**City Administrator Report**

**April 14, 2020**

**Dear Mayor and Members of the City Council:**

The “Invitation to Bid” on two projects: 5th and Walnut Intersection, Walnut from 16 HWY to 12th Street will end the 15th at 5:00pm. Given the uncertainty surrounding COVID-19, this bid opening will be conducted by staff. We will have this ready to review by the Council for the meeting.

Still no new information regarding a timeline to open the swimming pool. At the time of submitting this report, we have received thirty-nine applications for the swimming pool seasonal openings. We are ahead of schedule comparatively to a lot of communities in the state. We have our pool leadership selected, applications to pick from, and a plan to start training, etc. Should we get direction from the State and/or League of Municipalities, we will be ready to jump into the season. I will update the Council as I learn more.

Municipal Court has been postponed until May. Understandably, this has put a lot of cases on hold.

Agler & Gaeddert has completed the on-site portion of the annual audit for FY2019 during the last week of February. Staff has reviewed the Audit draft, and approved it. This will conclude with a final report from Agler & Gaeddert sometime in May.

I have had preliminary meetings with Alex Darby (PEC engineer) and Austin Masters (USDA Rural Development) about exploring funding options that are available to the City for infrastructure improvements. Mr. Darby will attend the meeting for April 15. To give the Council a preview, the next step that we must take is completing a sewer analysis (similar to the water analysis that was conducted a few years ago). Once the sewer analysis is completed, we will be able to move forward with having an Engineer Preliminary Report completed (an item that all large funding entitles require). Mr. Darby will be prepared to propose next steps.

I want to thank the members of the City Council, Mayor, and Mr. Davis of the Vindicator for attending a tour of the Public Works facilities. We have a lot of positives to be proud of, as well as having some items that need to be addressed to ensure these facilities operational usefulness into the next decade.

We will continue City Council tours sometime in the summer. The Police Department, Administration, and Swimming Pool still will need to be toured. I will begin looking at scheduling these tours for late-May and early-June. This needs to be completed prior to approving a budget for FY2021. More information to come.

I have looked at our March financial status, and determined that hiring summer help for the Public Works facility is budget appropriate. With that said, I have submitted an advertisement in the Vindicator for summer help, at the same hourly rate that was established last year. Staff hopes to have interviews scheduled by the end of April.

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

Staff is in the process of preparing an ordinance which would accomplish proposed changes to Council meetings.

Staff has reviewed the contract provided by Waste Management. Pending legal review, staff believes the contract is ready to be signed. I will advise the Council once I have signed this document.

Staff has inquired with KDHE regarding the selected demolition contractors (281 Maple property bid) and has not heard anything negative regarding his record.

**Planning and Zoning Board:**

There is a vacancy on the Planning and Zoning board.

There was a remote hearing held to review a variance request for Harold Bunde. The Planning and Zoning Board voted unanimously to approve the variance request.

**Meetings recently attended included:** Department Heads, meetings with Council Members, USDA Rural Development regional representative, PEC Engineer, Jefferson County Emergency Management Director, KACM Conference Calls, League of Kansas Municipalities Conference Calls, City Attorney.

**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.
3. Review of RFP bids for Street projects.
4. Review of Audit results.

**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.*

|  |  |
| --- | --- |
| **Code Enforcement Phase** | **# of Cases** |
| **Violation Observed/ Letter Pending:** | **0** |
| **30 Day Notice Letter Sent** | **3** |
| **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** | **5** |
|  | |
| **NEKES** | |
| **Cases Pending** | **1**    **0 new cases**  **2 cases has been resolved** |

**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

**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:*

**Fund Balance:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month (End Balance)** | **General** | **Water** | **Sewer** | **Capital Improvement** | **Consolidated Streets and Highway** | **Special Equipment Reserve** | **Solid Waste** | **Bond and Interest** | **All Funds** |
| **December 2019** | 39,168.00 | 179,970.19 | 280,999.87 | 4,687.79 | 96,452.78 | 11,318.57 | 47,310.10 | 255,934.20 | 915,841.50 |
| **January 2020** | 154,827.72 | 174,465.81 | 273,155.74 | 5,054.34 | 96,452.78 | 5,656.13 | 55,471.61 | 267,254.26 | 1,032,338.39 |
| **February 2020** | 128,559.30 | 179,534.60 | 278,937.78 | 5,420.89 | 96,452.78 | 5,656.13 | 55,313.63 | 277,054.93 | 1,026,930.04 |
| **March 2020** | 117,603.06 | 180,542.04 | 282,612.01 | 5,763.84 | 96,452.78 | 5,656.13 | 55,570.38 | 201,724.02 | 945,924.26 |
| **April 2020** |  |  |  |  |  |  |  |  |  |
| **May 2020** |  |  |  |  |  |  |  |  |  |
| **June 2020** |  |  |  |  |  |  |  |  |  |
| **July 2020** |  |  |  |  |  |  |  |  |  |
| **August 2020** |  |  |  |  |  |  |  |  |  |
| **September 2020** |  |  |  |  |  |  |  |  |  |
| **October 2020** |  |  |  |  |  |  |  |  |  |
| **November 2020** |  |  |  |  |  |  |  |  |  |
| **December 2020** |  |  |  |  |  |  |  |  |  |
| **Average** | 110,039.52 | 178,628.16 | 278,926.35 | 5,231.72 | 96,452.78 | 7,071.74 | 53,416.43 | 250,491.85 | 980,258.55 |

