

CITY COUNCIL WORK SESSION MEETING

JULY 24, 2023

A Work Session meeting of the Warrensburg City Council was held on July 24, 2023, beginning at 5:30 p.m., at the Police Department Training Room, 102B South Holden, with Chairperson Pro Tem Bruce Uhler presiding. Chairperson Pro Tem Uhler called the meeting to order. Roll was called as follows, Present: Osborne, Uhler, Jones. Absent: Kushner, Bentley.

Also present were City Manager Dulin, Assistant City Manager/Public Works Director Villegas, Community Development Director Carroll, Fire Chief Jennings, Police Chief Munsterman, Parks Director Deal, Tourism Director Barnhart, HR Administrative Assistant Taylor and Finance Director McCoy. Also present were Patty Taylor, David McCannon, Terry Hawks, Phil Adlich, John Jacobsen, Meliyah Venerable, and Brandon Maberry.

City Manager Dulin said operational budgets without personnel costs will be presented by each department.

Finance Director McCoy presented the budget for Finance. The Finance Department consists of eight staff members functioning currently with seven filled positions. The staff handles utility billing, payroll, bank reconciliations, budget, accounts payable, property and casualty insurance and numerous other tasks. McCoy highlighted accomplishments of 2022-23 to include the GFOA Distinguished Budget Awards for FY22 and FY23; increased ending fund balances compiled at \$889,816 and maintaining goal of fund balance at 50% of operating expenditures; compliance with ARPA reporting funding and reporting requirements to the US Treasury; issuance of \$12,000,000 in General Obligation Bonds for Maguire Street Corridor improvements with increase in bond rating; migration to cloud-based Incode in collaboration with IT Technology; increase interest earnings rate to 5% plus on investments; write-off of outstanding utility bills; promote and hire Collector and Utility Billing Specialist positions; and implementing cross-training of all finance positions.

McCoy said many of the goals for FY24 are a continuation of FY23 including records management and assist with an election to renew ½ cent Capital Improvement Sales Tax. McCoy said the FY24 operating expense totaled \$34,720 for supplies, vehicle maintenance, training/travel, dues, services for audit, legal and financial. Councilmember Uhler asked what percentage of thirty day past due accounts were collected. McCoy did not have a number but relayed the process for past due collections of hanging tags and the use of courtesy phone call reminders. Councilmember Uhler asked how much the City is charged by Visa for the use of credit cards. McCoy said balances are paid in full every month with no interest assessed. Additionally, the City receives a 3-5% rebate check annually. Councilmember Jones asked is a purchase order issued for any charge prior to a purchase. McCoy said a purchase order is completed when the Visa statement comes in and coded before given to Finance for payment. Councilmember Jones asked if outstanding utility bills were sent out for collection and whether the collection agency was successful. McCoy said outstanding utility bills are turned over to a collection agency but did not have any data to offer on collections until performing research. Councilmember Uhler asked who would be taking over upon McCoy's retirement. City Manager Dulin said Courtney Christiansen has agreed to serve as Interim Finance Director in September and will begin recruiting for the position.

McCoy reported that the FY24 budget for Legal for attorney fees and prosecutor services was budgeted flat. McCoy described the General Services budget includes City Hall supplies, property and casualty insurance, bank fees, bill print, postage, machine maintenance, MML dues, and WCVB transfer. McCoy said the City collects the lodging tax, with the Tourism Director's wage amount remaining, and the rest of the revenue is transferred to the Warrensburg Convention and Visitor's Bureau. Councilmember Jones asked why this happens. McCoy said there is an agreement with WCVB. It was less expense for WCVB to pay an employee if all costs were taken out of tax before transferred to the fund. McCoy said the Non-Departmental budget is for money transfers to debt service for Neighborhood Improvement District (NID), and the street sweeper lease payments.

City Clerk Schneider presented the FY24 operational budgets for City Council and City Clerk. City Manager Dulin extended publicly a compliment to City Clerk Schneider in her performance as city clerk received by City Attorney Harris and corroborated the compliment along with several others present at the meeting. Schneider appreciated the praise and reciprocated with mutual feelings of admiration for city leadership and staff. Schneider began with the Legislative Budget 110-601 and described the election process for city council and the duties of a councilmember. City Clerk Schneider highlighted the city council's 2023 accomplishments and thanked them for their positive support for city projects. Schneider stated FY24 city council initiatives included attendance at Elected Official Training and Open Records and Meetings Law Trainings, MML Annual and Legislative conferences and regional meetings, recognize volunteer service, and to design and present recognition coins for outstanding community contributions. The Legislative budget included the annual citywide clean-up/brush Spring event, Chamber and Historic Preservation Commission memberships, advertising for public notices/ballot measures, record fees for plats and ordinances, and HPC and Tree City USA annual certification and grant applications. The FY24 budget of \$153,140 is less than the FY23 budget. City Manager Dulin said the reduction resulted in a reduction for a Spring clean-up event only as the city continues the solid waste impact study recommendation, and the transfer of a visioning process into a one-time expense.

