

# Staff Report

## Angie Mettie

### September 2021

#### **At the front desk:**

- Great appreciation goes to KYLA for covering the front desk while I am away
- 1 property purchase / account change this month
- Many calls about properties and ordinance questions
- One inquiry on a building permit extension
- Several complaints about high water bills – Julie has an education idea to share how many gallons a dishwasher, shower, etc. uses. I am working on a brochure.

#### **Monthly Tasks completed:**

- Minutes for all meetings
- Billing
- Leak Letters
- Records destruction – I am slowly going through boxes in the afternoons and filing or adding to the records destruction resolution.
- Working on updating forms
- Created new grass brochure for new residents and new Council Meeting summary
- Filing
- Meadows Valley Mondays

#### **What I learned about New & Amended Ordinances:**

- I learned a few more steps in the process of creating / amending ordinances. For each ordinance that is changed or created, the process is:
  1. Approval by Council. All ordinances must be passed by ROLL CALL only.
  2. Ordinance summary is created.
  3. City Attorney must sign summary.
  4. Summary is submitted to the paper for publication.
  5. New ordinances are signed, placed in ordinance book with affidavit.
  6. Ordinances are scanned and uploaded to Municode (website).
  7. Changes to ordinances are typed in to Municode.
  8. Both the original and newly amended ordinances must be sent to the Adams County Clerk's office.
  9. Adams County clerk then sends ordinances to the Idaho Supreme Court to be updated in the Odyssey system.
  10. Sheriff's department uses these codes when issuing citations.

#### **Other Items of Interest:**

- Our Parks Committee asked if it were possible to get another load of bark in the playground area.
- Halloween parade will be October 28<sup>th</sup> at 1pm.

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**LHWAP Vendor Application**

Health and Welfare has received COVID funds for water/sewer assistance and can pay up to \$1500 per water bill in assistance to qualified applicants. We are currently working with WICAP to approve Meadows Valley Roundup applications. Mr. Morningstar of WICAP asked if the City would be interested in becoming a vendor for water and sewer for the new LHWAP program. If so, federal money could be used to pay water bills while funds are available, and our MV Roundup fund could be used after this program has expired.