
























CITY ADMINISTRATOR'S REPORT - 02/04/2020

-  0% complete
-  In process
-  100% complete













\* Updated items in bold










PROJECT LIST	Description	Key Person Responsible	Priority	Status	
Alliance (sewer) agreement exp. Apr 2020	Renegotiate lease with Alliance	City Administrator	1		
Ashland Municipal Complex, Inc (non-profit)	Approved by BOA on 11/12/2019	City Counselor	1		
Ashland Commons Development	Work Session with P&Z on 1/14/20 for plan overview. Public Hearing on Conditional Use and Prelim. Plat on 2/11/20.	City Administrator	1		Anticipated BOA approval 02/18/2020 (1st read), and 2nd read on 03/03/2020 for prelim plat and Conditional Use Permit (PRD).
<b>Banking Services - Develop RFP</b>	RFP for banking services to be developed and advertised.	City Treasurer	1		<b>Board Action 2/4/2020</b>
Board Agenda process	Recommend adjustments to the Board agenda outline for efficiency and improved citizen input during Resolution & Ordinance discussion.	City Administrator/City Clerk	3		
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		MoDOT rejected all bids due to cost higher than anticipated. Project will be rebid.
Budget Calendar	Develop detailed budget calendar for 2021 budget approval process.	City Treasurer	1		Sent to Board on 1/7/20
Capital Improvement Plan	In process. Projects will be considered as part of the budget process.	City Treasurer	1		

Cartwright Technology & Industrial Park	Reviewing the applicability of various economic development incentives for the development of this area.	City Administrator	1		Met with Potterfield Group on 12/4/2019 to review possible incentives - TIF, Chapter 100. CID, TDD, Tax Rebate agreements. Follow up meeting scheduled for week of 1/13/2020 to determine next steps, establish schedule, etc.
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		
City Hall Lease (exp. Apr 2020)	Renegotiate lease with Westhoff Rentals	City Administrator	1		<b>Board action 1/21/20</b>
City Map Updates	Work with BoCo and/or 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		
<b>City Website</b>	Develop RFP for new City website.	City Administrator	2		<b>RFP closed 1/29/2020. Under eval.</b>
<b>Comprehensive Plan Update</b>	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		<b>Todd Streiler reviewed draft of Chapter 1-3 with the BOA on 1/21/2020.</b>

<b>Downtown beautification</b>	Broadway Beautification Task Force approved by Board on 10/15/2019. Appointments to be made by December, 2019.	City Administrator	1		First meeting on 01/30/2020.
East Ashland Plaza	Monitor progress on sale of lots, build-out, etc.	City Administrator	1		
<b>Economic Development Strategy</b>	Continue to work with REDI, SBEDC and key community partners such as the School District, Chamber, Parks Board, etc.	City Administrator	2		Work towards funding a part-time employee funded by Chamber of Commerce/SBEDC and City .
GIS	Work with BoCo to establish more robust GIS capabilities for the City of Ashland.	City Administrator	3		Obtained pricing for ESRI licenses. Establishing cost estimates for mapping of City water meters, hydrants, water lines, etc. Costs will be included in proposed FY2021 budget.
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		Complete
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		Working on land donation for the remainder of Lakeview Lake to the City. Received legal dewscription on 1/30/2020.
Lodging Tax	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		HB 1601
Main Street Resurfacing	Obtain proposal for Main St resurfacing (to be completed after YMCA and East Ashland Plaza construction).	Public Works Director	3		
Management Fellowship Program	Advertise for a graduate of an accredited MPA (Masters in Public Administration) program to begin a 2 year fellowship under the direction and guidance of the City Administrator. Applications are due no later than 11/29/2019	City Administrator	1		No applications received. Will review options as part of 2021 budget process along with other staffing/organizational proposals.



<b>Parks Improvements</b>	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	2		Working with MMRPC, PW Director and Parks Chair to complete an application for LWCF funding for various park projects. Applications due by 2/14/2020.
Perry Ave Extension	Extension of Perry Ave to connect with Industrial Blvd at East Ashland Plaza.	City Administrator/Public Works Director	1		TEAP not approved
<b>Personnel Manual</b>	Complete Personnel Manual for approval by BOA.	City Administrator	2		Begin reviewing all job position descriptions, establish pay range for each position
<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		To be addressed in FY 2021 Budget.
<b>Pocket Park</b>	Preliminary design for division of park sent to two property owners on 11/21/2019 for input.	City Administrator	2		Met with two property owners on 1/29/2020 to finalize the division of the property.
Procurement process	Review and re-write Chapter 7 (Selection of Professional Services) of the City's Code.	City Administrator	2		Complete, approved 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>Recycling Lot</b>	Relocate recycling lot (behind City Hall) to Redtail Dr	Public Works Director	1		Board Action on 2/4/2020.
<b>Refuse Collection Agreement</b>	Review agreement with Republic for refuse collection services. <b>Consider curbside recycling.</b>	City Administrator	1		Met with Lillian from Republic. Waiting price proposal with details on curbside recycling program for Ashland.
RFQ for Engineering Services - On Call	Develop RFP for on-call engineering services.	City Administrator	1		
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		
Sale of Surplus Land Parcels	Contract for real estate broker approved by BOA on 11/5/2019 with South County Realty. Four (4) parcels currently listed for sale.	City Administrator	2		

Sarah Drive Bridge	Engineering report received from Allstate on 12/23.	Public Works Director	1		<b>Board action 1/21/20. Engineering fees reduced by Allstate from \$28,500 to \$23,475.</b>
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 City of Ashland's social media presence on Twitter and Facebook	City Administrator	1		Established a new group called Surveying Ashland Residents (SAR) on 12/23/2019. The group's purpose is to seek input from Ashland residents through polls and surveys on a variety of community related issues. As of 12/26/2019 the group had 353 people join.
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		Completed. Sent to Depts for use with 2021 budget projections.
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 existing surface and/or replacing the entire surface.	City Administrator/Public Works Director	1		<b>Scheduling contractor to inspect court conditions and provide procing for repair and total resurfacing.</b>
Utility Policy & Procedures	Review and update shut-off policy, deposits, transfers when home sold.	City Treasurer	1		
Utility Rates - Sewer, Water - Review current rates.	Compare rates and impact/connection fees with other local municipalities in Missouri. Review cost of service study that was completed approx. 3 years ago in conjunction with WWTP funding.	City Administrator/Treasurer	1		
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>Plant began receiving effluent on 1/30/2020. Manufacturer's reps have been on site to monitor equipment start-up.</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		