



## City Administrator's Report

March 2026

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: March 12, 2026  
RE: Update on some of the key areas of focus of the Administration Department

### Current Priorities

3<sup>rd</sup> Quarter (October) 2025 through 1<sup>st</sup> 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.
  - ✓ At the Governing Body retreat – to be held in January – 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 this time, the new Governing Body should discuss goals and direction to provide 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 review various City policy documents adopted by the City Council by resolutions and propose any recommended changes. **Staff recommends review and potential updates to the Personnel Policy; however, this should be conducted under the recommending authority of the next City Administrator, to be named in mid-March 2026.**
2. Introduce Records Retention Policy and Process Proposal
  - ✓ Within 2026 Q1, 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 were integrated into a report and were presented at the February 2026 Planning Commission meeting, the presentation is available via this link to the City's website: <https://www.westwoodks.org/projects-and-plans/page/residential-streets-0>.

- **Once the new City Administrator is appointed, the findings and recommendations should be discussed and direction sought on how the Council would like to proceed with implementing the proposed measures.**
4. Implement 47<sup>th</sup> Place Complete Streets Plan
    - ✓ In December 2025, staff reconvened 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.
    - ✓ At the December meeting, the City Council received a presentation of the design and was given an opportunity to comment on and shape what the City Engineer will ultimately bid out to construction contractors for 2026 construction.
  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 Administrator is seated, the findings should be discussed 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 were refined and finalized.
    - ✓ Beginning in Fall 2025, staff deployed 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. This partnership was introduced to the Council at its December 2025 meeting.

### 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 took place between November 2024 and August 2025.
  - ✓ KUHS, The UG, and Westwood are now working together to create a project proposal for KDOT approval to demonstrate the study recommendations between Seneca (WyCo) and Shawnee Mission Pkwy. **A meeting is being held with KDOT, the cities, and KUHS in**

**late march to align a plan for advancing a demonstration of the road reconfiguration from 43<sup>rd</sup> St to Shawnee Mission Pkwy. John Sullivan is the City's representative for this relationship and can field future questions about status.**

- 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, former 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:

- 2710 W. 50<sup>th</sup> Ter. – Kitchen remodel and wall removal to expand primary bedroom

Demolition: None

*Commercial:* None