



CITY MANAGER REPORT

May 10, 2021

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

Dear Mayor and Council Members:

The street department has been patching potholes and crack sealing in between rain events the last two weeks. With the spring rain, staff receives a lot of requests for service related to issues with deteriorated and unmaintained stormwater infrastructure. When these issues are city-owned infrastructure, crews do their best to clean and repair the infrastructure. However, without a dedicated funding source, it is difficult to address the more costly repairs and upgrades needed to our stormwater system. The sewer main lining crew completed their work last week, and the Transmap crew for the pavement condition survey is expected to be in town in the next few weeks.

Staff had its first meeting with HDR for the RAISE grant application. The team worked on defining the scope of the project, strategies for getting buy-in from congress and governmental agencies, building narratives for the new criteria of equity and inclusion and environmental sustainability narratives.

City Council Meetings, Study Sessions, and Executive Sessions

Tentative future City Council agendas include the following items:

1. Budget work sessions—May 10 and June 14
2. RAISE grant application work session—May 24
3. Stormwater utility funding
4. Pavement condition index study

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

May 5, 2021

Community Development Monthly Activity Report

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

Energov Server Hosting Project

The project has been completed. Staff is still working to resolve one issue on the website building permit portal related to the GIS map embedded in the portal.

Development Activity

Staff has seen an uptick in development activity related to subdivision plats, conditional use permits and rezoning. This type of activity typically precedes the building permit process.

2021 COMMUNITY DEVELOPMENT DEPARTMENT

Activity during the Month of April

	<u>Apr-21</u>	<u>YTD 2021</u>	<u>Apr-20</u>	<u>YTD 2020</u>
BUILDING PERMITS				
New One & Two Family permits	1	4	1	5
Single Family Additions/Alterations permits	12	39	8	34
New Commercial, Industrial, Multi Family permits	0	0	0	1
Commercial & Industrial Additions/Alterations permits	2	18	2	13
Other Permits Issued	8	28	8	30
TOTAL BUILDING PERMITS	23	89	19	83
Plan Reviews	16	62	8	46
Building Inspections	114	466	75	478
Construction Valuation	\$475,107	\$2,114,655	\$286,233	\$4,512,772
PLANNING & ZONING				
Plats	0	0	0	1
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	3	3	0	3
Board of Adjustment items	0	0	0	0
CODE ENFORCEMENT				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	23	80	1	8
Parking	11	33	0	0
Vegetation	18	27	2	2
Nuisance	15	135	2	24
Signs	0	0	0	0
TOTAL VIOLATIONS	67	275	5	34
Active Cases in Community Development	86			
Active Cases in Court	11			
Closed Cases in April	33			
Unfounded in April	0			
Closed Cases YTD	198			
Unfounded Cases YTD	0			
PROPERTY MAINTENANCE				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	3	0	9
Mold / Pests	2	5	0	4
Roofs (Roof Assemblies)	0	4	0	17
Other Outdoor	3	20	0	28
Indoor	3	7	0	7
TOTAL VIOLATIONS	8	39	0	65
Active Cases in Community Development	43			
Active Cases in Court	3			
Closed Cases in April	6			
Unfounded in April	3			
Closed Cases YTD	14			
Unfounded Cases YTD	5			

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	\$18,622.36	\$28,266.50
8					
9	APRIL	\$30,856.44	\$8,044.44	\$22,808.42	\$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	\$53,670.22	\$339,198.00
29					
30	TO DATE COMPARISON	\$122,180.16	\$78,894.02	\$76,478.64	\$113,066.00
31	NET THROUGH APRIL				
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)	208(135/73)
8					
9	APRIL	212 (134/78)	315 (219/96)	57 (33/24)	179 (105/74)
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	676
29		(1,876/1,100)	(2,231/1,100)	(1,083/743)	(443/233)
30					
31	THRU APRIL	890 (583/307)	1,154 (782/372)	771 (534/237)	676 (443/233)
32					
33					
34	Completed 5/3/21				
35					
36	NOTE:	(TRAFFIC/OTHER)			
37					
38					

Warrensburg Fire Department:

