



City Administrator Report

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

June 16, 2016

Letter No. 16-013

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**

"There are high spots in all of our lives and most of them have come about through encouragement from someone else. I don't care how great, how famous or successful a man or woman may be, each hungers for applause."

George Matthew Adams – American newspaper columnist

The above information centers on the leader's trait of "Encourage the Heart".

June 21, 2016 BOARD OF ALDERMEN MEETING

Unless you have questions on the following information, I do not plan on discussing items within this CA Report.

Implementation of City Comprehensive Plan

We have developed a Mayor, Board of Aldermen/Department Director priority list for the development of a City Strategic Plan to ensure and monitor implementation of the City Comprehensive Plan. As previously noted an additional move on the implementation of the new City Comprehensive Plan will be an upgrade of the City's Zoning Ordinance. We have engaged RDG to move ahead on Phase 1 and 2 of this project. To begin this process RDG will meet with the community's major stakeholders during the day and then meet with the Planning Commission on Tuesday, August 23, July 26 at 6:00 p.m.

2016-2017 Budget Process

I have reviewed budget proposals individually with all of the Department Directors and this information has been installed into the 2016-2017 Master Budget worksheet. The Pay and Compensation Committee met on Thursday, June 9. The Budget Officers (Mayor, City Administrator, City Clerk and Finance Director) plan to meet with each Department Director to review individual budget requests on Thursday July 14.

2016 Capital Improvement Project Update

The only additional updates that I should mention are as follows:

Road and Drainage Improvements on Clint & Hazelwood

Construction is under way. Some curb lines are in and storm and sanitary lines have been established.

Construction of a New Sludge Basin

The final change orders on this project are on this June 21 Board of Aldermen Agenda for approval.

Tennis Court Construction

Construction is under way. Visual inspection indicates that the sub-base material is in very good shape and has responded well to compaction. Asphalt work may begin next week.

Lake Road Sewer Improvements

Bidding is complete. We have been informed that the contractor intends to move onto the project site next Tuesday or Wednesday. You may see crews marking utilities Monday.

Veterans Memorial Monument

Bids on this project were small (2) and incomplete. As discussed at the last Board of Aldermen meeting I have reached out to one of the bidders and will meet with him at the site next Monday afternoon. We will not have a negotiated contract in time for this Board of Aldermen meeting but should have it in time for the next July 5 Board of Aldermen meeting. Contractors are busy and the time set aside to begin this project from this contractor is the third week in August. Once the project begins it should be quickly completed.

East Highway 54 Sidewalk Projects

We are waiting on comments from the Feds and MoDOT on the Plans Specification and Engineering (PS&E). MoDOT indicates that we should have approval from the Federal Highway Administration by the end of June. At that time, we should be able to move forward, advertise for bids.

Other Additional City Capital Improvement Projects:

The street striping project has been completed on Business 5 and we are waiting on the contractor to inform us on when this year's overlay projects will begin.

MODOT Projects of Interest:

I want to continue to provide updates on MoDOT Projects: Please note the following:

- The State Overlay of Highway 54 from East Highway 54 Project from West of the square (around the Methodist Church) then east of Route Y project has started. Work is taking place at night starting at 7 p.m. and ending at 6:a.m. each day.
- Highway 5 and 54 Ramp Street Light Request
We made the request and utility locations were requested by MoDOT. We anticipate that work will begin next week to reinstall a new street light.

Camdenton Memorial-Lake Regional Airport

Airport Internet Status

We now have adequate internet service for the three business on the east side of the runway in the Airport Business Park. The City is now exploring and working with Dave Aguilar with Charter Spectrum high speed fiber to find the ultimate long term solution. The City Clerk and I will be meeting with him next Wednesday.

Installation of a new Airport Beacon should take place next week.

Recent City Administrator Activities, Meetings, and Events

The week of June 6 began on Monday with a bi-weekly meeting with the Parks Director. On Tuesday at noon we held our monthly siren test. At 2:00 p.m. I attended the Council of Local Government's four county Economic Development Council Meeting at Wil-More Lodge. That Tuesday evening we had our first monthly Board of Aldermen meeting. On Wednesday morning I met with Kevin Burns for a radio interview at KRMS. I returned and met with our attorney on an animal control case. I then attended a Rotary luncheon meeting and later on met with the Department Directors for our scheduled bi-monthly meeting. Thursday morning included an early Chamber Board economic development presentation and then a meeting with the Pay and Compensation Committee at 10:30 a.m. I also attended a Quails Forever monthly meeting in Lebanon that Thursday evening and took a vacation day on Friday.

During the week of June 13 I attended the Missouri Economic Development Annual Conference at Camden at the Lake from Tuesday noon through Thursday noon. Our monthly LOREDC Thursday luncheon meeting was held right after the end of the MEDC conference at noon. Today I plan to meet with the Mayor and a local attorney and have a meeting this afternoon with a local citizen.

Upcoming City Administrator Activities, Meetings, and Events

The next few weeks will include my concentration on the proposed 2016-2017 proposed City Budget. The week of June 20 however does begin on Monday morning with a LOCOLG Board meeting and a Solid Waste District T Board Meeting in Osage Beach. Monday afternoon I will meet with a local contractor out at the airport to review the Veteran's Memorial Project. The week continues on Tuesday with our second monthly Board of Aldermen meeting at 7:00 p.m. Wednesday morning the City Clerk and I are scheduled to meet with Charter Spectrum's high speed fiber representative, David Aguilar. I plan to also attend Rotary at noon and then meet with our

Department Directors that afternoon. Later that afternoon I am scheduled to meet for a radio interview at KRMS 97.5 with News Director Rob Hough.

The week of June 27 begins on Monday morning with a bi-weekly meeting with the Parks Director. Tuesday morning the City Clerk and I plan to participate in a MML FLSA (Fair Labor Standards Act) webinar. Wednesday at noon includes a weekly Rotary Club meeting.

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.