



## City Administrator Report

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

January 29, 2015

Letter No. 15-003

SUBJECT: City Administrator Report

Dear Mayor and Board Members:

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

I am a believer in the "Leadership Challenge" program. It notes that everyone in our organization is a leader and that everyone can improve their leadership skills. It also notes that research shows that the following are five trainable traits of a great leader:

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

"Leadership is not just about what you do but  
what you can inspire, encourage and  
empower others to do.

**Jon Gordon**, business consultant, author

This quotation centers on the leader's trait of "Enable Others to Act".

### **February 3, 2014 BOARD OF ALDERMEN MEETING**

If you desire, I am open to discussing ideas on the preliminary 2015-2016 budget calendar, financial management policies, and unfinished Clint Avenue Neighborhood Improvement District (NID) process contained in this report.

## **Comprehensive Plan Process to begin Monday, February 23 and Tuesday, February 24, 2015**

As communicated at the last Board meeting, the update of the City's Comprehensive Plan will start on Monday, February 23 and Tuesday February 24. Representatives from RDG will meet with the Mayor and Board of Aldermen as well as the Department Directors at **5:30 p.m. on Tuesday, February 24, 2015 in the Board Chambers at City Hall.** We plan to have a light dinner and would urge your attendance.

### **Unfinished Clint Avenue Project and Use of a Neighborhood Improvement District for Curb and Gutter Improvements**

Attached is a draft proposed Neighborhood Improvement District petition for the Clint Avenue project. Subject to approval at your next board meeting and your determination to proceed on making a final determination on the project for future acceptance, we would later schedule a meeting with the property owners and request that they circulate the petition and return the petition with two thirds of the property owners signatures agreeing to pay for the curb and guttering through a Neighborhood Improvement District. Our City Attorney and I are still working on the exact procedure for your February 17 Board Meeting.

### **Draft Budget Calendar and Financial Management Policies**

Attached is a draft budget calendar for the upcoming budget cycle. Items noted in yellow are new. Included in the calendar is board approval of the five year capital improvement plan. The calendar also includes a possible short budget retreat before the budget is prepared and submitted. This would give an opportunity to hear from the Department Directors on their requests and also hear from the City Administrator on revenue forecasts and assumptions. We are also working on the development of formal financial management policies for consideration and adoption. This would not only give us guidance on budget preparation, but also provide for better long term financial planning.

On another note, I have been throwing out the idea with the Department Directors and the Mayor on possibly changing the beginning of the budget from July 1 to October 1. If approved this could change the attached draft budget calendar. In my opinion and in discussions with other Department Directors changing to an October 1 beginning budget date would help us better plan our construction projects and obtain better bids by getting the projects out early during the construction season, eliminate the split of keeping track of parks and recreation revenues, costs, and activities mid season, and better coordinate with our upcoming comprehensive planning efforts.

The City Clerk indicates that of the Central Missouri City Clerks she surveyed, 12 cities have July 1, 6 cities have October 1, 9 cities have January 1, and 4 cities have other dates in the year for their beginning budget dates. Your thoughts and ideas are welcomed.

### **Proposed LOREDC Housing Study**

As you are aware I am the chairman of the LOREDC Housing Committee. The schedule for completing this project is as follows:

- Finalize the Request for Proposals (RFP) for presentation to the LORDEC Board at 11:30 a.m., Thursday, February 26.
- Develop a list of potential contributors for discussion with the LORDEC Board.
- Send out the RFP in March, with review and interviews in April.
- LOREDC contract with housing study contractor could take place in May.

## **New Sludge Basin Project at Camdenton Sewer Treatment Plant**

As included within the 2014-15 City budget, the City is proceeding on the design and implementation of a new sludge basin at the Camdenton Sewer Treatment Plant. Darren Krehbiel Consultants, LLC has prepared the Plans and Specifications and submitted those plans to the Missouri Department of Natural Resources on January 9, 2015. Attached is the preliminary project calendar for this important City project.

## **City Safety**

I recently developed an expanded City Safety committee made up of the following members: Safety Coordinator – Jeff Hancock, Administration – Tish Sims, Park and Recreation – Rob Bleck, Police – Jared Lane, Fire – Jim Clarke, Public Works – Chris Finley. The group has met two times and at the last meeting they reviewed our existing Safety program, and additional CPR/AED certifications. We will be discussing these issues with the Department Directors and working on revising our Safety Policy for future Board action. The group meets quarterly.

## **MO DOT 325 System**

The Missouri Department of Transportation (MO DOT) recently announced a cut back on highway and road maintenance. Attached is their proposal which would only provide major maintenance on the routes shown. The State's letter roads and existing numbered urban connector roads would receive minimal maintenance.

## **Recent City Administrator Activities, Meetings and Events**

Since our last Tuesday January 20 Board meeting, Wednesday morning included a LOREDC Housing committee meeting and a Rotary noon luncheon. That Wednesday afternoon I left for Columbia for the beginning of the annual Missouri City Manager Winter Training Conference. I spent that night with my sister and then completed the conference Thursday and then returned late Thursday afternoon. I took a vacation day Friday to go to Kansas to bird hunt.

The week of January 26 included a Monday morning City Safety Committee meeting, a meeting on Tuesday with the Council of Local Governments Executive Director, a Wednesday Rotary noon luncheon and a meeting that afternoon with a developer. Early Thursday morning was the Lake Area Chamber Eggs and Issues breakfast meeting. Later I met with a representative of a property owner near the Airport. Friday morning I plan to meet with the Mayor, City Clerk, and Larry on the RDG survey and the upcoming conference call on the preparation of the RDG February community meetings. Friday afternoon I plan to leave for an eye exam in Springfield.

## **Upcoming City Administrator Activities, Meetings, and Events**

Next week includes a Monday morning RDG Planning and Design conference call with the Mayor, City Clerk, Director of Public Works, Building Official, and Parks Director. On Tuesday I plan to: attend a radio show at KJEL in Lebanon; a Council of Local Governments Economic Development Committee meeting at Lake Ozark; a Board of Adjustment meeting, and then our first monthly Board of Aldermen meeting that evening. Wednesday morning will include the Chamber Executive Director and Camden City Administrator's monthly appearance at the Coyote Radio Station, our bi-monthly Department Director Meeting, and a noon Rotary Meeting.

The week of February 9 now appears to include a Planning Commission meeting Tuesday, a Wednesday Rotary luncheon meeting, and an early Thursday morning appearance with the Camden Chamber of Commerce Board of Directors. and other catch up work.

## **UPCOMING BOARD OF ALDERMAN MEETING AGENDA ITEMS**

Some possible Board of Aldermen Agenda items for the February 17 Board of Aldermen meeting may include:

- Consideration of a Special Use Permits Submitted by US Cellular for at Turner Parkway and Oklahoma Street
- Bid Award and Fencing Contract
- Transfer of old PD cars, sale of Fire Chief Car and PW Truck.
- Final Determination to Proceed with Clint Avenue Street Acceptance and Approval to Proceed with a Neighborhood Improvement District (NID) for curb and gutters for said project
- Ball Park Concession Stand, Swim Lesson Instructor Agreements etc., may also be reported on.

As always, if there are questions or you need additional information, please make do not hesitate to contact me.