



## City Administrator's Report

July 2024

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: July 11, 2024  
RE: Update on some of the key areas of focus of the Administration Department

### Current Priorities

2<sup>nd</sup> Quarter (April) 2024 through 3<sup>rd</sup> 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 has been provided in draft form to the City Council and will be posted to invite responses on Monday, July 15<sup>th</sup>.
- *Communications Strategic Plan Deployment*
  - 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.
  - Tonight's meeting agenda includes a full budget presentation and a request to the City Council to consider 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.
- *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

3<sup>rd</sup> Quarter (October) 2023 through 1<sup>st</sup> Quarter (March) 2024

- *Mission Rd. Improvements (2024 JoCo CARS-funded project in partnership with Roeland Park)*
  - ✓ Westwood staff and elected officials continue to work with Roeland Park staff and elected officials to finalize the design of the street ahead of 2025 construction.

- Street lighting options are the final design element to be decided and the project engineer is finalizing a recommendation that will be shared with both cities for consideration.
- *Community Survey and Strategic Priorities Setting*
  - ✓ The survey tool for both residents and businesses was opened in digital form on May 15, 2024 and the mailed surveys were delayed but began hitting Westwood mailboxes around June 7<sup>th</sup>. ETC has been monitoring responses and enough responses from the resident survey to obtain at least a +/- 5% at the 90% confidence level.
  - ✓ The resident survey will close July 12<sup>th</sup> but the business survey will remain open to allow for more responses to come in.
  - The survey results will be presented by ETC and PorchLight Insights at the regular August meeting of the City Council and a date in late August is being sought to schedule the Governing Body retreat to create the resulting Strategic Plan with PorchLight Insights.
- *New Feature Park Plan Creation*
  - ✓ The Park Planning Steering Committee issued the RFQ for park design services on March 29<sup>th</sup> and held a pre-proposal site visit on April 8<sup>th</sup>. Proposals/Responses were due April 30<sup>th</sup>, with review and interviews to take place in May, and a recommendation made to Council in June.
  - ✓ A recommendation from the Park Planning Steering Committee is ready and included in tonight's City Council meeting packet.
  - The park design process began in July and will continue into October. Information will be communicated to residents 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:

- 4811 Belinder Ave. – Front porch addition
- 4832 Adams – Family room and dining room extension

Alterations: None

Demolition: None

Misc: None of note

### *Commercial*

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None of note