



CITY MANAGER REPORT

January 25, 2021

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

Dear Mayor and Council Members:

With the passage of the ordinance calling for an election to issue \$17 million in general obligation bonds, staff is starting to work on educational materials and presentations for the community. Staff welcomes any feedback from the city council and will present their final communication plan in February.

One of the 2009 tandem dump trucks with a sander and snow plow must be rebuilt after the last snow event. A large amount of antifreeze was getting into the cylinders. The cost of repairs is \$25,000; however, a full replacement is \$180,000. We hope to have the truck back before the next snow and ice event.

The council chambers have been updated with the new audio equipment to accommodate Zoom meetings. Work on the fiber installation at Fire Station 2 is complete so the notice to proceed for the upgrade of the disaster recovery site infrastructure can be issued after passage of the ordinance at the January 25 city council meeting.

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. Animal Control Ordinance Revisions
3. Stormwater utility funding
4. Code enforcement revisions

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

January 6, 2021

Multi-Family Dumpster Enclosure Enforcement

Code Enforcement Inspector Jane Heavin is initiating a project to bring multi-family dumpster enclosures into compliance. Over time, many of the enclosures in the community have been damaged and have fallen into disrepair. This detracts from the aesthetics of neighborhoods and contributes to the litter and trash that blows around the community.

Staff has surveyed all the multi-family housing developments (four or more apartments) and rated the existing dumpster enclosures on a scale of 1-4. One being no current dumpster enclosure or most of the enclosure is missing and four being in a state of good repair and condition. Over the next several months, staff hopes to work with property owners to address properties that have dumpster enclosures rated as one and bring them into compliance. Staff hopes that during the winter months before spring will be a good time to address this issue. There are approximately 14 properties with dumpster enclosures rated as ones that staff will be contacting in this first phase.

Dangerous Building Program Status Report

Staff worked several dangerous building cases in 2020. Of the seven cases abated in 2020, five were demolished, two were repaired, two initially involved fires, and three took court action to resolve.

UCM Volunteer Fair

Code Enforcement Inspector Jane Heavin participated in the UCM Volunteer Fair on January 20, 2021. Staff is always looking for volunteers to pick up litter along streets during the spring, summer and fall months.



Warrensburg Fire Department

The department members have had a busy couple of weeks. There were two structure fires on the same day, the last being quite challenging to deal with due to the building's extensive overhaul. The Johnson County Fire Protection District #1 Station 1 was requested for mutual aid to assist with the structure's overhaul. The Fire District asked our Rescue unit to respond in the north part of the county to assist in a very complicated vehicle extraction.

Battalion Chief Guy Parsons is retiring after 44 years of service to the community. He had requested that there not be a large celebration for him due to the pandemic and emotions. He also asked that the department not purchase any memorabilia for him to take but something for the department. The department purchased a ceremonial bronze bell to be used for celebrations and memorials. Chief Guy Parsons's contributions to the department and myself will be missed.

Interim Fire Chief

Doyle Oxley

Human Resources

Greg McCullough, Director

January 6th, 2021

Human Resources Activities:

1. Positions

- a. WPC Operator I Collections – This position is no longer posted. Sarah Kennedy began in this position on January 11th.
- b. Street Maintenance Worker I – This position was posted on October 20th and will remain open until filled. We still have a couple of positions to fill and have received 3 applications since my last report.
- c. Firefighter/EMT – This position was posted again on October 19th and remains open until filled. We made an offer to one candidate from last posting and that candidate began employment on 11/12/2020. 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 19th and will remain posted until September 16th. 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 10th and will remain open until filled. As of today we have 1 application for this position. An offer letter has been made to this candidate and accepted. This candidate is currently moving through the onboarding process with an anticipated start date of the 25th.
- g. Police Officer – This position was posted on September 21st and will remain open until filled. As of today we do not currently have any new applications.
- h. Police Administrative Assistant – This position was posted on December 23rd and is scheduled to come down on January 15th. We currently have 26 applications for this position and are currently in the review process for those applications.
- i. Parks Part-Time Custodian – This position was posted December 2nd and closes on December 16th. An offer was extended to an individual for this position yesterday and this offer was accepted and we will now begin the background check process.

