



# CITY OF WESTWOOD, KANSAS

## CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, February 12, 2026 at 7:00 PM

### AGENDA

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Welcome to your Westwood City Council meeting. This meeting may be attended remotely via Zoom:

**Access Online:** <https://us02web.zoom.us/j/89908289796>

**Access by Phone:** (312) 626-6799 / **Webinar ID:** 899 0828 9796

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*[Note: This agenda is subject to changes, additions, or deletions at the discretion of the Governing Body]*

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#### REGULAR MEETING AGENDA

**I. CALL TO ORDER**

**II. APPROVAL OF THE AGENDA**

**III. PUBLIC COMMENT**

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda, or about items on the regular agenda for which the Governing Body, at its discretion, accepts public comment. Public comment should be limited to 2-3 minutes and, unless the topic of public comment is before the Governing Body as part of its agenda, no action will be taken by the Governing Body on public comment items. Please state your name and address for the record. Persons attending virtually online will be able to make public comment by using the "raise hand" function on Zoom.

**IV. PRESENTATIONS AND PROCLAMATIONS**

A. Johnson County Government Update (Becky Fast, Johnson County District 1 Commissioner)

**V. CONSENT AGENDA**

All items listed below are considered to be routine by the Governing Body and will be enacted in one motion (roll call vote). There will be no separate discussion of these items unless a member of the Governing Body so requests, in which event the item will be removed from the consent agenda and considered separately following approval of the consent agenda.

A. Consider approval of January 8, 2026 City Council meeting minutes

B. Consider approval of January 10, 2026 City Council special meeting minutes

C. Consider approval of Appropriations Ordinance 783

**VI. MAYOR'S REPORT**

**VII. CITY COUNCILMEMBER REPORTS**

**VIII. STAFF REPORTS**

- [A.](#) Administrative Report (City Administrator Leslie Herring)
- [B.](#) Public Works Report (Public Works Director John Sullivan)
- [C.](#) Police Department Report (Police Chief Curt Mansell)
- [D.](#) Treasurer's Report (City Treasurer Michelle Ryan)
- E. City Attorney Report (Ryan Denk)

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

- [A.](#) Consider fence variance request for 2207 W. 47th Ter.
- [B.](#) Consider appointments to Planning Commission
- [C.](#) Consider Resolution No. 151-2026 adopting the Records Retention Schedule

**XI. ANNOUNCEMENTS/GOVERNING BODY COMMENTS**

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

**UPCOMING MEETINGS**

Regular meetings of the Westwood City Council are held at 7:00 PM on the second Thursday of each month. The next regular meeting of the Westwood City Council will be held Thursday, March 12, 2026, at 7:00 PM at Westwood City Hall. The City Calendar may be accessed at [www.westwoodks.org](http://www.westwoodks.org). To receive further updates and communications, please see or sign up for the following:

**Westwood Buzz Email:** <https://bit.ly/3wA4DWx>

**Facebook:** [City of Westwood Kansas-Government  
Westwood, KS Police Department](#)

# Our Contributions to That JoCo Quality of Life

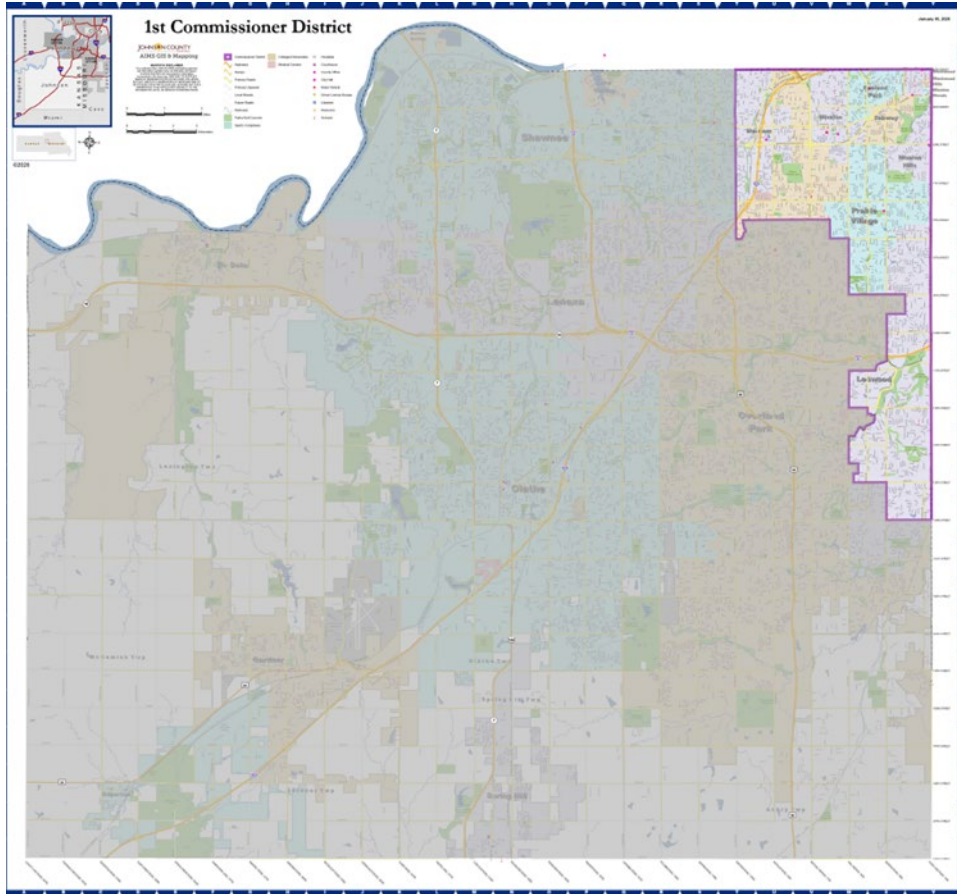
February 12th - 2026

Becky Fast, Johnson County Commissioner  
[becky.fast@jocogov.org](mailto:becky.fast@jocogov.org)



# District 1 “Fast” facts:

Commissioner Becky Fast



Population: 107,814



Square miles: 35.5



11 cities: Merriam, Mission, Roeland Park, Westwood, Westwood Hills, Mission Woods, Fairway, Mission Hills, Prairie Village, northern Overland Park, and northern Leawood.




















2 school districts:  
Blue Valley and Shawnee Mission



1 Fire district: Consolidated Fire District #2  
2 Fire departments: Overland Park and Leawood

# Three major roles of counties

Serve as an administrative arm of state government <i>(unlike cities)</i>	Provide services required by the state	Provide locally determined services
<ul style="list-style-type: none"> <li> Run elections</li> <li> Levy and collect taxes <i>(including property appraisals)</i></li> <li> Issue licenses and permits</li> <li> Keep land records</li> <li> Provide and maintain facilities and equipment for the courts</li> <li> Finance prosecution <i>(county and district attorneys)</i></li> </ul>	<ul style="list-style-type: none"> <li> Public and mental health, supports for people with disabilities</li> <li> Emergency management</li> <li> Solid Waste</li> <li> Law enforcement and jails</li> <li> Roads and bridges in unincorporated areas</li> </ul>	<ul style="list-style-type: none"> <li> Parks</li> <li> Libraries</li> <li> Museums</li> <li> Airports</li> <li> Wastewater</li> <li> Economic development</li> </ul>

## Motor Vehicles Wait Times Impacted by State Funding Levels

<p><b>85%</b> Motor vehicle revenue retained by the State</p>	<p><b>369%</b> Increase in average wait time from 2013-2024</p>
<p><b>\$2.4M</b> County property tax dollars used to subsidize operations in 2024</p>	<p><b>0</b> Full-time employees added from 2013-2024</p>

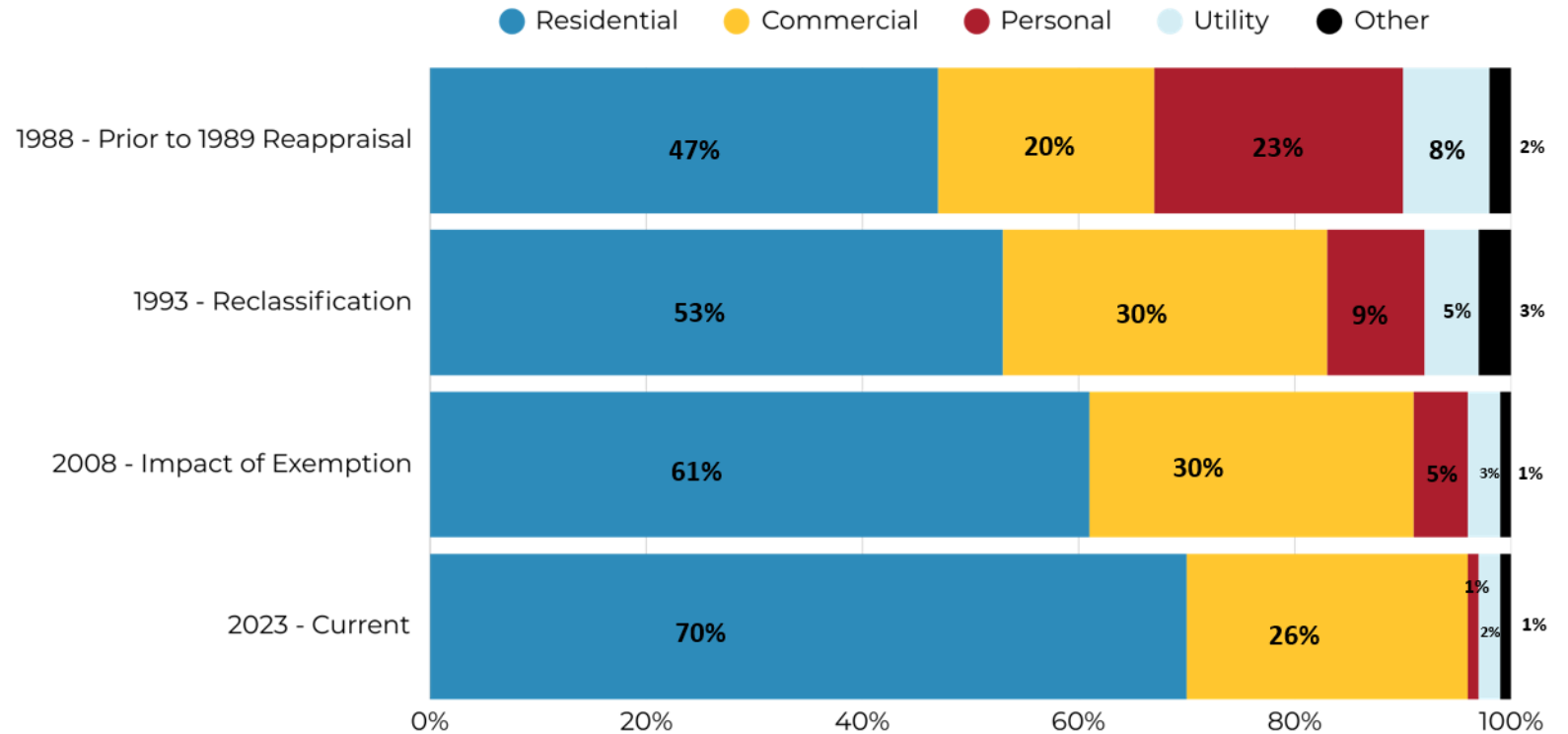
# State Revenue Reductions Cause and Effect

State legislation has reduced our revenue sources...

...increasing the burden on homeowners

Source	FY 2020-25
Local Ad Valorem tax relief	(\$77,334,646)
City/county revenue sharing	(\$44,650,387)
Mortgage registration	(\$74,720,465)
Machinery & equipment exemption	(\$51,508,122)
<b>TOTAL</b>	<b>(\$248,213,620)</b>

Increased burden on homeowners



# Updates to property tax relief



- Removed the previous age limit of 65 and the disabled veteran status requirements
- Application window: Jan 15 to April 15, 2026
- [jocogov.org/PropertyTaxRelief](http://jocogov.org/PropertyTaxRelief)

## 2026 County Property Tax Relief Guidelines

**\$500,000** maximum home valuation

**HUD Very Low-Income limit** (in 2025 max income for family of four is \$55,700)

**Other:** Live in JoCo, own/occupy your home, are current on property

tax payments

# Infrastructure investment to support business and growing economy - CARS and Stormwater Management

## CARS program



## Stormwater Management



### 2026 Funding Sources

Funding Source	Amount
“Gas Tax” (SCCHF)	\$13,114,000
County Support (0.343 mills)	\$5,667,000
<b>Total</b>	<b>\$18,781,000</b>

### Funding Source:

- Funded through a 1/10 of 1% sales tax
- Guided by the Stormwater Management Advisory Council
- **2026: Planned expenditure \$25,013,842**

# Infrastructure Investment: Protecting and Preserving Water Sources

Item A, Section IV, Item

## Inaugural Johnson County Water Summit - Oct 17th

Presentations by: Johnson County Wastewater, Johnson County Stormwater, WaterOne and the Kansas Water Office



# Infrastructure Investment to NE JoCo libraries

Item A. Section IV, Item



Corinth Library is oldest library in JOCO's system

The branch opened in February 1963 and has served PV for more than 60 years.

