**City Administrator Report**

**March 30, 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 night. Given the uncertainty surrounding COVID-19, this bid opening will be conducted by staff.

The Trash Services RFP has been reviewed by staff, and sent to the Council for final review. This RFP will close March 18th, with bid opening occurring that night, conducted by staff. The Council will be asked to make a decision regarding which bid to accept. 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.

Swimming Pool Manager Glissman and I have interviewed, and tentatively selected an Assistant Swimming Pool Manager candidate for the summer season. Of course, all of this was prior to the outbreak of COVID-19. Staff is still waiting for guidance from the State of Kansas on if and when we will be able to start the 2020 pool season. Since there is so much uncertainty surrounding the potential opening, we must put this topic on hold until we gather more information. Hopefully, I will have good news to share with each of you soon.

Municipal Court has been postponed until May. Understandably, this has put a lot of cases on hold.

Agler & Gaeddert has completed the on-site portion of the annual audit for FY2019 during the last week of February. Staff has reviewed the Audit draft, and approved it. During this, we discovered that the Council will need to pass two resolutions which provide a waiver to the General Accepted Accounting Principles (GAAP) standards. This is a resolution that the Council passes annually. As it was explained to me, the State of Kansas gives municipal organizations the ability to opt out of GAAP standards. We still comply with statutory standards. Staff will provide updates as this continues to develop; this will conclude with a final report from Agler & Gaeddert sometime in May.

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.

Staff was planning on having Mr. Darby attend the meeting originally scheduled for April 15. However, with health concerns, this has been pushed to May tentatively. To give the Council a preview, the next step that we must take is completing a sewer analysis (similar to the water analysis that was conducted a few years ago). Once the sewer analysis is completed, we will be able to move forward with having an Engineer Preliminary Report completed (an item that all large funding entitles require).

City Council Tours have been altered, understandably. As you remember, I originally wanted to hold these tours as a group, but with health concerns this has had to be modified. At the time of writing this, a couple of council members have completed their tour of the Public Works shop and Water Plant. I would like to have all Council Member tours completed in the first half of April. I will also be reaching out to Mr. Davis of the Vindicator to take him on the same tour that the individual Councilmembers have taken.

**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.

There will be a remote hearing on a variance scheduled for April 7th.

**Meetings recently attended included:** Department Heads, meetings with Council Members, KDHE representative, Realtor, Financial incentive firm, USDA Rural Development regional representative, PEC Engineer, Community Survey Company (LMI Analysis), Jefferson County Emergency Management Director, KACM Conference Calls, League of Kansas Municipalities Conference Calls, City Attorney, and Valley Falls Municipal Court Judge.

**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 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.*

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| --- | --- |
| **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:*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month (End Balance)** | **General** | **Water** | **Sewer** | **Capital Improvement** | **Consolidated Streets and Highway** | **Special Equipment Reserve** | **Solid Waste** | **Bond and Interest** | **All Funds** |
| **December 2019** | 39,168.00 | 179,970.19 | 280,999.87 | 4,687.79 | 96,452.78 | 11,318.57 | 47,310.10 | 255,934.20 | 915,841.50 |
| **January 2020** | 154,827.72 | 174,465.81 | 273,155.74 | 5,054.34 | 96,452.78 | 5,656.13 | 55,471.61 | 267,254.26 | 1,032,338.39 |
| **February 2020** | 128,559.30 | 179,534.60 | 278,937.78 | 5,420.89 | 96,452.78 | 5,656.13 | 55,313.63 | 277,054.93 | 1,026,930.04 |
| **March 2020** |  |  |  |  |  |  |  |  |  |
| **April 2020** |  |  |  |  |  |  |  |  |  |
| **May 2020** |  |  |  |  |  |  |  |  |  |
| **June 2020** |  |  |  |  |  |  |  |  |  |
| **July 2020** |  |  |  |  |  |  |  |  |  |
| **August 2020** |  |  |  |  |  |  |  |  |  |
| **September 2020** |  |  |  |  |  |  |  |  |  |
| **October 2020** |  |  |  |  |  |  |  |  |  |
| **November 2020** |  |  |  |  |  |  |  |  |  |
| **December 2020** |  |  |  |  |  |  |  |  |  |

