City Administrator Report

November 4th, 2019

Dear Mayor and Members of the City Council,

The last few weeks have been very busy with meetings. Lots of citizens have been coming in with questions about health and welfare code enforcement. Staff has been spending time with concerned citizens explaining the ordinances and trying to find solutions for citizens to reach compliance.

I have been accepted as a member of the Kansas City Managers Association (KACM). This involved an application process, so I’m very happy to have been accepted. As a CAO, the first year in this membership is free. As a side note, I will be attending the KACM annual conference in Garden City, Kansas from December 4th-6th, as approved by the Council during the August 21st meeting. You will notice that the 4th is the first Wednesday of the month, so I will not be able to be in attendance at that council meeting. However, I will make plans to call in to the meeting and participate in that way.

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.

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:**

Meetings with the attorney has been completed. I am waiting on resumes and other materials to be sent back to me. Once I have received these materials, I will send them to the Council for consideration. After the council has received this information, I will need to know how many candidates will be called for an interview.

The Community Survey has been sent out. We have received a few back so far. I’m excited to see the feedback - I will keep the council posted on how our response rate is.

I have chose 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 though.

**Planning and Zoning Board:**

No meetings since 10/16/2019

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, , Councilmember meetings, Department Head Weekly Meeting, Meeting with Paul about major project planning, School and Community Meeting, Chamber of Commerce meeting, Meeting with waste management company who is interested in bidding, meeting with prospective attorneys, numerous meetings with citizens about health and welfare code enforcement, interview with the vindicator.

**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. Employee evaluation form
4. End-of-year budget amendments

**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:** | **0** |
| **30 Day Notice Letter Sent** | **0** |
| **30 Day Letter Re-inspect / 10 Day Letter Pending** | **0** |
| **10 Day Letter Sent** | **1** |
| **10 Day Letter Re-inspect / Review w/ Admin Hearing Officer/ Sent to Municipal Attorney** | **9** |
| **Cases pending court** | **0** |
|  |
| **NEKES** |
| **Cases Pending** | **3** |

**City Financial Health Snapshot:**

Reports are prepared for the last meeting of each month.