



City Administrator's Report

November 2025

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: November 13, 2025
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

3rd Quarter (October) 2025 through 1st Quarter (March) 2026

1. Transition City Council
 - Council priorities developed and advanced by the current City Council and which are ready for final action are scheduled for City Council meetings by or before November. Other community priorities which have been developed to a point where strategic direction is needed from the Governing Body are set for future meetings once the new City Councilmember are seated.
 - In December, at the first regular meeting of the newly-elected Councilmembers, staff will report out on progress made on strategic priorities to-date and will outline areas where direction will be needed to advance stated community goals.
 - At some point in 2026 Q1, the new Governing Body should convene in a retreat setting to discuss goals and direction to staff for the next two to three years, revisiting the 2024 community survey and City Council Strategic Plan, adopted in December 2024.
 - Also in 2026 Q1, staff will present the various City policy documents adopted by the City Council by resolutions, to aid the new Councilmembers in understanding City operations and to identify areas where new Councilmembers may have questions or desire to see changes.
2. Introduce Records Retention Policy and Process Proposal
 - At the December 2025 City Council meeting, staff anticipates proposing a policy and retention schedule for City records, to be considered by the Council for adoption by resolution.
 - Once adopted, staff will begin the process of reviewing records and managing them in accordance with the policy adopted by Council.
3. Create Approach to Traffic Calming on Residential Streets
 - ✓ In September 2025, the State of Kansas's Local Field Liaison for the Kansas Local Technical Assistance Program (LTAP) conducted a free Practical Road Safety Assessment (PRSA).
 - The findings are being integrated into a report, which was not ready (as anticipated) by the November 3rd Planning Commission meeting. Given that the December Planning Commission meeting is cancelled, the report will be prepared and presented in January or February of 2026.

- Once the new City Council is seated, the findings and recommendations will be presented and direction sought on how the Council would like to proceed with implementing the proposed measures.
4. Implement 47th Place Complete Streets Plan
 - In November 2025, staff intends to be positioned to reach out to reconvene (likely during the second week of December) the stakeholder group steering the design elements for this project to share the results of design engineering and to receive guidance on any modifications to the developed design.
 - In December 2025, the City Council should receive a presentation of the design and will be given an opportunity to comment and shape what the City Engineer will ultimately bid out to construction contractors for 2026 construction. Depending on the November and December feedback from the stakeholders, this presentation may need more time and may be given in January 2026.
 5. Explore Programs and Policies to Preserve and Enhance Tree Canopy
 - ✓ In September 2025, Kansas Forest Service staff prepared a report to present the results of the community tree inventory conducted in the spring.
 - Once the new City Council is seated, the findings will be presented and direction sought on how the Council would like to proceed with implementing the proposed initial recommendations.
 6. Monitor effectiveness of the 2024 Strategic Communications Plan
 - ✓ The content calendar and updates to the City website are being refined and finalized.
 - Beginning in Fall 2025, staff is fully deploying the recommendations within the adopted Communications Plan and will begin monitoring progress. Results will be reported to City Council later in 2026.
 - This approach – tied to the City’s status as a Gold-level Community for All Ages – includes a proposal to the City Council to enter into an agreement with Johnson County for the Westwood’s participation in the Notify JoCo program. Staff anticipates introducing this MOU to the Council in December 2025 or January 2026 for consideration.

Lingering Priorities

- A. Implement Rainbow Blvd. Complete Streets Plan
 - KDOT and KUHS are working together and with the UG of Wyandotte County-Kansas City, KS to reconcile engineering reports and recommendations and to determine the optimal geometric redesign on the Wyandotte County side of the project area, which will then inform connecting to the Johnson County (Westwood) side of the project area.
 - The stakeholder group – working together since January 2022 – is considering KUHS’s stated preference to demonstrate the lane reconfiguration – from four to three lanes – on the Johnson County side of the County Line, as a preferred early phase in implementing the recommendations from the 2024 study. Monthly status meetings

between Westwood, KDOT, KUHS, and The UG have been taking place since November 2024 and are ongoing, however KDOT's participation is more sporadic in recent months.

B. Select Prime Development Partner for 4700 Rainbow Blvd.

- Staff conducted a work session with the Governing Body at the May 2024 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 issued in July 2024.
- The RFQ Review Committee interviewed four teams in September 2024 and invited all to move forward to the RFP phase of the selection process. RFP responses were received in October 2024 and team interviews were conducted the first week of November.
- In Winter 2025, City staff, Councilmember Hannaman, and City Attorney Denk negotiated with the two highest ranking of the four development teams. KU Health Systems continues to work through its process to consider the terms of agreeing to disposition of their real property. Once the City, Westwood Foundation, and KU Health Systems are aligned on a final recommendation, a public presentation and formal recommendation to the City Council will be scheduled.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations:

- 4818 Adams St. – Basement finish

Demolition:

- 2615 W. 47th Ter. – Demolish single family detached house w/ intent to construct new house

Other:

- 2809 W. 50th Ter. – Install solar panels

Commercial

Alterations:

- 4701 Mission Rd. (Walmart Neighborhood Market) – Install RTU roof screen