



City Administrator's Report

April 2025

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: April 10, 2025
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2025 through 3rd Quarter (September) 2025

- W. 47th Place Complete Streets Project
 - ✓ In December 2024, the City and Woodside developer came to an agreement to use CID2 revenues accruing since 2018 to serve as the local match for a funding application to the Johnson County CARS program to implement the recommendations in the 2021 MARC PSP to reimagine W. 47th Place between Rainbow Blvd. and State Line as a Complete Street.
 - Over the past two months, the City worked with our Engineer, Woodside, and met with a small working group of other stakeholders in the corridor to get direction on a scope of work to develop an engineer's estimate of probable cost to submit to the County for CARS funding (resolution on this month's Council meeting agenda). The application was submitted on March 3rd and is a subject of the work session on this month's Council meeting agenda. If funded, this would be a 2025 design and 2026 construction project.
- *Financial Review and Planning*
 - ✓ The 2024 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at the May 2025 regular City Council meeting.
 - The 2026 budget process is beginning and staff is working on a number of preparations to ensure a comprehensive and smooth budget process during summer 2025, including:
 - Comprehensive evaluation of City staff wages and benefits
 - Creation of a comprehensive Capital Improvement Plan (CIP) funding recommendation
 - Integration of the 2024 community priorities survey findings and recommendations

Priorities Closing Out

- *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 concluded and CivicPlus has all they need to finalize the Municipal Code for consideration and adoption by the Governing Body.
- Once CivicPlus receives the approved ordinance, they will activate the online, searchable City Code on the City's website.
- *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 was prepared in November by the RFQ/P Review Committee for City Council consideration.
 - City staff, Councilmember Hannaman, and City Attorney Denk engaged in negotiations with the two highest ranking of the four development teams. KU Health Systems continues to work through its steps to consider the terms of agreeing to disposition of their real property.
 - It is anticipated that a public presentation by the successful team will be held at an upcoming regular City Council meeting, once the City, Westwood Foundation, and KU Health Systems are aligned on a final recommendation.

Lingering Priorities

- *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 within 2025 Q2.
- *W. 47th Place Complete Streets Project*
 - ✓ In December 2024, the City and Woodside developer came to an agreement to use CID2 revenues accruing since 2018 to serve as the local match for a funding application to the Johnson County CARS program to implement the recommendations in the 2021 MARC PSP to reimagine W. 47th Place between Rainbow Blvd. and State Line as a Complete Street.
 - ✓ During the months of January and February, City staff worked with the City Engineer, Woodside, and met with a small working group of other stakeholders in the corridor to get direction on a scope of work to develop an engineer's estimate of probable cost to

submit to the County for CARS funding (resolution on this month's Council meeting agenda).

- The CARS funding application was submitted in March 2025. Staff anticipates a funding award announcement to be made by Johnson County this spring. If funded, this would be a 2025 design and 2026 construction project.

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

Alterations

- 4701 Mission Rd. (Walmart Neighborhood Market) – General remodeling