City Administrator Report

August 19th, 2019

Dear Mayor and Members of the City Council,

The strategic planning sessions will begin this fall. This process will take quite a bit of time, but I believe it will help the Council with future budget decisions. This planning process will stretch through the rest of this year, and will be finalized the end of the April, which will be in time for FY21 budget conversations to begin.

In addition to this, a critical element of a strategic planning process is a survey of the community. This will be a very basic tool, which will hopefully give us a baseline to make better decisions with. I am currently working with some community businesses to try to get some type of discount or coupon that we can use as an incentive to increase citizen participation.

Tentatively, I would like to plan on the following schedule for the strategic plan work sessions:

|  |  |
| --- | --- |
| October 23rd at 6:30pm | Kickoff-meeting. Exploring Suggested Categories |
| \_\_\_\_\_\_\_ at 6:30pm | Council Tours |
| \_\_\_\_\_\_\_ at 6:30pm | Council Tours |
| \_\_\_\_\_\_\_ at 6:30pm | Discussion of categories, items to be included |
| \_\_\_\_\_\_\_ at 6:30pm | Review of community survey. Alterations to items. |
| \_\_\_\_\_\_\_ at 6:30pm | As needed. |
| \_\_\_\_\_\_\_ at 6:30pm | As needed. |
| April 9th at 6:30pm | Closing meeting: Approval of Strategic Plan 2020-20?? |

Please look at your schedule for the coming months and come prepared to iron out some dates for these work sessions at the next couple of meetings.

I have been working with Keith Jeffers on preparing an application for disaster reimbursement. As it stands right now, I am waiting for a FEMA representative to contact me about next steps for the application process. While we wait, Paul and I took geo-pictures (time and location stamped) of the damage. In addition to this, I have met with representatives of the Athletic Association and took pictures of their damage.

The FEMA disaster reimbursement process is in stand-still. The agency administering this on the state level, KDEM, is in the process of uploading all impacted governmental actors into the system, and then will reach out to each contact. This could be a lengthy process – I will keep the council updated as I learn more.

The Mayor and I met with Pam Anderson (Jefferson County Economic Development director), regarding the neighborhood revitalization incentive. This is still very fluid conversation. However, I will be meeting with Ms. Anderson later this week to discuss further economic development opportunities for the City, including utilizing the County’s membership with LOIS, which is a national registry for commercial land and property (very much like realtor and Zillow is for residential). More to come.

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

With the approval of the minutes for the July 17th meeting, I submitted a request for the swimming pool manager credit card to have the limit raised to $2,000.

I have reached out to the code enforcement contractors and advised inquired about the process moving forward. The steps are moving forward with multiple cases and will be reaching the next steps in the process soon.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, code enforcers, USDA Rural Development workshop, Chamber of Commerce monthly meeting, Councilmember meetings, Department Head Weekly Meeting, Jefferson County Economic Development Director, Municipal Impact Website Design, Photography business, Athletic Association.

**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: 2020-2025
2. Discussion about Old Pool building, other equipment/facility needs.
3. FEMA Disaster Recovery application.
4. Professional pictures of the community.

**City Financial Health Snapshot:**

Reports are prepared for the last meeting of each month.

**Sales Tax:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **..** | **January** | **February**  | **March** | **April** | **May** | **June** | **July** |
| **City Share Sales Tax** | 4983.15 | 4894.57 | 4366.84 | 4172.2 | 5149.22 | 4476.85 | 4677.33 |
| **1% Pool Sales Tax** | 14667.79 | 8912.15 | 10800.02 | 10901.11 | 9950.75 | 9630.81 | 8969.77 |
| **Consolidated Streets and Highways**  | 14667.78 | 8912.15 | 10800.03 | 10901.12 | 9950.75 | 9630.81 | 8969.77 |
| **Total Sales Tax** | **34318.72** | **22718.87** | **25966.89** | **25974.43** | **25050.72** | **23738.47** | **22616.87** |