This week the members of the department have been working in cooperation with the water company to do hydrant flows. ISO requires the entire water system to be tested every five years. What we measure is the capacity of water the system can carry in the water mains. Also, the Battalion Chiefs interviewed fifteen new candidates for firefighter positions, some of which are full-time, part-time, and student residents. The department members had to work hard to get the cargo box set on the concrete pad and fixed up to use for training. The county's Covid-19 rate is at an all-time low in the number of reported cases. Let us hope the trend continues. In the past seven days, there have been eleven confirmed cases in the county and no deaths. The vaccinated percentage population of the county that has completed the process is (17.5%) or 9,451 out of 54,062 total county population. The numbers on the people who have initiated the vaccination are (20.3%) or 10,954 first doses out of 19,930 total doses administered. The number of completed vaccinated for the state is (30.2%-38.6%).

May is an active month for severe weather, so stay informed on the surrounding weather where you are.

Interim Chief
Doyle Oxley

Human Resources

Greg McCullough, Director

May 7th, 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 recently filled one of two positions, however another opened up so we are again in need of two positions to be filled. We have received one application since our last report.
- b. Firefighter/EMT – This position was posted again on October 19th and remains open until filled. One full time position still available. We are awaiting on certification testing results for three individuals. We have also received an additional five applications during the last week. BC's were interviewing seven individuals yesterday for possible full-time positions.
- c. Part-Time Firefighter and Student Resident Firefighter – This position was reposted on March 24th and will close on April 22nd at 5:00 PM. We have one applicant in process and have received 2 applications since the last report. BC's are interviewing 6 part-time candidates and 2 student candidates on Saturday.
- d. 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 that I am aware of.
- e. 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.
- f. Police Officer Trainee – This position was posted on April 9th and will remain posted until May 3rd. I believe that the Police Department will begin interviewing candidates for the upcoming academy next week. I believe they have around 9 or 10 that they will visit with concerning our program.
- g. Parks Operations Superintendent - This position was posted on February 19th and will close on March 21st. To date we have received a total of 10 applications for this position. An offer letter has been extended and we are awaiting acceptance to proceed with background screenings. The offer letter has been accepted and this individual has a potential start date of May 17th.
- h. 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 2 employment verifications for various purposes. In addition, completed 2 wage certifications for loan purposes and also completed 2 wage certifications with LAGERS for individuals who have terminated employment with the City of Warrensburg. Completed an additional wage certification due to retirement as well.
2. 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. Kathy spent considerable time this week at Parks completing interviewing processes for various positions.
3. Kathy completed the Second Summer hiring paperwork party on Saturday afternoon, April 24th with the help of Parks personnel and this seemed to go very smoothly.
4. Worked with Lee Szymborski, GovHR USA, City Manager recruiter to set up interviews with Council Members, Department Heads and Key stakeholders. Will continue to coordinate process and procedures with him and communicate as necessary. The calendar and position announcement has been completed and approved by Council and the draft brochure should be delivered next week.
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. Also completed 2 incident reports and submitted to our insurance carrier regarding slip and falls at City Hall and the Municipal Center.
7. Continue to work with CCMSI to follow up and complete a couple of workers compensation issues.
8. 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 within various departments.
9. Working on completing various procedures documentation for Human Resources to allow for ongoing processing and continuation of Human Resources functions.
10. We continue to work on our wellness program. We conducted a very successful Wellness screening event yesterday at the Municipal Center. Approximately 65 employees and dependents completed wellness screenings through BLUEKC nurses that came down for the event. In addition, other employees will print the form necessary and visit with their personal physicians. We have also selected our Wellness Intern for the Summer that will be working with our program and that individual will start approximate the middle of may.
11. Meeting with Danielle Dulin, Chief Lockhart and Interim Chief Oxley regarding recruiting and retention of employees.

