

# COUNCIL ACTION FORM

Meeting Date: October 10, 2024

Staff Contact: Leslie Herring

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**Agenda Item:** Consider Contract for Code Enforcement Services with Roeland Park

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## Background/Description of Item

As of August 29<sup>th</sup>, the City has been unexpectedly without a Building Official/Codes Administrator and the City Clerk and City Administrator have been covering the duties with outside assistance from the City of Roeland Park through an active mutual aid agreement for Building Official services. Although the City has an existing on-call professional services agreement with both GBA and IBTS to provide on-call Building Official services, the City Administrator recommends entering into a contract with the City of Roeland Park for Codes Enforcement Services on an as-needed basis (no retainer nor flat fee is being recommended at this time). This relationship is expected to continue through the end of the year and will be monitored and assessed to determine long-term feasibility of contracting for services.

## Staff Comments/Recommendation

Westwood currently provides Codes Enforcement services to the cities of Mission Woods and Westwood Hills, which are invoiced monthly at an hourly rate. These relationships are being reconsidered in light of the possibility that Westwood does not currently have an in-house Codes Administrator (Codes Enforcement Officer) and is exploring indefinitely contracting-out this work. Effective immediately – and for at least the remainder of 2024 – Mission Woods and Westwood Hills have been directed by the Westwood City Administrator to contract directly with Roeland Park or another service provider of their choice for these services.

The budgeted and approved seasonal/part-time position in the Administration Department is being crafted with this change in personnel in mind. It is expected this seasonal/part-time position will be developed in 2024 Q4 and posted and hired in 2025 Q1.

## Budget Impact

The budget impact of this change in staffing is currently unknown. The City Administrator intends to consider 2024 Q4 (October – December 2024) as a trial or pilot period and will assess in 2025 Q1 (January – March) the actual and forecasted budget impact of continuing with a fully-contracted Codes Enforcement Officer.

## *Suggested Motion*

*I move to authorize the Mayor to enter into a Contract for Code Enforcement Services with the City of Roeland Park as approved by the City Attorney and presented in the meeting materials.*