Dulin said a new Communications category will be added to the FY24 budget and include costs for a direct mail newsletter inside the Parks and Recreation Community Center Activity Guide and professional membership and conference for City-County Communications Marketing Association for the City Clerk and City Manager. Dulin also said the City's Christmas lights will need to be replaced and the idea of hanging lights at Lion's Lake instead was discussed. The Maguire Street Corridor project will have started, and utilities will be eventually underground with no poles to hang lights. Dulin was working with Parks Director Deal on moving holiday lights towards the park.

Schneider described the City Clerk Budget 110-602 and responsibilities of the office of City Clerk. Schneider highlighted FY23 accomplishments of placing all adopted legislation on the city website and annual condition through Municode; award of two local records grants for electronic initiative preservation and imaging; appointment to the Missouri Local Records Board for the Secretary of State's office for a three year term; facilitate community engagement through Give 5 Program Volunteer Opportunities, Climb Local Government session and Chamber Military Affairs Committee Engagement; adopt records management plan; bid process for enterprise content management software for permanent record preservation; and set-up annual sunshine law training with the Missouri Attorney General's office in October. Schneider said FY24 initiatives include excellent customer service, engaging the public through social media, proclamations and networking in community and professional organizations, promote public access to government by open meetings and transparency in records requests, support

A.D.A. Transition Plan by implementing accessibility software for the city website, conduct training on a citywide records management plan, apply for imaging grant for plats/maps, building permits and deeds/conveyances, lead an intranet employee communications team, continuing education in professional associations and mentor deputy city clerk. The FY24 operational budget is \$42,950 and total budget is \$152,230 is less than the FY23 budget.

City Manager Dulin presented the City Manager, Municipal Court and (new) Communications FY24 budgets. Dulin said there were no significant increases in the City Manager or Municipal Court budgets and said changes were made for increased cost in food and travel for training and conferences with a minimal impact to budgets. Dulin said the FY24 HR initiatives included employee training programs, new performance evaluation system, personnel manual rewrite and employee recognition and appreciation with a minimal impact to budget. Dulin also mentioned the onboarding process as an FY24 initiative and said since February, there were 4 retirements, 4 announced retirements, 55 PT, 12 FT, 15 PT separations, 10 FT separations and an intern this summer. HR Administrative Assistant Katie Taylor said another initiative was an orientation process to bring new hires weekly and find out how it is going and address more organizational needs. Additionally, Dulin said the budget included supervisor training for performance valuations, document employee communications, support from coworker to supervisor role and reasonable suspicion training for drugs in the workplace. Councilmember Uhler asked do we have a code of conduct. Dulin said a code of conduct is in the employee manual and addressed by the safety committee. Dulin said harassment training by a third-party consultant is done on a bi-annual basis. Dulin said a new performance evaluation system will be researched since the current program is no longer supported. Dulin said the 200-page personnel manual rewrite will occur removing procedure from the handbook. Dulin said work continues employee recognition and appreciation and described the quarterly recognition at city council meetings and new program started by Taylor of monthly "Employee Shout Out." Dulin said currently with only one full time person in HR, a reorganization was deemed necessary to merge the two departments of Finance and HR into one with the use of an Administrative Services Director. This director would oversee Administration, Finance, HR, Municipal Court, and IT Technology after McCoy retires from service.

Dulin said the new Communications division budget without personnel costs is \$35,400. Dulin explained since it is not feasible at this time for a communications specialist, the budget includes training and membership dues and learn external and internal communications and be impactful with social media. Dulin proposed in FY24 to start doing a city newsletter. Dulin said in her experience the community received its information from a newsletter delivered to their home. Dulin said the city would partner with Parks and Recreation in the city newsletter and place it in the Parks activity guide. The Parks budget would cover the cost for the 5-6-page newsletter and the city would pay for direct mail distribution to physical mailboxes at \$30,000. The \$30,000 is the annual cost of delivery for three times a year. Councilmember Uhler asked if the city had an anonymous whistleblower hotline. Taylor said there was no hotline, but she performed stay interviews to find out why employees worked at Warrensburg and said the next phase may be to offer an annual anonymous survey through a web portal.

