



# CITY MANAGER REPORT

February 22, 2021

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

Dear Mayor and Council Members:

Public Works crew members have been busy tackling the winter weather experienced over the last two weeks. Members of each division have stepped up to help the street division to stay on top of keeping roads, parking lots and sidewalks clear. Fortunately, warmer weather is headed our way.

New laptops are still being distributed, and the change to Remote Desktop from Citrix platform for remote workers will be March 1. IT continues to explore opportunities to move software applications to the cloud in an effort to minimize staff support of those programs.

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

Tentative future City Council agendas include the following items:

1. Personnel Policy Update
2. Animal Control Ordinance Revisions
3. Wastewater capacity study
4. Stormwater utility funding
5. Code enforcement revisions

## Human Resources

Greg McCullough, Director

February 18th, 2021

### Human Resources Activities:

#### 1. Positions

- a. Street Maintenance Worker I – This position was posted on October 20<sup>th</sup> and will remain open until filled. We still have a couple of positions to fill and have received 2 applications since my last report. Interviews are ongoing.
- b. Firefighter/EMT – This position was posted again on October 19<sup>th</sup> and remains open until filled. The Fire Department has recently interviewed and tested an additional 2 individuals for full-time positions. We are waiting on results for 4 individuals for qualifications for full-time. We have received no applications for this position since my last report.
- c. Part-Time Firefighter and Student Resident Firefighter – This position is currently closed. However, the Fire Department interviewed and tested another 4 individuals for this position recently and are awaiting results. We have as many part-time Firefighters as we have had for awhile, however we also have room for an additional 6 part-time Firefighters.
- d. 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 have started in this Academy class.
- e. Police Officer/SRO – This position was reposted on September 10<sup>th</sup> and will remain open until filled. As of today we have had no additional applications for this position.
- f. 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 that I am aware.
- g. 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 26 applications for this position and applications have been reviewed with interviews being scheduled for March 3<sup>rd</sup> and March 4<sup>th</sup>.
- h. Parks Recreation Supervisor – This position was posted on December 22<sup>nd</sup> and the closing date has been extended to February 14<sup>th</sup>. This position is now closed. Applications have been reviewed and first round of interview questions going to qualified applicants this week.
- i. Parks Part-time Indoor Soccer Official – This position was posted on February 1<sup>st</sup> and will close on February 14<sup>th</sup>. This position is now closed. At present we have received 7 applications for this position and these applications are being reviewed currently.

- j. Water Pollution control Compliance Technician – This position was posted on February 12<sup>th</sup> and will close on February 28<sup>th</sup>. At present we have received a total of 3 applications for this position.

Other Activities:

1. Completed a total of 4 employment verifications for various purposes.
2. 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. She has been assisting in the onboarding process for 3 positions which include: Parks Summer Day Camp Director, Parks Summer Day Camp Counselor, Parks Community Center Attendant. In addition, Kathy and I have had meetings with Parks and Rec staff concerning the Summer hiring needs and we are working with staff to determine a plan to fulfill these Summer hiring needs.
3. Kathy and I completed the processing, printing, stuffing and delivery of the ACA 1095-C forms for 2020. These forms were required to be given to employees by March 2<sup>nd</sup>, however they were delivered to employees on February 2<sup>nd</sup> and 3<sup>rd</sup>. Jeanie McMurphy from Finance assisted in the sorting and distributing these forms. Former employees 1095's were mailed on February 3<sup>rd</sup>. We are now cleaning up the archived report and once completed we will transmit to the IRS. This must be transmitted electronically by March 31<sup>st</sup>, however we will transmit before the end of February.
4. Worked on several different personnel items this last month which has taken much time in terms of meetings and completing the necessary documentation. These included topics such as personnel policies and individual personnel situations with various departments.
5. Completed reference calls to other Cities regarding our City Manager RFP proposal submissions. Documentation of calls have been made.
6. 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 we had to make a final payment and we have switched carriers for our life, LTD and STD coverages to Mutual of Omaha beginning January 1<sup>st</sup>.
7. Marcella and I have completed a couple of Zoom meetings with BCBSKC staff regarding the reconciliation of our administrative cost bill for February.
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. City staff have received two communications regarding wellness activities from this current class.
9. Worked on reviewing a couple of different job descriptions for departments due to employees leaving and prior to posting the job currently.
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. Finally, Kathy developed a spreadsheet and formula which will help us automate and reconcile, much more efficiently, our BCBSKC administrative costs. We will be utilizing these as we reconcile our next bill.
12. We have continued to work with Mason Floyd to develop the revisions to our Personnel policies. Mason has sent these changes to various stakeholder groups and we are awaiting those responses and will review as a team. We have reviewed these as a management team and will bring to Council in the near future.
13. Worked with Danielle Dulin, Chief Lockhart and Chief Oxley to explore items that we can utilize to help in the recruitment process. A couple of items were identified and research continues but we hope to implement some ideas in the very near future.
14. Coordinated meetings for our VOYA representative to be on site to visit with employees this first quarter.
15. Continued work on a couple of insurance claims in terms of reporting information to company.
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**

