City Administrator Report

February 4, 2020

Dear Mayor and Members of the City Council,

City staff has been busy preparing for projects later in the year since our last meeting. New Public Works Director, Chad Jepson, and I have been preparing “Invitation to Bid” on two projects: 5th and Walnut Intersection, Walnut from 16 HWY to 12th Street. This invitation will end April 15th with bid opening occurring that Council meeting night.

In addition to this, the Trash Services RFP has been prepared and made available to bidders. This RFP will close March 18th, with bid opening occurring that Council meeting night. If you have any questions regarding this, please let me know.

Staff has started accepting applications for various positions the last few weeks. We have already received numerous applications for the Public Works vacancy. Public Works Director Jepson, and I will begin the interview process the week of February 10th, and come prepared to update the Council at the meeting on February 19th.

Staff has yet to discuss when the pool employee hiring process will begin. Once this has been determined, we will provide an update.

Both projects with the School and Community Committees 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 City Councils direction, staff has executed the health and welfare code enforcement process. Most of these cases have been able to be resolved on the staff level; however, some are required to be resolved by the Judge of Valley Falls Municipal Court. This month’s Municipal Court hearing will be held January 29th, 2020 at 4 pm. 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>)

The FEMA disaster reimbursement is in a standstill. At this point, there are no new developments, so far as I have been made aware. Sometime in the coming months, the Council will need to discuss the merits of opting into different standards for our public systems. Staff will begin the education process of what this would entail at the start of March.

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 month.

Agler & Gaeddert will come to complete the annual audit for FY2019 during the last week of February. Staff will provide updates after this has been completed, concluding with a final report from Agler & Gaeddert.

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

The Community Survey has been closed out. I am happy with the feedback (70 respondents), and feel that it is a good sample. Surveys are never perfect, but the purpose behind them is to gather input, and get a general idea of how we are scoring. I am confident that we accomplished this.

I will have the responses processed and ready for the Council’s consideration at the meeting being held February 19.

**Planning and Zoning Board:**

There is a vacancy on the Planning and Zoning board.

**Meetings recently attended included:** Meeting with Community Development Director of Jefferson County, Valley Falls Court, Meeting with City Attorney, Councilmember meetings, meetings with department heads, meeting with Security Camera provider,

**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

**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** | **6** |
|  |
| **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

Updated Cemetery page

Added online employment application

Added job postings and job descriptions

Added “we’re hiring” to front page slide show

**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:*