



# CITY MANAGER REPORT

April 12, 2021

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

Dear Mayor and Council Members:

The G.O. Bond initiative passed on April 6 with 78% approval by Warrensburg voters. Now the real work begins as we move to the design and construction phases of the road and bridge infrastructure projects. City staff is grateful for City Council's and the community's support and is looking forward the next steps.

The Street Crew made their Facebook Live debut patching a 200' long pothole on Maguire Street during the final Q & A session for the G.O. Bond educational campaign on Monday. Staff has received good feedback and were exploring additional opportunities to showcase other departments, divisions, and employees in the city.

The Wastewater Collections staff has been busy with emergency repairs this week on Young Street and Ridgeview. The sewer main lining project will get underway the middle of next week.

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

Tentative future City Council agendas include the following items:

1. Budget tours—April 29 and 30
2. Stormwater utility funding
3. Pavement condition index study

## Human Resources

Greg McCullough, Director

April 8th, 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. One of the two positions available here has been filled and that individual started employment with us on March 29<sup>th</sup>. We have one additional position open.
- b. Firefighter/EMT – This position was posted again on October 19<sup>th</sup> and remains open until filled. One full time position still available. We are awaiting on certification testing results for three individuals.
- c. Part-Time Firefighter and Student Resident Firefighter – This position was reposted on March 24<sup>th</sup> and will close on April 22<sup>nd</sup> at 5:00 PM. We have received one application for this position since reposting. We also have one applicant in process.
- d. 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 that I am aware of.
- e. 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.
- f. Parks Operations Superintendent - This position was posted on February 19<sup>th</sup> and will close on March 21<sup>st</sup>. To date we have received a total of 10 applications for this position. First round interviews have been completed and a couple of candidates will be brought in for second interviews in the very near future.
- g. This is a very heavy hiring season for the Parks and Recreation department due to Summer programs and other positions. Therefore, I am simply going to list the positions that we are actively advertising for at the present time and also want to let you know that several postings have been closed and we are in the process of interviewing candidates for those positions as well. Positions currently posted on our website include: Fitness Attendant, Group Fitness/Wellness Instructor, Parks Maintenance 1, Part-Time Baseball/Softball Officials, Part-Time Parks Maintenance I, Part-Time Personal Trainer

### Other Activities:

1. Completed a total of 6 employment verifications for various purposes.
2. Successfully completed submitting the ACA 1095-C electronic forms file to the IRS by the March 31<sup>st</sup> deadline.
3. Kathy has been spending extra dedicated office hours at the Community Center for the last couple of weeks to provide HR services to Parks and Recreation and assist with the

Summer hiring processes. 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 all day and also other hours as necessary on Monday and Wednesday. This continues with the number of positions open as indicated above.

4. Cindy Gabel and I completed or executed the Consultant Services Agreement with GovHR USA for the City Manager recruitment services. In addition, following the execution of this agreement, letters were sent out to the other firms that submitted proposals thanking them for their submissions. Finally, I have had an initial conversation with a representative from GovHR USA about processes and initial timing of events. Contacts list for interviews have been sent to Lee Szymborski, our recruiter, for the three groups of individuals: City Council, Department Heads and Key Stakeholders. Lee will begin making contact and conducting Zoom interviews with these group in the next couple of weeks. Also completed obtaining the W9 information and completing first payment of services.
5. Completed the reporting and paperwork necessary to file and follow-up on 4 different insurance claims for property and casualty losses of various types. Continue to process and bring these to conclusion. Also, completed the request of the endorsement to add coverage for the completion of the new UV upgrade at the West Wastewater plant.
6. Continue to work with CCMSI to follow up and complete a couple of workers compensation issues.
7. 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.
8. Working on completing various procedures documentation for Human Resources to allow for ongoing processing and continuation of Human Resources functions.
9. Marcella and I have completed a couple of Zoom meetings with BCBSKC staff regarding the reconciliation of our administrative cost bill for February. These meetings have been very productive and we have completed March billing for both Administrative and Claims expenses with no problems. I want to thank Marcella for her assistance with these meetings.
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. 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. We will continue to work on both the Wellness program and have meetings with UCM to work to provide an alternative for those who wish to use UCM facilities.
11. Meeting with Danielle Dulin, Chief Lockhart and Interim Chief Oxley regarding recruiting and retention of employees.
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 April.