- The maintenance crew has done an excellent job keeping parking lots and sidewalks clean for our staff and customers.
- Jeff Coleman has resigned from his position here, effective March 2, 2021. We are devastated that he will be leaving our department.
- It recently came to our attention that we needed to review the Volunteer Policy. I am working on the revisions now.
- As you know, the contract for the gym curtain was approved last Park Board meeting. Grand Slam has the signed contract and is now waiting on the 50% payment. Once they have the deposit payment, they will begin work on the curtain. It will take about 6-8 weeks of production time before they can start on the install.
- The locker room floor project is complete. I know there were hiccups along the way, but am grateful we were able to get this project done. Our customers are very happy with the floors, we have gotten quite a few compliments.
- We have started the 2022 budget process. I sent the senior staff their division worksheets and they will return those to me in March. From there, I will start to shape the budget and our projects for 2022.
- We have had a few machinery issues, but staff is working on fixing them. We had a water pump go out on a plow truck, staff jumped right in and changed it. There were some issues with the extreme cold and diesel fuel gelling. The crew kept a close eye on this to insure we did experience this problem.
- We have had some issues with the roof repairs like I have mentioned the last few months. The company has returned one again and has finally determined the location for the persistent leak outside room A. The weather has kept them from finishing the repairs, but once it warms up, they will be back to finish the task.
- We have a ceiling hung furnace that will have to be repaired in the pool equipment room. Years of chemicals has taken its toll on the unit causing it to rust and become unreliable. I have asked some local HVAC companies to give us cost estimates for the project.
- We have a pump seal failing on a leisure pool filtration pump at WCC. Jeff C. has a company responding to repair the seal as it requires special tools to replace. We have this happen occasionally and it is a wear item, so it is not preventable.
- We had a meeting with City IT to go over a list of existing hardware, software and infrastructure, as well as future needs, and what can be expected based on different scenarios.
- The outdoor sign has finally stopped working. Jeff I. is working on a proposal for new signage.
- Jeff I. attended a marketing webinar on February 10 presented by ActiveNet, our Parks & Rec software platform
- Full-Time staff is scheduled to attend a product update/new features webinar February 24 presented by ActiveNet.

- 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 6,789 Followers; Demographics: 82% Female, 18% Male, largest age group 35-44, 2<sup>nd</sup> 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 10,278 people in the last 28 days, with 1,527 Post Engagements
  - 2-3 Twitter Tweets daily, with 2,405 Tweet Impressions in the last 28 days; # of Followers is 273
  - We have 715 Followers on Instagram
  - We have 191 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
- Alex is applying for the Summer Food Service Program grant. Even though we are a previous recipient, we have to reapply each summer..
  - Completed the Online Summer Food Service Program Training
  - Gathering vendor quotes
- Started interview process for Recreation Supervisor of Programs and Events position. Written interview questions were sent out to applicants in the first round on February 17<sup>th</sup>.
- One birthday party package and one private pool rental were scheduled in January.
- Group Swim Lessons Session 1 ended February 9, 2021 with 27 participants.
- Group Swim Lessons Session 2 began February 16, 2021 with 30 participants.
- Home School Aquatics Session 1 ended February 17, 2021 with 12 participants.
- Kids Night In was held on February 13, 2021 with 10 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 Session 2 began on February 18, 2021 with 7 participants.
- Small Group Personal Training began February 3, 2021 with 6 participants.
- Adult Pickle Ball League begins March 2, 2021. The league will be Tuesdays at 6:00PM for 8 weeks. The registration deadline is February 23<sup>rd</sup>.
- Freedom Fest 5K is scheduled for July 3, 2021 and registration is now open.
- Youth basketball games will end on February 27, 2021. Tournament will begin the following week. There are 183 total participants registered.

