

TO: Warrensburg City Council  
FROM: Danielle Dulin, City Manager  
DATE: June 13, 2022  
RE: City Manager Report

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Staff has been in discussions regarding budget development the last two weeks. Department directors have submitted their operational and capital requests for FY 2022-2023. A preliminary number for the increase in health insurance has been received, but Human Resources is working to refine towards a more exact number. Departments were excited to host city council budget tours and share the work they do for our community. Budget tour day is a long day, but there is a lot of information shared about city operations. Thank you again for spending the day with the City of Warrensburg.

Staff has met with a few different companies interested in bringing broadband to residential neighborhoods. Discussions have been encouraging. Staff is looking forward to additional conversations regarding permitting and construction.

Staff has not received any feedback following the discussion at the joint City Council/Parks and Recreation Board meeting on the presentation from Missouri Department of Conservation. Staff is working on a developing a program for approval by City Council and the Parks and Recreation Board.

Enrico Villegas, Assistant City Manager/Public Works Director, started and is getting briefed on city projects and initiatives in addition to spending his first two weeks in budget discussions. Congratulations to Interim Police Chief Andy Munsterman on his graduation from the FBI National Academy.

**Future tentative City Council agendas include the following items:**

1. Budget development
2. Strategic planning
3. Retail recruitment services
4. Stormwater utility
5. Solid waste services
6. E-scooters



# MEMO

**TO:** Mayor and City Council  
**FROM:** Jodi L. Schneider, City Clerk  
**DATE:** June 13, 2022  
**RE:** Department Notes

I am preparing Sunshine Law Refresher presentations for Arts Commission and Parks & Recreation Board in July. I will reach out to remaining boards in the following months.

Deputy City Clerk Carey West and I are registered to attend our first Western Division Missouri City Clerks and Finance Officers Association (MOCCFOA) meeting on June 15<sup>th</sup> as new members. The business meeting follows a presentation on codification by General Code.

A communications committee has been put together by department for participation on Cyburg/Sharepoint. The first meeting is set for June 14<sup>th</sup>. The committee will focus its efforts on employee engagement with up-to-date information, facts, training opportunities and fun!

I plan to present a records management plan to council in July-August for review. I am working to align budget goals for FY23 with strategic plan and goals presented by the City Manager. I am requesting for FY23 records repository software, Open Records Request tracking software and board/committee software and obtaining quote proposals for budget.

Friendly reminder: A budget work session has been scheduled prior to council meetings at 5:00 p.m. (dinner provided) on June 27<sup>th</sup>.

Several sunshine law requests with compliant responses in Parks & Recreation, Police Records and Public Works. A Juneteenth proclamation was prepared. I prepared and scheduled several social media posts for Flag Day, Juneteenth, Welcome Enrico Villegas, Jodi Schneider, Department Tours, Father's Day, and Parks & Recreation Week.

## **COMMUNITY DEVELOPMENT**

Barbara Carroll, Director

June 9, 2022

### **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.

### **Enforcement Cases**

Staff has 10 cases in court for nuisance or property maintenance cases. Five of the cases are for one defendant and involve 5 properties with some violations dating back to 2019.

### **Historic Preservation Grant**

Last fall the City Planner submitted an application for a state historic preservation grant to complete a Historic Preservation Plan to guide future work and initiatives of the Historic Preservation Commission. The state has not made any grant awards or announcements concerning this program yet.

## 2022 COMMUNITY DEVELOPMENT DEPARTMENT

### Activity during the Month of May

	<u>May-22</u>	<u>YTD 2022</u>	<u>May-21</u>	<u>YTD 2021</u>
<b>BUILDING PERMITS</b>				
New One & Two Family permits	0	6	0	4
Single Family Additions/Alterations permits	11	63	18	57
New Commercial, Industrial, Multi Family permits	1	2	0	0
Commercial & Industrial Additions/Alterations permits	22	40	6	24
Other Permits Issued	7	29	6	34
<b>TOTAL BUILDING PERMITS</b>	<b>41</b>	<b>140</b>	<b>30</b>	<b>119</b>
Plan Reviews	31	97	23	85
Building Inspections	153	630	89	555
Construction Valuation	\$1,752,047	\$5,196,067	\$297,348	\$2,412,003
<b>PLANNING &amp; ZONING</b>				
Plats	0	3	1	1
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	4	7	0	3
Board of Adjustment items	0	0	0	0
<b>CODE ENFORCEMENT</b>				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	20	89	10	90
Parking	7	52	0	33
Vegetation	136	162	118	145
Nuisance	25	125	9	144
Signs	0	0	0	0
<b>TOTAL VIOLATIONS</b>	<b>188</b>	<b>428</b>	<b>137</b>	<b>412</b>
Active Cases in Community Development	77			
Active Cases in Court	4			
Closed Cases in May	121			
Unfounded in May	1			
Closed Cases YTD	301			
Unfounded Cases YTD	4			
<b>PROPERTY MAINTENANCE</b>				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	0	0	3
Mold / Pests	2	4	1	6
Roofs (Roof Assemblies)	0	0	3	7
Exterior	4	8	10	30
Indoor	2	3	2	9
Lead/Asbestos	0	0	0	0
Casualty Damage	0	0	0	0
<b>TOTAL VIOLATIONS</b>	<b>8</b>	<b>15</b>	<b>16</b>	<b>55</b>
Active Cases in Community Development	43			
Active Cases in Court	5			
Closed Cases in May	4			
Unfounded in May	0			
Closed Cases YTD	9			
Unfounded Cases YTD	2			

