City Administrator Report

January 13th, 2020

Dear Mayor and Members of the City Council,

I hope that each of you have had a great holiday season with friends and family. December 17th represents the last full meeting of Councilmembers Rider and (B.) Doughramaji. I want to thank both of them for their service. Tough decisions are made quite frequently by these positions, and I have the utmost respect for those stepping up to fill these seats. I look forward to continuing to see both of them around the community.

With that said, this meeting (1/15) will represent the first of newly sworn-in Councilmembers Fridley and Ingraham. I appreciate your willingness to dedicate your time to your community members. Valley Falls is positioned for success - I look forward to working alongside both of you towards that success.

Both projects with the School and Community Committee are ongoing. The fundraising efforts for the electronic sign are still moving forward. As well, the leadership class is working on a community advertising effort. As more develops, I will bring updates for the Council’s consideration.

At the City Councils direction, staff has executed the health and welfare code enforcement process. Most of these cases have been able to be resolved on the staff level; however, some are required to be resolved by the Judge of Valley Falls Municipal Court. This month’s Municipal Court hearing will be held January 29th, 2020 at 4 pm. As always, we will continue to educate our citizens about the process and what exactly is expected of them. I have created a place on the website which walks readers through how the health and welfare process works – it can be found [here](https://valleyfalls.org/health-and-welfare-code-enforcement). (<https://valleyfalls.org/health-and-welfare-code-enforcement>)

At the last meeting, I updated the Council on the merits of opting into different standards for our public systems (i.e. sewer pond banks, etc.). At that meeting, it was very apparent that the short timeline was not enough to make an educated decision. Apparently, the City of Valley Falls was not the only organization that felt this way, and FEMA representatives have agreed to extend this timeline to April of 2020.

Other than this recent development, the FEMA disaster reimbursement process is in stand-still. I have received an email from Emergency Management Director, Keith Jeffers, that there have been only two Jefferson County applicants who have had their initial damage review meeting. We have been urged to be patient as we will be contacted as soon as KDHE staff can reach us.

I have introduced to the EDC an idea of a micro-grant program that the City could potentially implement. This will be designed with the goal of inducing business activity, both for existing and new businesses. If you have any questions please let me know. I will have a draft of this program ready for EDC this February.

The Valley Falls Housing Authority Executive Director, Leslie Bowers, has informed me that she will be stepping down this summer. We have been discussing alternative plans for the Housing Authority, and I will provide an update once I know more.

I have reached out to the League of Kansas Municipalities about getting new Governing Body Handbooks. They advised that the newest handbooks would not be ready until February or March. Once they are completed, I will order new ones for whoever is interested.

The Trash Services RFP has been revised and is nearly ready for publication, pending review by our legal counsel. I intend to publish this before the end of the month.

As of today, the City has requested that Agler & Gaeddert come to complete the annual audit for FY2019. Staff will advise how this is progressing.

**As a result of the last council meeting:**

The Community Survey has been sent out. I’m excited to see the feedback. We are currently at 67 respondents. Please, reach out to your network and ask them to participate!

I have chosen to close out the response period on January 31st at 5pm. I will plan on having the findings from the survey ready for the Council’s consideration no later than the second council meeting of February. The survey drawing can take place on the first meeting in February.

Once the Community Survey is closed out on the 31st, I will work to have the results prepared for the Council’s consideration at a meeting in February.

**Planning and Zoning Board:**

There is a vacancy on the Planning and Zoning board. Staff will begin the process of advertising this, to get some applications for appointment ready for consideration.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, Councilmember meetings, meetings with department heads, City Attorney, EDC meeting, meeting about housing authority, meeting regarding disaster reimbursement,

**City Council Meetings, Study Sessions, and Executive Sessions**

**Tentative future City Council agendas include the following items at this time:**

1. Strategic Plan Work sessions.
2. FEMA Disaster Recovery application.

**Code Enforcement Statistics:**

This section will include a report of the number of cases currently in the code enforcement process, as outlined in City Ordinance. This section will be the analysis provided to the council, unless there is a practical application of discussing properties and/or owner name(s). (I.E. on the agenda, citizen complaint or public comment, need to approve expenditure above $500, etc.) *Please advise if you have any questions about this, and/or have suggestions.*

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| --- | --- |
| **Code Enforcement Phase** | **# of Cases** |
| **Violation Observed/ Letter Pending:** | **1** |
| **30 Day Notice Letter Sent** | **0** |
| **30 Day Letter Re-inspect / 10 Day Letter Pending** | **0** |
| **10 Day Letter Sent** | **0** |
| **10 Day Letter Re-inspect / Review w/ Admin Hearing Officer/ Sent to Municipal Attorney** | **1** |
| **Cases pending court** | **8** |
|  | |
| **NEKES** | |
| **Cases Pending** | **3**    **1 new case**  **1 case recently was corrected and has been removed from this list.** |

**Website update:**

*This section will be a brief update on the progress being made on the website. Please review, and let me know if you have some suggestions.*

Upload agendas

Upload minutes

Upload CA report

Add December 2019 Financial Report.

Added “click to pay here” button that shows up on every page.

**Planned items on website update:**

Economic profile

Economic Development Committee

Mayor and City Council

**City Financial Health Snapshot:**

Reports are prepared for the last meeting of each month.

*Please see the separate attachment:*