








































CITY ADMINISTRATOR'S REPORT - 06/02/2020











-  0% complete
-  In process
-  100% complete

PROJECT LIST					
Description	Status	Key Person Responsible	Priority	Status	
Alliance (sewer) agreement exp. Apr 2020	Renegotiate lease with Alliance	City Administrator	1		Board approval 4/21/20
Ashland Municipal Complex, Inc (non-profit)	Approved by BOA on 11/12/2019	City Counselor	1		Board approved 11/12/19
<b>Ashland Commons Development</b>	Final plat approval tentative June P&Z meeting	City Administrator	1		<b>Rec'd traffic input study on 5/26/2020</b>
Banking Services - Develop RFP	RFP for banking services to be developed and advertised.	City Treasurer	1		Board approved 2/18/20
<b>Board Agenda process</b>	Recommend adjustments to the Board agenda outline for efficiency and improved citizen input during Resolution & Ordinance discussion.	City Administrator/City Clerk	3		<b>Review with Mayor &amp; Board following election</b>
BoCo Road Maintenance Agreement	Review agreement with BoCo re: maintenance of roads in and around the incorporated limits of the City.	Public Works Director	2		
Bonding requirements for yard /landscape bonds	Re-write policy with consideration for increasing the monetary requirements.	City Administrator	2		
Broadway Overpass Improvements	Develop plan and work with MoDOT for improvements of Broadway Overpass (beautification, lighting, pedestrian safety)	Public Works Director	3		
Broadway Resurfacing	Obtain proposal for Broadway mill & overlay (City portion) to be performed in conjunction with MoDOT overlay in Spring of 2020.	Public Works Director	1		Project to be rebid by MoDOT in Dec, 2020 for coordination with roundabout project.
Budget FY21	Develop detailed budget calendar and budget for 2021 budget approval process.	City Treasurer	1		BOA approval 4/21/20
Capital Improvement Plan	In process. Projects will be considered as part of the budget process.	City Treasurer	1		BOA approval 4/21/20
Cartwright Technology & Industrial Park	Reviewing the applicability of various economic development incentives for the development of this area.	City Administrator	2		On hold
Charter City	Review and present a case for Ashland to become a Charter city once population (confirmed by 2020 census) exceeds 5,000.	City Administrator	2		

Citizen satisfaction survey	With the assistance of a qualified firm, develop a Citizen Satisfaction Survey to measure the degree of satisfaction that the community has with the City in a wide variety of areas – streets, public safety, refuse collection, utilities, growth, planning, parks, recreation facilities, etc. Compare results with similar size Missouri cities. Questions should also be included to ask for the community's level of support on any major proposed initiatives that the Board may consider proposing.	City Administrator	1		
City Hall Design/Build	Agreement with PBA approved on 10/15/2019. Awaiting property donation prior to beginning design work.	City Administrator	1		Property to be donated following final plat approval
City Hall Lease (exp. Apr 2020)	Renegotiate lease with Westhoff Rentals	City Administrator	1		Board approved 2/4/20
City Map Updates	Work with MMRPC to update City street and Ward maps	City Administrator	2		
City strategic plan	This project will require significant input from the Board, community and City staff in order to determine the City's Vision and Mission, along with specific measurable objectives to achieve the needed results.	City Administrator	2		
City website update	Major revisions to City website.	City Administrator	2		Kick-Off meeting for project scheduled for 6/2/20 with Revize.
Comprehensive Plan Update	Chapter 3 (Vision, Goals & Objectives) reviewed by City Administrator & P&Z in Nov, 2019 with Todd Streiler. Looking to complete the plan in early 2020.	City Administrator	1		Public Hearing on plan tentatively scheduled for June P&Z meeting.
Downtown beautification	Broadway Beautification Task Force approved by Board on 10/15/2019. Appointments to be made by December, 2019.	City Administrator	1		BBTF made recommendation to apply for grant with MO Main St for technical and community service to assist in planning.
East Ashland Plaza	Monitor progress on sale of lots, build-out, etc.	City Administrator	1		Roundabout construction on Hwy Y began on 5/18
Economic development strategy	Continue to work with REDI, SBEDC and key community partners such as the School District, Chamber, Parks Board, etc.	City Administrator	2		Working with SBEDC and SB Chamber of Commerce to fund a part time position, City's portion included in FY21 budget.

