



City Administrator's Report

May 2026

To: Mayor and City Council
From: Katherine Carttar, City Administrator
Date: May 14, 2026
RE: Administration Department

Recognition:

1. Recognize the passing of Officer Chris Bishop.
 - a. Thank you to all the staff and elected officials who attended the memorial service this week.
 - b. Thank you to surrounding police departments and municipalities for the continued support, particularly Fairway for the additional coverage.
2. Recognize Sarah Page for her nine years of service on the Planning Commission as she attended her final meeting as a chair/member last week.

Administrative Department Updates:

1. Introductory Meetings
 - a. A priority my first month has been to meet people in Westwood and learn about the history, current priorities, and future desires of the community.
 - b. Some of the people I have met in the last month include: Mayor, City Councilmembers, Planning Commission Chair, WWV Principal, Mission Woods Mayor, City Consultants (e.g. Columbia Capital, GBA, MPR), Business owners.
 - c. Additionally, learning about the wider area of Northeast Johnson County by meeting with area City Administrators and County representatives.
2. Process, Systems, and Procedures
 - a. A significant amount of my time has been learning the various systems and processes utilized in Westwood (e.g. Sage Intact [accounting system], GovBuilt [permitting system], Paycor [payroll systems], etc.)
 - b. Standard procedures are another learning opportunity as each city has their own way of doing things. Policing, codes enforcement and public works are all areas I've placed early focus to understand first how things have been done.
3. Grant Submission
 - a. Kansas Safe Routes to School Planning Grant was submitted on May 1.

4. Implement Rainbow Blvd. Complete Streets Plan
 - a. KDOT requested formal communication to start the design work, which we hope will lead to the first phase, a demonstration project, on Rainbow between 47th and Shawnee Mission Parkway. The *Request for Approval of the Reimagine Rainbow Quick-Build Demonstration Project* was submitted to KDOT's Director of Planning and Development on April 30 and co-signed by leadership from the City of Westwood, City of Westwood Hills, City of Mission Woods, Unified Government and the University of Kansas Health System.

5. Economic Development Updates
 - a. Getting up to speed on the various economic development projects in Westwood, including: the Hunt Midwest subdivision, potential City Hall redevelopment, Retail Grocers Association property.

Future/Discussion Items:

1. FY 2027 Budget
 - a. Similar to last year, the City Council will start examining the FY27 budget in June with final budget adoption in September.
 - b. I will work with the City Council to create a schedule for budget workshops and presentations.
 - c. Over the next two weeks, I will attend budget workshop presentations provided by the State of Kansas, Johnson County and the Eastern Kansas GFOA to prepare for my role in shepherding the City Council through the budget process.

2. HB2481: Local Government Opt-In Resolution
 - a. The KS House bill authorizes expanded hours of sales for alcoholic liquor and cereal malt beverage only during the 2026 FIFA World Cup tournament from June 11, 2026, through July 19, 2026.
 - b. Most surrounding municipalities will not be opting-in to the expanded hours, with the exception of Merriam that will allow bars to remain open from 6am to 5am during this period.

Building Permits

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

Residential

New Construction

Additions or Renovations:

- Woodside, 2000 W 47th Pl. – Renovation of locker rooms, indoor pool/sauna/steam room, and yoga studio

- 2820 W. 48th St - Alteration (vaulted ceiling)
- 2700 W. 48th St - Remodel - (Full home)
- 2705 W. 51st Ter - Alteration (Deck roof)
- 4830 Belinder Ct - Remodel (Kitchen and bath)

Demolition: None

Commercial

None