**City Administrator Report**

**March 02, 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 thirty-nine applications for the swimming pool seasonal openings. This posting was discontinued on February 28th, with the pool committee having a first initial review of the applicants on March 2nd.

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>)

More appearances regarding the Health and Welfare code violations. Staff is happy seeing the progress of the cases so far. More updates to come.

Agler & Gaeddert has completed the on-site portion of the annual audit for FY2019 during the last week of February. Staff will provide updates as this continues to develop; this will conclude with a final report from Agler & Gaeddert.

I have had preliminary meetings with Alex Darby (PEC engineer) and Austin Masters (USDA Rural Development) about exploring funding options that are available to the City for infrastructure improvements. To be clear, this has the potential to be a multi-year effort, so starting somewhere is critical. I will report back on any progress, and as always, all actionable items must be approved by the governing body.

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

Staff is in the process of preparing an ordinance which would accomplish proposed changes to Council meetings.

**Planning and Zoning Board:**

There is a vacancy on the Planning and Zoning board.

**Meetings recently attended included:** Department Heads, meetings with Council Members, KDHE representative, Realtor, Financial incentive firm, USDA Rural Development regional representative, PEC Engineer.

**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** | **3** |
| **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

Created an online reporting tool for Health and Welfare Code Violations (anonymous option)

Create an online complaint form

Upload infrastructure improvement plan to public works page

Upload Valley Falls published budgets for last four years

Added portion on website that outlines budget schedule

**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:*