



City Administrator Report

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

Letter No. 14-002

March 13, 2014

SUBJECT: Second 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 better inform them of our community activities.

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

**"Where there is no vision, the people perish.
— Proverbs 29:18**

This quotation centers on the leadership concept of
"Inspire a Shared Vision."

March 18, 2014 BOARD OF ALDERMEN MEETING

CITY ADMINISTRATOR COMMENTS

In the future I hope to have an additional signature from the City Administrator on the memo from each of the Department Directors on their Agenda items. In the mean time, here are my comments on each of their agenda items:

AGENDA

V. B. *Authorization for Public Works to Hire an Airport Seasonal Laborer*

- I support this staff request

V. E. *Authorization to Bid Self Contained Breathing Apparatus (SCBA) and Related Equipment*

- I support and approve of the bidding out of the Fire Department's SCBA and purchasing the equipment from this year's General Fund Balance. As noted in the staff memo, Financial Advisor Jack Dillingham notes that a best practice for a percentage of cash reserves per budgeted operating funds less capital outlay for a General Fund is usually 20 to 30%. Currently our percentage of cash reserves per operating cost is 64%. This allows us funds to make this purchase.

As a result of Jack's comments, I hope that during the budget we can discuss and establish some Board policies on:

- Appropriate General Fund cash reserves;
- Percentage of cash reserves of General Fund operating costs, and,
- Financial and equipment/capital outlay planning.

VI. A. *Resolution Urging Governor Nixon to Veto SS SCS SB650*

- Please see the City Administrator Agenda memo and the staff recommendation contained in the agenda packet.

VII. A. *Selection of Airport Identifier*

- Please see the City Administrator Agenda memo and the staff recommendation contained in the agenda packet.

UPDATE ON AIRPORT

FUTURE FUNDING FOR AIRPORT RUNWAY EXTENSION

I plan to verbally brief the Board on the status within the City Administrator Report portion of the upcoming Board Meeting Agenda.

TAXI LANE RECONSTRUCTION BEGINS FIRST WEEK IN APRIL

We held our pre-construction meeting on Monday, March 10 and the contractor is anticipating starting on the first week in April with a 40 calendar day completion of the project before Memorial Day. They will have a weekly summary meeting each Thursday at 1:00 p.m. We have the pre-construction minutes if you are interested.

NEW MO CONSERVATION WEATHER DEVICE PLANNED AT AIRPORT

I met with the Brian our Airport consultant, State Conservation Officials and the Fixed Based Operator on a possible location at the airport for a Conservation Fire Weather Station. We are now working on a contract and on a future Remote

Automated Weather Station (RAWS) that may come before the Board at an April Board Meeting.

TENNIS COURT DAMAGE UPDATE

Recently we informed the Board of Aldermen that we were having trouble getting MOPERM to cover the wind damage to the \$78,000 tennis court mat. Through the efforts of our City Attorney and his letter, I am pleased to inform you that MOPERM has agreed to cover the damage. We hope to soon have an adjuster in to review the damage and may have additional information for you at an upcoming Board meeting.

We are reviewing all of our property insurance coverage and Department Directors returned updated property and equipment lists. We will be meeting with our insurance broker to prepare a final updated list.

ECONOMIC DEVELOPMENT

I am now working with a developer on a potential lease of the Old City Hall/Butler Buildings that could include the surrounding City owned property.

I have received and am reviewing a proposal from a business owner interested in leasing the "Galva Foam" building.

Recent City Administrator Activities, Meetings and Events

Since our last meeting on March 5 we held a Department Director's Meeting on Wednesday. On Thursday our Public Works Director and I met with the Galva Foam Building prospect. My wife and I also attended a West Side Chamber Social. On Saturday I attended the Camdenton Chamber of Commerce EXPO event.

During the week of March 9, on Monday I attended a Pre-construction meeting at the Airport, a meeting on the conservation airport weather station and met with Karen Osborn on our Aquatic swim lesson program. On Tuesday I met with representatives and staff of the Missouri Rural Services Workers Compensation about the possibility of me serving on the Board. I accepted their invitation. Also that Tuesday, I attended our Planning and Zoning Commission meeting and later attended a Joint Chamber event with my wife at Captain Ron's. Wednesday I met with the Chamber Director and participated in a Coyote radio station show. I also met with Brandon Eckhardt on our life guard certification program. Thursday morning I attended a Chamber board meeting and later that afternoon attended an Airport Board Advisory Board. Friday, the Public Works Director and I toured the Aquatic Center with Brandon Eckhardt from *Everything Aquatics*.

Upcoming City Administrator Activities, Meetings and Events

On Monday of next week I plan to attend and observe a Lake of the Ozarks Council of Local Governments Board meeting and meet with Stacy Burke from Senator Blunt's Office. Tuesday is our Camdenton Board of Aldermen meeting. Wednesday is our third and final March Department Director's meeting. Each Wednesday I attend the weekly Camdenton Rotary Club meeting. On Saturday my wife and I will attend a Camdenton

Rotary foreign exchange student fund raiser. If anyone would like tickets please let me know.

Thursday, March 27, the Mayor and I plan to attend an Eggs and Issues event at the Wilmore Lodge. That evening my wife and I plan to attend the Lake of the Ozarks Convention and Visitor's Annual Banquet.

UPCOMING BOARD OF ALDERNMEN MEETINGS

Agenda Format – I previously mentioned to you that I would in the future be reviewing a possible new format with reports and memos to the Mayor and Board. An example of this is included in the Agenda packet with this week's City Administrator Memo on two agenda items.

I also previously communicated to you that I hoped we could have a joint Team Goal session with the Department Directors and Mayor and Board of Alderman. I plan to discuss this and the budget process at your next April 1, 2014 Board Meeting and seek direction from the Board.

Tentative and Possible April 1, 2014 Board of Aldermen Agenda Items

- Resolution for City to Participate in ICMA-RC 457 Retirement Program;
- Public Hearings and Actions on Sakelaris Re-Zoning Requests;
- Contract for Swim Lessons;
- Contract for Conservation Weather Station;
- Budget Process Discussion;
- Authorization of Membership Dues and Payment of Bill for Lake of the Ozarks Council of Local Governments.

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.