



TO: Mayor and City Council
FROM: Jodi L. Schneider, City Clerk
DATE: August 28, 2023
RE: Department Notes

The selection criteria have been distributed and demonstrations held on submittals for the Enterprise Content Management System. Once completed, the award recommendation will be brought to the city council on September 11th.

The deadline for submittal is August 31st for the Records Imaging Services Request for Proposal.

I traveled on Wednesday, August 23rd to Jefferson City to attend the Missouri Local Records Board annual meeting. The board voted on eight new business items affecting a variety of retention schedules. Thank you for the opportunity to accept this three-year appointment for this board. The networking and tour of the Missouri State Archives facility yesterday rounded out the day on a positive note!

The CLIMB tour for City Hall offices was held on Thursday, August 24th in the afternoon.

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

August 23, 2023

Professional Development Activities for Community Development Staff

City Planner Kristin Dyer attended the National Alliance for Preservation Commission (NAPC) Virtual Summer Short Course August 23 and 24. This is a two-day online training that covers a range of important topics geared toward those working and volunteering in local preservation programs.

Community Development Director Barbara Carroll, recently completed a short course offered by the American Planning Association entitled *The Planning Supervisors Playbook Series*. Topics covered during the course included Public Speaking Communication and Leadership, Team Evaluation and Implementing Change, Managing Multidisciplinary Teams, Ethics in Practice, Management Legalities in Practice, and Measuring Success for Planning Leaders.

Code Enforcement Inspector Jane Heavin is participating the annual CLIMB program on Thursdays this fall.

Historic Preservation Plan Site Visit

The Lakota Group consultants will be in Warrensburg August 29-30, 2023, to conduct stakeholder listening sessions, a public meeting, and field work as part of the process to prepare a Historic Preservation Plan. The Historic Preservation Plan seeks to create a set of community-supported preservation planning policies and recommendations that build on prior preservation programs and initiatives. The Historic Preservation Plan will build on past successes while recognizing the need for additional efforts to identify priority areas for preservation, reinvestment, and economic development and to shape and enhance the City's character.

The public is invited to attend the public meeting August 29 from 6:30 -8:00 p.m. in the Municipal Center at 200 S. Holden Street.

FIRE DEPARTMENT
Kenneth Jennings, Fire Chief
August 23, 2023

Assistance Provided to Missouri State Fair

The Fire Fighters Association of Missouri coordinates the operation of a fully staffed fire department for the duration of the Missouri State Fair. The operation relies on departments throughout the state donating equipment to be used to provide fire and EMS services. The operation also relies on firefighters throughout the state donating their time by volunteering throughout the fair. This year, Warrensburg provided the State Fair Fire Department with a brush truck for their 11-day operation. Additionally, several members donated their time to serve the citizens of Missouri. Johnson County was well represented as equipment and personnel from the Johnson County Fire Protection District and Johnson County Ambulance District were also present during the fair. This opportunity represents Warrensburg's commitment to safety and service throughout the state.



International Association of Fire Chiefs-Fire Rescue International

The International Association of Fire Chief's national conference was hosted in Kansas City last week. This nearby opportunity allowed chief officer development course attendance by Battalion Chief Wilson. Several other chief officers and members of the department's research and development committee were also able to attend the large equipment expo held at the conference, providing an opportunity to see equipment and services firsthand. This provides staff with great information to assist in identifying tools and resources that are available to enhance community and firefighter safety.

City Safety Committee

The City's Safety Committee has been working hard over the past several months to revitalize our safety and risk management program. Revised reporting procedures will be released later this month which will collect better data and help identify trends or current practices that pose a greater risk of injury to employees. Additionally, follow-up investigations will be implemented to identify root causes and corrective action recommendations will be produced to prevent future occurrences. These program changes along with preventative actions such as site safety inspections and monthly safety briefings, are aimed to keep employees healthy and reduce lost time, which ultimately impacts overall productivity of city services.