**Corinth Library**

**Design expected to begin in 2026**

# Strategic Partnerships to Support Housing Continuum

## Habitat for Humanity of Kansas City

- \$2.47 million for land acquisition to support single-family home development

## Friends of JoCo Developmental Supports

- \$3.1 million to build multifamily units

## Salvation Army and Project 1020

- \$467,346 for family shelter expansion
- \$137,654 to support county's only cold-weather emergency shelter for adults

## New County-Funded Home Preservation Program

- Provides minor home repairs up to \$8,000 through Habitat and Metro Lutheran Services - below 80% of AMI

## Expanding Housing Access for Youth Aging Out of Foster Care

Johnson County Housing Services recently expanded the Landlord Incentive Program to help more youth aging out of foster care find long term stable housing.



# Innovative Solutions for Our Community

## Award-winning Eviction Mediation Program



- Neutral third party helps landlord and tenant come to an agreement
- 72.5% mediations avoided eviction judgment
- Achievement Award from National Association of Counties and from JOCO United Community Services
- Bill introduced in 2025 KSLEG Session to implement the program statewide across Judicial Districts

## Johnson County mediation program helps more than 700 families avoid eviction in 3 years



Photo by: KSHB 41



Let's Talk: Share your story with us

ADVERTISEMENT

# Innovative Solutions for Our Community

## NEW Senior Health Insurance Counseling (SHICK)

- Get information about Medicare and other health insurance programs from trained counselors
- Assistance with enrollment, plan comparisons and accessing prescription drugs at a reduced cost
- Call 913-715-8856 to schedule an appointment



# Innovative Solutions for Our Community

## Mental Health and Crisis Services

- Youth Crisis Stabilization Center and Youth Respite Care in Olathe (11 beds)
- Adult Crisis Stabilization Center (14 beds) with Adult Detoxification Unit (10 beds)
- 988 crisis line staff integration with 911 dispatch
- Mobile Crisis Response Team goal to respond to mental health crises within one hour



# FIFA World Cup 26™ Transit

Supporting KC2026's "ConnectKC26" plan

Johnson County United Airport Drop and Ride

- Stops at KCI, Overland Park Convention Center and Lenexa City Center
- Expected to open in early May 2026

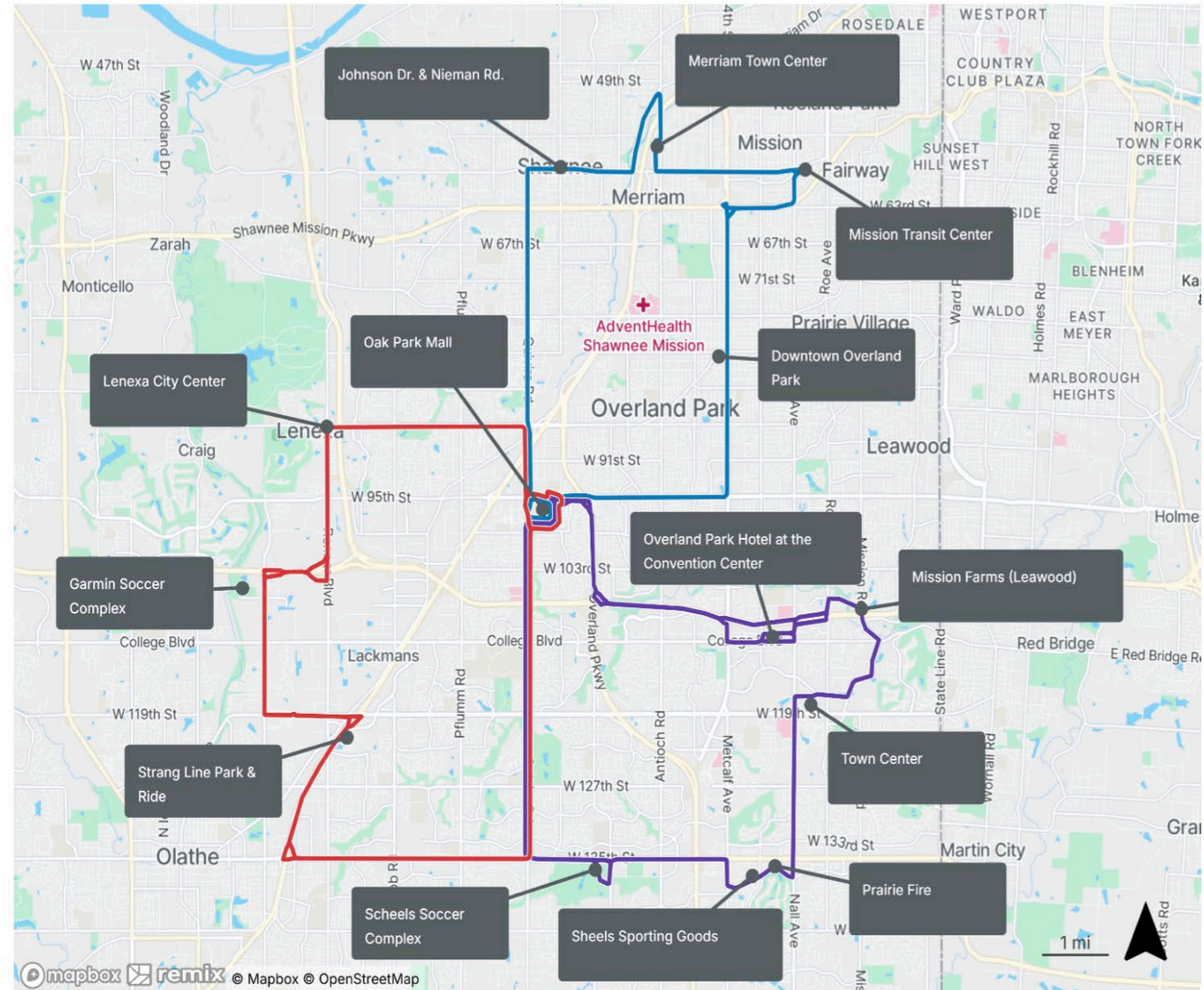
Region Direct Routes to KC2026 FanFest

- Mission will be connection point
- Overland Park and Lenexa

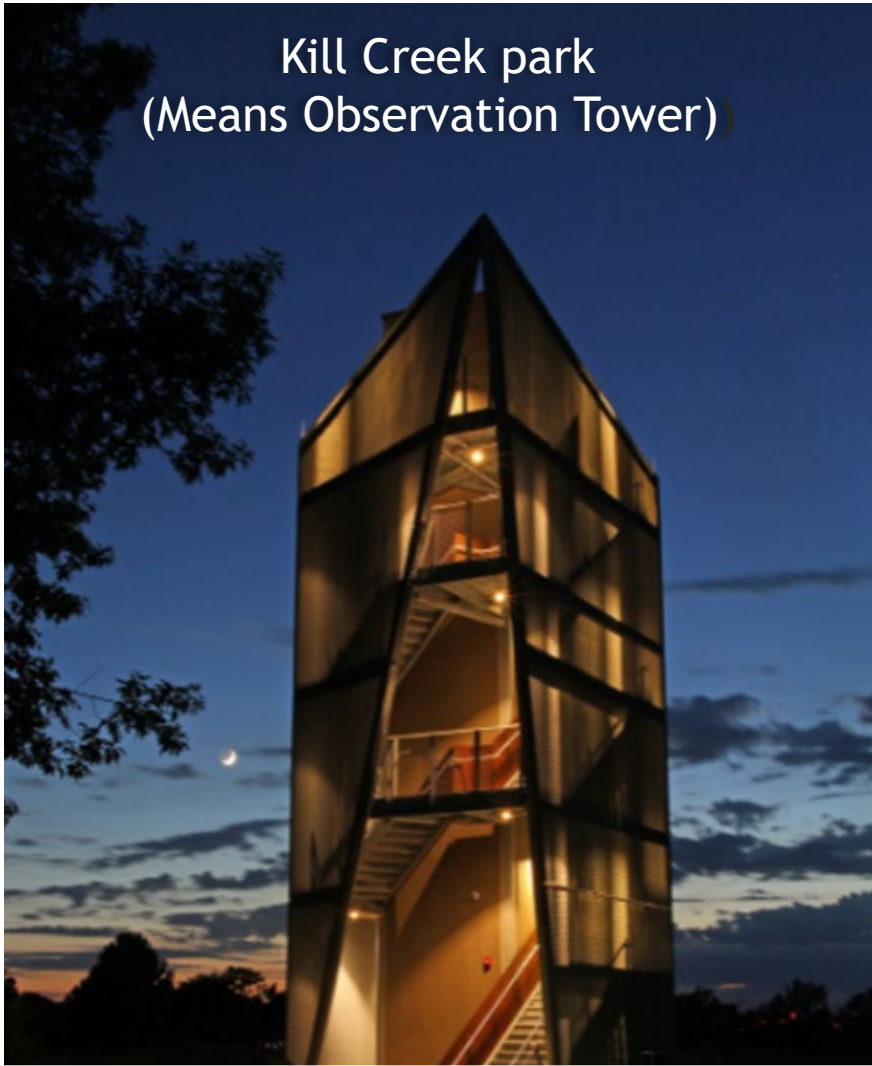


# Johnson County United Link

- Each city is partnering via interlocal agreements and financial support
- Link service will have three routes overlapping at Oak Park Mall and complement existing World Cup transit initiatives and ties into the region's ConnectKC26 plan
- Service is expected for 35-42 days starting early June – Mid July in coordination with ConnectKC26
- Routes will operate both clockwise and counterclockwise with 30-45 min headways
- Up to 50 thirty five passenger leases buses will be utilized



Kill Creek park  
(Means Observation Tower)



Meadowbrook Park



Cedar Niles Park Item A, Section IV, Item



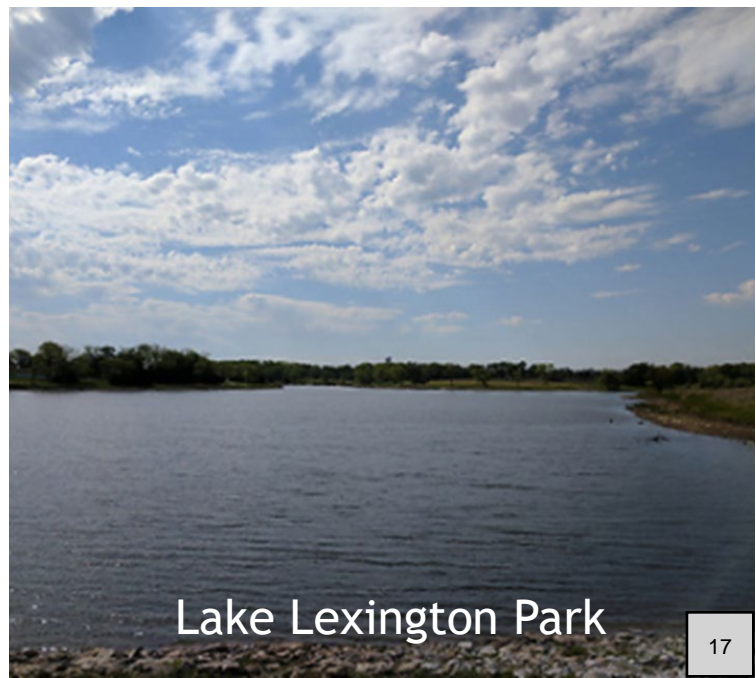
Camp Branch



Antioch Park



Lake Lexington Park



**Explore Johnson County  
Parks in 2026**

**City of Westwood, Kansas  
City Council Meeting  
4700 Rainbow Boulevard  
January 8, 2026 – 7:00 p.m.**

Council Present: David E. Waters, Mayor  
Jeff Harris, Council President  
Steph Becker, Councilmember  
Spencer Day, Councilmember – via Zoom  
Laura Steele, Councilmember

Council Absent: Holly Wimer, Councilmember

Staff Present: Leslie Herring, City Administrator  
Curtis Mansell, Police Chief  
John Sullivan, Public Works Director  
Ryan Denk, City Attorney  
Michelle Ryan, City Treasurer  
Abby Schneweis, City Clerk

**Call to Order**

Mayor Waters called the meeting to order at 7:00 p.m. on January 8, 2026. Ms. Schneweis called the roll. A quorum was present.

