



CITY MANAGER REPORT

March 8, 2021

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

Dear Mayor and Council Members:

The last few weeks have been busy gearing up for the educational campaign for the G.O. Bond ballot measure in April, planning for the strategic planning session, and working with the Parks Department regarding the resolution passed last summer.

The camera in the wastewater collections crew was damaged and started collected water in the lens. The camera is nearly 10 years old and was scheduled to be replaced next year. However, it is an important tool for the collections crew, and it would be detrimental to their work to delay purchasing the replacement. The ground penetrating radar purchase will be placed on hold in order to replace the camera. This is approximately \$20,000 purchase.

The equipment for the Disaster Recovery infrastructure has been received and the necessary electrical upgrades have been made. The install of this project will begin later this month. All of the new laptops have been deployed. All employees eligible to work from home have been trained on the new system, and the agreement with Citrix will be not be renewed. This will save the city approximately \$15,000 this year.

City Council Meetings, Study Sessions, and Executive Sessions

Tentative future City Council agendas include the following items:

1. Personnel Policy Update
2. Wastewater capacity study
3. MS4 permit
4. Code enforcement revisions
5. Stormwater utility funding

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

March 3, 2021

Community Development Monthly Activity Report

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

Residential Lot Inventory

Attached is the year-end inventory of the number of single-family residential lots available for development in Warrensburg. This report reflects activity for the last five years.

Energov Server Hosting Project

The cutover date from hosting the Energov software on the City's server to hosting on the Tyler's servers has been scheduled for March 29-30. Staff will need to quit using the current system at 5:00 p.m. on Monday, March 29. The contractor will then pull the City's data one last time and move it to the new Tyler hosted server environment. If all goes correctly, the new system will go live on Tuesday, March 30 by 2:00 p.m. The online building permit portal and staff's access to the software will be down during this time. This will impact building permit, building inspection, code enforcement, property maintenance code enforcement and business licenses services. Staff is working to minimize disruption of services, but there will be some impact on March 30.

Home Occupation Ordinance Update

The City's current zoning regulations regarding home occupations were adopted in 1992. This, in large part, pre-dates the internet and does not contemplate home-based internet businesses. City Planner Kristin Dyer is drafting an update to this ordinance. The intent is to make the ordinance easier to understand, incorporate internet-based businesses, and manage impacts to the surrounding neighborhoods. Staff hopes to bring this ordinance forward to the Planning and Zoning Commission and City Council for consideration in April.

2021 COMMUNITY DEVELOPMENT DEPARTMENT

Activity during the Month of February

	<u>Feb-21</u>	<u>YTD 2021</u>	<u>Feb-20</u>	<u>YTD 2020</u>
BUILDING PERMITS				
New One & Two Family permits	1	1	1	1
Single Family Additions/Alterations permits	7	9	8	15
New Commercial, Industrial, Multi Family permits	0	0	0	0
Commercial & Industrial Additions/Alterations permits	4	6	5	8
Other Permits Issued	4	12	11	18
TOTAL BUILDING PERMITS	16	28	25	42
Plan Reviews	9	18	11	21
Building Inspections	100	215	140	255
Construction Valuation	\$480,762	\$538,775	\$484,291	\$1,554,264
PLANNING & ZONING				
Plats	0	0	0	0
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	0	0	0	3
Board of Adjustment items	0	0	0	0
CODE ENFORCEMENT				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	18	39	1	5
Parking	7	11	0	0
Vegetation	2	2	0	0
Nuisance	40	95	9	15
Signs	0	0	0	0
TOTAL VIOLATIONS	67	147	10	20
Active Cases in Community Development	67			
Active Cases in Court	14			
Closed Cases in February	56			
Unfounded in February	0			
Closed Cases YTD	109			
Unfounded Cases TYD	0			
PROPERTY MAINTENANCE				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	2	2	1	2
Mold / Pests	0	2	1	1
Roofs (Roof Assemblies)	0	1	2	4
Other Outdoor	8	9	3	10
Indoor	1	4	5	5
TOTAL VIOLATIONS	11	18	12	22
Active Cases in Community Development	39			
Active Cases in Court	5			
Closed Cases in February	8			
Unfounded in February	2			
Closed Cases YTD	9			
Unfounded Cases TYD	2			

