



CITY MANAGER REPORT

June 14, 2021

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

Dear Mayor and Council Members:

The Street Department will be doing street maintenance on Young Avenue from PCA Road to the western city limit next week. Because of the heavy traffic along the corridor, the best way to ensure the safety of the crew is to completely shut down the section of roadway where work is needed. To minimize the impact to our community, crews will be working a midnight shift Monday through Thursday next week. The crew will start their shift at midnight and work on Young Avenue until 7 AM. Young Avenue will be reopened to traffic throughout the day. From 7 AM to 10 AM, the crew will be working on parking lots around City Hall and downtown. Next week, they will return to their normal summer hours.

The Leadership Missouri program is hosted by the Missouri Chamber of Commerce and Industry with the goal of building strong leadership within Missouri communities. The program identifies current and emerging leaders throughout the state to develop their leadership skills and enhance their knowledge of the state's opportunities and challenges. The previous city manager was accepted into the Leadership Missouri Class of 2020 and had already paid the non-refundable tuition. However, due to COVID-19 pandemic, the 2020 class was cancelled and postponed to 2021. With the departure of the city manager in December, I was invited to apply and enroll in the Class of 2021. The program starts next week in Saint Louis and sessions will be held monthly throughout the state. I am grateful for the opportunity and excited to participate in this prestigious program.

City Council Meetings, Study Sessions, and Executive Sessions

Tentative future City Council agendas include the following items:

1. Budget work sessions—July 12 & July 26
2. Stormwater utility funding
3. Pavement condition index study

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

June 11, 2021

Community Development Monthly Activity Report

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

Nuisance Code Enforcement

With the end of the May, the community always sees a lot of move-out/move-ins which results in numerous properties with piles of trash and bulky items. Staff is working these cases, but can take a week or so for Heartland Waste to get to all of them. Also, the all the rain we had grass was growing fast but people didn't have very many chances to mow with dry ground. The past two weeks of dry weather have given people a chance to catch up. Staff will continue to focus on grass and trash cases for the summer.

Current Development

Staff is seeing some movement in the Springridge Bend apartment rehab project on west Clark Street. We are cautiously optimistic the sale of the property will occur at the end of June and the new owner will move quickly to begin the project.

2021 COMMUNITY DEVELOPMENT DEPARTMENT

Activity during the Month of May

	<u>May-21</u>	<u>YTD 2021</u>	<u>May-20</u>	<u>YTD 2020</u>
BUILDING PERMITS				
New One & Two Family permits	0	4	1	6
Single Family Additions/Alterations permits	18	57	18	52
New Commercial,Industrial, Multi Family permits	0	0	1	2
Commercial & Industrial Additions/Alterations permits	6	24	3	16
Other Permits Issued	6	34	4	34
TOTAL BUILDING PERMITS	30	119	27	110
Plan Reviews	23	85	18	64
Building Inspections	0	466	103	581
Construction Valuation	\$297,348	\$2,412,003	\$1,751,445	\$6,264,217
PLANNING & ZONING				
Plats	1	1	0	1
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	0	3	0	3
Board of Adjustment items	0	0	0	0
CODE ENFORCEMENT				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	10	90	2	10
Parking	0	33	0	0
Vegetation	118	145	11	13
Nuisance	9	144	2	26
Signs	0	0	0	0
TOTAL VIOLATIONS	137	412	15	49
Active Cases in Community Development	87			
Active Cases in Court	7			
Closed Cases in May	96			
Unfounded in May	0			
Closed Cases YTD	294			
Unfounded Cases YTD	0			
PROPERTY MAINTENANCE				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	3	0	9
Mold / Pests	1	6	0	4
Roofs (Roof Assemblies)	3	7	0	17
Other Outdoor	10	30	0	28
Indoor	2	9	0	7
TOTAL VIOLATIONS	16	55	0	65
Active Cases in Community Development	44			
Active Cases in Court	3			
Closed Cases in May	1			
Unfounded in May	2			
Closed Cases YTD	15			
Unfounded Cases YTD	7			

Warrensburg Fire Department

Currently, we are working on training some of our newer part-time members. Also, the city and the Union have agreed on reducing the qualifications for minimum manning for shift-fill individuals. This agreement has helped with filling the shifts and not using the mandatory fill option.

