

TO: Warrensburg City Council
FROM: Enrico Villegas, Assistant City Manager/Public Works Director
DATE: July 8, 2022
RE: City Manager Report

With the City Manager on vacation, I, Enrico Villegas, have been serving in the interim capacity. No substantial updates to mention other than those items that are described in this packet by the department's respective directors.

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: July 11, 2022
RE: Department Notes

A friendly reminder to schedule the Sunshine Law Training set for Monday, July 18, 2022 from 5:30-7:30 p.m. presented by Casey Lawrence of the Missouri Attorney General's office. Several reminders will be sent along with an incentive for in-person attendance for the training. Thank you in advance to IT Technology for making audio improvements in the Community Center mutli-purpose rooms for virtual participants!

A records management plan draft will be presented to council in August for review.

Several sunshine law record requests were received and processed in Community Development, Fire and Parks departments per compliance regulations. Social media posts were made for 4th of July and Coffee with a Council Member recently.

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

July 7, 2022

Community Development Monthly Activity Report

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

Residential Lot Inventory

Attached is the mid-year inventory of the number of single-family residential lots available for development in Warrensburg. This report reflects activity for the last five years.

Historic Preservation Grant

The City was notified on June 24 that we were awarded the state historic preservation grant to complete a Historic Preservation Plan to guide future work and initiatives of the Historic Preservation Commission. Staff will be bringing an ordinance approving the grant agreement to a future Council meeting and then work can begin on the project.

City Planner Receives AICP Certification

City Planner Kristin Dyer, tested for her American Institute of Certified Planner's certification in May. She found out June 24 she was successful in passing the test. Certified planners have verified their academic and professional achievements, successfully demonstrated that their experience meets established criteria for professional planning practice, and passed a rigorous, comprehensive examination of their abilities. They pledge to uphold high standards of practice, and to keep their skills sharp and up to date by continuously pursuing advanced professional education through the Certification Maintenance program.

2022 COMMUNITY DEVELOPMENT DEPARTMENT

Activity during the Month of June

	<u>Jun-22</u>	<u>YTD 2022</u>	<u>Jun-21</u>	<u>YTD 2021</u>
BUILDING PERMITS				
New One & Two Family permits	2	8	1	5
Single Family Additions/Alterations permits	14	77	17	74
New Commercial, Industrial, Multi Family permits	0	2	1	1
Commercial & Industrial Additions/Alterations permits	5	45	9	33
Other Permits Issued	15	44	7	41
TOTAL BUILDING PERMITS	36	176	35	154
Plan Reviews	25	122	28	113
Building Inspections	153	783	154	709
Construction Valuation	\$1,237,223	\$6,433,290	\$4,395,923	\$6,807,926
PLANNING & ZONING				
Plats	0	3	4	5
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	0	7	0	3
Board of Adjustment items	0	0	0	0
CODE ENFORCEMENT				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	13	102	12	102
Parking	2	54	4	37
Vegetation	72	234	66	211
Nuisance	33	158	31	175
Signs	0	0	0	0
TOTAL VIOLATIONS	120	548	113	525
Active Cases in Community Development	81			
Active Cases in Court	5			
Closed Cases In June	100			
Unfounded in June	1			
Closed Cases YTD	401			
Unfounded Cases YTD	5			
PROPERTY MAINTENANCE				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	0	0	3
Mold / Pests	0	4	1	7
Roofs (Roof Assemblies)	1	1	1	8
Exterior	1	9	5	35
Indoor	1	4	1	10
Lead/Asbestos	0	0	0	0
Casualty Damage	0	0	0	0
TOTAL VIOLATIONS	3	18	8	63
Active Cases in Community Development	41			
Active Cases in Court	5			
Closed Cases in June	4			
Unfounded in June	1			
Closed Cases YTD	13			
Unfounded Cases YTD	3			

