



## City Administrator's Report

July 2023

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: July 13, 2023  
RE: Update on some of the key areas of focus of the Administration Department

### Current Priorities

2<sup>nd</sup> Quarter (April) 2023 through 3<sup>rd</sup> 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.](#)
  - ✓ Following the Governing Body's approval of a Funding & Exclusivity Agreement with Karbank on March 9<sup>th</sup>, the City and the Shawnee Mission School District agreed to the form and terms of a Purchase Agreement for the Rushton property (old Westwood View) and the School Board approved it on May 22<sup>nd</sup>.
  - ✓ The Mayor, City Administrator, City Attorney, City's Financial Advisor on the project, and Bond Counsel have worked together and with Karbank to outline expectations, mechanics for land acquisition, and other terms of agreements.
  - ✓ There are a number of steps in the due diligence process for the Governing Body and Karbank to work through to determine whether this project is desired and feasible.
  
- *Financial Review and Planning*
  - ✓ The 2022 fiscal year audit has been completed and was presented at the June City Council meeting
  - ✓ The 2024 budget process is well underway and staff is working on a number of preparations to ensure a comprehensive and smooth Summer 2023 budget process, including:
    - Creation of a comprehensive Capital Improvement Plan (CIP) now that the costs and timeline of the 47<sup>th</sup> 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

- *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 in April and the Notice to Proceed was issued on May 31, 2023.
  - ✓ A project kick-off with WSP Consulting, MARC, and the local project stakeholders is in the process of being scheduled. Work is expected to begin in June with a formal project kick-off. Public engagement is scheduled to take place over the summer, with final reporting out of recommendations and findings to take place in Fall 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 at the June 8<sup>th</sup> 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.
  
- *Administrative Department Reorganization and Continuity Planning*
  - *Since the creation of the City Administrator role last summer, the following changes have been made with the Administration Department or are currently taking place:*
    - *City Clerk position separated from Chief Administrative Officer (position now dissolved) and Abby Schneweis appointed to the position in February 2023 (Assistant City Clerk position dissolved)*
    - *Municipal Court Clerk now reporting to City Administrator (historically reported to Mayor)*
    - *Municipal Court Clerk (Shelley Floyd) and City Clerk began cross-training in Spring 2023 to distance the Police Department from involvement in receiving money for fines and court costs*
    - *During the process of assessment of the City’s administrative functions, it was found that staff is cross-trained to create redundancy for most every function in the Department except for building inspections and plan reviews. As such, Public Works employee Nick Finck was identified as an ideal candidate to invite to learn the building inspection and plan review trade and to work toward becoming certified to allow the City redundancy in this position as well. Nick will work with Building Official Eddie McNeil and Public Works Director John Sullivan to cross-train on right-of-way management and building and codes matters. He will maintain his*

*primary position as Public Works Maintenance Worker and scheduling and Departmental workload will be closely monitored while he is training.*

➤ *Cybersecurity and Continuity Planning*

- ✓ Beginning January 2023, Johnson County is contracted to bring the Administration and Public Works Departments onto its IT system (the Police Department is already supported by Johnson County).
- Implementation is underway but a timeline for completion hasn't yet been provided. This meeting is scheduled for next week.
- Staff cybersecurity training has been taking place and is ongoing. This online, self-paced training is provided through the City's risk pool, Midwest Public Risk (MPR). This annual training will also be provided to Governing Body members in the months to come.

**Building Permits**

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

*Residential*

New Construction: None

Additions:

- 2908 W. 51<sup>st</sup> St. – Add great room, mud hall, dressing room, pantry, deck, and screened porch

Alterations: None

Demolition:

- 2917 W. 47<sup>th</sup> Ter. – Demolish single-family house (New house waiver/exception approved by Planning Commission on 7/10/23; anticipated permit approval to be on July report)

Misc: None

*Commercial*

New Construction: None

Additions: None

Alterations: None

Demolition: None