**Approval of the Agenda**

Motion by Councilmember Harris to approve the January 8, 2026 agenda as submitted. Second by Councilmember Steele. Motion carried by a 4-0 voice vote.

**Public Comment**

No comments were made by the public.

**Presentations and Proclamations**

**Kansas Statehouse Update**

Representative Rui Xu provided an overview of the upcoming Kansas legislative session.

**Retailers Sales Tax overview**

Barb Bengimina, Field Services Representative with Kansas Department of Revenue, provided an overview of sales tax collection operations.

**Consent Agenda**

All items listed below are considered to be routine by the Governing Body and will be enacted in one motion. There will be no separate discussion of these items unless a member of the Governing Body so requests, in which event the item will be removed from the consent agenda and considered separately following approval of the consent agenda.

- A. Consider December 18, 2025 City Council Meeting Minutes
  
- B. Consider Appropriations Ordinance 782

Motion by Councilmember Harris to approve the Consent Agenda as submitted. Second by Councilmember Steele. Ms. Schneweis conducted a roll call vote. Motion carried by a 4-0 vote.

**Mayor’s Report**

Mayor Waters said he presented at the State of the Cities event held earlier in the week.

**Councilmember Reports**

Councilmember Harris recently participated in a ride-along with CFD2. During his time with the firefighters, he shared four key takeaways:

1. Ensure your home has large, well-lit house numbers so it can be easily located during an emergency.
2. When an emergency vehicle has its lights and sirens on, pull over to allow them to navigate the roads quickly and safely.
3. Firefighters are happy to assist disabled residents with replacing smoke detector batteries, but these services are often misused by able-bodied individuals.
4. Hoarding poses a serious risk to both residents and first responders during a fire, as it makes homes much harder to navigate in an emergency.

**Staff Reports**

**Treasurer’s Report**

Ms. Ryan provided an overview of the December 2025 Treasurer’s Report that was included in the packet, no questions or comments were made about the report.

**Administrative Report**

Ms. Herring provided an overview of the January 2026 Administrative Report included in the agenda packet and offered to answer questions.

**Public Works Report**

Mr. Sullivan provided an overview of the December 2025 and January 2026 Public Works Reports included in the agenda packet and offered to answer questions.

**Public Safety Report**

Chief Mansell provided an overview of the December 2025 Public Safety Report included in the agenda packet and offered to answer questions.

**City Attorney’s Report**

Mr. Denk did not have anything to report.

**Inventory of Council goals & status report, 2015-2025**

Ms. Herring provided an overview of the presentation included in the agenda packet. No action was taken by the Governing Body.

**Old Business**

No Old Business items were considered.

**New Business**

No New Business items were considered.

**Executive Session**

The Governing Body did not hold an executive session.

**Announcements/Governing Body Comments**

No announcements were made by the Governing Body.

**Adjournment**

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Day. Motion carried by a 4-0 voice vote. The meeting was adjourned at 8:30 p.m.

APPROVED: \_\_\_\_\_

David E. Waters, Mayor

ATTEST: \_\_\_\_\_

Abby Schneweis, City Clerk

**City of Westwood, Kansas  
Governing Body Retreat  
Woodside Health & Fitness - 2000 W 47<sup>th</sup> Place  
January 10, 2026 – 9:00 a.m.**

Council Present: David E. Waters, Mayor  
Jeff Harris, Council President  
Steph Becker, Councilmember  
Spencer Day, Councilmember  
Laura Steele, Councilmember  
Holly Wimer, Councilmember

Council Absent: None

Staff Present: Leslie Herring, City Administrator  
Curtis Mansell, Police Chief  
John Sullivan, Public Works Director  
Abby Schneweis, City Clerk

**Call to Order**

Mayor Waters called the meeting to order at 9:00 a.m. on January 10, 2026. All members of the Governing Body were present.

**Governing Body Goals and Priorities**

Mayor Waters led a general discussion of priorities and expectations of the new Governing Body. No action was taken by the Governing Body.

The meeting concluded at 1:00 p.m.

APPROVED: \_\_\_\_\_  
David E. Waters, Mayor

ATTEST: \_\_\_\_\_  
Abby Schneweis, City Clerk

**City of Westwood, Kansas  
Appropriation Ordinance No. 783**

**AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF JANUARY 1, 2026 - JANUARY 31, 2026 AND SUMMARIZING SAID EXPENDITURE HEREIN.**

	General Month Ending 1/31/2026	Capital Improvements Month Ending 1/31/2026	Equipment Reserve Month Ending 1/31/2026	Stormwater Month Ending 1/31/2026	Special Highway Month Ending 1/31/2026	Woodside TIF/CID Month Ending 1/31/2026	Debt Service Month Ending 1/31/2026	Total All Funds Month Ending 1/31/2026
<b>Expenditures</b>								
Salary & Benefits	165,847.81	0.00	0.00	0.00	0.00	0.00	0.00	165,847.81
Employee Expenses	7,436.68	0.00	0.00	0.00	0.00	0.00	0.00	7,436.68
Professional Fees	42,268.43	0.00	0.00	0.00	0.00	0.00	0.00	42,268.43
General Operating Expenses	10,476.48	0.00	0.00	0.00	0.00	0.00	0.00	10,476.48
Utilities	15,974.93	0.00	0.00	0.00	0.00	0.00	0.00	15,974.93
Equipment and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street and Stormwater	0.00	0.00	0.00	175.00	0.00	0.00	284,900.00	285,075.00
Park and Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	21,371.21	0.00	21,371.21
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>242,004.33</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>0.00</b>	<b>21,371.21</b>	<b>284,900.00</b>	<b>548,450.54</b>

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:**

**SECTION 1. The Claims included herin are hereby approved and allowed.**

**SECTION 2. That the payment of all claims and charges against the respective accounts and funds provided in the budget for the year 2025 are consistent with that budget and are hereby authorized, ratified and approved.**

**SECTION 3. This Ordinance shall take effect from and after its passage.**

**ADOPTED this 12th day of February, 2026.**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**ATTEST: CITY CLERK**



## City Administrator's Report

February 2026

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: February 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.

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:

- 4946 Adams St. – Interior wall removal to create open floor plan

Demolition: None

*Commercial:* None

WESTWOOD  
COURT SUMMARY  
JANUARY, 2026

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
January 09, 2026	59	08	\$9,910.00	34	12
January 23, 2026	32	16	\$5,029.00	15	04
<b>TOTALS</b>					
January, 2026	91	24	\$14,939.00	49	16
January, 2025	81	10	\$ 7,426.00	33	14
			<b>TOTAL (\$14,939.00) less</b>		
			* Kansas DL fees:		\$230.00
			* Judges Training Fund:		\$ 22.00
			* LET Training Fund:		\$ 495.00
			* Seat Belt Fund:		\$ 160.00
			<b>January, 2026 TOTAL:</b>		<b>\$14,032.00</b>

<b>Y.T.D. TOTALS 2026</b>		<b>Y.T.D. TOTALS 2025</b>	
ARRAIGNMENTS:	91	ARRAIGNMENTS:	81
TRIALS	24	TRIALS:	10
LETTERS:	49	LETTERS:	33
WARRANTS:	16	WARRANTS:	14
FINES:	\$14,939.00	FINES:	\$7426.00
KS DL FEES:	\$230.00	KS DL FEES:	\$81.00
JUDGES FUND:	\$22.00	JUDGES FUND:	\$26.00
L.E.T.FUND:	\$495.00	L.E.T FUND:	\$585.00
Comm Correct Fund:	\$0.00	Comm Correct Fund:	\$ 0.00
SEAT BELT FUND:	\$160.00	SEAT BELT FUND:	\$120.00

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, JANUARY 2026**  
**DATE: FEBRUARY 11, 2026**

Some of the activities for Public Works in January include:

1. Daily collection of trash from City Hall and City Parks.
2. Perform a weekly inspection of the playground equipment and park facilities.
3. We emptied and serviced the pet waste dispensers throughout the city, 9 in all.
4. Perform a weekly inspection of the traffic control signs throughout the city; replace poles and signs as required.
5. I prepared the Purchase Orders and documentation for those purchases.
6. Performed routine maintenance at the City Hall to include the service of the air handling equipment, re-lamping fixtures and repairing or installing appurtenances including plumbing fixtures.
7. I represented the city at various meetings to include: None
8. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood regarding utilities and advised, when appropriate, the need to either get an excavation permit, building permit or fence permit. I provided the building official with a copy of the locate requests for follow-up for any building permits that may be required and answered any questions when asked.
9. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
10. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
11. Performed various clerical duties for the Public Works Department's daily functions.
12. I attended Public Works, City Council and Staff and Committee meetings as required.
13. Observed activities associated with ROW Permits.
14. We marked streetlight and traffic signal utilities when requested by the One-Call System.
15. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
16. Alex attends monthly Safety Committee Meetings.
17. We performed snow removal in all three Communities.
18. We serviced and cleaned snow removal equipment.
19. We cleaned the City Hall roof drains.
20. We swept Westwood Streets.
21. We checked and cleaned roof drains at City Hall.
22. We performed the leaf pickup program.
23. We installed new parking restriction signs citywide.
24. We installed the new storage box at PW and rearranged the back lot.

25. We removed the holiday lights from City Hall.
26. We cleaned up the leaves in the parks and in front of walls.
27. We removed the leaves from Dennis Park and 5050 Rainbow.
28. We repaired potholes city wide.
29. We replaced the yellow flashing lights at the school zone, 49<sup>th</sup> Terrace & Belinder.
30. We replaced a streetlight on W. 47<sup>th</sup> Place.
31. Replaced the idler pulley on the 52-inch stander mower.

This concludes my activities report for some of the activities for Public Works in January.

**Westwood Public  
Works**

To: Governing Body  
From: John Sullivan, Director of Public Works  
Date: February 11, 2026  
Re: Monthly Status Report

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- CCLIP funding: We conducted a selection committee for the construction engineering for this project and submitted it to KDOT. We are set for an April 2026 KDOT bidding letting.
- Storm Debris Removal: Complete
- Mission Road Project, 2025: Complete
- W. 47<sup>th</sup> Place Complete Street Project: The plans are at 95% completion. Once plans are at 100%, we will be submitting them to the utilities to get information on any plans they may have for replacements and a time schedule. I have heard from both the Water District and the Gas Company, and both intend to replace their respective mains and services. Working on a timeline.
- W. 50<sup>th</sup> Street, Belinder Ave. to Mission Rd. & W. 51<sup>st</sup> Street Belinder Ave. to Mission Rd.: The plans are at 80% on both projects. We will be submitting to the utilities for review when we are 100%. Both the gas company and the water district intend to replace mains and services
- Belinder Court and Booth Street, W. 47<sup>th</sup> Street south to the cul-de-sacs, new streetlights: The Project is underway. Both of the project streets have conduit installed. The conduit on Belinder is in the process of being installed. I hope to see this project complete in the next 2 weeks weather permitting.
- Outdoor Warning Siren Relocation: I have a quote and a new location selected. The location selected will require an easement from Shawnee Mission School District. I have met with the school district and am awaiting word on whether this location is acceptable before I engage a survey company and create an easement for presentation to Shawnee Mission School District. We will be submitting the relocation costs to Hunt Midwest.

