



City Administrator's Report

August 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: August 8, 2024
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2024 through 3rd Quarter (September) 2024

- *Issue Request for Proposals 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 has been provided in draft form to the City Council and will be posted to invite responses on Monday, July 15th.
 - The RFQ for Prime Developer closes August 23, 2024 with interviews and shortlisting to occur in September and an invitation to respond to the RFP in October.
- *Communications Strategic Plan Deployment*
 - Staff plans to begin this process once the Governing Body's Strategic Plan has been developed and adopted.
- *Financial Review and Planning*
 - ✓ The 2023 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at the May 2024 regular City Council meeting.
 - ✓ The 2025 budget process is underway and pieces of the budget have previously been presented at City Council work sessions in May and June.
 - ✓ In July, the City Council to adopting a resolution setting a public hearing to exceed the Revenue Neutral Rate and to levy the same amount of property taxes as levied in fiscal year 2024.
- *City Code Recodification*
 - This process is well underway and the Governing Body review concluded in April 2024. City staff is working with CivicPlus (Municode) to wrap-up some loose ends to move to the next step: CivicPlus (Municode) completing their preparation of an ordinance for adoption by the City Council to complete the process and then will add the searchable digital code to the City's website.

Priorities Closing Out

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

- *Community Survey and Strategic Priorities Setting*
 - ✓ The survey tool for both residents and businesses was opened in digital form from May 15 – July 12, 2024 and the business survey remains open since the number of responses is not yet significant enough to close.
 - The survey results will be presented by ETC and PorchLight Insights at tonight's meeting of the City Council.
 - The Governing Body retreat to create the resulting Strategic Plan with PorchLight Insights will be held on Saturday, August 24, 2024 from 8 AM – 12:30 PM at Woodside, 2000 W. 47th Place.
- *New Feature Park Plan Creation*
 - ✓ 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 design process began in July and will continue into October. Information will be communicated to residents about how to engage in the design process as those details are developed by PORT – the selected design firm – and the Park Planning Steering Committee.

Building Permits

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

Residential

New Construction:

- 2524 W. 51st Ter. – New single family house

Additions:

Alterations:

- 2613 W. 50th St. – Kitchen remodel

Demolition: None

Misc: None of note

Commercial

New Construction: None

Additions: None

Alterations:

- 1901 W. 47th Pl. – Updating CT and MRI room at West Plaza location (KU Health System)
- 4812 Rainbow Blvd. – Remodel building for new business (formerly Ambience Furs, new business: Blair & Blythe)

Demolition: None

Misc: None of note