NET COURT RECEIVABLES COMPARISON

	A	B	C	D	E
1	MONTH	2019	2020	2021	2021 MONTHL PROJECTION
2					
3	JANUARY	\$26,392.69	\$22,186.60	\$17,577.83	\$28,266.50
4					
5	FEBRUARY	\$32,372.75	\$27,892.61	\$17,470.03	\$28,266.50
6					
7	MARCH	\$32,558.28	\$20,770.37		\$28,266.50
8					
9	APRIL	\$30,856.44	\$8,044.44		\$28,266.50
10					
11	MAY	\$27,862.67	\$10,583.29		\$28,266.50
12					
13	JUNE	\$29,566.95	\$25,765.57		\$28,266.50
14					
15	JULY	\$23,905.10	\$14,701.31		\$28,266.50
16					
17	AUGUST	\$37,778.83	\$22,252.60		\$28,266.50
18					
19	SEPTEMBER	\$22,172.49	\$16,851.55		\$28,266.50
20					
21	OCTOBER	\$25,426.94	\$19,680.62		\$28,266.50
22					
23	NOVEMBER	\$21,809.57	\$24,172.07		\$28,266.50
24					
25	DECEMBER	\$27,735.98	\$18,757.18		\$28,266.50
26					
27					
28	TOTALS	\$338,438.69	\$231,649.41	\$35,047.86	\$339,198.00
29					
30	TO DATE COMPARISON	\$58,765.44	\$50,079.21	\$35,047.86	\$56,533.00
31	NET THROUGH FEB				
32					
33					
34					
35					
36					

TICKET ISSUANCE COMPARISON

	A	C	D	E	F
1	MONTH	2018	2019	2020	2021
2					
3	JAN	254 (187/67)	275 (187/88)	290 (228/62)	147 (103/44)
4					
5	FEB	217 (146/71)	229 (147/82)	208 (149/59)	142 (100/42)
6					
7	MARCH	207 (116/91)	335 (229/106)	216 (124/92)	
8					
9	APRIL	212 (134/78)	315 (219/96)	57 (33/24)	
10					
11	MAY	228 (137/91)	289 (187/102)	78 (38/40)	
12					
13	JUNE	208 (131/77)	216 (147/69)	111 (68/43)	
14					
15	JULY	211 (147/64)	282 (216/66)	112 (68/44)	
16					
17	AUG	302 (203/99)	298 (216/82)	210 (105/105)	
18					
19	SEPT	281 (166/115)	309 (179/130)	137 (66/71)	
20					
21	OCT	346 (196/150)	345 (214/131)	157 (71/86)	
22					
23	NOV	285 (173/112)	218 (141/77)	157 (91/66)	
24					
25	DEC	225 (140/85)	220 (149/71)	93 (42/51)	
26					
27					
28	TOTALS	2,976	3,331	1,826	289
29		(1,876/1,100)	(2,231/1,100)	(1,083/743)	(203/86)
30					
31	THRU FEB	471 (333/138)	504 (334/170)	498 (377/121)	289 (203/86)
32					
33					
34	Completed 3/1/21				
35					
36	NOTE:	(TRAFFIC/OTHER)			
37					
38					

Human Resources

Greg McCullough, Director

March 3rd, 2021

Human Resources Activities:

1. Positions

- a. 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 2 applications since my last report. A second interview has been scheduled for one of the positions for Friday, March 5th.
- b. Firefighter/EMT – This position was posted again on October 19th and remains open until filled. The Fire Department has a total of 2 open full-time Firefighter/EMT positions. We have 3 external applicants and 1 internal qualified applicant for these 2 positions.
- c. Part-Time Firefighter and Student Resident Firefighter – This position is currently open as of February 26th. However, we have processed and tested several applicants of which only 3 have passed this portion of the process. We have reopened the job application process to help finish filling the roster.
- 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. We continue to field questions from candidates regarding this program and also receive other applications.
- e. Police Officer/SRO – This position was reposted on September 10th 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 21st 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 23rd and is scheduled to come down on January 15th. We currently have 26 applications for this position and applications have been reviewed with interviews with 5 candidates will take place on March 3rd and 4th.
- h. Parks Recreation Supervisor – This position was posted on December 22nd and the closing date has been extended to February 14th. This position is now closed. Applications have been reviewed and first round interview questions sent to qualified applicants. Second round of interviews are taking place this week of March 2nd through 5th.
- i. Parks Part-time Indoor Soccer Official – This position was posted on February 1st and will close on February 14th. This position is now closed. At present we have received 7 applications for this position and these applications are being reviewed currently and interviewed. Offers of employment have been mailed this week.

- j. Parks Operations Superintendent - This position was posted on February 19th and will close on March 21st. To date we have received a total of 3 applications for this position.
- k. Parks Part-Time Baseball/Softball Officials – This position was posted on March 1st and closes on March 14th. To date we have not received any applications for this position.
- l. Parks Part-Time Maintenance I Worker – This position was posted on March 1st and Closes on March 21st. To date we have not received any applications for this position.
- m. Water Pollution control Compliance Technician – This position was posted on February 12th and will close on February 28th. At present we have received a total of 3 applications for this position. Interviews have been completed and a job offer is in the process of being written to complete this process.