# Westwood Police Department Westwood City Council Report

1/1/2026



1/31/2026

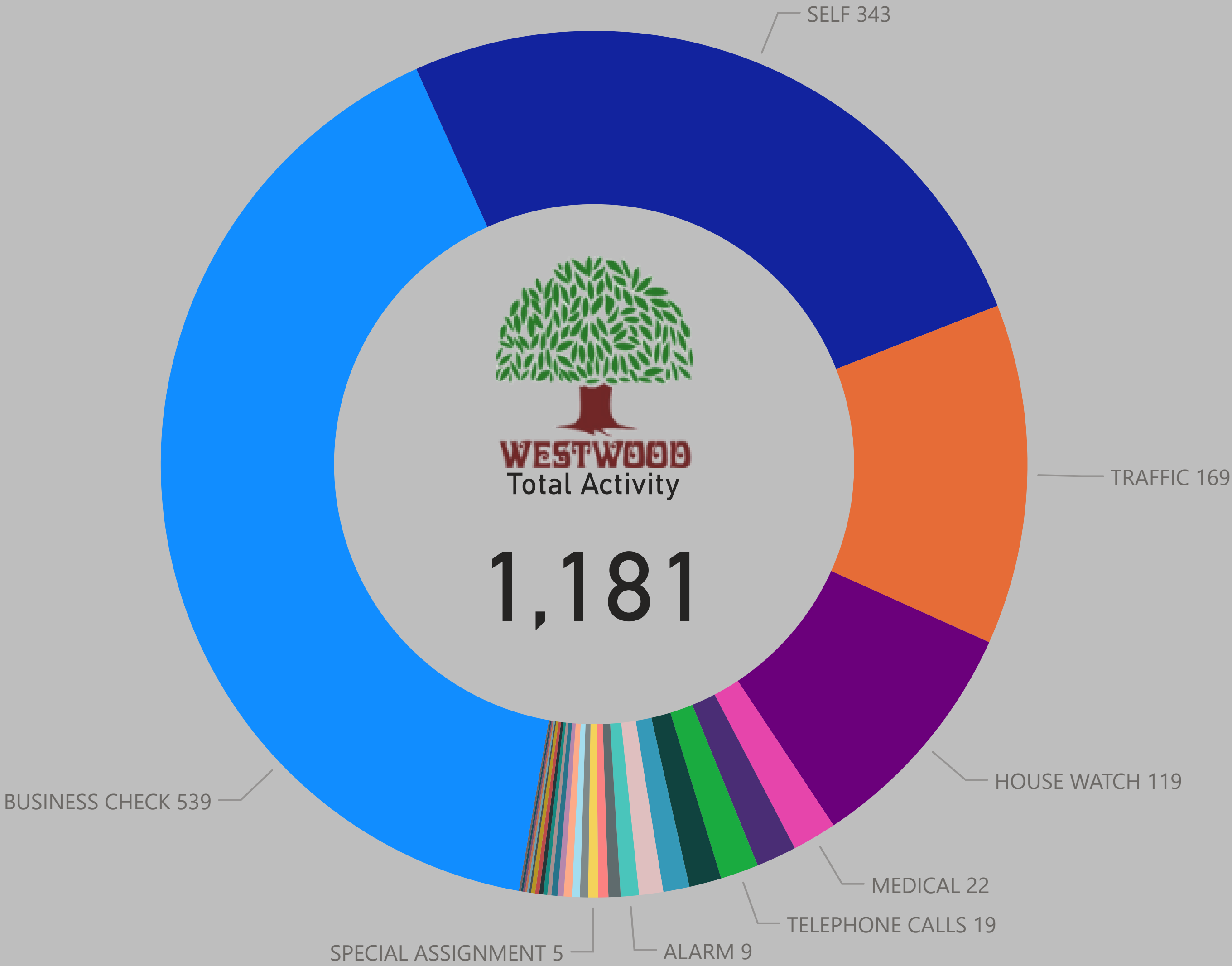


# Westwood Police Department City Council Report

1/1/2026



1/31/2026

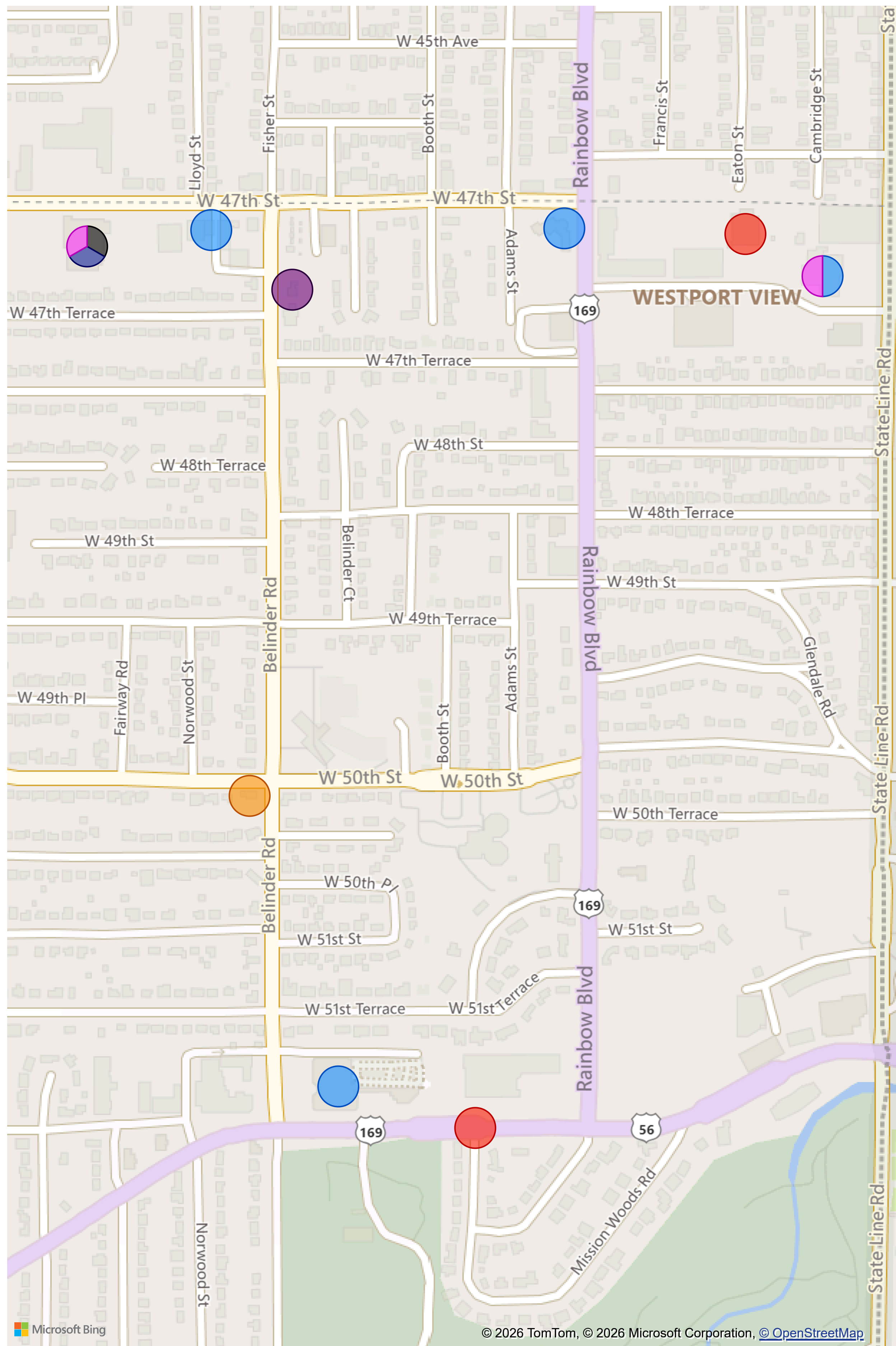


# Westwood Police Department Westwood City Council Report

1/1/2026



1/31/2026



### Nature of Call

- 911 CALL
- ACCIDENT
- ASSIST THE PUBLIC
- BURGLARY
- DISTURBANCE
- INTOXICATED PERSON
- SUSPICIOUS
- THEFT REPORT

# Westwood Police Department Westwood City Council Report

1/1/2026



1/31/2026



Case Number	Report Type	Summary
20260003	Obstruction	The officer was dispatched to a car prowler in a parking lot. The officer found the suspect in the parking lot, but he ran, and was subsequently stopped and captured. He had a glass smoking pipe and lighter in his possession, and he was charged with drug paraphernalia and obstructing. There were no signs of burglary to vehicles in the parking lot.
20260025	Theft	Officer responded to take a report of a stolen temp tag from residents vehicle taken overnight. No suspect information was provided and there was no video surveillance available.
20260027	Accident-Non Injury	V1 was driving westbound on Shawnee Mission Pkwy. V2 was driving westbound on Shawnee Mission Pkwy, slowed down for traffic, and was struck by V1
20260028	Forgery/Fraud	Reporting officer responded to the station in reference to a telephone fraud report. Case assistance requested from Johnson County Sheriff's Office for follow up.
20260032	Accident-Non Injury	V2 was in the east bound lane, stopped waiting for the green light at W 47th Street and Rainbow. V1 was approaching the intersection and his tires lost traction while breaking due to the snow on the road and rear ended V2.