2022 Mid-Year Residential Lot Inventory

Permits issued through June 30, 2022

SUBDIVISION	Total Lots Remaining to be Developed	Total Lots in Subdivision	Permits Issued 2022	Permits Issued 2021	Permits Issued 2020	Permits Issued 2019	Permits Issued 2018
Cayhill Lots 158-187	3	30	0	10	9	8	-----
Cayhill Lots 188-194	3	7	1	1	2	0	-----
Cayhill Lots 195-219	23	25	2	0	-----	-----	-----
Edmar Estates Replat Lot 2	12	12	0	0	0	0	0
Falcon Crest	1	35	0	0	0	0	0
Hawthorne Estates	23	48	1	0	0	4	3
Hawthorne Place	3	96	0	2	1	1	3
Hidden Pines	1	22	0	0	0	0	0
Other/Infill Development	NA	NA	3	7	9	6	8
Totals	69	275	7	20	21	19	14

----- indicates the subdivision did not exist yet

Updated June 30, 2022

By Kristin Dyer, City Planner

Police Department
Interim Chief Andrew Munsterman

On 07-06-2022, the Investigations Bureau was able to release over \$18,868.46 of unclaimed funds, which was collected over the last twenty years into evidence, back to the State of Missouri.

On 07-07-2022, I received a quote from Shallow Creek Kennels, which is where we purchased K-9 Neegan, reference a Therapy/Gun Detection/Person Borne Explosive Trained K-9 for use at the schools. The quote includes a 6-week handler course and is basically what we paid for K-9 Neegan. The amount came to \$15,500. I am currently working on scheduling another meeting with Dr. Andy Kohl reference to this being a possibility. As of right now, we have two SROs interested in this position and we are currently researching the cost of yearly training and type of essential training equipment needed to keep up on this type of K-9s yearly certification.

FIRE DEPARTMENT
Kenneth Jennings, Fire Chief
July 6, 2022

Incident Response

To date, crews have responded to 692 calls for service, a 17% increase from the same period of 2021. Additionally, overlapping calls (multiple incidents occurring at the same time) have increased to 13% in 2022, up from 9% in 2021. When multiple incidents occur at the same time, both in-service companies are unavailable to respond to additional calls. Depending on the types of calls and the length of expected on-scene time, the Battalion Chief will either recall off-duty staff or place lower priority calls in pending. This is one of many data points we monitor as we evaluate service delivery capabilities.

Hydrant Flow Testing

The fire department flow tests approximately 190 hydrants every year to determine/confirm the amount of water available from a hydrant. The information is entered into our records management program and provides us with pre-fire information by better understanding our water capabilities in any given area. The top of fire hydrants are painted a specific color allowing us to quickly identify available water supply (red, orange, green, blue). Flow testing is normally performed by the on-duty personnel while remaining in their fire apparatus to be available for emergencies. Due to high fuel prices, we are utilizing part-time personnel in a staff vehicle to complete this process.

Hiring

We are nearing the completion of our latest hiring process of part-time and student resident firefighters. Following this process, we could potentially be down to only three vacant student resident positions! We are evaluating alternative ways to recruit student residents. I believe that remote learning opportunities for college students has impacted interest to some degree. The student resident program is an enormous benefit for our department and the fire service, and I am confident we will find our next students soon.

Firehouse Grant Denied

A grant request for approximately \$15,000 was submitted through the Firehouse Subs Public Safety Foundation for ballistic vests and helmets. We received notification earlier this week that we were not selected. The equipment would improve protection of firefighters in the event of an active killer or other violent event.

Public Works

Enrico Villegas, Director

July 8, 2022

Public Works Activity Report

Staff is actively working on revamping our Sidewalk/Curb and Gutter and Street Maintenance Programs.

These changes will be presented to the Council via a work session, potentially in August.

Miscellaneous Items

Plant Operations staff spent all of last night and morning (July 7 – 8) manually operating the plant/ activating the backup generator as our facility experienced a power outage. Evergy was able to resolve the problem around 7am.

