City Administrator Report

October 16th, 2019

Dear Mayor and Members of the City Council,

I have received word that the 1st annual porch crawl was a real hit. I’m excited to see community-building events taking place. I hope that these types of events spurs more interest in the creation and holding of lively events in this community.

The Mayor and I attended the LKM conference this weekend. I really enjoyed the opportunity to learn and network with others in my profession. Hearing stories from other organizations really puts into perspective areas that we can improve, but also (more importantly) places where we excel. For example, after comparing our staff to other organizations, I can say with absolute certainty that we have a great group of employees. I’m proud of the team that Valley Falls has put together, and I firmly believe that the Council should consider this to be a great accomplishment.

The FEMA disaster reimbursement process is in stand-still. I have received an email from Emergency Management Director, Keith Jeffers, that there has 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.

Chief Koch and I needed to delay our planned trip to Oklahoma due to a change in vehicle availability. The dealer advised that we will be able to come see the proposed vehicle sometime within 30 days. Chief Koch will have more information during his report.

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

City of Valley Falls Facebook page has been created. Please follow us and share with your network of friends.

Meetings with attorneys are going well. The final two meetings will take place this week and early next week. I will be working to set up times when each of these individuals can come meet with the Council. I will be requesting a resume, and other materials to provide for the council prior to interviewing said candidates.

The Survey has been edited and is ready to be distributed. All that is left on the Cities end is to print the survey and put in envelopes. I have reached out to the school district about sharing the community survey electronically. At this time, the School district has denied our request to assist us with distributing the survey.

The photography services RFP will be sent to the Vindicator by the deadline next Monday to be published. I intend to give this RFP a 60-day expiration period to be able to give prospective respondents adequate time to submit a quality proposal. More information to come.

**Planning and Zoning Board:**

The B&Z board met on October 8th to take action on Mr. Rusty Watson’s request for a variance request. This resulted in the approval of Mr. Watson’s request – he is cleared to build.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, , Councilmember meetings, Department Head Weekly Meeting, Meeting with Paul about major project planning, Numerous discussions on sidewalk on Broadway, meeting with prospective attorneys, LKM Conference.

**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. Professional pictures of the community (RFP posting)

**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:** | **3** |
| **30 Day Notice Letter Sent** | **0** |
| **30 Day Letter Re-inspect / 10 Day Letter Pending** | **0** |
| **10 Day Letter Sent** | **4** |
| **10 Day Letter Re-inspect / Review w/ Admin Hearing Officer/ Sent to Municipal Attorney** | **10** |
| **Cases pending court** | **0** |
|  |
| **NEKES** |
| **Cases Pending** | **3** |

**City Financial Health Snapshot:**

Reports are prepared for the last meeting of each month.