# Westwood Police Department Westwood City Council Report

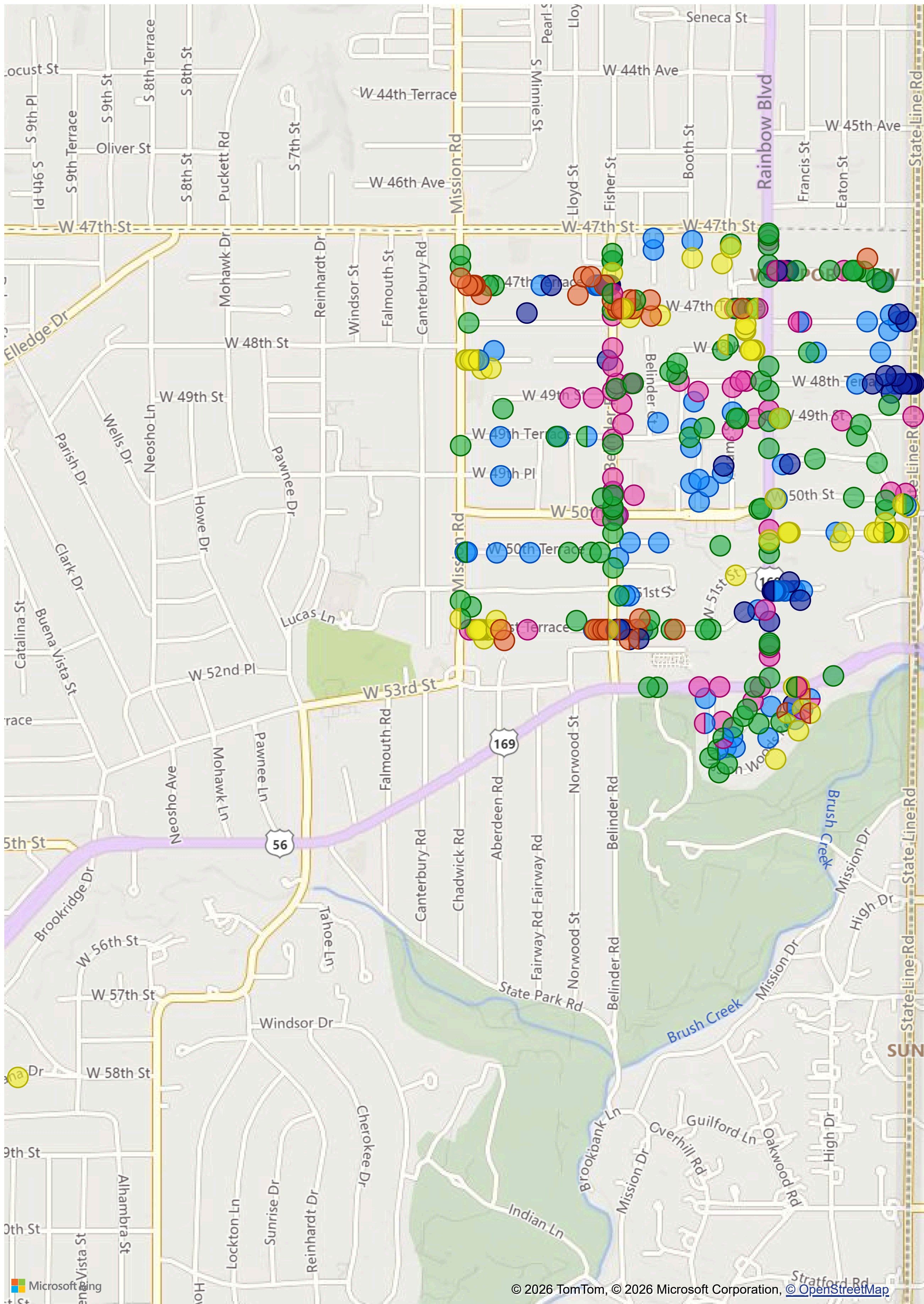
1/1/2026



1/31/2026



## Area Checks by Officer



- CHASE METCALF
- CHRISTOPHER BISHOP
- GIANFRANCO ROQUE
- KURTIS STONE
- SHARON TAYLOR
- TIMOTHY FILSON

# 558

**City of Westwood  
Treasurer's Report  
January 31, 2026**

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
  - a. Ending unencumbered cash through 1/31/2026 was \$5,963,141. The 1/31/2025 cash balance was \$5,184,643. This is an increase in cash of \$778,498.
2. Cash Flow – shows beginning cash by fund and associated revenues and expenditures for each fund in a more summarized format.
3. Statement of Operations – General Fund
  - i. Revenue received for the month was \$907,292. The prior year revenue to date was \$783,917. This resulted in an increase of revenue of \$123,375.
  - ii. Most of the increase in the revenue in the current year is due to tax collections of property taxes.
  - b. The January expenditures totaled \$242,004. The prior January total expenditures were \$249,490.
    - i. The overall expenditures was fairly consistent to the prior year.
  - c. Net Receipts Over Expenditures are \$665,287 year to date. The prior year receipts over expenditures were \$534,427.
4. Statement of Operations - Other Funds
  - a. The Capital Improvement fund collected sales tax of \$32,123 . There were no expenditures in January.
  - b. The Stormwater fund received stormwater fees of \$116,855 and expended \$175.
  - c. The Special Highway Fund received revenue of \$15,371.
  - d. The Woodside TIF/CID Fund received \$293,635 and made their payment to UMB for \$21,371.

I am happy to answer any questions upon request.

Michelle Ryan  
City of Westwood Treasurer

## ACCOUNTANTS' COMPILATION REPORT

To the City Council  
**City of Westwood, Kansas**  
Westwood, Kansas

Management is responsible for the accompanying financial statements of **City of Westwood, Kansas** (a municipal entity), which comprises the statement of assets, liabilities and fund balance by fund – regulatory basis and the statement of cash flow – regulatory basis as of and for the one month ended January 31, 2026, in accordance with the regulatory basis of accounting, and for determining that the regulatory basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The financial statements are prepared in accordance with the regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the regulatory basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the City's assets, liabilities, fund balance, receipts, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to **City of Westwood, Kansas**.

*Adams Brown, LLC*

**ADAMSBROWN, LLC**  
Certified Public Accountants  
Overland Park, Kansas

February 11, 2026



**City of Westwood, Kansas**  
**Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis**  
 As of January 31, 2026

	<b>General Fund</b>	<b>Capital Improvements Fund</b>	<b>Equipment Reserve Fund</b>	<b>Stormwater Fund</b>	<b>Special Highway Fund</b>	<b>Woodside TIF/CID Fund</b>	<b>Debt Service Fund</b>	<b>All Funds</b>
	<b>01/31/2026</b>	<b>01/31/2026</b>	<b>01/31/2026</b>	<b>01/31/2026</b>	<b>01/31/2026</b>	<b>01/31/2026</b>	<b>01/31/2026</b>	<b>01/31/2026</b>
<b>Assets</b>								
Current Assets								
Cash In Bank	728,448.68	66,805.48	68,891.04	129,262.56	57,005.83	285,249.99	215,894.57	1,551,558.15
Cash In Bank - Bond Fund	40,250.60	0.00	0.00	0.00	0.00	0.00	0.00	40,250.60
Cash In Bank - Woodside Village Acct	9.74	0.00	0.00	0.00	0.00	0.00	0.00	9.74
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Cash Charles Schwab 2843	3,195.41	0.00	0.00	0.00	0.00	0.00	0.00	3,195.41
Cash Charles Schwab 3099	33,819.08	149,797.73	30,971.63	32,803.04	22,768.49	85,462.64	0.00	355,622.61
Investment Charles Schwab 2843	1,062,160.55	0.00	0.00	0.00	0.00	0.00	0.00	1,062,160.55
Investment Charles Schwab 3099	282,959.84	1,240,659.48	254,734.42	275,596.14	178,186.65	717,868.12	0.00	2,950,004.65
<b>Total Current Assets</b>	<b>2,151,182.90</b>	<b>1,457,262.69</b>	<b>354,597.09</b>	<b>437,661.74</b>	<b>257,960.97</b>	<b>1,088,580.75</b>	<b>215,894.57</b>	<b>5,963,140.71</b>
<b>Total Assets</b>	<b>\$ 2,151,182.90</b>	<b>\$ 1,457,262.69</b>	<b>\$ 354,597.09</b>	<b>\$ 437,661.74</b>	<b>\$ 257,960.97</b>	<b>\$ 1,088,580.75</b>	<b>\$ 215,894.57</b>	<b>\$ 5,963,140.71</b>
<b>Liabilities and Fund Balance</b>								
Current Liabilities								
Encumbrances	0.18	225,553.50	0.00	0.00	0.00	80,213.00	0.00	305,766.68
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	38,821.99	0.00	0.00	0.00	0.00	0.00	0.00	38,821.99
KPERS/KPF Payable	3,704.02	0.00	0.00	0.00	0.00	0.00	0.00	3,704.02
Great West 457 Payable	2,965.00	0.00	0.00	0.00	0.00	0.00	0.00	2,965.00
<b>Total Current Liabilities</b>	<b>45,500.38</b>	<b>225,553.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,213.00</b>	<b>0.00</b>	<b>351,266.88</b>
<b>Total Liabilities</b>	<b>45,500.38</b>	<b>225,553.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,213.00</b>	<b>0.00</b>	<b>351,266.88</b>
Fund Balance								
Fund Balance	1,440,395.17	1,199,586.66	354,597.09	320,981.84	242,589.12	736,103.67	488,023.75	4,782,277.30
Fund Balance - Current Year	665,287.35	32,122.53	0.00	116,679.90	15,371.85	272,264.08	(272,129.18)	829,596.53
<b>Total Fund Balance</b>	<b>2,105,682.52</b>	<b>1,231,709.19</b>	<b>354,597.09</b>	<b>437,661.74</b>	<b>257,960.97</b>	<b>1,008,367.75</b>	<b>215,894.57</b>	<b>5,611,873.83</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 2,151,182.90</b>	<b>\$ 1,457,262.69</b>	<b>\$ 354,597.09</b>	<b>\$ 437,661.74</b>	<b>\$ 257,960.97</b>	<b>\$ 1,088,580.75</b>	<b>\$ 215,894.57</b>	<b>\$ 5,963,140.71</b>

See accountants' compilation report.



**City of Westwood, Kansas**  
**Statement of Cash Flow - Regulatory Basis**  
 For the One Month Ended January 31, 2026

	General Fund Month Ending 01/31/2026	Capital Improvements Fund Month Ending 01/31/2026	Equipment Reserve Fund Month Ending 01/31/2026	Stormwater Fund Month Ending 01/31/2026	Special Highway Fund Month Ending 01/31/2026	Woodside TIF/CID Fund Month Ending 01/31/2026	Debt Service Fund Month Ending 01/31/2026	All Funds Month Ending 01/31/2026
<b>Unencumbered Cash, Beginning Period</b>	<b>1,514,323.42</b>	<b>1,447,670.16</b>	<b>354,597.09</b>	<b>335,633.07</b>	<b>242,589.12</b>	<b>824,172.67</b>	<b>488,023.75</b>	<b>5,207,009.28</b>
<b>Receipts</b>								
Taxes	815,780.47	32,122.53	0.00	0.00	0.00	0.00	12,770.82	860,673.82
Fees and Licenses	36,596.64	0.00	0.00	0.00	0.00	0.00	0.00	36,596.64
Building Permits	4,106.00	0.00	0.00	0.00	0.00	0.00	0.00	4,106.00
Intergovernmental	32,864.09	0.00	0.00	0.00	0.00	0.00	0.00	32,864.09
Restricted Fees	0.00	0.00	0.00	116,854.90	15,371.85	292,328.07	0.00	424,554.82
Fines	11,311.00	0.00	0.00	0.00	0.00	0.00	0.00	11,311.00
Reimbursements	292.80	0.00	0.00	0.00	0.00	0.00	0.00	292.80
Interest Earnings	6,276.94	0.00	0.00	0.00	0.00	1,307.22	0.00	7,584.16
Miscellaneous	63.74	0.00	0.00	0.00	0.00	0.00	0.00	63.74
<b>Total Receipts</b>	<b>907,291.68</b>	<b>32,122.53</b>	<b>0.00</b>	<b>116,854.90</b>	<b>15,371.85</b>	<b>293,635.29</b>	<b>12,770.82</b>	<b>1,378,047.07</b>
<b>Expenditures</b>								
Salary & Benefits	165,847.81	0.00	0.00	0.00	0.00	0.00	0.00	165,847.81
Employee Expenses	7,436.68	0.00	0.00	0.00	0.00	0.00	0.00	7,436.68
Professional Fees	42,268.43	0.00	0.00	0.00	0.00	0.00	0.00	42,268.43
General Operating Expenses	10,476.48	0.00	0.00	0.00	0.00	0.00	0.00	10,476.48
Utilities	15,974.93	0.00	0.00	0.00	0.00	0.00	0.00	15,974.93
Street and Stormwater	0.00	0.00	0.00	175.00	0.00	0.00	284,900.00	285,075.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	21,371.21	0.00	21,371.21
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>242,004.33</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>0.00</b>	<b>21,371.21</b>	<b>284,900.00</b>	<b>548,450.54</b>
<b>Adjustments</b>								
Increase / (Decrease) in Payables	(29,727.87)	(22,530.00)	0.00	(14,651.23)	0.00	(7,856.00)	0.00	(74,765.10)
Increase / (Decrease) in Refundable Bond Deposits	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
<b>Total Adjustments</b>	<b>(28,427.87)</b>	<b>(22,530.00)</b>	<b>0.00</b>	<b>(14,651.23)</b>	<b>0.00</b>	<b>(7,856.00)</b>	<b>0.00</b>	<b>(73,465.10)</b>
<b>Ending Cash</b>	<b>\$ 2,151,182.90</b>	<b>\$ 1,457,262.69</b>	<b>\$ 354,597.09</b>	<b>\$ 437,661.74</b>	<b>\$ 257,960.97</b>	<b>\$ 1,088,580.75</b>	<b>\$ 215,894.57</b>	<b>\$ 5,963,140.71</b>

**CITY OF WESTWOOD, KANSAS**

Supplementary Information



**City of Westwood, Kansas**  
**Statement of Receipts and Expenditures - Regulatory Basis**  
 General Fund  
 For The One Month Ended January 31, 2026 and 2025

