



## City Administrator Report

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

July 14, 2016

Letter No. 16-015

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 some City projects and 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 the following five trainable traits of a great leader:

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

"Dissatisfaction and discouragement are not caused by the absence of things but the absence of vision."

— Anonymous

The above information centers on the leader's trait of "Inspire a Shared Vision".

### **July 19, 2016 BOARD OF ALDERMEN MEETING**

Unless there are questions, I do not anticipate plan discussing any items contained within this Report at this meeting.

### **Implementation of City Comprehensive Plan**

The Building Official and I met on Friday July 8 with RDG via a conference call to discuss the first phase of the update of the City's Zoning Ordinance. As previously noted, RDG Planning and Design

will be meeting with the community's major stakeholders on Tuesday, August 23. They will meet later at 6:30 p.m. with the Planning and Zoning Commission.

### **2016-2017 Budget Process Schedule**

On Thursday July 14 the Budget Officers (Mayor, City Administrator, City Clerk and Finance Director) met with each Department Director to review individual budget requests. The Schedule at the present time for the 2016-2017 Budget includes:

Approval of Pay and Compensation Recommendation	August	2
Draft Budget to the Board	August	16
Setting of Property Tax Levy	August	16
Approval First Reading of Budget Ordinance	September	6
Approval Second Reading of Budget Ordinance	September	20

### **2016 Capital Improvement Project Update**

#### Road and Drainage Improvements on Clint & Hazelwood

Construction is under way, although work has halted during the wet periods. Bill Jeffries and the City Engineer have driven the project and discussed how areas behind the curb and gutter sections are to be shaped so that areas behind these improvements do not pond water. Hopefully compacted base rock and asphalt should be forthcoming.

#### Tennis Court Construction

Construction is under way. Visual inspection indicates that Petro mat remains in good shape and recent rains, which began to undermine the low side of the courts, have done no further damage in this regard. Travis Hodge placed rock in the wash areas to prevent further deterioration and this seems to have worked. No schedule has been given, however asphalt work should continue later this week, weather permitting.

#### Lake Road Sewer Improvements

Drill Tech has bored across some of Hwy 54 and this work continues. Ken Kauffman and Sons have struggled with the depth of the existing improvements and maintaining the current system in service during the work. Rains undermined the signs for the childcare facility and the Chamber. These signs have been removed and will be reinstalled at the end of the project. Currently work is progressing on the south side of West 54 so that the bore work can continue.

#### Veterans Memorial Monument

The contract with Clark's Concrete for the construction of this project is on the Board of Aldermen Agenda for approval. See Council memo for additional details.

#### East Highway 54 Sidewalk Projects

As previously noted, we finally received approval from the Feds and MoDOT on the Plans Specification and Engineering (PS&E). Request for Bids are now out on the street and the bids are to be received on Tuesday, July 26, 2016. We anticipate a contract for your review and approval at the August 2, 2016 Board of Aldermen Meeting.

Other Additional City Capital Improvement Projects:

Capitol Materials plan on starting the milling and overlay of Wilkerson Avenue, 1st Street, Grant Avenue, Newton Street, Nichols Lane, and Hemlock Streets on July 18, 2016.

Highway 54 Overlay Turn Lane

Bob Lynch with MoDOT has informed me that at the end of the overlay project, stripping for the access left into Court Circle on South Business 5 from vehicles from Highway 54 will include a better design to allow vehicles easier access into Court Circle. He is supposed to send us a map depicting the change.

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

The week of July 4 started with the July 4 Holiday and continued on Tuesday with our monthly siren test and a Pay and Compensation Committee meeting at 6:00 p.m. Our first monthly Board of Aldermen meeting was at 7:00 p.m. Wednesday morning I met with Kevin Burns for a radio interview at KRMS, then went to Rotary at noon and then attended our bi-monthly Department Director's meeting. On Thursday evening I attended a Parks Board meeting and on Friday, I participated with the Building Official in a conference call with our consultants RDG on the zoning ordinance upgrade.

The week of July 11 included a Monday morning budget meeting with the Mayor and City Clerk. I had a personal Doctor's appointment early Tuesday morning. A Rotary weekly luncheon meeting was held on Wednesday and early Thursday morning I gave an economic development report to the Camdenon Chamber. That afternoon the Budget Officials, (Mayor, City Administrator, City Clerk and Linda Cochran) met with each Department Director on their proposed 2016-17 budgets.

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

The week of July 18 starts with a Monday morning meeting with the LOCOLG Board meeting and a later Solid Waste District T Board Meeting. The week continues on Tuesday with a meeting with the Fire Chief that morning and then our second monthly Board of Aldermen meeting at 7:00 p.m. Wednesday I plan to attend Rotary at noon and then meet with our Department Directors. Thursday I am scheduled to attend a LOREDC Board luncheon meeting and then an Air Show meeting that afternoon. The City's Annual Employee Pool Party is scheduled for Thursday July 21, 2016 from 6:30 p.m. to 8:00 p.m. Friday I plan on taking a vacation to celebrate my daughter's birthday.

The week of July 24 includes preparation and work for our proposed 2016-2017 City budget. It also includes a Rotary luncheon meeting and attendance on the evenings Wednesday and Thursday to hear some Chamber sponsored County Candidate presentations.

As always if you have any questions or if you need additional information for this upcoming Board of Aldermen meeting, please do not hesitate to contact me at any time.