



City Administrator's Report

May 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: May 9, 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 plans to conduct 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.
- *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 beginning and staff is working on a number of preparations to ensure a comprehensive and smooth Summer 2024 budget process, including:
 - Evaluation of City fees, possible recommendations of modifications, and establishment of a Master Fee Schedule
 - Creation of a comprehensive Capital Improvement Plan (CIP) funding recommendation
 - Integration of the Spring 2024 community priorities survey
- *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

- *Rainbow Blvd. Complete Streets Traffic Management Plan*
 - ✓ The draft final report was shared by the consultant team with the Rainbow stakeholders group on April 10th and comments are due back April 25th.
 - ✓ The pre-application for MARC funding for construction was submitted on the April 5th deadline. This is only the pre-application, with the formal application due July 26th. Over

the next several months, the stakeholders will work together with the various governing bodies and boards to align expectations, desires, and concerns following the conclusion of the Complete Streets study, which is expected to be completed in May.

- ✓ The final deliverables – a pdf report and video – are wrapping-up this week.
- 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.
 - ✓ As of the Monday, May 6th meeting of the Roeland Park City Council, the direction they provided to their staff is to stay the course of adding bike lanes to Mission Rd. However, their Council directed their staff to propose an ordinance for adoption that would allow on-street parking in the bike lanes on the Roeland Park side of the street during certain hours.
 - ✓ Councilmember Steele will lead a discussion with Westwood City Council at tonight's meeting to provide a status update on the decision-making process to-date and to affirm the Governing Body's position on the scope of the project.
- *Community Survey and Strategic Priorities Setting*
 - ✓ The final survey tool for both residents and businesses are ready to be mailed. The final proofs have been shared with the Mayor and Council.
 - ✓ ETC confirmed last week that they are concluding their quality assurance step and that the surveys should be out in the mail next week.
 - ✓ Staff is aiming for a June/July Governing Body retreat with PorchLight Insights
- *New Feature Park Plan Creation*
 - ✓ The Park Planning Steering Committee issued the RFQ for park design services on March 29th and held a pre-proposal site visit on April 8th. Proposals/Responses were due April 30th, with review and interviews to take place in May, and a recommendation made to Council in June.
 - ✓ 12 professional design team submissions were received and reviewed by the April 30th deadline. The Steering Committee is meeting Wednesday, May 8th to review the submissions and select teams for interviews. will be scheduled during the final week of May.
- *City Website Relaunch*
 - This project is unfortunately dragging on, with the new site expected to launch into the test phase next week. This will allow staff and Council to view and edit the new website before it goes live to the public. With any hope, this project will be completed in May.
 - The site is scheduled to launch tomorrow, May 7th. Unfortunately, there hasn't been a window for Council to review and provide edits prior to the go-live and we need the new website up and running this week so that we can open the pool pass portal on Friday. We are working diligently with CivicPlus to comb through pages and to update content but there will be some areas where content will be added in the coming days and weeks.

- Please feel free to poke around and to let me know what issues you might come across when the site goes live.
- *Westwood's 75th Anniversary – June 7, 2024 (Celebration planned for Saturday, June 8th)*
 - ✓ Councilmember Wimer convened a group of residents to put together a plan for celebrating the City of Westwood's 75th anniversary of incorporation. This group convened on February 27th and discussed the following:
 - A reprint and expansion of the City's 50th anniversary book publication;
 - An event in June 2024 to celebrate the anniversary; and
 - Official City of Westwood merch that residents can proudly wear to show their pride in Westwood.

Councilmember Wimer will share additional details and be available for questions and input at the Council meeting.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations:

- 2707 W. 50th Terrace – Kitchen remodel

Demolition: None

Misc: None of note

Commercial

New Construction: None

Additions: None

Alterations:

- 2650 Shawnee Mission Parkway (KU) – renovating rooms for new specialized medical equipment

Demolition: None

Misc: None of note