The department is continuing the training of the Certified Fire Fighter 1&2 class. The Star Journal has done a small article on the class during the day of simulated fire situations at Fire Station 2. The class is on course to finish in August with all state requirements completed.

The staff has been working with finishing up several grants from FEMA for equipment. The grant to purchase respiratory protection equipment and personal protection garments are almost complete, with just a few items missing from orders. The SCBA compressor project is moving ahead nicely with a winning bidder of Conrad Fire Equipment out of Olathe Ks. After approval of the ordinance accepting the bid. There should be approximately a month to complete the installation of the new system. I spoke with the contractor, expecting it to take a few days to switch over from the old system to the new system.

Interim Chief, Doyle Oxley

Human Resources

Greg McCullough, Director

June 10th, 2021

Human Resources Activities:

1. Positions

- a. Street Maintenance Worker I – This position remains posted and will remain posted or 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 not received any applications since our last report.
- b. Firefighter/EMT – This position remains posted and remains posted or open until filled. We are currently filled with all full-time positions but know we will down one at the end of the month so are continuing our process.
- c. Part-Time Firefighter and Student Resident Firefighter – This is no longer posted as we have hired total of six part-time Firefighters recently which brings us to a total of 17 part-time Firefighters and Student Firefighters. We are still down a couple of part-time firefighters as 2 have not met the participation requirements to remain active. We will be posting this position again in the near future.
- d. Police Officer/SRO – This position remains posted 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 remains posted and will remain open until filled. As of today we do not currently have any new applications that I am aware. We have made an offer to one candidate who is graduating from the academy in June.
- f. Police Officer Trainee – This position was posted on April 9th and will remain posted until May 3rd. We have extended offer letters to a couple of candidates who are in the next academy class and are waiting for responses.
- g. Parks Maintenance 1 – This position was posted on June 8th and will remain posted until June 21st. At present we have 3 applications for this position.
- h. Part-Time Parks Maintenance I Worker – This position was posted on June 8th and will remain posted until June 14th. We have not received any applications since the reposting on June 8th.
- i. We have completed the majority of Summer hiring for Parks and Recreation. However, we are still in the process of assisting Parks and Rec in interviewing for a couple of positions based upon demand and the fact that the pool is just now opening. We are finalizing the total number of positions needed based upon demand as this report is being completed.

Other Activities:

1. Completed a total of 4 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.

2. Kathy spends all day on Tuesdays and Thursdays at Parks and Recreation as a dedicated Human Resource presence. During this Summer hiring season additional time is required to onboard all the new hires. Since March 1st Kathy has onboarded and entered into INCODE a total of 40 employees.
3. 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. Just received the draft recruitment profile from Lee and will forward to Council. I am also rounding up the photos requested and am getting great assistance from Marcy and Mason. This color brochure was completed and distributed or made available by Lee to candidates. Candidates for the position are to apply by June 11th. I will work with Lee to determine next steps after the 11th.
4. Also worked with Chuck Rohr of Baker Tilly to begin the search process for Fire Chief. Chuck and I have communicated and he is interviewing a few key stakeholders and modifying the ads and brochures used in our previous search. Chuck and I will be communicating and beginning this search very soon.
5. Completed several different insurance processes for the City. Completed and paid for the endorsement increasing the value of our UV Shelter at the East plant due to the renovation. Communicated with insurance adjusters on 3 different claims.
6. Continued communication with an insurance adjuster regarding two separate slip and falls recently from non-employees. This is simply for information purposes only and usually happens in these cases when there is more than one incident. Loss control measures basically.
7. Developed new and proposed wage ranges for 2022 based upon cost of living values for two years given to me by Marcella McCoy. Also continued to help individual Department Heads with the rating of proposed new positions for budget purposes. These positions were in the Police Department, Fire Department and Community Development.
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 have a Wellness Intern that started with us on Monday, June 7th. We will be utilizing this intern to provide extra organization for various wellness activities and programs over the Summer months and into the Fall.
11. Meeting with Danielle Dulin, Chief Lockhart and Interim Chief Oxley regarding recruiting and retention of employees.
12. 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.
13. Completed reconciliations for BCBS claim and admin expense with the help of Finance.

