City Administrator Report

February 17, 2020

Dear Mayor and Members of the City Council,

Staff has been preparing bid requests over the last two months:

The “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.

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.

At the time of submitting this report, we have received seventeen applications for the swimming pool seasonal openings. We will continue to have these positions posted until, at the very least, February 28th. Depending on the number of applicants, staff may keep the position open a few more weeks.

I have added a flow chart to the Health and Welfare portion of the website. This is intended to be another way to simplify the way this Council’s process works. Please take a look at it and let me know what you think. (<https://valleyfalls.org/health-and-welfare-code-enforcement>)

At the first court hearing for Health and Welfare code violations, the Municipal Judge granted numerous continuances. The next slated hearing for these cases is February 26th at 4:00 pm. Staff will keep the Council informed on the progress made during these hearings.

The FEMA disaster reimbursement is in a standstill. After recently talking with Emergency Management Director, Keith Jeffers, the best information is indicating that Eastern Kansas is at risk of severe flooding once again. Mr. Jeffers will be attending a flooding seminar this week, and will have a conversation with me afterward. With this in mind, Public Works Director Jepson and I will have conversations on how we can be best prepared in the event that similar flooding from 2019 occurs in 2020.

Our bank balance has almost fully returned to pre-2019 disaster levels. This is a testament to the financial planning on the part of the City that we were able to cash-flow such an unexpected event. With this said, staff feels comfortable where we are from a financial standpoint on being able to absorb another unexpected natural disaster.

However, this does mean that we are roughly forty to sixty thousand lower than where we should be in our cash-balance. To be clear, disaster reimbursement conversations have indicated that the City can eventually expect to receive approximately seventy-five to eighty-five percent of absorbed costs. When this will hit our bank account is the big question.

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:**

Public Works interviews have been conducted. Public Works Director Jepson and I will evaluate the candidates with the Council in closed session.

**Planning and Zoning Board:**

There is a vacancy on the Planning and Zoning board.

**Meetings recently attended included:** Department Heads, meetings with Council Members, Watson Development, KDHE representative, JCEMD.

**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 for Trash Service, Street projects.
4. Review of Audit results.

**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.*

|  |  |
| --- | --- |
| **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** | **5** |
|  | |
| **NEKES** | |
| **Cases Pending** | **1**    **0 new cases**  **2 cases has been resolved** |

**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

Modified Health and Welfare code enforcement page

Added flow chart to Health and Welfare Code enforcement page

**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:*