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 this week is spending extra dedicated time at Parks and Rec to assist with interviewing key positions and provide support for the summer hiring process.
- 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 2nd, however they were delivered to employees on February 2nd and 3rd. Jeanie McMurphy from Finance assisted in the sorting and distributing these forms. Former employees 1095's were mailed on February 3rd. We are now cleaning up the archived report and once completed we will transmit to the IRS. This must be transmitted electronically by March 31st, however we will transmit prior to this date.
- 4. Completed the reporting and paperwork necessary to file 4 different insurance claims for property and casualty losses.
- 5. Completed work on follow-up information and reporting of two workers compensation claims. Also, worked on customer service issue between CCMSI and one of our employees regarding appointments and communication.
- 6. 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.
- 7. Completed reference calls to other Cities regarding our City Manager RFP proposal submissions. Documentation of calls have been made.
- 8. Marcella and I have completed a couple of Zoom meetings with BCBSKC staff regarding the reconciliation of our administrative cost bill for February. We completed another of these calls today and believe we have a plan moving forward with BCBS regarding reconciliation of this bill.

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. City staff have received two communications regarding wellness activities from this current class. We have a meeting with Beth Rutt to discuss UCM facilities contract this week.
10. Worked on reviewing a couple of different job descriptions for departments due to employees leaving and prior to posting the job currently. Currently working with Fire Department on Administrative position description.
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 this week.
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. Research continues with referral programs and sign on bonuses.
14. 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

**Police Department
Chief Rich Lockhart**

Members from the African American Heritage Foundation from Whiteman AFB met with members of the police department to discuss issues related to race and policing. The discussion will be facilitated by Dr. Lover Chancler from UCM and will be held at the YES Building. The discussion will last two hours, and I am hoping this is the start of something that continues. We will have 6 to 8 of our officers participating. This forum was developed through my participation in the Community Change Committee. Watch for more great things coming from this group.

We are working on filling vacancies. We are down 8 sworn positions and continue to struggle to find applicants. We received an application this week and we are working on scheduling an interview. Additionally, I met a Lincoln University police sergeant who told me about their new police academy. We are working on logistics to travel to Jefferson City and interview potential candidates. This academy graduates in June of this year.

WCVB DIRECTOR'S REPORT
Marcy Bryant, Director of Tourism
March 3, 2021

Recap: WCVB Received Grants

Since October 2020, the WCVB has received \$101,907 in grant funding. A percentage of the amount received was posted to FY 20-21, as the expenses occurred during that fiscal year.

The WCVB has been awarded \$30,410 since January 2021 to assist with advertising expenses. The grants are reimbursement, minimal match. The funds will be received in FY 20-21. The WCVB was recently notified it has received the Missouri Division of Tourism Marketing Matching Grant 2.0 for \$21,739.

In less than a year, the WCVB will have administered over \$130,000 in grant funding. Most of the funds, more than 80%, have/will be utilized for advertising expenses. A big thank you to the City Finance Department for all their support and assistance with the grant administration.

Website

VisitWarrensburg.com has been redesigned and launched (March 3). The WCVB Board approved the expense of upgrading the department header package. The upgrade allowed the WCVB to utilize features not available on the basic department header package. The WCVB greatly appreciates the City allowing the WCVB to partner on this project. We had a friendly reminder when Covid hit how important our digital presence is.

UCM 150 Celebration in 2021-150 Years of Education For Service

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 has worked with UCM's Integrated Marketing and Communication Department on several advertising pieces in state-wide publications. We will continue that partnership throughout UCM's monumental celebration.

WCVB 2021 Community Grant Program Updates

At the February WCVB Board meeting, the WCVB Board approved adding additional application dates and opening the eligibility requirement to 501c6 nonprofit organizations.

To advertise the revisions, we have done FB posts, updated the website (including a news flash spotlight), distributed a press release to local media and sent an email to past grant recipients. The WCVB understands this year brings some uncertainty. The goal of the revisions is to offer event organizers flexibility while continuing the mission of the WCVB Grant Program.

The WCVB awarded a \$1,000 sports tourism grant to the Blaine Whitworth Go Big or Go Home Golf Tournament on Friday, Oct. 15. The Foundation has received the grant in the past for their 5K. They always go above and beyond the grant requirements.

Groups: NCAA Women's BB Central Region Tournament (March 12-15)

The tournament will be played at UCM's Multipurpose Building. The teams will be announced on Sunday, March 7. We have offered to provide individual bags with community information (map, restaurant guide, etc.) the hotel staff can distribute to guests. Due to Covid precautions, material distribution looks a bit different. We have not learned of the NCAA's rules regarding

spectators. The tournament's organization is being handled by the NCAA and not UCM Athletics.

WCVB Board Meetings

The WCVB continues to meet via Zoom the second Thursday of the month at 10 a.m. The log in information is on the meeting's agenda and on the VisitWarrensburg.com site.

Upcoming Projects:

WCVB Strategic Plan (Update): The WCVB has a strategic plan, but it needs to be revised. The plan was adopted January 2019, prior to the lodging tax increase in April and Visitor Center relocation in July. Several of the goals were focused on these two items.

The WCVB Board will meet in July to revise.

Summer Social Media Campaign: In 2020, the WCVB adopted its brand with a new logo and callout...Small Town + Big Soul. This summer, we are working on a social media campaign that will focus on those who make our community what it is. Those working behind the scenes, making the Burg the vibrant, dynamic community we all know it to be.