



# CITY MANAGER REPORT

June 28, 2021

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

Dear Mayor and Council Members:

Along with our consultant, HDR, staff continues to work diligently on the RAISE grant application. Staff has requested letters of support from congressmen and -women, community stakeholders, and property owners along the Maguire Corridor. Unfortunately, the weather did not cooperate last week for professional photos of the corridor. Additionally, we continue to work on our benefit-cost-analysis ratio. We are currently at 0.92, but we are really striving for 1+ to make our application rise to the top.

I attended Leadership Missouri last week, and it is going to be a great experience. I am eager to learn more about the state of Missouri and how the City of Warrensburg can be a part of the state's overall success.

## **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. Wastewater rates study
3. Stormwater utility funding
4. Pavement condition index study

**NET COURT RECEIVABLES COMPARISON**

	A	B	C	D	E
1	<b>MONTH</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2021 MONTHL PROJECTION</b>
2					
3	<b>JANUARY</b>	<b>\$26,392.69</b>	<b>\$22,186.60</b>	<b>\$17,577.83</b>	<b>\$28,266.50</b>
4					
5	<b>FEBRUARY</b>	<b>\$32,372.75</b>	<b>\$27,892.61</b>	<b>\$17,470.03</b>	<b>\$28,266.50</b>
6					
7	<b>MARCH</b>	<b>\$32,558.28</b>	<b>\$20,770.37</b>	<b>\$18,622.36</b>	<b>\$28,266.50</b>
8					
9	<b>APRIL</b>	<b>\$30,856.44</b>	<b>\$8,044.44</b>	<b>\$22,808.42</b>	<b>\$28,266.50</b>
10					
11	<b>MAY</b>	<b>\$27,862.67</b>	<b>\$10,583.29</b>	<b>\$13,257.56</b>	<b>\$28,266.50</b>
12					
13	<b>JUNE</b>	<b>\$29,566.95</b>	<b>\$25,765.57</b>		<b>\$28,266.50</b>
14					
15	<b>JULY</b>	<b>\$23,905.10</b>	<b>\$14,701.31</b>		<b>\$28,266.50</b>
16					
17	<b>AUGUST</b>	<b>\$37,778.83</b>	<b>\$22,252.60</b>		<b>\$28,266.50</b>
18					
19	<b>SEPTEMBER</b>	<b>\$22,172.49</b>	<b>\$16,851.55</b>		<b>\$28,266.50</b>
20					
21	<b>OCTOBER</b>	<b>\$25,426.94</b>	<b>\$19,680.62</b>		<b>\$28,266.50</b>
22					
23	<b>NOVEMBER</b>	<b>\$21,809.57</b>	<b>\$24,172.07</b>		<b>\$28,266.50</b>
24					
25	<b>DECEMBER</b>	<b>\$27,735.98</b>	<b>\$18,757.18</b>		<b>\$28,266.50</b>
26					
27					
28	<b>TOTALS</b>	<b>\$338,438.69</b>	<b>\$231,649.41</b>	<b>\$89,736.20</b>	<b>\$339,198.00</b>
29					
30	<b>TO DATE COMPARISON</b>	<b>\$150,042.83</b>	<b>\$89,477.31</b>	<b>\$89,726.20</b>	<b>\$141,332.50</b>
31	<b>NET THROUGH MAY</b>				
32					
33					
34					
35					
36					

TICKET ISSUANCE COMPARISON

	A	C	D	E	F
1	<b>MONTH</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
2					
3	<b>JAN</b>	<b>254 (187/67)</b>	<b>275 (187/88)</b>	<b>290 (228/62)</b>	<b>147 (103/44)</b>
4					
5	<b>FEB</b>	<b>217 (146/71)</b>	<b>229 (147/82)</b>	<b>208 (149/59)</b>	<b>142 (100/42)</b>
6					
7	<b>MARCH</b>	<b>207 (116/91)</b>	<b>335 (229/106)</b>	<b>216 (124/92)</b>	<b>208(135/73)</b>
8					
9	<b>APRIL</b>	<b>212 (134/78)</b>	<b>315 (219/96)</b>	<b>57 (33/24)</b>	<b>179 (105/74)</b>
10					
11	<b>MAY</b>	<b>228 (137/91)</b>	<b>289 (187/102)</b>	<b>78 (38/40)</b>	<b>168 (108/60)</b>
12					
13	<b>JUNE</b>	<b>208 (131/77)</b>	<b>216 (147/69)</b>	<b>111 (68/43)</b>	
14					
15	<b>JULY</b>	<b>211 (147/64)</b>	<b>282 (216/66)</b>	<b>112 (68/44)</b>	
16					
17	<b>AUG</b>	<b>302 (203/99)</b>	<b>298 (216/82)</b>	<b>210 (105/105)</b>	
18					
19	<b>SEPT</b>	<b>281 (166/115)</b>	<b>309 (179/130)</b>	<b>137 (66/71)</b>	
20					
21	<b>OCT</b>	<b>346 (196/150)</b>	<b>345 (214/131)</b>	<b>157 (71/86)</b>	
22					
23	<b>NOV</b>	<b>285 (173/112)</b>	<b>218 (141/77)</b>	<b>157 (91/66)</b>	
24					
25	<b>DEC</b>	<b>225 (140/85)</b>	<b>220 (149/71)</b>	<b>93 (42/51)</b>	
26					
27					
28	<b>TOTALS</b>	<b>2,976</b>	<b>3,331</b>	<b>1,826</b>	<b>844</b>
29		<b>(1,876/1,100)</b>	<b>(2,231/1,100)</b>	<b>(1,083/743)</b>	<b>(551/293)</b>
30					
31	<b>THRU MAY</b>	<b>1,118 (720/398)</b>	<b>1,443 (969/474)</b>	<b>849 (572/277)</b>	<b>844 (551/293)</b>
32					
33					
34	Completed 6/14/21				
35					
36	<b>NOTE:</b>	<b>(TRAFFIC/OTHER)</b>			
37					
38					