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| **Fund (February)** | **Current** | **Bugeted** | **Remaining** | **Percent Remaining** |
| **General** | $112,940.38 | 656,342 | 543,401.62 | 82.79% |
| **Consolidated Street and Hwy** | 0 | 113,000 | 113,000 | 100% |
| **Water** | 35,225.42 | 255,205 | 219,979.58 | 86.20% |
| **Sewer** | 25,226.34 | 160,562 | 135,335.66 | 84.29% |
| **Solid Waste** | 7,920.34 | 99,273 | 91,352.66 | 92.02% |
| **Total** | **$181,312.48** | **1,284,382** | **1,103,069.52** | **85.88%** |
|  |  |
| **Outstanding Indebtedness** | **Current** | **Budgeted** | **Remaining** |  |
| **G.O. Bonds** | 0 | 1,535,000 |  |  |
| **Other** | 0 | 47,240 |  |  |
| **Total** |  | **1,582,240** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fund** | **1/2020** | **2/2020** | **3/2020** | **4/2020** | **5/2020** | **6/2020** | **7/2020** | **8/2020** | **9/2020** | **10/2020** | **11/2020** | **12/2020** | **Total** |
| **General** |
| Income | 179,822.75 | 22,686.49 |  |  |  |  |  |  |  |  |  |  | 202,509.24 |
| Expenses | 64,017.97 | 48,922.41 |  |  |  |  |  |  |  |  |  |  | 112,940.38 |
| **Result** | **115,804.78** | **-26,235.92** |  |  |  |  |  |  |  |  |  |  | **89,568.86** |
| **Consolidated Street and Hwy** |
| Income | 0 | 0 |  |  |  |  |  |  |  |  |  |  | 0 |
| Expenses | 0 | 0 |  |  |  |  |  |  |  |  |  |  | 0 |
| **Result** | **0** | **0** |  |  |  |  |  |  |  |  |  |  | **0** |
| **Water** |
| Income | 16,664.85 | 18,124.98 |  |  |  |  |  |  |  |  |  |  | 34,789.83 |
| Expenses | 22,169.23 | 13,056.19 |  |  |  |  |  |  |  |  |  |  | 35,225.42 |
| **Result** | **-5,504.38** | **5,068.79** |  |  |  |  |  |  |  |  |  |  | **-435.59** |
| **Sewer** |
| Income | 10,760.16 | 12,404.09 |  |  |  |  |  |  |  |  |  |  | 23,164.25 |
| Expenses | 18,604.29 | 6,622.05 |  |  |  |  |  |  |  |  |  |  | 25,226.34 |
| **Result** | **-7,844.13** | **5,782.04** |  |  |  |  |  |  |  |  |  |  | **-2,062.09** |
| **Solid Waste** |
| Income | 8,161.51 | 7,762.36 |  |  |  |  |  |  |  |  |  |  | 15,923.87 |
| Expenses | 0.00 | 7,920.34 |  |  |  |  |  |  |  |  |  |  | 7,920.34 |
| **Result** | **8,161.51** | **-157.98** |  |  |  |  |  |  |  |  |  |  | **8,003.53** |
| **Outstanding indebtedness** |
| **G.O. Bonds** |
| Income | 11,320.06 | 9,800.67 |  |  |  |  |  |  |  |  |  |  | 21,120.73 |
| Expenses | 0 | 0 |  |  |  |  |  |  |  |  |  |  | 0 |
| **Result** | **11,320.06** | **9,800.67** |  |  |  |  |  |  |  |  |  |  | **21,120.73** |