14. Finally, completed work on the PerformSmart system and we will open the next performance review cycle on May 24th. This Cycle is open and should be completed by June 30th.
15. Continue to work on special projects as directed.
16. Received the Patriotic Employer award and plaque from the Office of the Secretary of Defense. This was presented by Tom Krahenbuhl, Chair of Missouri, ESGR. This was for the City of Warrensburg's support of our National Guard and Reserve forces.

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

Parks and Recreation Director's Report

- Summer Day Camp is going great. We have 90 kids on average each week. We are anticipating more kids at camp once summer school is over. The second week of camp, our campers celebrated Hometown Heroes. We had visits from the Police Department and Public Works. The campers took their first field trip of the summer to the Waste Water Treatment plant. They loved getting to learn from all of our awesome City staff!
- Pilates is a new class being added this summer. A 6-week program with an instructor that will be here just for the summer. The 6-week course from June 9-July 14.
- MUSCLE will start back up again on June 15. Registration is now open.
- SUNRISE YOGA will be back this summer and offered on Wednesdays at 6am on the lower tennis courts next to Buford Ball Field for 6-weeks beginning June 23.
- Freedom Fest 5K is scheduled for July 3, 2021 and registration is now open.
- Jeff attended a PIO (Public Information Officer) Seminar conducted by the KCMO Police Dept. at UCM on May 6
- Tee ball has 78 participants and 6 teams. The season will end on July 1st. They practice on Tuesdays and have their games on Thursdays.
- Tiny T's is full with 50 participants enrolled with a waiting list. The program is held May 26-June 30.
- This year, Piranhas are hosting swim meets on Thursday evenings, instead of the normal Saturday meets. This means we will close early during open swim on those evenings. There are two meets in June.
 - June 17th (open swim closing at 6:30PM)
 - June 24th (open swim closing at 6:30PM)
- Group swimming lessons are underway. Session 1 is full and the other sessions are filling up fast.
 - Session 1 – June 7-June 10; June 14-June 17
 - Session 2 – June 21-June 24; June 28-July 1
 - Session 3 – July 5-July 8; July 12-July 15
 - Session 4 – August 2-August 5; August 9-August 12

Community Center Memberships as of 5.25.21

10 Punch Pass

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<i>May-20</i>	0	0	0	0	0	#DIV/0!
<i>Jun-20</i>	1	1	1	0	3	#DIV/0!
<i>Jul-20</i>	1	4	4	0	9	200%
<i>Aug-20</i>	1	5	2	0	8	-11%
<i>Sep-20</i>	2	5	5	0	12	50%
<i>Oct-20</i>	0	2	1	0	3	-75%
<i>Nov-20</i>	2	4	3	0	9	200%
<i>Dec-20</i>	0	3	2	0	5	-44%
<i>Jan-21</i>	4	6	8	1	19	280%
<i>Feb-21</i>	3	2	3	0	8	-58%
<i>Mar-21</i>	7	14	22	0	43	438%
<i>Apr-21</i>	4	4	13	0	21	-51%
<i>May-21</i>	4	5	14	0	23	10%

