padding in the basketball courts has been replaced. The original padding had rips and holes in it, which could have compromised its effectiveness. The new padding is black and will match the new gym curtain.
- We finalized the gym curtain contract with the vendor and will bring that to Park Board for approval in January. We were able to use a purchasing cooperative and did not have to go out for bid. The new curtain will be black and likely will be installed after basketball season is over.
- Youth basketball games start this weekend, January 7<sup>th</sup>. Brendon has done a great job to get ready for the season and I am looking forward to the season starting.
- Little Hoopsters and Bitty Basketball will start the week of January 19<sup>th</sup>. We extended the deadline and are still accepting sign ups through January 6<sup>th</sup>.
- Fresh Start 2021 is a new fitness program that will give you the tools to be more resilient, motivated and confident. The class meets once a week and includes access to a one on one meeting with Teresa for one hour a week. Meetings are Wednesday mornings from 5:35am to 6:35am. The registration fee is \$80 and includes a Tervis tumbler and t-shirt.
- We promoted Alex Threlkeld to the Recreation Superintendent. This leaves her old position, Recreation Supervisor of Programs and Events open. We have posted the job until January 31, 2021.
- We are hiring for the following part-time positions:
  - Summer Day Camp Counselor
  - Summer Day Camp Manager
- We are currently planning our Spring Break Camp. The last few years our camp has not made, due to low participation. I believe there will be a great need for it this year and hope that we are able to meet the needs of the community.

**WCVB DIRECTOR'S REPORT**  
Marcy Bryant, Director of Tourism  
January 5, 2021

**Missouri Division of Tourism Marketing Matching Grant**

The WCVB has been awarded MDT's MMG for \$8,663 for advertising. The grant is a 90% matching reimbursement grant.

The WCVB Board has approved the funds be utilized for a digital campaign running April – May 2021. Facebook and Instagram will be utilized.

The WCVB has received the MMG since 2017, totaling more than \$43,000.

**Website**

We continue to work with CivicPlus on the website redesign. The goal is to have the redesigned site live spring 2021. We are very appreciative of the City and Mason Floyd allowing the WCVB to participate in discussions regarding the website overall design.

The next meeting is Wednesday, January 6.

**UCM 150 Celebration in 2021**

The WCVB along with the Warrensburg Chamber and Warrensburg Main Street are serving on UCM's Sesquicentennial committee. The three organizations are working together to host events 2021 in collaboration with UCM Alumni and Foundation and other departments/offices to show appreciation to UCM faculty, staff, and students. The celebration's website is **150.UCMO.edu**. It will launch January 2021. A list of events is included on the site.

The WCVB is working with UCM's Office of Integrated and Marketing Communication to assist with the celebration's marketing efforts. The WCVB secured a full-page ad in the January/February 2020 Missouri Life issue bringing awareness to the celebration. This was at the expense of the WCVB. The celebration will be the spotlight of the January 21 Missouri Life e-newsletter distributed to approximately 40,000.

There will be additional advertising covered by the WCVB throughout 2021. There are numerous events in the works that will draw alumni and current UCM families to the community throughout the year.

**WCVB 2021 Community Grant Program**

Information was presented to the Warrensburg Economic Coalition at their November and December meeting. Letters were mailed to past recipients and event venues on Friday, Dec. 11. The press release was distributed on Friday, Dec. 11. Social media posts started Friday, Dec. 11 and will continue until Friday, Jan 29. Past recipients received an email from the WCVB on Tuesday, Dec. 29.

The deadline to apply is Friday, Jan. 29.

**WCVB Board Meeting**

At the December board meeting, the board decided in consensus to continue meeting for the monthly board meeting via Zoom through April 2021. At the end of each meeting the board will discuss if it needs to be changed to in-person. The meeting log in information is featured on the meeting's agenda on the City's website and a separate page has been created on the WCVB's website as well.

**Closure**

The Visitor Center will be closed Monday, Jan. 18 in observance of the Dr. Martin L. King Jr. holiday.

Announcements will be placed on social media and signage will be on the Center's door.