



City Administrator's Report

October 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: October 10, 2024
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

4th Quarter (October) 2024 through 1st Quarter (March) 2025

- *Select Prime Developer 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 was provided in draft form to the City Council and was posted to invite responses on Monday, July 15th.
 - ✓ The RFQ Review Committee interviewed four team in September and invited all to move forward to the RFP phase of the selection process.
 - RFP responses are due October 18th, with final interviews planned for late October/early November and a committee recommendation prepared in November for City Council consideration.
- *Formally Adopt and Deploy Communications Strategic Plan*
 - ✓ The City's Strategic Communications Plan was drafted and presented to the City Council in Fall 2023 and has been awaiting the conclusion of the 2024 communitywide survey and creation of the City Council goals stemming from the Governing Body Strategic Plan, currently being crafted.
 - Staff plans to begin this process once the Governing Body's Strategic Plan has been developed and adopted.
- *Develop and Implement Interim Plan for Vacant Building Official/Codes Administrator Position*
 - As of August 29th, 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.
 - As of September 26th, the City Administrator engaged GBA, through an existing on-call professional services agreement to take over plan review and inspections. 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.
 - An agreement with Roeland Park for Code Enforcement services is recommended. 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.

- Westwood currently provides Building Official and Codes Enforcement services to the cities of Mission Woods and Westwood Hills through a formal agreement. These relationships are being reconsidered in light of the possibility that Westwood does not currently have an in-house Building Official/Codes Administrator and is exploring indefinitely contracting-out this work.
- The budgeted and approved seasonal/part-time position in the Administration Department is being crafted with this personnel development in mind. It is expected this position will be developed in Q4 and posted and hired in Q1.

Priorities Closing Out

- *Create and Adopt Governing Body Strategic Plan*
 - ✓ The survey tool for both residents and businesses was opened in digital form from May 15 – July 12, 2024 and the business survey remains open since the number of responses is not yet significant enough to close.
 - ✓ The survey results were presented by ETC and PorchLight Insights at the August 2024 meeting of the City Council and the Governing Body retreat to create the resulting Strategic Plan with PorchLight Insights was held on Saturday, August 24, 2024 from 8 AM – 12:30 PM at Woodside, 2000 W. 47th Place.
 - PorchLight Insights has created a first draft of the Governing Body Strategic Plan and now is working with City staff to refine and build it out for Council feedback and, later this fall, adoption.
- *Create Vision for New Feature Park*
 - ✓ The Park Planning Steering Committee issued the RFQ for park design services in Spring 2024 and recommended to Council PORT Urbanism in June.
 - The park visioning and design process began in July and will continue through October. The month-long public engagement campaign began on September 25th and will continue throughout October.
 - A final report of the engagement and visioning outcomes from the professionally-facilitated process will be delivered to the City in late October. Given the uncertainty of the park project due to the property ownership and revenue creation for improvements, no additional design work has been engaged.
- *Recodify Municipal Code*
 - ✓ In January 2023, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
 - ✓ In February 2024, City staff received the Code sections for review and have since been working with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.

- ✓ As of this week, the City role in review of the Code sections has concluded and CivicPlus has all they need to finalize the Municipal Code for consideration and adoption by the Governing Body.
- Based on previously approved timelines, CivicPlus should have the final product to the City by December for formal City action. The Code should be active on the City's website within 2025 Q1.

Lingering Priorities

- *Close on Sale of 5000 Rainbow*
 - The City is set for hearing at the Kansas Court of Appeals on October 15, 2024. There is no indication of when a ruling will be issued.
- *Implement Rainbow Blvd. Complete Streets Plan*
 - Both KDOT and KU Health Systems are engaging additional engineering study before committing to the scope of implementation of the recommendations of the planning study that concluded in June 2024. This additional engineering study is anticipated to be completed by the end of 2024.
- *Implement Mission Rd. Complete Streets Plan*
 - The Public Works Directors of Fairway, Roeland Park, and Westwood are currently working with the utility companies through this current design engineering phase of the project. There are still several unknowns and uncertainties that are being addressed one-by-one as utility companies cut into the ground to see what is where.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations:

- 3000 W. 51st St. – Remodel

Demolition: None

Misc: None

Commercial – None