



City Administrator's Report

September 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: September 12, 2024
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2024 through 3rd Quarter (September) 2024

- *Issue Request for Proposals 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 15th.
 - The RFQ for Prime Developer closed August 23th with interviews to occur in September and RFP responses due October 18th.
- *Communications Strategic Plan Deployment*
 - ✓ The City's Strategic Communications Plan was drafted and presented to the City Council in Fall 2023 and has been awaiting the conclusion of the 2024 communitywide survey and creation of the City Council goals stemming from the Governing Body Strategic Plan, currently being crafted.
 - Staff plans to begin this process once the Governing Body's Strategic Plan has been developed and adopted.
- *Financial Review and Planning*
 - ✓ The 2023 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at the May 2024 regular City Council meeting.
 - ✓ The 2025 budget process is underway and pieces of the budget have previously been presented at City Council work sessions in May and June.
 - ✓ In July, the City Council to adopting a resolution setting a public hearing to exceed the Revenue Neutral Rate and to levy the same amount of property taxes as levied in fiscal year 2024.
 - ✓ The budget hearing will be held tonight.
- *City Code Recodification*
 - This process is well underway and the Governing Body review concluded in April 2024. City staff is working with CivicPlus (Municode) to wrap-up some loose ends to move to the next step: CivicPlus (Municode) completing their preparation of an ordinance for adoption by the City Council to complete the process and then will add the searchable digital code to the City's website.

Priorities Closing Out

3rd Quarter (October) 2023 through 1st Quarter (March) 2024

➤ *Community Survey and Strategic Priorities Setting*

- ✓ The survey tool for both residents and businesses was opened in digital form from May 15 – July 12, 2024 and the business survey remains open since the number of responses is not yet significant enough to close.
- ✓ The survey results were presented by ETC and PorchLight Insights at the August 2024 meeting of the City Council and the Governing Body retreat to create the resulting Strategic Plan with PorchLight Insights was held on Saturday, August 24, 2024 from 8 AM – 12:30 PM at Woodside, 2000 W. 47th Place.
- PorchLight Insights has created a first draft of the Governing Body Strategic Plan and now is working with City staff to refine and build it out for Council feedback and, later this fall, adoption.

➤ *New Feature Park Plan Creation*

- ✓ The Park Planning Steering Committee issued the RFQ for park design services in Spring 2024 and recommended to Council PORT Urbanism in June.
- The park design process began in July and will continue into October. Information will be communicated to residents later this month about how to engage in the design process as those details are developed by PORT – the selected design firm – and the Park Planning Steering Committee.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations:

- 5025 Mission Rd. – open-up main floor plan, and add bathroom and laundry room to second level

Demolition:

- 4732 State Line Rd. – demolish single-family house (to be replaced by new single-family house)

Misc:

- 5941 Norwood St. – change garage flat roof to pitched roof
- 2917 W. 50th Ter. – building storage shed
- 4938 Fairway – add backyard patio

Commercial

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc:

- 2650 Shawnee Mission Pkwy. – Concrete restoration of structured parking (KU Health System)