	<u>Month Ending</u> <u>01/31/2026</u> <small>Actual</small>	<u>Month Ending</u> <u>01/31/2025</u> <small>Prior Year</small>	<u>Year Ending</u> <u>12/31/2026</u> <small>Current Budget</small>	<small>Over/(Under) Budget</small>
<b>Receipts</b>				
Taxes	\$ 815,780.47	\$ 688,684.06	\$ 2,331,259.00	(1,515,478.53)
Fees and Licenses	36,596.64	38,877.19	444,000.00	(407,403.36)
Building Permits	4,106.00	12,262.75	85,000.00	(80,894.00)
Intergovernmental	32,864.09	28,575.00	396,600.00	(363,735.91)
Fines	11,311.00	7,745.00	100,000.00	(88,689.00)
Reimbursements	292.80	1,110.80	0.00	292.80
Interest Earnings	6,276.94	5,105.79	0.00	6,276.94
Miscellaneous	63.74	1,556.84	5,100.00	(5,036.26)
<b>Total Receipts</b>	<u>907,291.68</u>	<u>783,917.43</u>	<u>3,361,959.00</u>	<u>(2,454,667.32)</u>
<b>Expenditures</b>				
<b>General Overhead</b>				
Salary & Benefits	3,764.20	3,624.20	50,400.00	(46,635.80)
Employee Expenses	2,551.02	2,101.61	9,000.00	(6,448.98)
Professional Fees	36,304.43	29,817.96	263,250.00	(226,945.57)
General Operating Expenses	9,548.13	(566.04)	910,950.00	(901,401.87)
Utilities	15,604.01	13,669.82	277,500.00	(261,895.99)
Park and Events	0.00	0.00	16,000.00	(16,000.00)
Miscellaneous	0.00	0.00	60,000.00	(60,000.00)
Intergovernmental	0.00	0.00	10,000.00	(10,000.00)
Interfund Transfers	0.00	0.00	495,000.00	(495,000.00)
<b>Total General Overhead</b>	<u>67,771.79</u>	<u>48,647.55</u>	<u>2,092,100.00</u>	<u>(2,024,328.21)</u>
<b>Administrative</b>				
Salary & Benefits	41,753.41	38,169.46	540,325.00	(498,571.59)
Employee Expenses	0.00	4.42	16,000.00	(16,000.00)
Professional Fees	2,526.00	1,650.90	80,000.00	(77,474.00)
General Operating Expenses	0.00	2.48	3,000.00	(3,000.00)
Interfund Transfers	0.00	0.00	2,500.00	(2,500.00)
<b>Total Administrative</b>	<u>44,279.41</u>	<u>39,827.26</u>	<u>641,825.00</u>	<u>(597,545.59)</u>
<b>Public Works</b>				
Salary & Benefits	38,569.41	56,105.45	534,400.00	(495,830.59)
Employee Expenses	0.00	0.00	7,750.00	(7,750.00)
Professional Fees	0.00	0.00	12,000.00	(12,000.00)
General Operating Expenses	0.00	(87.94)	27,500.00	(27,500.00)
Utilities	202.04	60.00	14,580.00	(14,377.96)
Equipment and Maintenance	0.00	213.00	73,000.00	(73,000.00)
Interfund Transfers	0.00	0.00	10,000.00	(10,000.00)
<b>Total Public Works</b>	<u>38,771.45</u>	<u>56,290.51</u>	<u>679,230.00</u>	<u>(640,458.55)</u>
<b>Police</b>				
Salary & Benefits	81,760.79	102,980.81	1,051,750.00	(969,989.21)
Employee Expenses	4,885.66	0.00	22,500.00	(17,614.34)
Professional Fees	3,438.00	71.78	54,600.00	(51,162.00)
General Operating Expenses	928.35	1,800.77	71,100.00	(70,171.65)

See accountants' compilation report.



**City of Westwood, Kansas**  
**Statement of Receipts and Expenditures - Regulatory Basis**  
 General Fund  
 For The One Month Ended January 31, 2026 and 2025

	Month Ending	Month Ending	Year Ending	
	01/31/2026	01/31/2025	12/31/2026	
	Actual	Prior Year	Current Budget	Over/(Under) Budget
Utilities	0.00	0.00	4,500.00	(4,500.00)
Equipment and Maintenance	0.00	124.80	12,000.00	(12,000.00)
Park and Events	0.00	0.00	1,500.00	(1,500.00)
Interfund Transfers	0.00	0.00	10,000.00	(10,000.00)
<b>Total Police</b>	<b>91,012.80</b>	<b>104,978.16</b>	<b>1,227,950.00</b>	<b>(1,136,937.20)</b>
<b>Parks &amp; Rec</b>				
General Operating Expenses	0.00	0.00	3,000.00	(3,000.00)
Utilities	168.88	0.00	30,000.00	(29,831.12)
Equipment and Maintenance	0.00	0.00	10,000.00	(10,000.00)
Park and Events	0.00	(253.00)	17,250.00	(17,250.00)
<b>Total Parks &amp; Rec</b>	<b>168.88</b>	<b>(253.00)</b>	<b>60,250.00</b>	<b>(60,081.12)</b>
<b>Total Expenditures</b>	<b>242,004.33</b>	<b>249,490.48</b>	<b>4,701,355.00</b>	<b>(4,459,350.67)</b>
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 665,287.35</b>	<b>\$ 534,426.95</b>	<b>\$ (1,339,396.00)</b>	<b>2,004,683.35</b>

See accountants' compilation report.



**City of Westwood, Kansas**  
**Schedule of Receipts and Expenditures - Regulatory Basis**  
 Other Funds  
 For The One Month Ended January 31, 2026

**Other Funds**

	<b>Capital Improvements Fund Month To Date 01/31/2026 Actual</b>	<b>Equipment Reserve Fund Month To Date 01/31/2026 Actual</b>	<b>Stormwater Fund Month To Date 01/31/2026 Actual</b>	<b>Special Highway Fund Month To Date 01/31/2026 Actual</b>	<b>Woodside TIF/CID Fund Month To Date 01/31/2026 Actual</b>	<b>Debt Service Fund Month To Date 01/31/2026 Actual</b>
<b>Receipts</b>						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,499.50
City Sales & Use Tax - Special	32,122.53	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	271.32
<b>Total Taxes</b>	<b>32,122.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,770.82</b>
Restricted Fees						
Stormwater Utility Fee	0.00	0.00	116,854.90	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	3,735.45	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	11,636.40	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	280,405.93	0.00
WV CID-2	0.00	0.00	0.00	0.00	11,922.14	0.00
Interest Earnings	0.00	0.00	0.00	0.00	1,307.22	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Receipts</b>	<b>32,122.53</b>	<b>0.00</b>	<b>116,854.90</b>	<b>15,371.85</b>	<b>293,635.29</b>	<b>12,770.82</b>
<b>Expenditures</b>						
Street and Stormwater						
Capital Improvement Expense	0.00	0.00	0.00	0.00	0.00	284,900.00
Leaf Pickup Expenses	0.00	0.00	175.00	0.00	0.00	0.00
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	21,371.21	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>0.00</b>	<b>21,371.21</b>	<b>284,900.00</b>
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 32,122.53</b>	<b>\$ 0.00</b>	<b>\$ 116,679.90</b>	<b>\$ 15,371.85</b>	<b>\$ 272,264.08</b>	<b>\$ (272,129.18)</b>

See accountants' compilation report.



**City of Westwood, Kansas**  
Summary of Expenditures - Actual and Budget  
Regulatory Basis  
For The One Month Ended January 31, 2026

	<u>Certified Budget</u>	<u>Expenditures Chargeable to Current Year</u>	<u>Difference Over/(Under)</u>
<b>Expenditures</b>			
General Fund	\$ 4,701,355.00	\$ 242,004.33	\$ (4,459,350.67)
Stormwater Fund	\$ 211,368.00	\$ 175.00	\$ (211,193.00)
Special Highway Fund	\$ 250,000.00	\$ 0.00	\$ (250,000.00)
Woodside TIF/CID Fund	\$ 2,522,600.00	\$ 21,371.21	\$ (2,501,228.79)
Debt Service Fund	\$ 573,313.00	\$ 284,900.00	\$ (288,413.00)
<b>Total Expenditures</b>	<b><u>\$ 8,258,636.00</u></b>	<b><u>\$ 548,450.54</u></b>	<b><u>\$ (7,710,185.46)</u></b>

See accountants' compilation report.

## COUNCIL ACTION FORM

Meeting Date: February 12, 2026

Staff Contact: Michael McCoy

**Agenda Item:** Consider fence variance request for 2207 W. 47th Ter.

### Background/Description of Item

On February 3, 2026, City staff received an application for a fence variance for 2207 W. 47th Terrace. Builder Chris George is proposing to replace an existing 4' tall chain link fence with 115 feet of new 5' tall black steel fence with decorative finials. Shown below.

This application requires a variance for:

Westwood Zoning Ordinance 4.3.9.A.2 requiring fences over 4' in height to be constructed from wood.

The City Council may approve fence variances pursuant to Westwood Zoning Ord. Section 4.3.9.F, and as set forth below.

#### 4.3.9 Fence and Wall Standards

F. Fences or walls which would fail to comply with any other requirement of this Ordinance may be constructed and maintained, contingent upon the following:

1. Application shall be made to the Governing Body, which shall study said application to determine the following:

a. the fence or wall will not adversely affect the general welfare of the immediate neighborhood in which the fence or wall is to be erected, taking into consideration factors including, but not limited to, the value of the property and the safety of residences in said neighborhood;

b. The appearance, location, and purpose of the proposed fence or wall;

c. The effect on adjoining properties;

d. The size of the area to be enclosed; and

e. The desirability of open views with regard to beauty, value and safety of the neighborhood; and

f. With respect to any fence on a lot adjacent to a street, a variance shall not be granted if the proposed fence would interfere with a safe view of the street for vehicular traffic, or would impair the view from any nearby driveway, or would extend closer to the street than the adjacent front yard setbacks.

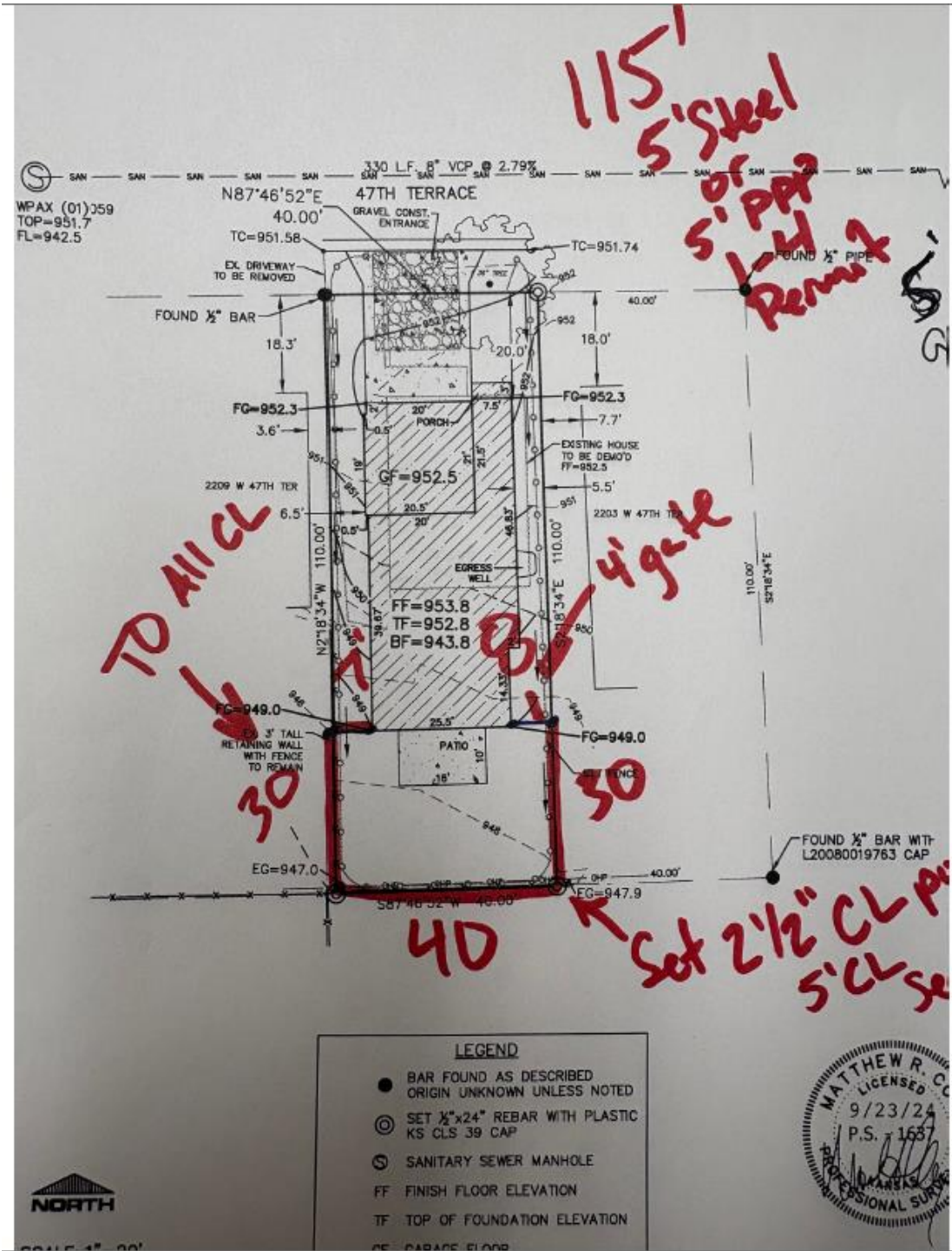
2. Said application must be approved by at least four of the five members of the Governing Body.