- Biddy Basketball is a 5-week introductory clinic for children ages 3-4 beginning January 25, 2021 with 27 participants. Children rotate stations including dribbling, passing, and shooting drills. The program ended on February 22, 2021.
- Adult Volleyball league will end February 28, 2021.
- 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. The program will end on February 25, 2021.
- Indoor Soccer preparation – season begins March 8, 2021.
- Registration is open for Adult Kickball. The league will begin April 21, 2021 with games being on Wednesday evenings for 8-weeks.
- Held interviews for Indoor Soccer Officials and will be starting the hiring process.

**Membership Numbers as of 2/18/2021**

- **Renew Active is a new membership as of January 2021.**

10 Punch Pass						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>Feb-20</b>	5	9	7	0	21	-28%
<b>Mar-20</b>	0	3	6	0	9	-57%
<b>Apr-20</b>	0	0	0	0	0	-100%
<b>May-20</b>	0	0	0	0	0	#DIV/0!
<b>Jun-20</b>	1	1	1	0	3	#DIV/0!
<b>Jul-20</b>	1	4	4	0	9	200%
<b>Aug-20</b>	1	5	2	0	8	-11%
<b>Sep-20</b>	2	5	5	0	12	50%
<b>Oct-20</b>	0	2	1	0	3	-75%
<b>Nov-20</b>	2	4	3	0	9	200%
<b>Dec-20</b>	0	3	2	0	5	-44%
<b>Jan-21</b>	4	6	8	1	19	280%
<b>Feb-21</b>	3	2	3	0	8	-58%

Annual Membership						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>Feb-20</b>	17	58	7	0	82	5%
<b>Mar-20</b>	18	60	7	0	85	4%
<b>Apr-20</b>	18	60	7	0	85	0%
<b>May-20</b>	18	60	7	0	85	0%
<b>Jun-20</b>	18	60	7	0	85	0%

<b>Jul-20</b>	16	59	7	0	82	-4%
<b>Aug-20</b>	16	59	7	0	82	0%
<b>Sep-20</b>	14	57	2	0	73	-11%
<b>Oct-20</b>	15	56	2	0	73	0%
<b>Nov-20</b>	14	51	2	0	67	-8%
<b>Dec-20</b>	13	50	2	0	65	-3%
<b>Jan-21</b>	9	43	2	0	54	-17%
<b>Feb-21</b>	8	40	2		50	-7%

<b>Monthly</b>						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>Feb-20</b>	287	244	25	16	572	10%
<b>Mar-20</b>	297	233	21	19	570	0%
<b>Apr-20</b>	297	233	21	19	570	0%
<b>May-20</b>	297	233	21	19	570	0%
<b>Jun-20</b>	279	231	26	13	549	-4%
<b>Jul-20</b>	261	202	29	1	493	-10%
<b>Aug-20</b>	240	180	25	1	446	-10%
<b>Sep-20</b>	225	150	25	1	401	-10%
<b>Oct-20</b>	234	158	26	1	419	4%
<b>Nov-20</b>	221	144	26	0	391	-7%
<b>Dec-20</b>	244	149	28	0	421	8%
<b>Jan-21</b>	240	135	33	2	410	-3%
<b>Feb-21</b>	251	134	38	3	426	4%

<b>Complimentary Memberships</b>							
	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Renew Active	Total	Percent Change
<b>Feb-20</b>	33	8	24	5	0	70	-28%
<b>Mar-20</b>	18	3	11	2	0	34	-51%
<b>Apr-20</b>	0	0	0	0	0	0	-100%
<b>May-20</b>	0	0	0	0	0	0	#DIV/0!
<b>Jun-20</b>	18	0	7	1	0	26	#DIV/0!
<b>Jul-20</b>	75	4	39	2	0	120	362%
<b>Aug-20</b>	84	1	12	0	0	97	-19%
<b>Sep-20</b>	89	4	23	0	0	116	20%
<b>Oct-20</b>	35	1	11	0	0	47	-59%
<b>Nov-20</b>	42	2	8	0	0	52	11%
<b>Dec-20</b>	38	2	11	2	0	53	2%



