



City Administrator's Report

June 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: June 13, 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 are working together to draft a Request document, likely now a Request for Qualifications for a Master Developer for the site.
- *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 now complete and being presented at tonight’s City Council meeting.
- 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 City staff confirmed mailed surveys have been hitting Westwood mailboxes around June 7th. This was due to a delay in mail delivery. ETC is monitoring responses but it is anticipated that the survey will remain open for the next month.
 - Staff is aiming for a July/August 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.
 - ✓ A recommendation from the Park Planning Steering Committee is ready and included in tonight’s City Council meeting packet.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations: None

Demolition:

- 2524 W. 51st Terr. – Demolish single family house for purposes of constructing new single family house

Misc:

- 4940 Rainbow Blvd. – Install Tesla car charger and panel

Commercial

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None of note