Annual Membership

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<i>May-20</i>	18	60	7	0	85	0%
<i>Jun-20</i>	18	60	7	0	85	0%
<i>Jul-20</i>	16	59	7	0	82	-4%
<i>Aug-20</i>	16	59	7	0	82	0%
<i>Sep-20</i>	14	57	2	0	73	-11%
<i>Oct-20</i>	15	56	2	0	73	0%
<i>Nov-20</i>	14	51	2	0	67	-8%
<i>Dec-20</i>	13	50	2	0	65	-3%
<i>Jan-21</i>	9	43	2	0	54	-17%
<i>Feb-21</i>	8	40	2	0	50	-7%
<i>Mar-21</i>	10	39	2	0	51	2%
<i>Apr-21</i>	9	32	2	0	43	-16%
<i>May-21</i>	9	30	1	0	40	-7%

Monthly

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<i>May-20</i>	297	233	21	19	570	0%
<i>Jun-20</i>	279	231	26	13	549	-4%
<i>Jul-20</i>	261	202	29	1	493	-10%
<i>Aug-20</i>	240	180	25	1	446	-10%
<i>Sep-20</i>	225	150	25	1	401	-10%
<i>Oct-20</i>	234	158	26	1	419	4%
<i>Nov-20</i>	221	144	26	0	391	-7%
<i>Dec-20</i>	244	149	28	0	421	8%
<i>Jan-21</i>	240	135	33	2	410	-3%
<i>Feb-21</i>	251	134	38	3	426	4%
<i>Mar-21</i>	284	146	48	4	482	13%
<i>Apr-21</i>	263	159	43	5	470	-2%
<i>May-21</i>	268	160	40	7	475	1%

Complimentary Memberships

	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Renew Active	Total	Percent Change
<i>May-20</i>	0	0	0	0	0	0	#DIV/0!
<i>Jun-20</i>	18	0	7	1	0	26	#DIV/0!
<i>Jul-20</i>	75	4	39	2	0	120	362%
<i>Aug-20</i>	84	1	12	0	0	97	-19%
<i>Sep-20</i>	89	4	23	0	0	116	20%
<i>Oct-20</i>	35	1	11	0	0	47	-59%
<i>Nov-20</i>	42	2	8	0	0	52	11%
<i>Dec-20</i>	38	2	11	2	0	53	2%
<i>Jan-21</i>	112	7	35	2	0	156	194%
<i>Feb-21</i>	66	7	28	0	3	101	-35%
<i>Mar-21</i>	43	10	22	2	3	77	-24%
<i>Apr-21</i>	26	5	16	362	18	409	431%
<i>May-21</i>	25	7	28	341	23	401	-2%

Day Passes

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<i>May-20</i>	0	0	0	0	0	#DIV/0!
<i>Jun-20</i>	28	10	98	0	136	#DIV/0!
<i>Jul-20</i>	113	35	155	0	303	123%
<i>Aug-20</i>	70	35	52	0	157	-48%
<i>Sep-20</i>	41	29	49	0	119	-24%
<i>Oct-20</i>	17	13	30	0	60	-50%
<i>Nov-20</i>	35	14	51	0	100	67%
<i>Dec-20</i>	82	27	102	0	211	111%
<i>Jan-21</i>	183	68	482	6	739	250%
<i>Feb-21</i>	202	49	267	5	523	-29%
<i>Mar-21</i>	316	79	205	1	601	15%
<i>Apr-21</i>	236	78	310	3	627	4%
<i>May-21</i>	182	51	227	0	460	-27%