An illustration of the location of the proposed fence is provided on next page.

### Proposed Fence

An image of the proposed fence material is provided below.





The applicant desires to replace the existing fence, which is 4' tall with a 5' tall black steel fence with decorative finials. The new fence would be built in the exact same location as the existing fence. A strict application of the zoning regulations would require that the fence not exceed the 4' in height for this desired material type.

The new fence would replace the existing fence. Images of current conditions are included below.

Southern border



*Eastern border*



*Western border*



**Staff Comments/Recommendation**

Pursuant to previous City Council direction, City staff evaluated the following factors:

- a. Neighbor acknowledgement/consent – Applicant has coordinated with neighbors to the east and south with no concerns received;
- b. ROW impediment – No;
- c. Established tree impact/removal –No, volunteer and nuisance vegetation will be removed with fence replacement; and
- d. Resulting sight lines issues - No.

Staff does not have any objections to the requested variance.

*Suggested Motion*

*I move to approve the requested fence variance at 2207 W. 47<sup>th</sup> Ter. to allow a 5' fence around the backyard perimeter of the property as described in the application.*

**COUNCIL ACTION FORM**

Meeting Date: February 12, 2026  
 Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Appointments to the Westwood Planning Commission

**Background / Description of Item**

The members of the Westwood Planning Commission are appointed by the Mayor, with the consent of the Governing Body, and serve for a term of three (3) years each (16.1.4.2). Planning Commissioners whose terms are expiring effective February 28, 2026 include:

Candidate	Residential Address	Date Appointed
Samantha Kaiser	2417 W. 49 <sup>th</sup> Ter.	November 2020
David Kelman	3001 W. 50 <sup>th</sup> Ter.	July 2021
Sarah Page	2909 W. 51 <sup>st</sup> St.	May 2017

Commissioners Kelman and Page are both seeking renewal of their terms. Commissioner Kaiser is not seeking reappointment.

**Mayoral Recommendation**

Following Commissioner Kaiser’s notice to vacate her seat, the Mayor issued an open call for candidates. Statements of interest from four (4) residents were received. Following review of those statements of interest, Mayor David Waters and Planning Commission Chair Sarah Page interviewed the four candidates and the Mayor is recommending the Governing Body consent<sup>1</sup> to the appointment of Dylan Long for a three-year term.

**Staff Comments**

The following candidates, who all reside in Westwood are qualified appointees and are hereby recommended by the Mayor to serve on the Westwood Planning Commission for terms or three (3) years each.

Candidate	Residential Address	Term
David Kelman	3001 W. 50 <sup>th</sup> Ter.	March 1, 2026 – February 28, 2029
Dylan Long	2805 W. 49 <sup>th</sup> St.	March 1, 2026 – February 28, 2029
Sarah Page	2909 W. 51 <sup>st</sup> St.	March 1, 2026 – February 28, 2029

*Suggested Motion*

*I move to confirm the appointment of David Kelman, Dylan Long, and Sarah Page to the Westwood Planning Commission, each for a three-year term to expire February 28, 2029, and for Leslie Herring in*

<sup>1</sup> Pursuant to Westwood Zoning Ordinance 1.4.2 Commission Membership and Appointment.

*her capacity as notary public to administer the oath of office at the next regular meeting of the Planning Commission.*

## COUNCIL ACTION FORM

Meeting Date: February 12, 2026

Staff Contact: Abby Schneweis

**Agenda Item:** Consider Resolution No. 151-2026 adopting the Records Retention Schedule

**Background / Description of Item:** A records retention and disposition schedule (records retention schedule) is an essential tool in establishing a solid records management program. Establishing and implementing an approved schedule ensures that an agency complies with all applicable statutes and regulations concerning the management, preservation, and disposition of government records. By regulating the storage and treatment of records during all phases of the records life cycle, the schedule also allows an agency to manage records as a valuable resource.

The objectives of the Retention and Disposition Schedule are as follows:

- To ensure the identification and protection of vital records.
- To ensure compliance with the Kansas Open Records Act.
- To provide clear guidance on the length of time to retain records.
- To identify the appropriate disposition for all records.
- To destroy records that no longer have administrative, fiscal, legal, or historical value.
- To transfer to the State Archives records that have enduring value and have met their minimum retention period.

**Staff Comments:** The purpose of this policy is to provide for the adoption of a city record retention and disposition policy and schedule to improve record retention and management practices and to provide legal authority for the destruction of certain City records. The City does not currently have a records retention schedule. Staff have been researching the records retention schedules for neighboring cities, the Kansas Historical Society, and KS State Statutes. The retention schedule has been reviewed and approved by the appropriate staff.

The schedule identifies record types that exceed those presently held or administered by Westwood and is intended to serve as a comprehensive framework to provide local direction in the event that additional categories of records come under Westwood's custody or control.

Upon formal adoption of the policy, staff shall administer and manage records in accordance with their provisions. Responsibility for records management functions will be assumed internally, subject to operational capacity and resource availability.

**Staff Recommendation:** Consider approving Resolution 151-2026 with the attached Records Retention Schedule.

*Suggested Motion: I move to approve Resolution No. 151-2026 adopting the Records Retention Schedule for the City of Westwood, Kansas..*

**RESOLUTION NO. 151-2026**

A RESOLUTION IDENTIFYING CITY PUBLIC RECORDS, DEFINING THE PERIOD OF TIME WHICH RECORDS ARE RETAINED, AND AUTHORIZING THE DISPOSITION OF THOSE RECORDS AT THE END OF THE RETENTION PERIOD.

WHEREAS, the Kansas Government Records Preservation Act, K.S.A. 45-401 et seq. (“the Act”) and other state and federal requirements regulate the City’s retention and disposition of City records. The Act declares that City “records with enduring value should be stored in conditions which are not adverse to their permanent preservation and should be properly arranged so that appropriate public access to such records is possible.” K.S.A. 45-401. The Act permits the disposition of “noncurrent records which do not merit preservation [to] promote economy and efficiency in the day-to-day activities” of the City. Although the Act defines “government record,” it can be generally described as any data or information made, maintained, kept by or received by the City in pursuance of law or in connection with City business. A record includes City data or information regardless of its form, including but not limited to all electronic data and paper documents, as well as photographs and sound or video recordings.

WHEREAS, City records are public property and should not be destroyed, damaged, or disposed of except as provided by law or in accordance with the City’s record retention and disposition schedule. City records should be stored for a minimum period of time to facilitate access and disclosure in accordance with the Kansas Open Records Act, K.S.A. 45-215 et seq. However, as the Act indicates, record retention and disposition policies and practices should also consider practical impacts upon daily operations and resources, given limited physical and electronic storage space.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:**

**PURPOSE:** The purpose is to provide for the adoption of a city record retention and disposition schedule to improve record retention and management practices and to provide legal authority for the destruction of certain City records.

**AUTHORIZATION:** The City Council authorizes the City Administrator, or designee, to adopt, periodically review, and amend a City record retention and disposition schedule that (1) complies with the Act and applicable state and federal laws; (2) establishes minimum retention periods for City records; and (3) recommends best practices for retention and disposition based upon available resources. The City Council further authorizes the destruction of City records in accordance with the Record Retention and Disposition Schedule as reviewed and approved by the City Administrator.

ADOPTED by the Governing Body of the City of Westwood, Kansas, this 12th day of February 2026.

---

David E. Waters, Mayor

ATTEST

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Abby Schneweis, City Clerk

**APPROVED AS TO FORM:**

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Ryan B. Denk, City Attorney

<b>DEPARTMENT: CITY CLERK</b>			
<b>Item</b>	<b>Minimum Retention in Years</b>	<b>Disposition</b>	<b>Restrictions</b>
<b>Administration (Mayor &amp; Council)</b>			
Agendas	2 years	Destroy	
Appointments	Term + 3 years	Destroy	
Committee Listings	2 years	Destroy	
Committee Listing Master	Permanent	Permanent	
Committee/Council Minutes	Permanent	Permanent	
<b>Council Records</b>			
Council Packets	2 years	Destroy	
Council Personnel Files	Term+ 1	Destroy	
Council Pictures	Current	Permanent	
Council Work Sessions	2 years	Permanent	
City Awards	Permanent	Permanent	
Correspondence, Mayor's	4 years	Destroy	
City Policies (Administrative, Council, Personnel)	Current	Destroy	
Council & Personnel Policy Master File	Permanent	Permanent	
Hearing and Meeting Transcripts and Electronic Media Recordings	Retain until no longer useful, then destroy. Tapes can be reused.	Destroy	
Kansas Public Disclosure Commission Statements of Substantial Interest	1 calendar year, then destroy.	Destroy	
<b>CITY CLERK CONTINUED - Non Council Records</b>			
Abstract of Assessments	Permanent	Permanent	
Accident Reports involving City facilities, vehicles and/or Personnel	5 years	Destroy	
ADA Records	6 years after completion or denial	Destroy	K.S.A. 45-221(a)(3)(4) & HIPAA Privacy Rule, 45 CFR Parts 160 and 164
Agreements/Contracts	Term + 5 years	Destroy	
<b>Animal Records</b>			
Licenses	2 years	Destroy	
License Reports/Enumeration Summary	Permanent	Permanent	
Leash/Law Violations	2 years	Destroy	
Tag information	Permanent	Permanent	
Annexation Records	Permanent	Permanent	
Annual Reports	Permanent	Permanent	
Architectural Plans, Drawings, Maps, and Specifications (offices and/or buildings owned or occupied by the local government).	Permanent	Permanent	Portions per K.S.A 45-221(a)(12)
Bad Check Correspondence	2 years	Destroy	
Bid Records	5 years	Destroy	
Bond Documents	3 years after maturity	Destroy	KSA 12-120
<b>Budget</b>			
Final Document	Permanent	Permanent	Permanent
Notice to County	5 years	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Budget Preparation Materials	Until audit	Destroy	
Budget Requests and Appeals - Annual	Permanent	Permanent	
<b>Capital Improvement Projects</b>			
Contract/Change Orders/Final Reports	Permanent	Permanent	
Project corres, pay estimates, inspections, etc.	5 years	Destroy	
Celebrations/Dedications	Permanent	Permanent	
Census Information	10 years	Destroy	
Citizen Surveys	Permanent	Permanent	
City Directories	Current	Destroy	
Claims Against the City (insurance)	5 years	Destroy	
Comprehensive Plan	Current	Permanent	
Computer System Documentation	Retain and dispose of computer programs and systems. If data is not migrated to new system, retain as long as access to data is necessary	Mixed	Life of equipment
Computer Software Licensing Files	Retain 5 calendar years after the contract or end user license agreement has expired or 5 calendar years after the software is no longer installed.	Destroy	
Correspondence – Policy Related	Permanent	Permanent	
Correspondences - Routine	5 years	Destroy	
Drug & Alcoholism Council Information	2 years	Destroy	
<b>Election Records</b>			
Candidate filing documents	2 years	Destroy	
Disclosure of Substantial Interests	2 years	Destroy	
Election Voting Abstracts	Permanent	Permanent	
Emergency Preparedness Records	Current	Permanent	
Employee Events, i.e., appreciation dinner, holiday lunch, etc.	3 years	Destroy	
Equal Employment Opportunity Records	Permanent	Permanent	KSA 45-221(a)(11) & (25)
Equipment Records - Service manuals, maintenance records, etc.	Life of equip	Destroy	
Expendable Items Supply Requests - Internal	Retain one fiscal year after audit	Destroy	
Facility Reservation Records	2 years	Destroy	
Fax Confirmation Records	Current	Destroy	
Franchise Records	Permanent	Permanent	
<b>Grant Files</b>			
Federal, State & Private	Permanent	Permanent	
CDBG	5 years	Destroy	
Unfunded	Until no longer useful	Destroy	
History of the City	Permanent	Permanent	
Incorporation Documents	Permanent	Permanent	
Internal Memos - Policy Related	Retain in office 5 calendar years, then transfer to Permanent storage.	Permanent	
Internal Memos - Routine	Retain until no longer useful, then destroy.	Destroy	
Insurance Certificates	Term of Agreement	Destroy	Term of Agreement
Insurance Policies	Retain until canceled or expired, plus 5 calendar years. Retain reinsurance policy and carrier information until all claims have been settled.	Mixed	KSA 12-120
Kansas Open Records Request	3 years	Destroy	45-216 (a)(b)

