City Administrator Report

December 17th, 2019

Dear Mayor and Members of the City Council,

As you all are aware, I recently attended the Kansas City Manager Association (KACM) annual conference in Garden City. I want to repeat my thanks for this Council’s commitment to continuing education. I took a lot from this conference, and was able to connect with my peers.

Since the last Council meeting, there has been a lot of activity. I have spent considerable time supporting specific staff members, as there have been a lot of deadlines to meet. Even though it has been busy, the closer I work with staff in their particular fields, the more appreciation I gain for the level of expertise the Valley Falls staff holds.

All departments have been working on employee evaluations since the last meeting. We completed the evaluation process as of the 16th. Staff has been happy with the recently updated evaluation form, so I want to express my gratitude to this Council for embracing it.

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 meeting on November 20th, 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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As you will notice on the agenda, we will be discussing the merits of opting into different standards for our public systems. This decision will have large implications on our future prospects of funding such efforts. In addition, this topic was recently (last Friday) given to staff for consideration, with a very short turnaround for a decision to be made. More information will be presented at the Council meeting; this is potentially an actionable item depending on the Councils determination.

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.

**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 57 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.

More information to come at the meeting.

There is a vacancy on the Planning and Zoning board. After the first of the year, 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, Department Head Weekly Meeting, meetings with attorney, working on a police department function, FirstNet (AT&T), KACM Conference in Garden City, Planning and Zoning Commission hearing,

**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 since June 6th

Add Human Resources information – hiring forms, hiring checklist, etc.

Delete old placement of Financial Reports and Budget Tab

Add November 2019 Financial 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:*