<b>Jan-21</b>	112	7	35	2	0	156	194%
<b>Feb-21</b>	66	7	28	0	3	101	-35%

Day Passes						
	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>Feb-20</b>	198	51	294	4	547	-12%
<b>Mar-20</b>	191	42	324	5	562	3%
<b>Apr-20</b>	0	0	0	0	0	-100%
<b>May-20</b>	0	0	0	0	0	#DIV/0!
<b>Jun-20</b>	28	10	98	0	136	#DIV/0!
<b>Jul-20</b>	113	35	155	0	303	123%
<b>Aug-20</b>	70	35	52	0	157	-48%
<b>Sep-20</b>	41	29	49	0	119	-24%
<b>Oct-20</b>	17	13	30	0	60	-50%
<b>Nov-20</b>	35	14	51	0	100	67%
<b>Dec-20</b>	82	27	102	0	211	111%
<b>Jan-21</b>	183	68	482	6	739	250%
<b>Feb-21</b>					0	-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	Renew Active	Total	Percent Change
<b>Feb-20</b>	44	166	5	0	565	513	21	35	481	23	171	257	0	2281	-39%
<b>Mar-20</b>	39	190	1	0	641	638	23	38	419	14	223	267	0	2493	9%
<b>Apr-20</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
<b>May-20</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
<b>Jun-20</b>	11	152	7	0	244	121	27	0	211	2	123	37	0	935	#DIV/0!
<b>Jul-20</b>	13	227	3	0	388	276	59	0	516	15	290	142	0	1929	106%
<b>Aug-20</b>	16	279	3	0	527	424	47	0	791	10	167	172	0	2436	26%
<b>Sep-20</b>	21	260	0	0	592	518	45	0	753	14	255	193	0	2651	9%
<b>Oct-20</b>	8	151	0	0	271	295	33	0	375	8	117	106	0	1364	-49%
<b>Nov-20</b>	8	154	0	0	402	339	36	0	457	6	129	126	0	1657	21%
<b>Dec-20</b>	4	129	1	0	369	298	34	0	540	6	165	93	0	1639	-1%
<b>Jan-21</b>	17	239	0	0	794	564	66	18	959	52	410	234	0	3353	105%
<b>Feb-21</b>	12	133	0	12	624	365	49	12	695	41	253	168	9	2373	-29%

**WCVB DIRECTOR'S REPORT**  
Marcy Bryant, Director of Tourism  
February 19, 2021

**Missouri Division of Tourism Marketing Matching Grant 2.0**

The WCVB was notified it is eligible to apply for MDT's MMG 2.0 for \$21,747 for eligible advertising expenses. The grant can only be utilized for advertising expenses approved by MDT. The grant is a 100% reimbursement grant.

The WCVB Board approved the organization to apply for the maximum allowed for digital advertising services at the February 11, 2021 Board Meeting. The grant application was submitted February 17, 2021. I will update as soon as we receive award notification.

**Website**

We continue to work with CivicPlus on the website redesign. The goal is to have the redesigned site live early March 2021. We are very appreciative of the City inviting the WCVB to participate in discussions regarding the website overall design. Mason Floyd, City Management Fellow, has done a great job keeping the project organized. I believe the redesigned site will be user-friendly, visually appealing and more!

**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.

**WCVB 2021 Community Grant Program**

The WCVB awarded a grant to the Blaine Whitworth Foundation for the Go Big or Go Home Golf Tournament in October.

The board approved revisions to the 2021 grant program to assist event organizers. Additional application deadlines were added. The eligibility criteria was revised to allow 501c3 and 501c6 to apply. Only 501c3's were allowed in the past. The criteria revision was presented to legal counsel and auditors prior to board approval. Their feedback allowed the WCVB to open the eligibility to 501c6, but as the grant is funded by the lodging tax, it cannot be awarded to private individuals or businesses. The awarding, just as all WCVB expenses, must be tourism related.

**Groups: UCM Statewide High School Counselor and Community College Advisors**

I was contacted by UCM's Office of Admissions to provide community information bags (25) for the Missouri High School Counselor and Community College Advisors group coming to Warrensburg the week of Feb. 22.

**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 included on the meeting's agenda found on the City's website and a separate page on the WCVB's website (VisitWarrensburg.com) under the "About" section.

**Training for Partners**

The WCVB is working with Johnson County Economic Development to offer a free training session on social media/online presence in 2021. We are working with the partners to learn what training, method, etc. we can offer to be beneficial to them. I will update once we have specifics.