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**MEMORANDUM TO THE MAYOR AND MEMBERS OF CITY COUNCIL**

**FROM:** Daryl Hennessy  
**SUBJECT:** City Administrator’s Report  
**DATE:** June 21, 2023

**ADMINISTRATION**

**Facilities Renovation Project.** To date, three general contractors have pulled plans and are considering the submission of bids for the City’s building renovations project. A pre-bid construction walk through was completed today. A bid opening has been planned for June 29, 2023 but could be delayed a couple of days if questions from the general contractors requires a written addendum to clarify the project.

**PLANNING AND DEVELOPMENT**

**Board of Zoning Appeals.** The Board of Zoning Appeals met earlier this week for the first time since November 2022 to consider the construction of an “ornamental” fence in the side yard of a corner lot on Raccoon Lane. The City’s zoning code allows the construction of fences in the side yard but does not explicitly list an ornamental fence as an eligible type of fence. The Board approved the resident’s request for a variance citing their belief that this type of fence is consistent with other permitted fences in the side yard and must have been an oversight in drafting the original zoning language.

**SERVICES AND UTILITIES**

**Evening Street Repair.** Evening Street has been closed to traffic pending repairs to a stormwater pipe that crosses the street and outlets into Prairie Run Creek. A hole in the pipe is washing out the base of the roadway and impacting its structural integrity. The road has been scheduled for maintenance in this year’s street program, but the repair is essential before any maintenance is performed.