Street staff assisted law enforcement with road closures during the hospital incident.

Human Resources

Greg McCullough, Director

July 7th, 2022

Human Resources Activities:

1. Positions

- a. Street Maintenance Worker I – This position remains posted and open until filled. We did hire an individual to start in this position on 7/11/22. However, we did have a resignation in a Street Maintenance II position, so we are still down a position in Street Maintenance.
- b. Water Pollution Control Operator I – This position remains posted and open until filled. We have not received any applications recently for this position.
- c. Firefighter/EMT – This position is no longer posted. We have 9 applicants and interviews have taken place and a pool of candidates established. They are awaiting the promotional process for Captain and then one from the pool will be selected. The application process for Captain has been initiated.
- d. Part-Time Firefighter and Student Resident Firefighter – This position was reposted on April 20th and runs through June 10th. This position advertisement has been discontinued. We have 5 Part-Time Firefighters who began the employment process on 7/6/2022.
- e. Police Officer/SRO – This position remains posted and open until filled. At the current time we have received no additional applications.
- f. 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.
- g. Part Time Police Records Clerk – This position was reposted on February 3rd and will remain posted and open until filled. We have received 1 additional application since our last report and interviews are ongoing at the present time.
- h. Parks Maintenance I – This position was posted on March 8th and will remain open until filled. We have received one application for this position since our last report. Evaluation of the applications received are ongoing at the present time.
- i. We still have several Parks and Recreation positions posted. These positions include: Baseball/Softball Officials, Day Camp Counselor, Group Fitness/Wellness Instructor, Part-Time Parks Maintenance I Worker, Part-Time Personal Trainer, and Site Supervisor.

Other Activities:

1. Continued to work with Equifax to document and deliver information regarding a personnel unemployment issue.
2. Continued to work 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. Also, worked on some wage research for Public Works and continue to do additional research.

3. Completed two certifications for employees with Lagers and Rachel Denfeld from Finance assisted and verified the certification as well on both of these. Rachel also has possession of the certification she verified.
4. Kathy onboarded a total of 6 new personnel since our last report. These include 3 new Gull-Time Police Academy Cadets and 3 Part-Time Parks and Rec employees.
5. Kathy also worked on the following: 5 PT Firefighters in hiring process since 7/6, 6 PT Parks employees in the process since 7/6, 1 Full-time Street Maintenance 1 as of 7/11 and a Full-Time temporary Human Resources Director with a projected start date of 7/25.
6. Kathy also completed 2 BLS reports for 2 agencies, update our TOMO random drug screening list, updated job listings for Fall Parks hiring, and is supervising the Summer Wellness Intern and Summer Wellness Program Activities.
7. Completed work on 2 personnel issues that required interviews and extensive documentation.
8. Completed filing two claims reports with our insurers for various incidents.
9. Completed reporting two workers compensation reports with our work comp carrier.
10. Coordinated our meeting with the McInnes Group to begin working on our renewal budget activities for our benefits for next year. We are waiting on information from McInnes for the possibility of a survey to our employees regarding benefits.
11. Working on a recommended sample personnel policy that resulted from our CJIS audit last month. This is a policy for Access and Use of Fingerprint-Based Criminal History Record Information. Hope to have this ready for review by Department Heads by next week.
12. Worked on cleaning up the Austin Peters Job Description file and also our position rating spreadsheet to introduce to Kathy prior to July 22nd.
13. 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. Continue to work with Abby Cain, our Wellness Intern, to further develop our Wellness program for our employees.
4. Any other projects as assigned.