Assistant City Manager/Public Works Director Villegas presented the Public Works budgets for Water Pollution Control, Streets, Buildings and Grounds and Cemetery. These departments together consist of 1 full-time administrative, 8 full-time operations/management and 20 FTE and 8 PTE (9 vacant FTE positions). Villegas said FY23 accomplishments include an integrated parks and public works maintenance department; sidewalk improvement program; snow and ice control policy with brine application; addressed fiber optic installation; inflow and infiltration policy; street maintenance program; project mapping in GIS; Maguire Street contract; and a

public works reorganization. Villegas said he retooled a support position into a Budget Grant Administrator position. All projects in GIS system mapping, with the help of Community Development, are now viewable by the public. Villegas said current FY23 projects include revamping standards and specifications for construction; SRF bond application for design and construction of SBRs and Enterprise Lift Station; reapply for the W. Market Street CDBG project; Cooper Blvd Extension Project; Cemetery Sponsorship policy; SCADA upgrade for both WWTPs; and stormwater improvements. Villegas said FY24 Goals include a focus on training and succession planning, hiring and retention of employees and a stormwater management program.

Public Works has four operational budgets including Water Pollution Control, Streets, Buildings and Grounds and Cemetery. The IT and Parks budgets will be presented separately. The Water Pollution Control mission is to operate and maintain the facilities effectively to properly treat wastewater. The WPC is a proprietary/enterprise fund funded with user fees. The FY24 budget is \$1,181,099.88 and lower than the FY23 budget of \$1,840,320.00 as a result of getting the blowers offline. Villegas said the Water Pollution Control mission is to provide professional, safe and efficient sewer service to the public. The contractor utility meetings held by Terry Hawks and John Jacobsen have proved beneficial education and a good image for the city. The FY24 budget is \$355,443.04 as compared to FY23 at \$271,460.00 attributable to utility cost increases.

The Street Maintenance mission is to provide our community with the highest quality public service that continually enhances the quality of life for all our citizens. The FY24 budget is \$690,970.00 as compared to \$633,270.00. Villegas pointed out that the item Sand and Salt was renamed Snow and Ice Control in FY24. Villegas said 110-643 included funding for street tree maintenance. Villegas was working with the Energy and Sustainability Task Force to identify trees, and the Department of Conservation for free training for a staff person to be a certified arborist.

The Cemetery mission is to provide the community with a professionally maintained facility and quality service in a caring manner. The FY24 budget is \$182,340 as compared to FY23 of \$153,780. Villegas said the FY24 budget for Building and Grounds was \$209,020 and as compared to the FY23 budget of \$209,270.

Overall, the aggregate budget for these departments for FY24 is \$2,618,872.92 as compared to FY23 \$3,108,100.00. Villegas said getting projects out the door is the difference. Villegas said the department needs to include an Assistant Public Works Director and noted that other departments have an assistant to make them more efficient. Villegas proposed to retool Senior Project Manager position held by Bill Graves upon his retirement in November to a City Engineer position. Villegas said SBR and Maguire Street Projects amount to \$38 million and a city engineer would be helpful. Councilmember Uhler inquired whether the trees were sold on the Cooper Blvd. project. Villegas said no. The logger was not straightforward and did not want to do the job and delayed it to the point that trees were no longer marketable. Councilmember Uhler asked about East Gay Street asphalt and the hot weather causing tar issues. Villegas said he was checking into what happened, what failed and working on a resolution. It was suspected that the contractor installed chip and seal when the ambient air temperature and surface temperature were too cold. Villegas said a draft report was given yesterday, and he would work with contractors to cure the problem.

Parks Director Deal introduced Brandon Maberry and said both were new since November 2022. Deal looked back to 2018 to skip the COVID period for real number comparisons in the

Parks budget. Deal presented the Parks Budget and explained its four divisions of Administration, Maintenance, Recreation and Community Center. The department operates with 11 full-time employees and 150 part-time/seasonal employees. The department oversees the Community Center, 400 acres of parkland with 9 designated parks, outdoor/indoor pools, ball fields, tennis courts, trails, dog park, shelters and skate park. Deal explained revenue is derived from property tax based on the current year assessed valuation which for 2022 was approximately \$.19 cents of a maximum \$.20 cents; 3/8 cent sales tax (no sunset), smaller tax categories such as railroad and use tax, and user fees (admissions, memberships, program fees, rentals, donations, etc.) Deal said the total operating revenue for 2023-2024 is approximately \$3.2 million. Revenue has increased approximately \$120,000 over the previous year, mostly from the projected tax contribution.

Deal said in the Administration division, a new position of Assistant Director (created by combining two previous administrative support staff positions) to supervise Program Supervisors, oversee marketing and provide general administrative support for the department. In addition, a Recreation Services Manager was created by adding more responsibility to the previous office manager position to oversee front desk operations, facility rentals, payment processing and special events. Deal said in the Maintenance Division, the Park Operations Superintendent (vacant) will supervise 3 full time park maintenance employees and several seasonal staff. Deal said the Recreation Services division operates with a Recreation Supervisor of Sports, Recreation Supervisor of Programs and Recreation Supervisor of Fitness. The largest program is Summer Day Camp with close to 100 kids a day. The pool management contract is in the Recreation Services budget for indoor and outdoor pool operations. Deal said in the Community Center division, the Maintenance Crew Leader position will oversee the maintenance, mechanical functions, rental set ups and coordinate with the Senior Center on overall services.

