



City Administrator's Report

August 2023

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: August 10, 2023
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2023 through 3rd Quarter (September) 2023

- *Public Property and Facilities Course of Action Establishment and Execution*
 - ✓ Building on the work of the 2021 Urban Land Institute (ULI) Technical Assistance Panel (TAP) and the 2022 City Facilities Assessment and Feasibility Analysis, the Mayor allowed a project proposal to be brought forward to the City Council at the March 9, 2023 regular City Council meeting which could complement the City's goals and the findings and recommendations of the two aforementioned reports/studies. [The proposal from Karbank Real Estate Company is available via this link to the City's website.](#)
 - ✓ Following the Governing Body's approval of a Funding & Exclusivity Agreement with Karbank on March 9th, the City and the Shawnee Mission School District agreed to the form and terms of a Purchase Agreement for the Rushton property (old Westwood View) and the School Board approved it on May 22nd. The City of Westwood approved it on June 8, 2023.
 - ✓ There are a number of steps in the due diligence process for the Governing Body and Karbank to work through to determine whether this project is desired and feasible. One such step is the rezoning, replatting, and development plan approval for the project. On July 10th, the Planning Commission received a preliminary presentation from Karbank, ahead of calling for a public hearing on the rezoning and preliminary development plan approval.
 - ✓ On August 7th, the Planning Commission held a public hearing on the matter and, upon staff recommendation, continued the public hearing to September 11th to allow more time to conduct technical studies and to integrate public and Planning Commission feedback into the plan.
 - The Mayor, City Administrator, City Attorney, City's Financial Advisor on the project, and Bond Counsel have worked together and with Karbank to outline expectations, mechanics for land acquisition, and other terms of agreements, which are still being negotiated.

- *Financial Review and Planning*
 - ✓ The 2022 fiscal year audit has been completed and was presented at the June City Council meeting
 - ✓ The 2024 budget process is well underway and staff has worked on a number of preparations to ensure a comprehensive and smooth Summer 2023 budget process, including:

- *Municipal Court Clerk now reporting to City Administrator (historically reported to Mayor)*
 - *Municipal Court Clerk (Shelley Floyd) and City Clerk began cross-training in Spring 2023 to distance the Police Department from involvement in receiving money for fines and court costs*
 - *During the process of assessment of the City's administrative functions, it was found that staff is cross-trained to create redundancy for most every function in the Department except for building inspections and plan reviews. As such, Public Works employee Nick Finck was identified as an ideal candidate to invite to learn the building inspection and plan review trade and to work toward becoming certified to allow the City redundancy in this position as well. Nick will work with Building Official Eddie McNeil and Public Works Director John Sullivan to cross-train on right-of-way management and building and codes matters. He will maintain his primary position as Public Works Maintenance Worker and scheduling and Departmental workload will be closely monitored while he is training.*
- *Cybersecurity and Continuity Planning*
- ✓ Beginning January 2023, Johnson County is contracted to bring the Administration and Public Works Departments onto its IT system (the Police Department is already supported by Johnson County).
 - Implementation is underway and is scheduled to be completed in August 2023.
 - Staff cybersecurity training has been taking place and is ongoing. This online, self-paced training is provided through the City's risk pool, Midwest Public Risk (MPR). This annual training will also be provided to Governing Body members in the months to come.

Building Permits

The following is a snapshot of select building permits of note issued last month:

Residential

New Construction:

- 2917 W. 47th Ter. – New single-family house (New house waiver/exception approved by Planning Commission on 7/10/23)
- 2902 W. 51st Ter. – New detached two-car garage with attached accessory dwelling unit; driveway replacement, new exterior patio and awning attached to primary structure.

Additions: None

Alterations: None

Demolition: None

Misc: None

Commercial

New Construction: None

Additions: None

Alterations:

- 2650 Shawnee Mission Pkwy. – Facility upgrades associated with CT equipment replacement at the Richard and Annette Bloch Cancer Care Pavilion. Upgrades to include equipment, ceiling grid, finishes, and MEP scope required by new equipment.

Demolition: None

Misc: None