12. Thank you to Mason who has now completed the personnel manual revision and received approval through Council. Mason also has completed work to place this on our intranet. Gary Swanson and I have been working to utilize the software function we use for harassment training to provide personnel manual training to all employees. We needed to complete one process prior to this and receive input from Doug Harris and we will move forward this week getting this out to all employees so that they can authorize that they have received access and had the opportunity to review as required.
13. A reminder has been sent by Gary Swanson regarding the personnel policy sign off process to those who have not completed this yet and that is to be completed by May 15th and we will follow-up to make sure each employee has completed this process.
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. Once the Summer Hiring process is completed next week, Kathy and I will concentrate on Performance Review software and budget.
16. Completed reconciliations for BCBS claim and admin expense with the help of Finance.
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. Continue updating and coordinating performance evaluation system to prepare for the Spring evaluation cycle.
3. Continue to catch up on documentation on several personnel issues.
4. Continue the cleaning and reorganizing of the Human Resources file room.
5. Continue to work on revision of the City Safety Manual.

Respectfully Submitted,

Greg McCullough
Human Resource Director

Danielle Fesler, Director of Parks and Recreation

- I submitted a grant application to replace the safety surfacing at Hawthorne Park Playground. The grant is called the Scrap Tire Surface Material Grant through the Missouri Department of Natural Resources and is funded by the scrap tire fee. The current safety surfacing is failing, due to age and weather. The rubber safety surface tiles were installed in 2009 when the playground was built. Over time, they have shrunk and warped, leaving gaps across the playground where the tiles have separated. Most notably, there is about a six-inch gap across the middle of the playground. With this grant, I am asking to replace these tiles with Pour In Place safety surfacing. This is the surface that is at the Inclusive Playground. I've gotten quotes from three vendors to help complete this grant. All vendors have stated that they use 100% Recycled Rubber feed stock from Missouri's Tire Waste Stream. This grant was due April 30, 2021. I will keep you updated on the status of the application.
- The lap slide pump was approved at the last Park Board meeting. Midwest Pool Management is working with the vendor to get it installed.
- MPM has started filling the leisure and lazy river pools at Nassif. We are repairing a patch of plaster in the dive well, which will need to cure, then they will begin filling the lap pool.
- Staff took a Mental Health First Aid course on May 5. This course is a tool kit that will give us the tools to help someone who is in a mental health crisis. Chief Lockhart shared this free training with Department Heads. There is also a Youth Mental Health First Aid course later in the month. I think this is an important training for our staff, as we interact with the public on a daily basis.
- Each year, Jon Gordon hosts a 'Power of Positive Summit.' This is a week long event that show cases several speakers each day. The summit is focused on positive leadership and positive thinking. I challenged the full-time staff to watch at least three speakers videos and give me three takeaways from them. I really enjoyed seeing what staff took from each speaker.
- I attended the Shippy League game scheduling meeting with Alex and Brendon on April 17. We are grateful to be back in the league after a two-year hiatus. All of the other towns and board members were gracious and welcoming when we asked to rejoin the league. I am looking forward to watching games this summer.
- I am working with Danielle Dulin and the Public Works crew to schedule the maintenance to the Cave Hollow entrance. We are looking at a mid-July timeframe. This is the sweet spot between the end of baseball and beginning of flag football.
- We are still hiring seasonal park maintenance and one full-time park maintenance position. These are posted now through May 11, 2021.
- Jeff and Carrie will be meeting with IT and staff at Nassif to get Front Desk and Concessions computers and equipment ready for the summer season
- 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 up to 6,937 Followers; Demographics: 82% 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 10,608 people in the last 28 days, with 2,061 Post Engagements
- 2-3 Twitter Tweets daily, with 2,156 Tweet Impressions in the last 28 days; # of Followers is 279
- We have increased to 758 Followers on Instagram
- We have 197 Followers on Textcaster
- Alex coordinated our portion of two summer hiring paperwork orientations.
- Summer Day Camp registration is finalized in ActiveNet.
- Summer Day Camp parent handbook finalized.
- Finalized new Swim Coordinator hiring – Camryn Cummings
- Tracy is researching new birthday party packages
 - Researching what other parks and recreation departments have to offer and their pricing.
 - Thinking of how we can use our space differently, (multi rooms, gym, etc.)
 - Researching party themes, example: canvas paint party, sport party, dodgeball party, etc.
- Tracy and Alex are working on 2021 concession item prices
 - Looking into new items we can have at the concession stand this summer.
 - Looking at what sold last year and what did not, in order to buy smarter.
- Tracy is assisting Camp Manager in planning field trips for this summer and met with Head Unit Leaders to get their feedback on previous camp years and to gain their suggestions.
- Home School PE session 3 ends on April 29. We had 16 children enrolled.
- Small Group Personal Training registration is open. The program runs every month with 4 sessions a month for \$40, with an early bird sign up rate of \$30.
- Adult Pickle Ball League began March 2, 2021. The league is held Tuesdays at 6:00PM for 8 weeks. We have 12 teams/24 participants, who each receive a fun Pickleball T-shirt. We will finish up the regular Pickleball season next week but will have a fun tournament the first two weeks of May. We have had good feedback and are looking to add another league this year.
- Freedom Fest 5K is scheduled for July 3, 2021 and registration is now open.