Deal said the center celebrated 25 years of operations this past year with membership growth from 420 members in November to over 1,600 currently. Deal gave a budget summary to include a city newsletter within the activity guide delivered by direct mail, completion of park entrance signage and outdoor pickleball courts, Christmas lights at Lion's Lake and maintenance upkeep on basketball goal pulley system, old pumps, and motors for the indoor/outdoor pools. Deal said he enjoyed working with Villegas who is professional and Blind Boone Park and teamwork.

Tourism Director Barnhart presented the Warrensburg Convention and Visitors Bureau FY24 budget. Barnhart said the WCVB is funded by a lodging tax from Warrensburg hotels and bed and breakfast establishments and regulated by RSMo 67.1000 on the use of funds. The WCVB is also funded by reimbursable grants offered by Missouri Division of Tourism. Barnhart said there is currently one bed and breakfast in Warrensburg. Barnhart said there were short term rentals (STR) also in the community that were unregulated and do not pay the lodging tax. Barnhart said every dollar spent must be tourism-related per State statute. The WCVB Strategic Plan was adopted in August 2021 and laid out four goals of Warrensburg Visitor Center, Visitor Profile, Marketing Plan and Foster Relationships. The WCVB staff currently includes the Director and a UCM student with varying hours less than part time. Barnhart said in 2009, the citizens approved raising the lodging tax rate from 2.5% to 5% for an A.D.A. accessible visitor center. Barnhart showed pictures of the Visitor Center renovation at 205 N. Holden funded with a Local Tourism Asset Development Reimbursable 50/50 Grant of \$250,000 and City of Warrensburg ARPA funding of \$70,000. Barnhart handed out the new recently published Visitor Guide. Barnhart said the Visitor Profile and Marketing Plan were being paid for by the Tourism Grant. Barnhart spoke about #Explore the Burg, Amtrak Takeover in Illinois,

Nexstar Media Production Team events used to achieve the goal to Foster Relationships. Barnhart said the Visitor Profile identified markets untouched and Barnhart had worked with McDaniels Marketing with photos for a visual audit. Barnhart described FY24 goals to include grant applications through the Missouri Division of Tourism, to open and operate the Visitor Center, to revise WCVB's Strategic Plan and to research an Arrivist Agreement. Barnhart said FY24 WCVB revenues show a decrease in grant proceeds (reduced at the State level), decreased revenues from the lodging tax on collections and decreased interest due to lower fund balance totaling \$599,750. Barnhart budgeted a decrease of \$50,000 for lodging tax due to uncollected taxes and cited one hotel has not paid since December 2022. Barnhart said letters were sent out and the hotel was taken to court, given two weeks to pay but still have not paid it. The hotel is collecting the tax but not submitting it to the City.

Barnhart said FY24 WCVB expenses include increased personnel costs hiring a full-time employee (staff totals will be 2 full-time and 1 part-time), increased utility and cleaning services at the visitor center, decrease capital outlay once the renovation has completed and decrease community agreements for a total expenditure of \$470,650 (leaving \$122,100 for reserve). Barnhart said this budget was presented for review on July 20, 2023 and scheduled for adoption on August 10, 2023 by the WCVB.

Councilmember Uhler asked about short term rentals (STRs) like Air B&B and Vacation Rentals by Owner (VRBO). Barnhart said short term is less than 31 days and lodging tax is only collected from hotel and B&B. If longer than 31 days, then occupant does not pay lodging tax. In answer to the question how many STRs are in Warrensburg, Barnhart replied five STRs that she researched but it increases to over sixty during UCM Homecoming. Barnhart said there were forty STRs right now posted for next week's events. Barnhart said that STRs were not collecting the lodging tax like hotels. Dulin said a meeting was scheduled with Dulin, McCoy and Barnhart to talk about the issues and look at the ordinance language to see if the city can charge STRs. Barnhart said the City Attorney said STRs can be assessed, and notice should be given to Air B&B and VRBO. Barnhart said it is the city's job to send the letter and collect the lodging tax.

McCoy said there will be one more work session on capital, personnel, and trust funds on August 14th. An overview presentation will be given during the regular meeting on August 14th, and a first reading on the FY24 budget on August 28th. Dulin said a solid waste work session will be held on August 14th longer work session may need to split into two and meeting July 31st to wrap up budget. The consensus from the city council was whatever is convenient for city staff. Duli said the STR meeting was scheduled for this Thursday and may go ahead and do letter. Barnhart looked up the State statute and the 31 days was not referenced within the statute but only found in the city's ordinance.

The work session adjourned at 7:53 p.m.

Attest:


Jodi L. Schneider, City Clerk




Bruce Uhler, Councilperson Pro Tem