City Administrator's Report

June 2026

To: Mayor and City Council
From: Katherine Carttar, City Administrator
Date: June 11, 2026
RE: Administration Department

Administrative Department Updates:

1. First 100 Days
    a. A priority during my first 100 days continues to be to meet with as many people as possible to gain a full picture of the priorities of Westwood.
    b. Meeting all the various companies, consultants and contractors that expand the capacity of Westwood to ensure we are providing the first class city services, this includes our utilities.
    c. Strengthening my relationships with Mid-America Regional Council and the City and County administrators in Northeast Johnson County and the Metro (e.g. attending the MARC City Manager's Roundtable).

2. Budget!
    a. No better way to truly understand a city than to analyze its budget. In preparation for budget season, I have been combing through the budget and all the various funds to ensure I have a solid handle on it as we work to submit a budget.
    b. Over the past month I have attended 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
    c. A great focus has been on the Capital Improvements Plan (CIP) as it is a significant portion of the City's "discretionary" budget. Working with Public Works Director, John Sullivan, to determine what projects could or should be reprioritized.

3. Grant Submission
    a. VarietyKC Ten Parks Project letter of interest was submitted on June 1, requesting funds to redevelop Joe D. Dennis Park into a fully inclusive park.

4. Economic Development Updates
    a. Hunt Midwest: Reviewing preliminary plans and scheduling a community meeting for the 2nd week of July.
    b. City Hall Redevelopment: Working with our partners to refine the scope and numbers.