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
January 2021	596	1,843	4,590	7,029
February 2021	736	2,249	4,979	7,964
March 2021	946	2,401	3,760	7,107

- Indoor Soccer practice started on March 8th and games started on March 27th. We have a total of 86 participants. With every participant included, that leaves us with six 1-2 grade teams, three 3-4 grade teams, three 5-6 grade teams, and three 7-8 grade teams. Our last regular season game is on May 1st and we will host a tournament on May 8th ending the season.
- Baseball/Softball season started on April 12th, and on their 3rd week of practice. We have a total of 96 participants for baseball and 47 for softball. Games will begin May 4th.
- Tee Ball will be an 8-week league for 5–6-year-olds that will start on May 4th. There are 78 participants and formed six teams. I plan to start their first game on Thursday May 13th and the season will end on July 1st. They will practice on Tuesdays and have their games on Thursdays.
- Tiny T's is an instructional league for 3–4-year-olds that will be held for 6 weeks. Children rotate stations including catching the ball, throwing the ball, and proper way to swing the bat. As of now we have 38 participants enrolled, the deadline is not until May 17th.

WCVB DIRECTOR'S REPORT
Marcy Bryant, Director of Tourism
May 6, 2021

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

The UCM 150 book is available at the University Store for \$50.00. The McClure Archives and University Museum is discussing the possibility of hosting of a book signing event in the future.

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

Learn more about the celebration at 150.ucmo.edu

WCVB Visitor Guide

Last week I distributed our very last visitor guide. This week I have been putting the final touches on an updated guide. The files were sent to the printer this morning. We are tentatively hoping to have them in distribution early June.

Missouri Division of Tourism Marketing Matching Grant 2022

The WCVB will learn this week from MDT on the organizations award eligibility for the Marketing Matching Grant in 2022 (July 2021-June 2022). The application is due May 28. Approving the application's submission will be on the WCVB's May Board meeting agenda.

The WCVB is currently utilizing the MDT's MMG for the digital campaigns currently running.

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:

Wednesday, May 12

Missouri Travel Alliance Board Retreat, Columbia

I serve on the MTA Board as a representative of the central region. I will be out of the office Wednesday, May 12 to attend the board's retreat.

Thursday, May 13 (10 a.m.)

WCVB Board Meeting via Zoom

May 28, 2021

Next WCVB Grant Application Deadline

August 10, 2021

In celebration of the 200th 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. More details to come for the event here in Warrensburg.

We have Missouri Bicentennial Passports featuring events celebrating Missouri's 200th anniversary in statehood. If you would like to pick one up, please stop by the Visitor Center or let me know and we will make sure you get one.

Internships

The WCVB Board approved offering internship opportunities to students this summer. We have had a couple UCM students reach out interested in working with the WCVB. The internships

have been posted. The application deadline is May 9. We hope to have them begin prior to June 1. The interns will assist with special projects and visitor center support.

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. I have reached out to several in the Missouri tourism industry to seek a facilitator with tourism knowledge.

The WCVB Board will meet following the annual meeting 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:

May 12 MTA Planning Retreat

May 30-June 4 PTO

July 12-16 PTO