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
<i>May-20</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
<i>Jun-20</i>	11	152	7	0	244	121	27	0	211	2	123	37	0	935	#DIV/0!
<i>Jul-20</i>	13	227	3	0	388	276	59	0	516	15	290	142	0	1929	106%
<i>Aug-20</i>	16	279	3	0	527	424	47	0	791	10	167	172	0	2436	26%
<i>Sep-20</i>	21	260	0	0	592	518	45	0	753	14	255	193	0	2651	9%
<i>Oct-20</i>	8	151	0	0	271	295	33	0	375	8	117	106	0	1364	-49%
<i>Nov-20</i>	8	154	0	0	402	339	36	0	457	6	129	126	0	1657	21%
<i>Dec-20</i>	4	129	1	0	369	298	34	0	540	6	165	93	0	1639	-1%
<i>Jan-21</i>	17	239	0	0	794	564	66	18	959	52	410	234	0	3353	105%
<i>Feb-21</i>	15	212	0	0	969	604	98	16	1051	70	443	262	14	3754	12%
<i>Mar-21</i>	27	262	0	0	1076	830	151	27	838	67	340	347	29	3994	6%
<i>Apr-21</i>	18	249	0	0	881	668	134	29	641	45	317	240	59	3281	-18%
<i>May-21</i>	25	218	0	0	802	625	95	42	417	53	379	190	70	2916	-11%

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
April 2021	895	2,016	2,626	5,537
May 2021	546 as of 5/18	951 as of 5/16	1,192 as of 5/16	2,689

**Police Department
Chief Rich Lockhart**

K9 Negan made an appearance at the RISE community event at Hawthorne. Sgt. Wade and Negan worked with the Johnson County Sheriff's office to provide a demonstration of the capabilities of the K9. They also provided a demo for public safety days at the Farmers Market. We are excited to get back out with our community and let them see their department.

A huge thank you to the Missouri Search and Rescue K9 group for helping with the search for a missing Warrensburg man. While the result was not what the family wanted, we were able to locate the man's body and return him. We would not have located his body without their assistance. The man was dressed in camouflage clothing and was in thick brush. The group worked for nearly 1.5 hours in very hot conditions to locate the man. The group is a non-profit that works entirely on donations and does not charge for its services.

We are making some progress on filling vacancies. We made a conditional offer to an upcoming graduate from the Academy (they graduate June 19). That will give us 3 officers in training who will complete their training in late September. We have 2 more conditional offers to candidates who will have their psychological testing later this month. If they complete that portion, we will have 3 police trainees in the upcoming academy class that starts in July. Their graduation date is in December. These 3 police trainees are all female and continue the tradition of WPD having a large group of female officers. Women make up a little more than 12% of police nationally and we typically have been around 20%, a remarkable number for an agency the size of Warrensburg. If all goes as expected, we are looking at having 22% of our department represented by female officers.

WCVB DIRECTOR'S REPORT
Marcy Bryant, Director of Tourism
June 11, 2021

WCVB Visitor Guide

We are down to our last stack of visitor guides. The updated guide incorporates our new brand and style guide. The piece will be printed, and an electronic file will be posted on our website- VisitWarrensburg.com. We received a design proof this week. We are working to have the piece in distribution early this summer.

Missouri Division of Tourism Grant

The MDT 2022 MMG application was submitted for \$70,000 to utilize for digital marketing July 2021-June 2022. We will receive award notification in June.

The MDT 2021 MMG 3rd Quarter reimbursement request has been submitted.

WCVB Board Meetings

The WCVB Board meetings have been held via Zoom since April 2020.

At the conclusion of each meeting, the Board discusses the method the upcoming meeting will be held. The Board's decision is reflected on the meeting's agenda and on the City's and WCVB's website.

Upcoming Events:

July 30, 2021

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.

Internship

The WCVB has two interns with us this summer. Noah Sweeney and MaKenzie Cooper were offered the positions. Their first day was Tuesday, June 8. They started their first day completing a scavenger hunt of various locations in the Burg. This activity's goal was to get them familiar with the community and our diverse offerings. Sweeney will assist with the overall operation of the WCVB. Cooper will work on special projects.

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).

The City Council work session on Monday, June 14 will begin at the Visitor Center with a brief tour and update on the WCVB budget. We are excited to have this opportunity!

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.

Presentations

I presented to the Noon Rotary Club on Tuesday, June 8.

Out of Office:

July 12-16 PTO