**FIRE DEPARTMENT**  
Kenneth Jennings, Fire Chief  
June 9, 2022

**Incident Response**

To date, crews have responded to 570 calls for service, up 20% from the same period last year.

**Automatic Mutual Aid**

The automatic mutual aid procedure with the Johnson County Fire Protection District was implemented on June 1. Following Councils approval of the agreement, both agencies focused on additional joint training while our dispatch center entered the procedure into their CAD system.

**Fire Investigation Unit Participation**

FPO Jeremy VanWey, WPD Corporal Stephanie Prindle, and I presented a case review of a 2009 homicide and arson that occurred on Grover Street to members of the Johnson County Fire Investigation Unit (JCFIU). The JCFIU consists of members from fire and law enforcement agencies throughout the county with the mission of combining expertise from both fields to improve the quality of fire investigations. This case involved multiple agencies throughout the first several days of the investigation which ultimately led to the arrest, prosecution, and conviction of the suspect, which made it an excellent case to review by the JCFIU.

**Policy and Procedure Updates**

Revisions to the Fire Department's policies and procedures are nearing completion. This process started over two years ago and was delayed during administration changes. The revised manual will reflect current practices and provide additional guidance to ensure consistency throughout the department. A final review will occur between Local 3923 and department administration prior to implementation of the revised manual.

**Firefighter Attends Summer Fire School**

Firefighter Deidra Gross attended MU Fire Rescue Training Institutes Summer Fire School in Columbia, MO. FF Gross was able to obtain additional hands-on training with forcible entry tools and techniques and structural firefighting techniques.

**WFD Represented at first Missouri Female Firefighters Symposium**

Captain Anna Koons and Firefighter Kylie Frerking attended the first Missouri Female Firefighters Symposium in early May. The event facilitated discussion on leadership, women's health, networking, and future goals for recruitment and retention highlighting women in the fire service.

## Human Resources

Greg McCullough, Director

June 9th, 2022

### Human Resources Activities:

#### 1. Positions

- a. Assistant City Manager/Public Works Director – This position was posted on March 15<sup>th</sup> and remains posted until filled with first review of candidates taking place on April 18<sup>th</sup>. Interviews have taken place with an offer extended and accepted. Enrico Villegas began employment with the City of Warrensburg on May 31<sup>st</sup>.
- b. Street Maintenance Worker I – This position remains posted and open until filled. We have one remaining position open currently. We did receive one application for this position at the beginning of May.
- c. Water Pollution Control Operator I – This position remains posted and open until filled. We have not received any applications recently for this position.
- d. Firefighter/EMT – This position is no longer posted. We have 9 applicants and interviews are taking place on the 21<sup>st</sup> and 22<sup>nd</sup> with written tests being given on the 24<sup>th</sup>.
- e. Part-Time Firefighter and Student Resident Firefighter – This position was reposted on April 20<sup>th</sup> and runs through June 10th. We have received 4 applications during May for this position.
- f. Police Officer/SRO – This position remains posted and open until filled. At the current time we have received no additional applications.
- g. Police Officer – This position has been reposted as we will be down one Officer position around the end of May. We have not received any applications for this position since reposting.
- h. Part Time Police Records Clerk – This position was reposted on February 3rd and will remain posted and open until filled. We have received 4 applications in May and interviews will take place the week of June 6<sup>th</sup>.
- i. Parks Maintenance I – This position was posted on March 8<sup>th</sup> and will remain open until filled. We have received two applications for this position, and we would like to get a couple more applications prior to interviews taking place.
- j. We still have several Parks and Recreation positions posted. These positions include: Baseball/Softball Officials, Part-Time Custodian, Part-Time Parks Maintenance I Worker, Part-Time Swim Instructor and Site Supervisor.

