



City Administrator's Report

May 2023

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: May 11, 2023
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2023 through 3rd Quarter (September) 2023

- *Public Property and Facilities Course of Action Establishment and Execution*
 - Building on the work of the 2021 Urban Land Institute (ULI) Technical Assistance Panel (TAP) and the 2022 City Facilities Assessment and Feasibility Analysis, the Mayor allowed a project proposal to be brought forward to the City Council at the March 9, 2023 regular City Council meeting which could complement the City's goals and the findings and recommendations of the two aforementioned reports/studies. [The proposal from Karbank Real Estate Company is available via this link to the City's website.](#)
 - The Mayor, City Administrator, City Attorney, and the City's Financial Advisor on the project are working together and with Karbank and the Shawnee Mission School District to outline expectations, mechanics for land acquisition, and a timeline but those details have not yet been agreed upon. How, when, and between whom amongst these three parties has not yet been resolved but all parties are in favor of progressing the project through the public planning and zoning process.
 - The next steps for the project are:
 - SMSD and City staff agree as to land transaction details for Rushton (old Westwood View property) (Spring 2023)
 - Karbank agree as to property acquisition price and associated costs and form of written agreements (Spring 2023)
 - Preliminary site exploration and work (i.e. land surveying, geotechnical, other technical studies in preparation for planning and zoning applications) (Spring 2023)
 - Applications for replatting, rezoning of the Rainbow Blvd. frontage, site/development plan to go before Westwood Planning Commission for analysis and recommendation to Governing Body (Summer 2023 at the earliest)
 - Development Agreement between City and Karbank outlining responsibilities and expectations of parties, including and financial tools proposed (Summer 2023 at the earliest)
 - Initial steps for Public Benefit TIF District creation

- *Financial Review and Planning*
 - The 2022 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at either the June 2023 regular City Council meeting.
 - The 2024 budget process is beginning and staff is working on a number of preparations to ensure a comprehensive and smooth Summer 2023 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) now that the costs and timeline of the 47th Street Complete Streets project are known and in progress; this includes:
 - Integration of the City's 2018 Streetlighting Master Plan
 - Integration of the City's 2020 stormwater system condition inventory
 - Integration of the City's 2021 Complete Streets Plan, including sidewalk plan
 - Integration of the City's 2022 pavement condition inventory
 - Integration of a public input component, with a Summer 2023 community priorities survey

- *Rainbow Blvd. Complete Streets Traffic Management Plan*
 - The MARC Board approved the scope of work negotiated with the firm selected by the project steering/advisory committee of stakeholders but a Notice to Proceed has not yet been issued; although it is expected to be issued in May.
 - Work is expected to begin in May with a formal project kick-off. Public engagement is scheduled to take place from June – August, with final reporting out of recommendations and findings to take place in November, 2023.

- *Communities for All Ages – Gold Level Recognition*
 - ✓ Bronze level recognition – community awareness – was approved by the joint MARC First Suburbs Coalition and CFAA recognition review committee in November 2022.
 - ✓ Silver level recognition – community assessment – was approved by the joint MARC First Suburbs Coalition and CFAA recognition review committee in April 2023 and the official presentation by MARC was at the First Suburbs Coalition meeting on April 21, 2023, with a ceremonial presentation to the Westwood Governing Body planned for the June 8, 2023 regular City Council meeting.
 - Council President Jeff Harris and staff will work together to create a Communications Strategic Plan, including a content calendar for the City to best integrate the work of the Bronze and Silver level work. This document will be submitted to the joint MARC First Suburbs Coalition and CFAA recognition review committee in October 2023.

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: None

Misc: None

Commercial

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None