- j. Parks Recreation Supervisor – This position was posted on December 22nd and will remain open until January 31st. We have received 6 applications for this position to date.
- k. Parks Summer Day Camp Director – This position was posted on December 21st and will remain posted until January 21st. We have 16 applications for this position to date. Parks is in the review process.
- l. Parks Summer Day Camp Counselor – This position was posted on December 21st also and will remain posted until January 21st. We currently have 5 applications for this position.
- m. Parks Community Center Attendant – This position has been closed. We have received a total of 26 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. Initiated and complete a meeting with Parks and Receptions staff this week regarding planning for the Summer Hiring process for season employment requirements. We have developed a plan for this process and will be moving forward with those plans.
- 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. Kathy has completed these hours with Parks and Rec the past two weeks on Tuesday and Thursday.
- 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 including processing our extensions per recent City decision to allow extensions to March 31st.
- 6. Kathy has onboarded several employees since our December report. This included the 2 Police Cadets, 1 Wastewater candidate and the 1 SRO candidate.
- 7. Processed all payroll reconciliations which proved to be more difficult than normal simply due to being the first pay period of the new year and having to make sure new benefits were correct and this included: 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. 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.

9. Completed report of injury paperwork on 2 incidents this week. One of these report did require a medical appointment to be completed. Continue to work with workers compensation insurer on 2 ongoing claims.
10. 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.
11. 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. . 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. Unfortunately, the back end of this system did not go as smooth as hoped and we have been working on those issues and will continue to do so.
12. Completed my biennial CJIS required training and completed the test scoring 100%.
13. Also, completed my 24 hours of required training to keep my CPCU designation in good standing.
14. Completed 2 wage certifications with LAGERS in the last two weeks. These do take a considerable amount of time and we are looking for a way to automate this process further.
15. Finally, Kathy developed a spreadsheet and formula which will help us automate and reconcile, much more efficiently, our BCBSKC administrative costs.
16. We have continued to work with Mason Floyd to develop the revisions to our Personnel policies. Met this week with Danielle Dulin, Doug Harris and Mason for final review. Mason will be sending this document out to various stakeholder groups this week for final review with the plan to bring to Council the first meeting in February.
17. 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

Director's Report

- We have been working with Renew Active to add a new insurance membership option for members with United Health Care insurance. This works just like SilverSneakers. Members are able to have a free All-Access membership here. At the end of each month, Teresa will submit a report to United Health Care. Then, we are reimbursed based on their visit history.
- The Johnson County Health Department is using the gym on January 22 for the first Covid-19 Vaccination. They will also have the gym on February 12 for the second vaccination. This was for seniors and high-risk individuals.
- Last week, I attended the SHIPPY Baseball league meeting with Alex. As you recall, we are rejoining the league, after a two-year absence. I am looking forward to this baseball/softball season with SHIPPY.
- The Locker Room floors are being renovated January 25-31, 2021. All of the locker rooms (men's, women's, and family) will be closed during this time.
 - Pool operations will be modified as follows:
 - No open swim
 - No lap swim
 - No water aerobics classes
 - Piranhas and high school swim will practice as usual
 - Swimming lessons will be held as usual
 - Homeschool Aquatics will be held as usual
- Senior staff will begin reading 'Coach Wooden's Greatest Secret' next week. This is the second leadership book we've read as a team. It creates great discussion and gives us all things to implement in our positions.
- Staff met with Human Resources this week to discuss our plan for part-time staff hiring this summer. We have several positions that will be open and will plan to hire approximately 50-75 staff.
- We have experienced some high winds this past month causing some tree damage in the parks. The crew has been working on eliminating these hazards and cleaning the limbs up. I am very fortunate to have a great crew that strives to keep the parks safe and clean.
- We have been working on getting supplies gathered and ready for the repairs to the park restrooms. We had some vandalism last fall in about all our outdoor restrooms and we will be replacing damaged sinks and toilets. We should have all the repairs made before we reopen them in the spring.
- We installed new WCC gym wall and pillar padding. The old padding was beginning to crack and loose the padding value. We did decide to go with black allowing us to get away from green and become more neutral for different colors of paint in the gym if desired in the future.
- We were able to repair some major plumbing in the WCC pump room this past month. The fill lines for the leisure pool had become corroded and had several valves broken due to age. The large copper pipes were replaced, and service was not interrupted.

