



City Administrator's Report

December 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: December 12, 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 was prepared in November by the RFQ/P Review Committee for City Council consideration.
- City staff is engaging in negotiations with the two highest ranking of the four development teams to achieve a final recommendation to the Governing Body based on the Review Committee's guidance.
- It is anticipated that a public presentation by the successful team will be held at the February 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

- *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.
- CivicPlus should have the final product to the City by February 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 Kansas Court of Appeals ruling was issued on November 15, 2024. The course of action from here is actively being determined by the Governing Body with guidance from City staff and the City Attorney.
- *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.

Building Permits

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

Residential

New Construction:

- 2900 W. 47th Ter. – Accessory Dwelling Unit

Additions: None

Alterations

- 2805 W. 49th St. – Basement remodel
- 2808 W. 50th Ter. – Kitchen remodel

Demolition:

- 4831 Booth St. – Demolish single family house (Waiver & Exception application set for January public hearing at Planning Commission)

Misc: None

Commercial

Alterations

- 4711 Rainbow Blvd. – Tenant finish for new retail (former LUNA space)