



City Administrator's Report

November 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: November 14, 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 were received in October and team interviews were conducted the first week of November. A recommendation is being prepared by the RFQ/P Review Committee for City Council consideration.
 - It is anticipated that a public presentation by the successful team will be held at either the December or January regular City Council meeting.
- *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, likely at the December 2024 regular City Council meeting.
- *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, though 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 was executed in October 2024. 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.
- Building Official services are finally now working smoothly with GBA and the City of Roeland Park. There has been interest from three (3) individuals to fill the vacant Building Official position. None of these individuals is certified nor has experience as a building inspector/official and would have to be trained on-the-job. Posting the position and conducting on-the-job training is a possible outcome to be pursued over the next month.

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.
 - ✓ 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 called for Governing Body input on the first draft of the Governing Body Strategic Plan and is now working again with staff to arrive at a final draft of the Plan as well as key performance metrics. It is anticipated that this will be on the City Council's December 2024 regular meeting agenda for consideration and 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 continued through October. The month-long public engagement campaign began on September 25th and continued throughout October.
 - ✓ A final report of the engagement and visioning outcomes from the professionally-facilitated process will be delivered to the Park Planning Steering Committee in late October.
 - ✓ Tonight, the park design team will present its work performed to-date to the Governing Body and community.

➤ *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.
- ✓ In October 2024, 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.
 - UPDATE: A status update from CivicPlus indicates that proofs of the recodified code will not be available until the end of January 2025.

Lingering Priorities

➤ *Close on Sale of 5000 Rainbow*

- The Kansas Court of Appeals hearing was held 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.
 - UPDATE: Updated information from both KDOT and KUHS indicates that the engineering review will be completed within the first quarter of 2025.

➤ *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:

- 2207 W. 47th Ter. – Construct new single family house
- 1903 W. 47th Ter. – Construct new single family house

Additions:

- 4837 Booth St. – Add on to first floor kitchen, laundry room, and half bathroom; add on to second floor to create more bedroom space

Alterations – None

Demolition:

- 2207 W. 47th Ter. – Demolish single family house
- 2023 W. 48th St. – Demolish single family house (Waiver/Exception application public hearing on December 2024 Planning Commission agenda)
- 2614 W. 51st Ter. – Demolish single family house (Waiver/Exception application public hearing on January 2025 Planning Commission agenda)

Misc:

- 4836 Belinder Ct. – Driveway replacement
- 2914 W. 50th Ter. – Driveway repair
- 3015 W. 50th St. – Deck replacement

Commercial – None