City Administrator Report

October 1st, 2019

Dear Mayor and Members of the City Council,

With the arrival of fall, staff has been seeing some increased activity in the community (planning for events, etc.). This is exciting for the community – I look forward to being out and about and continuing to meet our citizens.

The FEMA disaster reimbursement process is in stand-still. Since the last meeting, staff has captured the damages that took place post-July 13th. This is due to a potential second Presidential Disaster Declaration that could come into effect if our region qualifies. I have been working with Emergency Management Director Keith Jeffers on submitting these numbers. I will keep the council informed as I know more.

Next week, Chief Koch and I plan on traveling to Oklahoma to view vehicles. Pending the decision of the council at the meeting October 2nd, I look forward to finding a replacement vehicle for our Police department, so they can continue the fine work that they have been doing in the community. As we consider vehicle replacement for the Police department, it’s also important for us to keep the needs of the Public Works department in mind as well. I envision that the Public Works department will be in need of a new vehicle in FY21. I look forward to having conversations about this leading up to the budget process next May.

I have reached out to the school district about the potential of setting up an internship at City Hall. The goal here would be to give our youth a “sneak peek” into what local government does, and also potentially sparking their interest in a career in public service. In addition to this, the City website could use some more dedicated time allocated to it. If you know of any high school student that is interested In Web Design or technology, let them know we might have a good opportunity for them.

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

City of Valley Falls Facebook page has been created. Please follow us and share with your network of friends.

I have been working on setting up times to speak with four potential attorney candidates for the Council to consider. Thus far, I have met with one attorney who is interested in meeting with the Council. After meeting with each candidate, I will work on setting times for each one to come meet with the Council. I hope to have these initial meetings completed during the first half of October, so that the interviews with the Council can be schedule in time to take place the first half of November. I will keep you all posted as this continues to develop.

**Planning and Zoning Board:**

The P&Z board met September 26th, to make a decision on a conditional use permit application. The result of this meeting was to approve the conditional use permit, and send it to the City Council for final approval.

In addition to this, Mr. Rusty Watson submitted a variance request for an initial review. This resulted in a favorable opinion. In accordance with our rules, the B&Z board will meet on October 8th to make a final decision. This will require no action by the Council.

**Meetings recently attended included:** Meeting with Administrative Hearing Officer, Chamber of Commerce monthly meeting, Councilmember meetings, Department Head Weekly Meeting, Meeting with KHP to look at new police vehicle, meeting with prospective attorneys.

**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. Professional pictures of the community (RFP posting)

**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.