# Human Resources

Greg McCullough, Director

June 24th, 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 more position in the very near future. We have received 3 applications for this position since our last report.
- 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. Two Police Officer Trainees have recently been sworn in as Police Officer's and another graduate of the academy will start as a Full-Time Police Officer next week.
- f. Police Officer Trainee – This position was posted on April 9<sup>th</sup> and will remain posted until May 3<sup>rd</sup>. 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 8<sup>th</sup> and will remain posted until June 21<sup>st</sup>. At present we have 3 applications for this position. Interviews will begin soon.
- h. Part-Time Parks Maintenance I Worker – This position was posted on June 8<sup>th</sup> and will remain posted until June 14<sup>th</sup>. We have not received any applications since the reposting on June 8<sup>th</sup>.
- i. We have received 2 resignations recently within Parks and Recreation for positions other than those posted above. These positions will be posted in the near future as we are working with Parks and Rec staff to finish reviewing the job descriptions and the advertisements.
- j. The hiring of Summer part-time positions for Parks and Rec is pretty much complete at this point.

## Other Activities:

1. Completed a total of 3 employment verifications for various purposes. In addition, completed 1 wage certification for loan purposes and also completed 2 wage certifications with LAGERS for individuals who have terminated employment with the City of Warrensburg.
2. Kathy continues to spend all day on Tuesdays and Thursdays at Parks and Recreation as a dedicated Human Resource presence. She has helped in the interviewing and hiring of many Summer staff within the Parks and Rec area. In addition, she has onboarded all of the Summer staff. This Summer process has pretty much come to an end and she is now focusing her attention on a couple of Full-Time staff job descriptions and advertisements, along with providing general human resources information to staff.
3. Worked with Lee Szyborski, GovHR USA, City Manager recruiter to provide City Council an update on the City Manager search process. As in my update, Lee is narrowing the candidate pool down to a number for the Council to be able to review. He should have the pool down to approximately 8 candidates for the Council to review in 2 weeks.
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. This process has been postponed until the City Manager search process is complete and this has been communicated to Chuck Rohr and he has agreed.
5. Received an incident report last week and this required the filing of both a state report of injury report, but also required the filing of a workers compensation report with CCMSI. In addition, FMLA and other paperwork have been completed as a result of this accident.
6. Continued research with several other cities regarding their policy of annual wage increases and how they apply such to new hires and employees who have received promotions recently.
7. Contacted and had a Zoom meeting with Mike Swallow of MARC and learned how to use more of the MARC survey system. This will allow me to use more effectively the salary and wage information for our survey group and all reporting cities within Missouri and Kansas.
8. Contacted Jake Wolfenden regarding Safety Committee meetings and since COVID policy has been reduced, began the process of scheduling our next in person Safety Committee meeting.
9. Completed quarterly random drug screening with the assistance of Tomo Drug Screening personnel.
10. Completed all reconciliation and bill payment last week that is usually required with the payroll process.
11. Completed the reconciliation of the BCBS monthly administration fee bill for both full-time staff and COBRA eligible individuals.
12. Reset a total of 5 individuals within the PerformSmart system so that they could complete their performance evaluations.
13. Prepared and completed one exit interview and prepared for another to be completed next week.
14. Continued to work on wage range information for Danielle and Marcella for the budget process.

15. Working on completing various procedures documentation for Human Resources to allow for ongoing processing and continuation of Human Resources functions.
16. We continue to work on our wellness program. We have a Wellness Intern that started with us on Monday, June 7<sup>th</sup>. We will be utilizing this intern to provide extra organization for various wellness activities and programs over the Summer months and into the Fall.
17. 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.
18. Finally, completed work on the PerformSmart system and we will open the next performance review cycle on May 24<sup>th</sup>. This Cycle is open and should be completed by June 30<sup>th</sup>.
19. Continue to work on special projects as directed.
20. 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 to update PerformSmart as a result of Spring evaluation process and prepare the system for the Annual evaluation process.
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

**WCVB DIRECTOR'S REPORT**  
Marcy Bryant, Director of Tourism  
June 23, 2021

**Thank You**

A big thank you to the City Council and Interim City Manager Danielle Dulin for starting the June 14 work session at the Warrensburg Visitor Center. We appreciate the opportunity to showcase the Center to Council and City Administration.

**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. As soon as notification is received, we will advise Council.

The MDT 2021 MMG 3<sup>rd</sup> Quarter reimbursement request has been received.

**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. At the conclusion of the June meeting, the Board in consensus agreed to hold the meeting hybrid (Zoom and in-person). I will work with the City's IT team to proceed.

***Upcoming Events:***

*July 30, 2021*

*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 and Warrensburg Parks and Recreation to bring an 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.

We have Missouri Bicentennial Passports featuring events celebrating Missouri's 200<sup>th</sup> 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**

WCVB Interns Noah Sweeney and MaKenzie Cooper are working hard for the WCVB this summer.

Noah is working on the community Ice Cream Social event August 10. He is also assisting me with social media, e-newsletter distribution, and Visitor Center support.

MaKenzie is working on a walking tour highlighting various historic Warrensburg landmarks targeted to youth and a walking tour for everyone. She is creating a brochure for each tour. A webpage on our website-VisitWarrensburg and social media posts will be created to promote the tours.

***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:**

July 12-16 PTO

July 21-23 PTO