GIS	Develop strategy for mapping water, sewer and other City infrastructure.	City Administrator	1		Funding included in FY21 budget
Golf Cart & Low Speed Vehicle Ordinance	Change Code to permit use of golf carts on City streets	City Administrator	1		Ordinance approved by BOA on May 19.
Henry Clay Blvd Overhaul	Develop plan for roadway and lighting improvements along Henry Clay Blvd (curb and gutter, stormwater, shoulder, sidewalk, street lamps, pavement, pedestrian safety, etc.)	Public Works Director	3		
Implement purchasing module	Agreement with gWorks approved by BOA on 10/15/2019. Working to establish a date for installation and training.	City Treasurer	1		Module installed and functional.
Implement use of Purchase Requisitions	Develop form for use by departments for purchases exceeding \$1000.	City Administrator	1		Form completed and distributed to departments for use on 5/5/2020.
Lakeview Park Improvements	Work with MDC and Park Board for design of recreational area/fishing access (ADA dock, restroom, trail, parking lot, lighting).	Public Works Director	3		One small parcel still to be acquired before design development can proceed.
<b>Lodging Tax</b>	Work with Rep. Walsh to establish state legislation authorizing Ashland to initiate a ballot initiative for approval of a transient guest tax.	City Administrator/City Counselor	1		<b>Approved. Vote of residents can be no earlier than Nov 22.</b>
Main Street Resurfacing	Obtain proposal for Main St resurfacing (to be completed after YMCA and East Ashland Plaza construction).	Public Works Director	3		
<b>Missouri Main Street Program</b>	Apply for Community Empowerment Grant	City Administrator	1		<b>Letter of Intent and Resolution scheduled for Board approval on 6/2/2020.</b>
<b>Mowing &amp; Trimming City Parks &amp; Facilities</b>	Hire company to mow City parks and other facilities	City Administrator/Public Works Director	1		<b>Gilmore Lawn &amp; Land began mowing services 05/11/20.</b>
Parks Improvements	Purchase and install new restroom at City Park. Complete repairs of ball field. Address erosion issues in parking lot and playground areas.	Public Works Director	1		LWCF & RTP grants submitted on 2/14/2020
Pay Classification Plan	Establish formal pay ranges and classifications	City Administrator	1		BOA approval on 4/21/20
Perry Ave Extension	Extension of Perry Ave to connect with Industrial Blvd at East Ashland Plaza.	City Administrator/Public Works Director	1		Funding for engineering costs budgeted in FY 21 and included in EDA application for Ranken project.

Personnel manual	Complete Personnel Manual for approval by BOA.	City Administrator	2		
<b>Plan Reviewer</b>	Hire a Plan Reviewer	City Administrator	1		Draft job description sent to P&Z and BOA for review. Comments due back by 6/3/20.
<b>Planning &amp; Zoning Code Revisions - 9, 10, 11 and 12</b>	Review and recommend changes to Chapters 9, 10, 11 & 12 of the City Code. Work through P&Z.	City Administrator	2		Draft RFP complete. Sent to P&Z for comments. Comments due back by 6/2/2020.
Pocket Park	Preliminary design for division of park sent to two property owners on 11/21/2019 for input.	City Administrator	2		Allstate Engineering - in process of surveying for revised plat.
Procurement process	Review and re-write Chapter 7 (Selection of Professional Services) of the City's Code.	City Administrator	1		Board approved on 1/7/20
Public Works Policy and Procedure Manual	Develop policy and procedure manual to coincide with City Personnel manual	Public Works Director	2		
<b>Ranken Project</b>		City Administrator			EDA Grant submitted - waiting on approval
<b>Recycling Lot</b>	Relocate to W Redtail Dr	Public Works Director	1		Site grading complete. Concrete work scheduled for week of 6/1. Fence bids close on 5/29/20.
Refuse Collection Agreement	Review agreement with Republic for refuse collection services.	City Administrator	1		Scheduled for renewal on June 1
RFQ for Engineering Services - On Call	Develop RFP for on-call engineering services.	City Administrator	1		Agreements scheduled for approval on 4/21/20
Roundabout (Broadway/Henry Clay)	Preliminary design approved at 11/5/19 BOA meeting. Project moves on to MoDOT ROW negotiation and acquisition with affected property owners.	City Administrator	1		Teleconference with MoDOT ROW Team on 4/16/20
Sale of surplus land parcels	Contract for real estate broker approved by BOA on 11/5/2019 with South County Realty. Four (4) parcels to be listed for sale.	City Administrator	2		Surplus land parcels currently being marketed.
<b>Sarah Drive Bridge</b>	Allstate Engineering working on engineering plans and bid documents.	Public Works Director	1		Meeting with Allstate on 5/29 to review recommendations.
<b>Small Community Engineering Assistance Program</b>	Apply for Grant	City Administrator	1		Resolution set for BOA approval on 6/2/20.

Snow Policy	Develop snow policy including the designation of snow routes within the City where parking will be prohibited following a 2" snowfall.	Public Works Director	2		
Social Media	Increase Ashland's presence on social media	City Administrator	1		SAR page established with over 800+ members
Supplemental Budget Request	Develop a form for departments to complete that justifies the need for capital items or personnel during the 2021 budget process.	City Treasurer	1		Form used in development of FY21 budget
Tax Increment Financing	Resolution approved for adopting procedures for accepting bids & proposals on 10/15/2019. Ordinance establishing TIF Commission approved 11/5/2019. Ordinance for establishing criteria for the evaluation of TIF applications in development.	City Administrator	1		
Tennis Court Repairs	Apply for USTA grant for repairing and recoating tennis courts.	Public Works Director	1		PW Director's report
Utility Policy & Procedures	Review and update shut-off policy, deposits, transfers when home sold.	City Administrator	1		
Utility Rates - Sewer, Water	Compare rates and impact/connection fees with other providers. Review cost of service study that was completed approx 3 years ago in conjunction with WWTP funding.	City Administrator	3		
USDA Facility Loan	Apply for financing for construction of new City Hall complex.	City Treasurer	1		
<b>Wastewater Treatment Plant</b>	Monitor completion, punch lists etc. Visit Brookfield WWTP on December 10, 2019 to review their operational methods and staffing requirements.	City Administrator/Public Works Director	1		<b>Schedule date for ribbon cutting/open house once Covid-19 pandemic restrictions are removed.</b>
YMCA	Contract for purchase of community recreational services approved by BO on 11/5/2019. Site plan for YMCA scheduled for P&Z review in Dec 2019.	City Administrator	2		Under construction