- We are still working with the roofing contractor on the flat room leak just in front of room A. They have returned several times working on researching the leak, hopefully we will be able to patch the ceiling soon.
- We have finally hired a third custodian and become fully staffed. We hope to start her very soon. Chris and his crew do a great job of keeping WCC looking great. If you see one of our custodians, please tell them hello.
- Social Media - We continue to follow a regular schedule for Facebook Posts, Twitter Tweets, Instagram posts, Texts and Email Newsletters. Statistics are as follows:
 - 2-3 Facebook Posts daily; Statistics for the last 28 days include:
 - Currently 6,823 Followers; Demographics: 81% Female, 18% Male, largest age group 35-44, 2nd largest 25-34; those 2 age groups make up 55% of our Followers
 - The majority of our fans are from Warrensburg, followed by Sedalia, Knob Noster, Holden, WAFB, Kansas City and Lee's Summit
 - We have reached 9,561 people in the last 28 days, with 1,093 Post Engagements and 531 Page Views
 - 2-3 Twitter Tweets daily, with 1,868 Tweet Impressions in the last 28 days; # of Followers is 268
 - We have 681 Followers on Instagram
 - We have 190 Followers on Textcaster
 - We continue with our Friday FUNMail Email Newsletter. We have 4,608 Contacts on our current email list; with an Opening Rate consistently higher than the industry standard
- We continue advertising on KOKO 1450AM/107.9FM & 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. Teresa does a weekly Fit Tip on KOKO every Monday in the 6am and 5pm hours
- Alex is working on Summer Food Service Program grant application for Summer Day Camp.
- Currently hiring for Recreation Supervisor – Programs & Events, SDC Manager, and SDC Counselors.
- Three birthday party packages and one private pool rental were scheduled in December.
- Group Swim Lessons Session 1 began January 19, 2021 with 27 participants.
- Home School Aquatics Session 1 began January 20, 2021 with 12 participants.
- Spring Break Camp will be held March 15-19 from 6:30AM-6:30PM. SBC will be similar to Summer Day Camp. Children will swim daily, watch movies, play gym games, and more! Lunch and snack are included. \$105 for the entire week or \$30 per day.
- Home School PE began a new session on January 14, 2021 with 8 participants. There will be three sessions held this semester. Andre Williams will be the new coach this semester, who has been a Summer Day Camp unit leader for over 4 years.

- Small Group Personal Training started on January 6, 2021 with two participants.
- Fresh Start has two participants. Participants will meet with Teresa and will incorporate a mind-body balance, focusing on staying positive, maintaining a goal-oriented mindset, and making exercise a way of life. This course will provide clients with new tools to stay motivated.
- Red Cross First Aid/CPR/AED certification class was held on January 9, 2021 with a full class of 6 participants.

Fitness Floor Attendance				
Month	Group Exercise	Fitness Floor	Basketball Gym	Total
August 2020	466	1,086	1,795	3,347
September 2020	526	1,126	2,029	3,681
October 2020	606	1,350	1,864	3,820
November 2020	593	1,230	1,933	3,756
December 2020	514	1,745	3,494	5,753

- *Youth Basketball* is on the third week of games. There are 183 total participants registered.
- *Biddy Basketball* is a 5-week introductory clinic for children ages 3-4 beginning January 25, 2021 with 26 participants. Children rotate stations including dribbling, passing, and shooting drills.
- *Little Hoopsters* is an instructional program for children ages 5-6 beginning January 19, 2021 with 36 participants. Children have one practice and one game each week.
- *Adult Women's Volleyball* began January 3, 2021 with four teams registered.
- *Indoor Soccer* preparation – season begins March 8, 2021.
- Hired and trained basketball referees, scorekeepers, and site supervisors.

WCVB DIRECTOR'S REPORT
Marcy Bryant, Director of Tourism
January 20, 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. I participated in a meeting on Wednesday, January 6 regarding the WCVB's overall design and the options available due to the Board's approval of the ultimate department header package.

The next meeting is Tuesday, February 9. During that meeting the design for the WCVB's site will be previewed.

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. 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. The celebration will also be the spotlight of the January 21 Missouri Life e-newsletter distributed to approximately 40,000. Both ads with Missouri Life have been paid by the WCVB.

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.

The WCVB was contacted by a local 501(c) 6 wanting to apply for the grant for an event in July 2021. Legal counsel and our auditors were contacted regarding legal ramifications in offering the grant to 501(c) 6 organizations. The grant program is solely funded with tax funds. The Board may be able to revise the criteria for the June application (pending approval of legal counsel, auditors, and the City). I will keep you updated.

Groups: MO County Clerk Association Meeting

Twenty-five community information bags were provided for the Missouri County Clerk Association meeting held in Warrensburg on Friday, December 18. The group was in town for a short lunch meeting.

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.

Upcoming Meeting Items:

WCVB Grant Applications

RFP for digital services (may be March)

WCVB Board Members Reappointment/Appointment

In 2021, we have several board members whose term expires.

Ginny McTighe

Dana Phelps: Finishing term of Chelsea Cantrell

Diane Whitworth

Mason Wirsig: Finishing term of Cliff Gower

To be reappointed, the online application must be completed. I will be reaching out to those whose term expires to discuss interest in continuing to serve and the application process. Everyone is eligible to reapply. The Mayor will make a recommendation to the Council for approval at a Council meeting in June.

If you know of someone who may be interested in serving, please let them know about the board and give them my contact information.