City Administrator Report

September 16th, 2019

Dear Mayor and Members of the City Council,

As we approach the fall, staff will be distributing a survey to the community. This survey will assist planning discussions that take place in the lead up to preparing the budget for FY2021, and beyond.

At the meeting Wednesday night, I will have a copy of survey for each of the council members. Please take this home with you to consider, and come back to the Council meeting on October 2nd ready to discuss if you would like anything added. Please keep in mind that it will be very important to survey our community on a regular basis (i.e. every two years or so), so we will need to keep the foundational questions the same or very similar in the future to be able to measure our performance.

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.

After discussing this application process with Mr. Jeffers more, I have learned that there are 530 applicants, in 70 counties. This work load is currently being split between 12-20 staff members, so it is understandable that the process will be prolonged. As always, I will keep the Council up-to-date on how this reimbursement process is progressing.

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

Met with Mr. Dennis White of White Law Office.

**Planning and Zoning Board:**

The Planning and Zoning 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.

The Building and Zoning board will be meeting on October 8th to review a variance request.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, Councilmember meetings, Department Head Weekly Meeting, School and Community Meeting, Meeting with Dennis White of White Law Office.

**City Council Meetings, Study Sessions, and Executive Sessions**

**Tentative future City Council agendas include the following items at this time:**

1. FEMA Disaster Recovery application.
2. Professional pictures of the community.
3. 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.*

|  |  |
| --- | --- |
| **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** | **10** |
| **Cases pending court** | **0** |
|  |
| **NEKES** |
| **Cases Pending** | **3** |

**City Financial Health Snapshot:**

Reports are prepared for the last meeting of each month.

**Sales Tax:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **..** | **January** | **Feb.** | **March** | **April** | **May** | **June** | **July** | **August** |
| **City Share Sales Tax** | 4983.15 | 4894.57 | 4366.84 | 4172.2 | 5149.22 | 4476.85 | 4677.33 | 3567.78 |
| **1% Pool Sales Tax** | 14667.79 | 8912.15 | 10800.02 | 10901.11 | 9950.75 | 9630.81 | 8969.77 | 10261.27 |
| **Consolidated Streets and Highways**  | 14667.78 | 8912.15 | 10800.03 | 10901.12 | 9950.75 | 9630.81 | 8969.77 | 10261.26 |
| **Total Sales Tax** | **34318.72** | **22718.87** | **25966.89** | **25974.43** | **25050.72** | **23738.47** | **22616.87** | **24090.31** |

