



City Administrator Report

The Honorable Mayor
and Members of the Board of Aldermen
City of Camdenton, Missouri

Letter No. 14-001

February 28, 2014

SUBJECT: First City Administrator Report

Dear Mayor and Board Members:

The following City Administrator Report, while addressed to the Camdenton Mayor and Board of Aldermen, is provided and available to the general public, media, friends, and fellow co-workers to better inform them of our community activities.

Recent City Manager Activities, Meetings and Events

After Three Weeks, it Appears All is Well

It has been a fast three weeks but a fun three weeks. The first week Brenda did an excellent job of briefing me and, while I know I did not catch all, she introduced me to all of the Department Directors, most of my co-workers, and briefed me on a lot of projects. I also met that first week with the City Attorney, a local reporter, attended my first Rotary meeting, met with the Airport Fixed Based operator, the Chamber Director, attended a Chamber Ribbon Cutting, met with a local developer, and visited with our solid waste provider. My wife and I met some great people at Brenda's retirement function.

The second week I was on my own and took tours with our Public Works Director and Building Inspector. I also met with our Financial Advisor Jack Dillingham, introduced myself to the County Commissioners, the University Extension and Council of Local Government staff, and attended a Central Bank business recognition luncheon with the Mayor. John Harris, a gentleman representing the Missouri Clean Energy District introduced me with to the program, and I also attended my first Airport Board meeting. On Friday, I met with a local developer wishing to further invest into the community.

This week, I met with the Council of Local Government Executive Director, participated in a pre-conference call with; our Building Inspector, our telecommunications consultants and ATT representatives wishing to add a tower on the existing U.S Cellular tower. The Mayor and I also met with representatives of the Architectural firm Williams, Spurgeon, Kuhl and Freshnock who designed our City Hall. I also attended a Technical Advisory Committee meeting with Corey Leuwerke at the Court House. Thursday we had our first

Department Director and Safety meeting. For now, we plan to have these Department Director Meetings at 9:00 a.m. on the first, second and third Wednesday of each month. Later that evening my wife and I attended the Lake Career and Technical Center Open House. I just got back from the Annual Horizons Spring Tea.

One of the items that I introduced at the Department Directors Meeting was the Leadership Challenge Program. This program centers on the concept that we are all leaders and that everyone can improve on their leadership abilities. It also notes that studies note that there are five concepts that make a great leader and that we can all work on. They are:

**Inspire a Shared Vision
Challenge the Process
Enable Others to Act
Encourage the Heart
Model the Way**

From time to time I will provide a quotation in this report that centers around one of these concepts. This report's quotation is as follows:

"The value of another's experience is to give us hope, not to tell us how or whether to proceed."
— **Peter Block, American Author**

This quotation centers on the leadership concept of
"Encourage the Heart."

Other items that we discussed at the Department Director Meeting included:

- Contact Information: cell 913-626-1375 or email: jjhancock@camdentoncity.com;
- Agenda Format – in the future we would be reviewing a possible new format with reports and memos to the Mayor and Board that would provide more uniformity with a different style, font, etc.;
- I indicated to the Department Directors that I also hoped we could have a joint Team Goal session with the Mayor and Board of Alderman. Ideally that would be before we put this year's budget together for the Board of Aldermen's review but we may or may not make it this year. I also indicated that preferably we would do an annual Five Year Capital Plan before the operating budget was submitted;
- The Fire Chief is to explore financing and implementation options on the SCBA equipment for my review and the Fire Department was to provide better public information on the "KNOCK" box Key box program;
- Pool – we are slightly behind schedule with getting items lined out for this season but we will make it;

- Electric – With Department Director and Team assistance, I hoped that we could work to look at ways to conserve and reduce our electric usage;
- Property Insurance – Lists were distributed and Department Directors were to return updated property lists and equipment under \$1,000 before March 12;
- Unused Surplus Equipment – Potential auction might be in future.

I continue to work with the Department Directors on a variety of issues of running an efficient and effective City. Some of these included a past frozen line issue, an insurance claim on the tennis courts from wind damage, the budget, and getting ready for the parks and swim season to open up of the Aquatic Center.

UPDATE ON AIRPORT – TAXI LANE RECONSTRUCTION, ETC

We hope to have a pre-construction meeting in the first or second week in March and also meet with the Conservation Department on the possibility of entering into a contract on a Remote Automated Weather Station (RAWS). We are also working on potentially getting a new Airport Identifier and we will keep you informed as we move closer to resolving that issue.

ECONOMIC DEVELOPMENT

I am meeting all of the players and working to develop some strategies. More hopefully will come in the future.

UPDATE ON TELECOMMUNICATIONS/WIRELESS LEGISLATION

You probably saw that the telecommunications bill passed the State Legislature. It is now up to the Governor to determine if he will veto the bill or not.

That's it for now. As always, if there are any questions or a need for additional information on any matter, please contact me anytime.