Respectfully Submitted,
Greg McCullough
Human Resource Director

Director's Report

- The Brightsox season concluded on June 21. The season went well and we are looking forward to planning next year.
- Alex and I will be meeting with JCBS staff on July 8, to discuss partnering together on an Adult Prom this winter.
- We are working on the next Activity Guide for fall. The Guide should hit mailboxes at the beginning of August.
- We held "Listening Sessions" for residents to communicate with staff, Erica Collins (Park Board President), and Tarl Bentley (Park Board Liaison). We are now working on a plan to address concerns moving forward.
- We met with Johnson County United Way Director, Amber Rivera, about the After School Program. We will be expanding ages this fall to Kindergarten through 10th grade. We are working on final details now.
- Hawthorne Safety Surfacing project is out to bid right now. Bid opening will be July 14th.
- Recreation Committee met on July 5, to discuss Nassif operations. We will be extending the season through the end of September. Operations will be limited once school is in session, I will share that with you once we have updated the graphic.

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
July 7, 2022

Missouri Division of Tourism Grants

The WCVB has been awarded the below grants for 2022-2023 from the Missouri Division of Tourism.
Marketing Matching Grant: \$50,000 (Digital Marketing)
Marketing Platform Development Grant: \$18,750 (Visitor Profile Study & Marketing Plan Development)
The grants are 75/25% matching.

Another program the Missouri Division of Tourism offered for 2022-2023 is financial assistance to support DMOs with the switch over to Google Analytics 4 in July 2023. The consulting will be provided at no cost to the WCVB. MDT will be covering 100% of the cost (\$1,500). The WCVB will be participating.

Since 2017, the WCVB has applied and been awarded **\$200,801** from the Missouri Division of Tourism to assist in telling our story to support area tourism. The grants assisted the WCVB with the rebranding in 2020 and more.

WCVB Grant Program

Since 2016, the WCVB has awarded more than **\$34,000** to nonprofits hosting events in our area. The next grant application deadline is July 29, 2022.

Communication Coordinator Position

Noah Sweeney will be leaving the office the end of July. I am working with City HR to get the position posted by the end of July. My goal is to have an individual onboard by the first of September. It is a part-time position with an average of 21-24 hours per week.

July WCVB Board Meeting Update

The WCVB Board will be meeting via Zoom for their July Board meeting 10 am Thursday, July 14. Due to work commitments and summer travel plans, the board would not be able to make quorum if they met in-person. The July Board meeting is the first meeting of our year, so there will be a lot on the agenda. As per our bylaws, the election of officers will be held, and the budget will be presented for review.

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
October	July
	August
	September
	November
	December

WCVB Important Dates:

- July 14 WCVB Board Meeting ZOOM
- July 28 & 30 UCM Orientation
- August 11 WCVB Board Meeting ZOOM
- August 18 WCVB at Travel Show-Missouri State Fair

Out of Office:

I will be out of the office July 11-15. Noah Sweeney will be in the office.
I will facilitate the WCVB Board meeting on July 14 via Zoom. The meeting will be held as scheduled.

RECAP: Meetings in June*

City Management Team Meeting each Tuesday at 9:30 am (June 7, June 14, June 28)

Rotary each Tuesday at noon

June 13 and June 27 City Council Meetings

June 1 Amtrak Marketing Meeting

June 6-8 MACVB Conference in Columbia

June 6 Budget Meeting with City Administration and City Finance Dept.

June 7 KOKO Show

June 8 Council Budget Tour

June 9 WCVB Board Meeting

June 13 Missouri Division of Tourism/Madden Media Visitor Profile Study

Missouri Travel Alliance Board of Directors Meeting

June 15 Blind Boone Symposium-Tour

June 16 Warrensburg Economic Coalition

Star Journal Interview

June 17 Wall That Heals

WCVB Grant (JCCF-Mark Reynolds)

June 21 CyBurg

June 22 StatePoint Media Webinar

June 23 City IT Training

UCM/Community Partnership

50 on 50 meeting with Carolyn Crooker, Sedalia CVB

June 28 WCVB Special Meeting

June 29 WPR Check In

Community Fitness Collaboration

Does not include impromptu meetings not on calendar.