City Administrator Report

December 2nd, 2019

Dear Mayor and Members of the City Council,

I hope that everyone has had a restful Thanksgiving holiday. I really enjoyed the time to be with family and friends, and hope that each of you did as well. I was happy to see the tree decorated when I returned – Valley Falls looks even more beautiful around the holidays.

I will be attending the KACM annual conference in Garden City, December 4th-6th. This means I will miss the meeting on Wednesday, December 4th. I will be able to call in and participate that way. I appreciate this Council’s commitment to continuing education.

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 last meeting, Mr. Buddenbohm advised the council of how the Health and Welfare Code Enforcement process is progressing. As he indicated, the majority of active cases are in the prosecution phase. The first hearing date in municipal court will be in late January. Staff will update the governing body on a regular basis. 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>)

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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. Recently, I spoke to Mr. Jeffers and he gave an example of a City who had a disaster declaration back in 2014 - it was just finalized last summer. To be clear, this could be a lengthy process.

The upcoming agenda for December 18th will be quite busy. We will be having budget amendment proceedings, as well as going through our evaluations. Staff is currently going through the employee evaluation process, with a self-imposed deadline of Friday, December 13th. This will be right before our meeting December 18th. If you have any questions leading up to this please feel free to let me know.

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

The Community Survey has been sent out. We have received a few back so far. I’m excited to see the feedback. We are currently at 53 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.

**Planning and Zoning Board:**

Mr. Pat Herrington has submitted a variance request to the Building and Zoning board. This requires a 28-day waiting period after publication (11/21), which will make his hearing 12/17/2019. The building and zoning board will take final action on this variance request.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, , Councilmember meetings, Department Head Weekly Meeting, Meeting with School Superintendent, meeting with attorney, numerous meetings with citizens about health and welfare code enforcement, EDC, FirstNet.

**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 evaluations
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** | **0** |
| **10 Day Letter Re-inspect / Review w/ Admin Hearing Officer/ Sent to Municipal Attorney** | **1** |
| **Cases pending court** | **9** |
|  |
| **NEKES** |
| **Cases Pending** | **3 (one case close to completion)** |

**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.*

Update homepage slide/ winter/ events tab

Update homepage slide/ Closed on December 25th.

Add RFP/RFQ/Bids section under Business tab

Delete Community Development section under Business tab

Delete Planning and Inspections section under Business tab

Contacted Historical society representative about editing History Tab.

**Planned items on website update:**

*Meeting with Economic Development committee on Tuesday, December 3rd to discuss website, among other topics. Will have more direction after meeting.*

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:*