**Published Budget Status:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fund (February)** | **Current** | **Bugeted** | **Remaining** | **Percent Remaining** |
| **General** | $154,905.26 | 656,342 | 501,436.74 | 76.40% |
| **Consolidated Street and Hwy** | 0 | 113,000 | 113,000 | 100% |
| **Water** | 50,528.49 | 255,205 | 204,676.51 | 80.20% |
| **Sewer** | 32,709.24 | 160,562 | 127,852.76 | 79.63% |
| **Solid Waste** | 15,960.68 | 99,273 | 83,312.32 | 83.92% |
| **Total** | **$254,103.67** | **1,284,382** | **1,030,278.33** | **80.22%** |
|  | | | |  |
| **Outstanding Indebtedness** | **Current** | **Budgeted** | **Remaining** |  |
| **G.O. Bonds** | 86,148.75 | 1,535,000 |  |  |
| **Other** | 0 | 47,240 |  |  |
| **Total** | **86,148.75** | **1,582,240** |  |  |

**Published Budget w/ Cuts (-15%):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fund (March)** | **Current** | **Bugeted** | **Remaining** | **Percent Remaining** |
| **General** | $154,905.26 | 557,891 | 402,985.44 | 72.23% |
| **Consolidated Street and Hwy** | 0 | 96,050 | 96,050 | 100% |
| **Water** | 50,528.49 | 191,424 | 140,895.76 | 73.60% |
| **Sewer** | 32,709.24 | 136,478 | 103,768.46 | 76.03% |
| **Solid Waste** | 15,960.68 | 99,273 | 83,312.32 | 83.92% |
| **Total** | **$254,103.67** | **1,081,116** | **827,011.98** | **76.50%** |
|  | | | |  |
| **Outstanding Indebtedness** | **Current** | **Budgeted** | **Remaining** |  |
| **G.O. Bonds** | 86,148.75 | 1,535,000 |  |  |
| **Other** | 0 | 47,240 |  |  |
| **Total** | **86,148.75** | **1,582,240** |  |  |

Income/Expenses (All funds):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fund** | **1/2020** | **2/2020** | **3/2020** | **4/2020** | **5/2020** | **6/2020** | **7/2020** | **8/2020** | **9/2020** | **10/2020** | **11/2020** | **12/2020** | **Total** |
| **General** | | | | | | | | | | | | | |
| Income | 179,822.75 | 22,686.49 | 30,830.98 |  |  |  |  |  |  |  |  |  | 233,340.22 |
| Expenses | 64,017.97 | 48,922.41 | 41,787.22 |  |  |  |  |  |  |  |  |  | 154,727.60 |
| **Result** | **115,804.78** | **-26,235.92** | **-10,956.24** |  |  |  |  |  |  |  |  |  | **78,612.62** |
| **Consolidated Street and Hwy** | | | | | | | | | | | | | |
| Income | 0 | 0 | 0 |  |  |  |  |  |  |  |  |  | 0 |
| Expenses | 0 | 0 | 0 |  |  |  |  |  |  |  |  |  | 0 |
| **Result** | **0** | **0** | **0** |  |  |  |  |  |  |  |  |  | **0** |
| **Water** | | | | | | | | | | | | | |
| Income | 16,664.85 | 18,124.98 | 16,310.51 |  |  |  |  |  |  |  |  |  | 51,100.34 |
| Expenses | 22,169.23 | 13,056.19 | 15,303.07 |  |  |  |  |  |  |  |  |  | 50,528.49 |
| **Result** | **-5,504.38** | **5,068.79** | **1,007.44** |  |  |  |  |  |  |  |  |  | **571.85** |
| **Sewer** | | | | | | | | | | | | | |
| Income | 10,760.16 | 12,404.09 | 11,157.13 |  |  |  |  |  |  |  |  |  | 34,321.38 |
| Expenses | 18,604.29 | 6,622.05 | 7,482.90 |  |  |  |  |  |  |  |  |  | 32,709.24 |
| **Result** | **-7,844.13** | **5,782.04** | **3,674.23** |  |  |  |  |  |  |  |  |  | **1,612.14** |
| **Solid Waste** | | | | | | | | | | | | | |
| Income | 8,161.51 | 7,762.36 | 8,297.09 |  |  |  |  |  |  |  |  |  | 24,220.96 |
| Expenses | 0.00 | 7,920.34 | 8,040.34 |  |  |  |  |  |  |  |  |  | 15,960.68 |
| **Result** | **8,161.51** | **-157.98** | **256.75** |  |  |  |  |  |  |  |  |  | **8,260.28** |
| **Outstanding indebtedness** | | | | | | | | | | | | | |
| **G.O. Bonds** | | | | | | | | | | | | | |
| Income | 11,320.06 | 9,800.67 | 10,817.84 |  |  |  |  |  |  |  |  |  | 31,938.57 |
| Expenses | 0 | 0 | 86,148.75 |  |  |  |  |  |  |  |  |  | 86148.75 |
| **Result** | **11,320.06** | **9,800.67** | **-75,330.91** |  |  |  |  |  |  |  |  |  | **-54,210.18** |