



## City Administrator's Report

March 2025

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: March 13, 2025  
RE: Update on some of the key areas of focus of the Administration Department

### Current Priorities

4<sup>th</sup> Quarter (October) 2024 through 1<sup>st</sup> Quarter (March) 2025

- *Select Prime Developer for 4700 Rainbow Blvd.*
  - ✓ Staff conducted a work session with the Governing Body at the May regular City Council meeting to discuss parameters and guidance for building this process and RFP.
  - ✓ The Mayor and City Administrator worked together to draft an RFQ/P document, which was provided in draft form to the City Council and was posted to invite responses on Monday, July 15<sup>th</sup>.
  - ✓ The RFQ Review Committee interviewed four team in September and invited all to move forward to the RFP phase of the selection process.
  - ✓ RFP responses were received in October and team interviews were conducted the first week of November. A recommendation was prepared in November by the RFQ/P Review Committee for City Council consideration.
- City staff, Councilmember Hannaman, and City Attorney Denk engaged in negotiations with the two highest ranking of the four development teams. The RFQ Review Committee is reconvening this month to review the best and final offers of the two finalists and a final recommendation to the Governing Body based on the Review Committee's guidance. KU Health Systems continues to work through its steps to consider the proposals.
- It is anticipated that a public presentation by the successful team will be held at an upcoming regular City Council meeting, once the City, Westwood Foundation, and KU Health Systems are in alignment with a final recommendation.
- *Develop and Implement Interim Plan for Vacant Building Official/Codes Administrator Position*
  - ✓ As of August 29<sup>th</sup>, the City has been unexpectedly without a Building Official/Codes Administrator and the City Clerk and City Administrator have been covering the duties with outside assistance from the City of Roeland Park through an active mutual aid agreement.
  - ✓ As of September 26<sup>th</sup>, the City Administrator engaged GBA, though an existing on-call professional services agreement to take over plan review and inspections. This relationship is expected to continue through the end of the year and will be monitored and assessed to determine long-term feasibility of contracting for services.
  - ✓ An agreement with Roeland Park for Code Enforcement services was executed in October 2024. This relationship is expected to continue through the end of the year and

will be monitored and assessed to determine long-term feasibility of contracting for services.

- The budgeted and approved seasonal/part-time position in the Administration Department is being crafted with this personnel development in mind. It is expected this position will be developed in Q4 and posted and hired in Q1. A candidate has been selected for this position and is expected to begin on March 24, 2025. The post-offer, pre-hire process is underway.
- Building Official services are working smoothly with GBA and the City of Roeland Park; however, a full-time, in-house staff person is preferred over contracting out the work due to the staff time spent by the City Clerk, City Administrator, and Public Works Director, to share the in-house, daily coordination duties to provide building official and codes administration services. The vacant position was posted in January, 15 applicants have expressed their interest so far, and interviews of four candidates are taking place on February 13<sup>th</sup>. It is expected the new Building Official will begin on March 24, 2025. The post-offer, pre-hire process is underway.
- W. 47<sup>th</sup> Place Complete Streets Project
  - ✓ In December 2024, the City and Woodside developer came to an agreement to use CID2 revenues accruing since 2018 to serve as the local match for a funding application to the Johnson County CARS program to implement the recommendations in the 2021 MARC PSP to reimagine W. 47<sup>th</sup> Place between Rainbow Blvd. and State Line as a Complete Street.
  - Over the past two months, the City worked with our Engineer, Woodside, and met with a small working group of other stakeholders in the corridor to get direction on a scope of work to develop an engineer's estimate of probable cost to submit to the County for CARS funding (resolution on this month's Council meeting agenda). The application was submitted on March 3<sup>rd</sup> and is a subject of the work session on this month's Council meeting agenda. If funded, this would be a 2025 design and 2026 construction project.

### **Priorities Closing Out**

- *Recodify Municipal Code*
  - ✓ In January 2023, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
  - ✓ In February 2024, City staff received the Code sections for review and have since been working with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.
  - ✓ In October 2024, the City role in review of the Code sections has concluded and CivicPlus has all they need to finalize the Municipal Code for consideration and adoption by the Governing Body.
- Once CivicPlus receives the approved ordinance, they will activate the online, searchable City Code on the City's website.

## **Lingering Priorities**

- *Close on Sale of 5000 Rainbow*
  - The election on this matter will be held by mail on April 1, 2025. The results of the election will determine whether the City closes on the sale of 5000 Rainbow Blvd. to Karbank.
- *Implement Rainbow Blvd. Complete Streets Plan*
  - Both KDOT and KU Health Systems are engaging additional engineering study before committing to the scope of implementation of the recommendations of the planning study that concluded in June 2024. This additional engineering study is anticipated to be completed within 2025 Q2. This is a subject of the work session on this month's Council meeting agenda.

## **Building Permits**

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

### *Residential*

New Construction: None

Additions: None

Alterations

- 4815 Booth St. – Basement finish

Demolition: None

Misc: None

### *Commercial*

None of note