

Mac Report for January 13, 2025

Training – Melissa and I will be doing a field trip or two around the valley to tour other city halls to check out some of their clerk / treasurer processes in the near future.

Development – Our Area of Impact with the County was approved prior to December 31, 2025.

Development - We received a partial easement vacation application from the developers of Pheasant Run Sub. More to come in a future meeting.

Development – Chapel Hill has formally cancelled their Conditional Use Permit. She is selling her property but still believes it would be an awesome event venue. New owners, if they so desire, would be required to file for a new CUP if they wanted an event venue.

Development- Met with Cooper's Crossing about Final Plat with Fire Chief, Public Works and our Engineer team to discuss their next phase of development and roadway access and turn arounds. More to come soon.

Development – Met with land developer on up to 90 residential units, a second meeting will be scheduled soon. – NDA

Development – Many calls on current zoning, flood zone, utility main locations and development potential of properties. Many are asking for maps to be placed online. I received an estimate from HECO on developing a layered map which would include all of the above and be expandable. This would require a task order to be approved or built into next year's budget. The estimated cost of around \$10k. It would include Street Designations, Area of Impact, Zoning Designation, Flood Overlay and Geographical Historical Waiver area. As utilities are built up or located these would be built into the mapping.

Airport Development – a few people are inquiring about new hangars or acquiring the current hangar spaces; and lessors are partnering with the city for the installation of water and sewer connections to the current units. Dustin is working on the utility connections.

Applications and Forms – I have been branding our varying applications and forms; changing them to have the information our code requires on the various applications and forms. No action by the council will be required.

Procedures – I have begun writing varying financial policies and procedures, titling them with the intention of indexing them. This will make it easier when processes and procedures are motivated.

Annual Street Finance Report – The report was completed by the deadline and uploaded to the State Controller's Transparency portal. Additional reports are being created to upload for end-of-year documentation as required

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TASKS - Here are the things I will be focusing on this next month:

- **Boundary Survey Report** – This annual report from the US Census is also being prepared to be completed.
- **941's** – Federal and State
- **FY25.26 Q1 Treasurer Written Report**
- **W2's, 1099's and** their correlating reporting to the state and federal government
- **Bank Reconciliations**
- **Audit preparation** (Audit in March)
- **Block Grant Closeout** – the following are required to be completed before the grant can be closed.
 - Preparing a formal 504 ADA Policy / Transition Plan
 - English second language plan
 - Fair Housing Assessment
- **Website Development, new domain registration, and Codification Development**
 - As you remember this is about a two-to-three-month process, however, much of it is nearing completion. Then it will just be training staff in these functions and programs.
- **Personnel Policy Manual** – preparing / collection / merge / incorporate the varying sections into a single document for council to approve, possibly in February or March.
- **Internet Provider** – City Hall will be working with Benconnected to get a price quote on switching to a different internet provider. In addition, Benconnected will also quote us an onsite server and a backup cell type internet service for emergencies. When the internet goes down at City Hall, it is also down at the Police Department. This means no phone calls can come in, customers cannot pay their utility bills in person, and we are not able to at times even access our own documents.

Tasks – As Time Permits:

- **Red Flag Rules Policy** (will require Council Approval)
- **Financial Control Policy** (will require Council Approval)
- **Grant Policy** - Complete and get Endorsements on the proposal (will get
- Assist in the development of written:
 - **Records Retention Policy**
 - **Utility Billing Policy**

If you have questions, please ask. - jmac