City Administrator Report

September 3, 2019

Dear Mayor and Members of the City Council,

As I mentioned last meeting, the strategic planning sessions will begin this fall. The survey will hopefully be ready to go out next water bill cycle, so I’m hoping we will have some good information to review later this winter.

I have included the tentative schedule for the strategic planning sessions again in this meetings report. Please continue to review your schedule and be ready to get some dates set prior to the first meeting in October.

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| --- | --- |
| 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?? |

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.

Economic Development Director, Pam Anderson, and I have been working on uploading some information to the LOIS platform that I mentioned last week. I am hoping to meet with some commercial property owners over the coming months to work on getting their properties listed.

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

School Zone Ordinance Amendment has been submitted to be published in the Vindicator.

The restricted covenants for the Barnes Addition were submitted to Jefferson County at the Register of Deeds on August 30th. This is pending review; the City will receive notification soon.

FY2020 Budget has been submitted to County Clerk.

**Planning and Zoning Board:**

The P&Z board met August 28th, to review a conditional use permit application. The result of the review is that the application will move forward to the public hearing phase, which will be held on Thursday, September 26th at 5:00pm. This has been submitted to be published in the Vindicator.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, Chamber of Commerce monthly meeting, Councilmember meetings, Department Head Weekly Meeting, Jefferson County Economic Development Director, and County Clerk.

**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. FEMA Disaster Recovery application.
3. Professional pictures of the community.
4. Swimming Pool (End of Season) Analysis

**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:** | **3** |
| **30 Day Notice Letter Sent** | **10** |
| **30 Day Letter Re-inspect / 10 Day Letter Pending** | **0** |
| **10 Day Letter Sent** | **6** |
| **10 Day Letter Re-inspect / Review w/ Admin Hearing Officer/ Sent to Municipal Attorney** | **7** |
| **Cases pending court** | **0** |
|  |
| **NEKES** |
| **Cases Pending** | **3** |

**City Financial Health Snapshot:**

Reports are prepared for the last meeting of each month.