13. Sent out numerous rejection letters regarding various positions to candidates who have applied for various positions. We try to send a letter or communicate with every individual who submits an application, whether interviewed or not as a standard practice.
14. Continue to provide information to Management Team regarding updates to salary ranges, performance review systems and other human resources related items to assist with making management decisions.
15. 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**

Our first public event in more than a year was a huge success. On World Autism Awareness day (April 2<sup>nd</sup>) we passed out cookies to our community with Johnson County Board of Services, Johnson County Central Dispatch and Behavioral Health Holdings. We had about 30 people stop by and get information. It was very nice to reconnect in person with our community.

We are working on filling vacancies. We are down 9 sworn positions (25%) and continue to struggle to find applicants. We made a conditional offer this past week to an officer from Marshal, MO, however, his department offered him more money to stay in Marshal. Until we are in a position to do something about the starting pay, it is going to continue to be difficult to find quality candidates.

We will honor Cpl. Tom Carey's 48 years of service to the City of Warrensburg on April 16, 2021 at 2pm. The ceremony will be held in the front area of the police station. We kept Tom on as a Reserve, but he is finally hanging up his duty belt. Please stop by and wish Tom well in his retirement.

**WCVB DIRECTOR'S REPORT**  
Marcy Bryant, Director of Tourism  
April 6, 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.

**American Rescue Plan**

The City of Warrensburg has been allocated to receive \$3.7 million for the American Rescue Plan. The plan stipulates the funds be utilized for a variety of needs for the municipality including aid to impacted areas such as tourism, premium pay for essential workers, government revenue losses due to the pandemic, and necessary investments in water, sewer or broadband infrastructure. The City has created a task force and is in the information gathering stage. I have been invited to serve on this task force.

As you can see this is a rather long list. The City has a big undertaking in developing a plan for the fund allocation. More details to come on the impact this may have for the WCVB.

**Website**

VisitWarrensburg.com has been redesigned and launched. 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.

I received notice from Missouri Division of Tourism on Monday, April 5 the MDT logo must be present on the website to continue receiving the MDT grants. I contacted CivicPlus to get the logo added to the footer of the home page. They are going to contact me regarding the cost to make this revision since it is out of the scope of the work in the agreement. I will update the Board as soon as I know the cost.

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

*UCM 150 Upcoming Event: Thursday, March 25 (Postponed to Thursday, April 2 due to weather)*

UCM Historic Tour and Ghost Buildings of the Great Fire

The event was free. The WCVB, Chamber of Commerce and Warrensburg Main Street sponsored the event by providing flashlights and refreshments. The organization's directors assisted at the event with registration and serving the refreshments.

The UCM 150 book is available at the University Store for \$50.00. I believe there is discussion regarding the hosting of a book signing event in the future.

I continue to attend the UCM 150 Celebration Committee meetings each week.

### **WCVB Video**

I am working with Roy Millen on a video the WCVB can utilize this summer highlighting the Burg on social media. Roy has a longstanding history of doing incredible work. I will keep the Board updated on the pieces progress. We are currently working on pulling all the resources (images, film, etc.) to assist him with the video's production.

### **Presentations**

This week I will be presenting to two groups regarding the WCVB and area tourism.

April 6-Johnson County Retired Teachers

April 6-Warrenburg Noon Rotary

### **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. Next meeting is Thursday, May 13.

### ***Upcoming Events:***

*April 28-30*

*MACVB Conference, Independence MO*

*May 28, 2021*

*Next WCVB Grant Application Deadline*

*August 10, 2021*

*In celebration of the 200<sup>th</sup> anniversary of Missouri's statehood. We will be working with the City to bring this event to the Burg. To learn more about the statewide event, visit [missouri2021.org/ice-cream-social](http://missouri2021.org/ice-cream-social). More details to come for the event here in Warrensburg.*

### ***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.

WCVB Budget FY 21-22

A preliminary budget will be presented for review at the July meeting. Following the strategic plan update, the budget will have necessary revisions made and presented to the board for approval (tentatively at the August WCVB Board Meeting).

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.

### **Out of Office:**

April 26-28 (MACVB Conference)

May 12 MTA (Planning Retreat)

May 30-June 4 PTO

July 12-16 PTO