



City Administrator's Report

December 2023

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: December 14, 2023
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

3rd Quarter (October) 2023 through 1st Quarter (March) 2024

- *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 took place on June 27th.
 - ✓ Public engagement is currently taking place with an opinion survey and additional public engagement activities and opportunities will take place through November. Survey and information available here: <https://publicinput.com/rainbowboulevard>
 - Full data analysis is scheduled to be completed by December 15th, Steering Committee Meeting 3 of 4 is scheduled for January 4, 2024 at 3:30 PM, and a public open house is scheduled for Saturday, January 27, 2024 from 2 – 4 PM.
 - Final reporting out of recommendations and findings to take place in the first quarter of 2024.

- *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 8th meeting.
 - ✓ Council President Jeff Harris and staff worked together to create a Communications Strategic Plan, including providing for a content calendar for the City to best integrate the work of the Bronze and Silver level work. This document has been submitted to the joint MARC First Suburbs Coalition and CFAA recognition review committee and notice of award is expected in the coming weeks.
 - ✓ Award of Gold Level recognition received on November 20, 2023; an award presentation will be made to the Westwood Governing Body at the regular January 2024 meeting.

- *Cybersecurity and Continuity Planning*
 - ✓ Beginning January 2023, Johnson County was contracted to bring the Administration and Public Works Departments onto its IT system (the Police Department is already supported by Johnson County).
 - ✓ Implementation was concluded last month and glitches are currently being worked out.
 - ✓ 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.
 - City staff is planning out a process to evaluate with Johnson County DTU the City's cybersecurity vulnerabilities and provide a gap analysis and prioritization of implementing additional security measures

- *Recodification*
 - The legal review is currently being conducted by Municode (CivicPlus) and will continue through the end of the year and into the first quarter of 2024.
 - Late first quarter of 2024 or early second quarter, we can expect to have work for staff, the City Attorney, and the Governing Body to do to get our recodified City Code ready for formal review and adoption and get it online in a searchable and updated version.

- *Community Survey and Strategic Priorities Setting*
 - In the first quarter of the year, I plan to set out a process recommendation for conducting a city-wide survey to aid staff and the Governing Body in creating a strategic plan and performance metrics for ensuring efficiency and responsiveness of the City government to the community in alignment with stated goals and priorities.
 - A 6 PM work session immediately preceding the regular January meeting is planned to allow the Governing Body to share with Porchlight Insights, our contracted consultant partner, what it would like to know and hear from Westwood residents and businesses. This input will be used by City staff and the consultant team to create survey questions, which survey results will then be analyzed and discussed with the Governing Body moving into strategic priority and resource planning in the second quarter of 2024.

- *Westwood's 75th Anniversary – June 7, 2024*
 - I have been working with Mayor Waters, Councilmember Wimer, and resident Karen Johnson to begin putting together a process, expectations, and names of people to help us prepare to celebrate the City of Westwood's 75th anniversary of incorporation. We are expecting components to include:
 - A reprint and expansion of the City's 50th anniversary book publication. We have located the publisher and will provide that information to an ad hoc committee of residents and City Officials so that they can connect to create a new book that accounts for the past 25 years;
 - An event in June 2024 to celebrate the anniversary; and

- Official City of Westwood merch that residents can proudly wear to show their pride in Westwood.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations:

- 2813 W. 51st St. – Interior reconfiguration
- 2800 W. 50th Ter. – Remodel
- 4948 Booth St. – Basement finish

Demolition: None

Misc: None of note.

Commercial

New Construction: None

Additions:

- 2650 Shawnee Mission Pkwy. (KU Cancer Center) – Addition of four (4) infusion bays

Alterations: None.

Demolition: None

Misc: None of note.