### Other Activities:

1. Ann Malloy from Encompass Resolution, LLC was on site again this week and provided Anti-Harassment Training, along with Legal Concepts for Managers and Supervisors to 3 general employees and 14 managers and supervisors. This will complete our onsite Anti-Harassment training and Legal Concepts for Managers classes for this year.
2. Completed our every three years CJIS (Criminal Justice Information System) audit last week. We have now received formal notice by letter and have been designated

as compliant in all areas of our background check process by the Missouri State Highway Patrol.

3. Continue to work with Equifax to document and deliver information regarding a personnel issue.
4. The general Safety Manual for the office has been revised and posted to sharepoint.
5. We have several other forms that we are working to revise and put on sharepoint or new forms recently received such as the auto loss form, property loss form and accident loss form that will be put on sharepoint.
6. Worked on our Human Resources budget for our department and also completed wage range projections and other budget related material for various managers for their budgets.
7. Completed my SHRM-CP recertification.
8. Kathy onboarded several Parks and Recreation Part-Time staff members this last two weeks and participated in several interviews. Kathy also onboarded 3 Full-Time Firefighters this last two weeks. A total of 17 employees have been onboarded since 5/1. Kathy also helped our Wellness Intern, Abbie Cain, get started for the Summer and she will be helping with activities associated with the Wellness program.
9. Completed several activities with LAGERS for the month of May and also worked to renew the contract with Insperity our performance evaluation system.
10. Completed the registration of two new employees in the CJIS system and set them up to complete the required training.
11. Scheduled other quarterly activities regarding ongoing human resources activities to make sure these are documented, and processes secured.

#### Upcoming Activities:

1. Continue to work on hiring personnel for our various open positions.
2. Meet with Safety Committee members regarding the premises inspections that have been completed in the past to make sure recommendations are complete.
3. Meet with our UCM 4410 Wellness program students and administrator on Friday to coordinate wellness activities for the semester.
4. Any other projects as assigned.

Respectfully Submitted,  
Greg McCullough  
Human Resource Director

## Director's Report

- Nassif Aquatic Center opened on May 28, Memorial weekend
- We bought 2 new Card Printers for the Community Center and Nassif; these are used for membership and Nassif season passes
- The Digital Sign project was approved at the last Park Board meeting. Impact Sign out of Sedalia was chosen and will begin work soon.
- Everyone is working hard on preparing for July National Parks & Rec Month
- We now print all our own banners and yard signs. We track printing costs and have realized at least a 50% savings over outside vendor costs
- We continue advertising on KOKO 1450AM/107.9FM & 98.5 The Bar-FM which includes ads, daily on-air mentions and a monthly live interview on the Johnson County Today morning show on KOKO, 1st Tuesday of every month at 8:30am. Teresa still does the weekly Fit Tip on KOKO every Monday in the 6am and 5pm hours
- Replaced lifejackets at Nassif and included adult sizes
- Continuing to partner with JCBS, Rise, Abilities, weekly on Bright Sox baseball program

2022 Summer Day Camp Registration		
	2021	2022
Week 1	59	73
Week 2	78	93
Week 3	87	100
Week 4	90	103

2022 Nassif Concessions Sales	
	2022
May (28 <sup>th</sup> -30 <sup>th</sup> )	\$2,226.25
June (1 <sup>st</sup> -7 <sup>th</sup> )	\$3,934.00
Total:	\$6,160.25

- All supervisors attended City supervisor harassment training
- Opened job posting to add more Summer Day Camp counselors
- Indoor soccer championship was May 7<sup>th</sup>. Congrats to 3-4<sup>th</sup> grade Jenkins team and 5-6<sup>th</sup> grade Figg team
- We have hired three new sports officials, job posting will be closing at the end of May. We will open again in July for Fall sports
- Tee Ball has started their games; last game is scheduled for July 7<sup>th</sup>. Games are scheduled every Thursday on Cave Hollow ball fields.
- Esports: Mario Kart enrollment is open until July 15<sup>th</sup>
- Fall sports registration is open.
- KC Fountain Trip and BBQ Lunch – 7 participants registered
- Specialty Fitness Classes – Pilates, Prenatal Yoga, Dirty 30, Sunrise Yoga
- American Red Cross CPR Instructor Training Course – KC
- Prep for Freedom Fest 5K – Donations from Encounter Church, Walmart, and Brown's
- Farmers' Market on June – free group fitness class and family activities
- Reevaluating fitness center rules
- Partnering with Abbie Cain, Human Resources Intern for Wellness Month Program (June)



<b>Fitness Floor Attendance</b>				
<b>Month</b>	<b>Group Exercise</b>	<b>Fitness Floor</b>	<b>Basketball Gym</b>	<b>Total</b>
June 2021	1,014	1,891	2,284	5,189
July 2021	622	1,010	1,286	2,914
August 2021	798	1,631	1,800	4,229
September 2021	960	1,308	883	3,151
October 2021	997	1,902	1,544	4,443
November 2021	1,130	1,613	1,655	4,398
December 2021	667	1,412	1,063	3,142
January 2022	559	1,222	887	2,668
February 2022	539	2,850	1,652	5,041
March 2022	912	1,590	1,234	3,736
April 2022	307	1,386	1,328	3,021
May 2022	212	1,218	953	2,383
<b>June</b>	<b>154</b>	<b>295</b>	<b>811</b>	<b>1,260</b>

**WCVB DIRECTOR'S REPORT**  
Marcy Barnhart, Director of Tourism  
June 3, 2022

**Donutcha Know We Moved**

On Wednesday, May 25 we held an open house at the interim location, 200 S Holden St. There were almost forty people who attended the come-and-go style event.

**Community Information**

The WCVB, Chamber of Commerce and Warrensburg Main Street will be working together to staff a "Warrensburg" booth at the Mule Mall held each UCM Orientation Day this summer.

**Social Media**

The organic social media campaign, Summertime in the Burg, has wrapped up. This campaign focused on the fun spring/summer attractions and events in the area. We had 10 individuals from different organizations participate. A big thank you to all who helped share what makes summertime in the Burg special to them.

**Missouri Division of Tourism Grants**

The Marketing Matching Grant 3<sup>rd</sup> Quarter Reimbursement was submitted May 27. The Marketing Matching Grant for 2023 approval will be submitted to the Board at the June 9 WCVB Board Meeting for modification due to the increase of the amount eligible. This will result in the agreement with Madden Media being presented again as well. I learned the Marketing Platform Development grant has been revised for 2023. The application deadline was revised to June 30 and the amount eligible has been increased. I have a meeting with Madden Media regarding a visitor profile study program they are now offering. If the program and revisions to the grant are a good fit for the WCVB's needs and budget, I will present the application to the Board at a special meeting prior to June 30. More details to come!

**Summer Projects**

Noah Sweeney, Communication Coordinator, is working additional hours for the WCVB now that he has graduated. He is working on several special projects including updating our brochure rack with updated information from our area and the state, updating contact lists, organizing digital images, and website updates.

**Warrensburg Arts Commission**

The WCVB is working with the Warrensburg Arts Commission on a printed piece highlighting our area's arts and opportunities to perform or watch performances. The tentative goal is to have the piece in distribution by fall.

**2022 WCVB Board Meetings**

In 2022, the WCVB Board Meetings will be held in-person quarterly and by Zoom in-between. Information regarding the meetings can be found on the City's and WCVB's websites. The in-person meetings will be held at the Municipal Building in the Council Chambers.

The Board meets the second Thursday of the month at 10 a.m.

**2022 Meeting Schedule:**

In-Person	Zoom
July	June
October	August
	September
	November
	December

**WCVB Important Dates:**

June 6-8	MACVB Conference in Columbia, MO
June 7	KOKO Radio Show
June 8	WCVB Budget Information Presentation to Council
June 9	WCVB Board Meeting via Zoom
	Missouri Division of Tourism Marketing Matching Grant Application Due
June 11	WCVB Booth at Old Drum Day
	Johnson County Cancer Foundation Golf Tournament (Grant Recipient)
July 6	WCVB Visitor Center Committee Meeting
July 14	WCVB Board Meeting

**Meetings in May**

Management Team Meeting each Tuesday at 9:30 am

Rotary each Tuesday at noon

May 9 and 23 City Council Meetings

May 1-National Travel and Tourism Day Event at the Warrensburg Train Station

May 3-Missouri Division of Tourism Matching Marketing Grant Workshop

KOKO Radio Show

May 4-WCVB Visitor Center Committee Meeting

Base Community Council Meeting

Amtrak Marketing Meeting

May 5-Farewell Luncheon for Rachel Schultz-Chamber

May 9-Warrensburg Arts Commission

May 11-Harrassment Training

May 12-WCVB Meeting

Lions Club Presentation

May 13-Two meetings regarding events in 2023

May 16-Crisis Intervention Training

May 17-MACVB Conference Committee Meeting

May 19-WEC Meeting

May 20 & 21 Lions Club Garage Sale Assistance

May 25 WCVB Visitor Center Committee Meeting

May 26-Missouri Travel Alliance Meeting

Love What's Local Meeting

(Five meetings throughout the month with City Staff/Architect regarding 205 N Holden St renovation)