Item	Minimum Retention in Years	Disposition	Restrictions
League of Kansas Municipalities Information	2 years	Destroy	
<b>Legal Documents</b>			
Lawsuits pending	Current		
Lawsuits closed	Permanent	Permanent	
Legal Opinions	Permanent	Permanent	
Legal Notices of Publication	5 years	Destroy	
Legislation Records; Legislative Breakfast, Programs, etc.	3 years	Destroy	
Legislation Reference Files	Retain in office 3 calendar years, then transfer to Permanent storage.	Permanent	
Leases	Retain until superseded or inactive plus 5 calendar years then destroy.	Destroy	
<b>Licenses</b>			
Applications	3 years	Destroy	
Reports	2 years	Permanent	
Licenses, Duplicate	3 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Mailing Lists	Until superseded	Destroy	
Maps	Permanent	Permanent	
Memoranda of Understanding or Agreement - Interoffice	Retain until agreement becomes inactive plus five calendar years, then destroy.	Destroy	
Motor Vehicle Titles	Current	Destroy	
Newsletters – Westwood Quarterly	3 years	Permanent	
<b>Newspaper Clippings</b>			
Having Historical City Value	2 years	Permanent	
Having local interest value	2 years	Destroy	
Open Record Requests	5 years	3 years	
Ordinances	2 years	Permanent	
Organizational Charts and Reorganization Studies	Retain records documenting the office's current organizational structure for 3 calendar years, then transfer to Permanent storage.	Permanent	
Parade & Street Race Permits	3 years	Destroy	
Park - Historical Information	Permanent	Permanent	
Pension Records (Non-personnel)	2 years	Permanent	
Petitions – General	5 years	Destroy	
Petitions - Placed on the ballot	Permanent	Permanent	
Photographic and Video Materials	Retain permanently materials that document governmental programs and services. Other items may be offered to local historical societies or destroyed.	Mixed	
Policy Manuals - Council Policy; Personnel Policy; Administrative	One copy Permanent, Dispose of others	Mixed	
Press Releases	One copy Permanent, dispose of others	Mixed	
Proclamations	2 years	Destroy	
Procedure Manuals	Retain until superseded or no longer in effect, then retain one copy Permanently destroy the remainder	Mixed	
Promotional Catalogs	Current	Destroy	
<b>Property Files</b>			
Deeds (real estate)	Permanent	Permanent	
Easements	Permanent	Permanent	

Item	Minimum Retention in Years	Disposition	Restrictions
Right-of-way acquisition	Permanent	Permanent	
Vehicle titles	Ownership	Permanent	
Warranty Deeds	Permanent	Permanent	
Programs and Invitations	Retain Permanently one copy of documents related to official functions, dispose of others	Mixed	
Publications	Retain in office for 1 year, then transfer 1 copy to Permanent storage and destroy the remainder	Mixed	
Redevelopment Audit Final Reports	Until no longer useful	Permanent	
Resolutions	Permanent	Permanent	
Schedules - Office Activities	Retain until no longer useful then destroy	Destroy	
Scrapbooks, Memorabilia, and Photographic Albums	Retain until no longer useful, then contact the archives for appraisal; if not accepted for transfer to the archives, destroy.	Mixed	
Short-term Special Use Permits	2 years	Destroy	
Solid Waste Program Records			
Policy	Permanent	Permanent	
Contracts for Service	Term +5 years	Destroy	
Assessments to the County	10 years	Destroy	
Speeches and Writings	Retain one copy of final version Permanently, destroy all others	Mixed	
System Users Access Records - Information Technology	Retain until no longer of administrative value to the agency, then destroy.	Destroy	
Strategic Plan Records	Current	Permanent	
Surveys – City	Permanent	Permanent	
Surveys - Other	5 years	Destroy	
<b>Tax Records</b>	3 years	Destroy	
Board of Tax Appeals	5 appraisal years	Destroy	
City Property Tax Records	4 years	Destroy	
Reports from the County	4 years	Destroy	
Sales and Use Tax Records	3 tax years	Destroy	KSA 79-3609
Technical Reference Files	Retain until no longer useful then destroy	Destroy	
Telecommunications Logs	6 months	Destroy	
Tree City Information	Permanent	Permanent	
Traffic Safety Study	Current	Permanent	
United Community Services Information	2 years	Destroy	
Unsafe Structure Files	5 years	Destroy	
Voicemail Messages	Until no longer useful	Destroy	
Word Processing Files	When electronic documents are the only copy, disposition must be in accordance with an approved schedule entry for the specific record series. When used to produce a hard copy that is maintained according to approved schedule - delete when no longer useful	Mixed	
Note: Kansas Statute of Limitations - General Contracts 5 years; Sales Contracts 4 years; Improvements to real property 2 years.			

<b>DEPARTMENT: CODES ADMINISTRATION</b>			
<b>Item</b>	<b>Minimum Retention in Years</b>	<b>Disposition</b>	<b>Restrictions</b>
Annual Statistical Reports	2 years	Permanent	
Building Permits	2 years	Permanent	
Building Codes	Current	Permanent	
Building Permit Reports	Permanent	Permanent	
Certificates of Occupancy	2 years	Permanent	
Construction Plans – City Property	Current	Permanent	
Contractor Licensing	3 years	Permanent	
Correspondence	5 years	Destroy	
Demolition Files	2 years	Permanent	
Flood Insurance Maps	Current	Destroy	
Informational Bulletins	Current	Destroy	
Inspection Reports	2 years	Permanent	
Inspection Schedules	1 year	Destroy	
Maps	Permanent	Permanent	
AIMS	Current	Destroy	
Address, Plat & Zoning	Current	Permanent	
Monthly Reports	2 years	Permanent	
Plan Review Comments	2 years	Permanent	
*Plans – Commercial	Term + 180 days	Destroy	
*Plans – Residential	Term + 180 days	Destroy	
Subdivision Plats	Permanent	Permanent	
<b>CODE ENFORCEMENT RECORDS</b>			
Abatement Notices	3 years	Destroy	
Assessment Notices	5 years	Destroy	
Code Enforcement Correspondances/Notes/Photos	5 years	Destroy	
Code Enforcement Complaints – Substantiated	5 years	Destroy	
Code Enforcement Complaints – Unsubstantiated	5 years	Destroy	
Code Enforcement Inspection Reports	5 years	Destroy	
Code Enforcement Inspection Schedules	1 year	Destroy	
Hot Docket – Agendas/Minutes/Findings/Orders	3 years	Permanent	
Rental Property Inspections (maintained by City Clerk)	3 years	Destroy	
*ICBO Section 106.5			

<b>DEPARTMENT: FINANCE &amp; ACCOUNTING</b>			
<b>Item</b>	<b>Minimum Retention in Years</b>	<b>Disposition</b>	<b>Restrictions</b>
Accounts Payable Records	3 years	Destroy	
Vouchers, Invoices, Ledgers, Correspondence			
Accounts Receivable Records	3 years after the last payment	Destroy	
Invoices, Correspondence			
Annual & Special Reports	2 years	Permanent	
Audit Reports	Until no longer useful	Permanent	
Audit Proposals and Contracts	Until no longer useful	Destroy	
Banking Records	5 fiscal years	Destroy	
Bank Statements; Deposit records, Check Register, cancelled checks			
Bonds and coupons, if any, stamped paid or canceled and returned by the local fiscal agent.	5 years, the period beginning at the date of maturity of the bond or coupon.	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Certificates of Deposit	Maturity + 5 years	Destroy	
Check Logs	3 years	Destroy	
City Budget	3 years	Permanent	
Claims Ordinances	2 years	Permanent	
Employee Time Records	5 years	Destroy	KSA 45-221 (a)(4)
Time Cards, Time Sheets, Attendance reports			
Fixed Asset Records	5 years	Destroy	
General Ledgers – Internal Documents Only	Permanent	Permanent	
Imprest Fund	3 years	Destroy	
Investment Records	2 years	3 years	5 years
Payroll Reports	2 years	5 years	7 years
Payroll Adjustment Records	3 fiscal years. See also payroll deduction authorization records	Destroy	
Payroll Deduction Authorization Records	Retain until superseded or no longer in effect plus 1 calendar year, then destroy. This schedule does not apply to W-4 forms or payroll direct deposit authorization record.	Destroy	K.S.A. 45-221 (a)(4)

Item	Minimum Retention in Years	Disposition	Restrictions
Payroll Direct Deposit Authorization Records	Retain until no longer in effect plus 2 years then destroy	Destroy	KSA 45-221(a)(4)
Payroll Warrant Registers	3 fiscal years	Destroy	
Petty Cash Records	3 fiscal years	Destroy	
Internal Revenue Service W-2 Tax files	4 years	Destroy	Portions may be restricted
Purchase Orders - Requisition and Duplicate	3 years, then destroy	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Purchasing Records, Purchase Orders	5 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Purchase Requests - Internal	1 year	Destroy	
Records Management Records	Permanent	Permanent	
Records of Unusual Importance or Exceptional Historical Interest	Permanent	Permanent	
Statements of Lost Warrants	Current Fiscal Year	Destroy	
Receipt Records	3 years	Destroy	
Receipt slips/books/ledgers			
Receipts, Duplicate	3 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
Income Tax Monitoring	Retain 4 calendar years after date tax was due or paid, then destroy.	Destroy	K.S.A. 45-221(a)(4) and 5 USC 552 (a)
Inventory Records - Expendable Property	3 fiscal years. Then destroy.	Destroy	
Inventory Records - Non-Expendable Property	Retain until superseded by new inventory plus 3 fiscal years, then destroy	Destroy	
Tax Records	2 years	Permanent	
Travel Request and Authorization Records	3 fiscal years. See also travel vouchers and vehicle operation records	Destroy	
Telephone Billing Records	3 fiscal years	Destroy	
Treasurer's Reports	5 years	Destroy	
Treasury Bills & related correspondence	Maturity + 5 years	Destroy	
Vouchers and Requisitions - Purchase	3 fiscal years	Destroy	
Vouchers - Journal	3 fiscal years	Destroy	
Vouchers - Receipts	3 fiscal years	Destroy	
Vouchers - Travel	3 fiscal years	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Vendor files	5 fiscal years. See also vouchers and requisitions, purchasing records, bid records, contracts and accounts payable records	Destroy	
Warrants or Warrant Checks, Paid	5 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
1099's	5 years	Destroy	5 years
Labor and Statistics Reports	5 years	Destroy	
Journal Entries	5 years	Destroy	
Budget Preparation Files	Until audit	Destroy	
CID Accounts Payable Documentation	Life of CID	Destroy	5 years after expiration

DEPARTMENT: HUMAN RESOURCES			
Item	Minimum Retention in Years	Disposition	Restrictions
Employment			
Job Recruitment	3 years	Destroy	Portions per K.S.A. 45-221 (a)(4)
Equal Opportunity Employment Program	Permanent	Permanent	
Affirmative Action Records	3 years	Destroy	3 years
EEO-4 Employer Information Report	3 years	Destroy	3 years
Employee Leave Requests (see also employee time records)	5 years	Destroy	KSA 45-221(a)(4)
Employee Notary Files	Notary certification files compiled for employees. Retain until superseded, or 3 calendar years.	Destroy	
Employee Personnel Files	See Employee Personnel Files for details.	Destroy	KSA 45-221(a)(4)
Full personnel file:	retain for the length of the employee's tenure plus three calendar years (5 calendar years for contract employees). Abstracted work history (appointment data and change of status information, consistent with sound HR practice and counsel advice of meeting regulatory needs), a summary log of background checks, employment start date, employment end date, position titles, and dates in each position: retain for an additional 12 calendar years, then destroy and/or delete. Abstracted payroll history (name, title, year, hours, and pay rate): retain for 40 calendar years, then destroy and/or delete	Mixed	
Employee Personnel Manual/Handbook	Current	Destroy	
(City Clerk maintains Permanent master copy of manual)			
Employee Applications/Resumes (Not Hired)	3 calendar years. If a background check was performed, retain for 6 years, then destroy.	Destroy	KSA 45-221(a)(4)(30), KSA 22-4701
Physicals/Drug Test Results & Correspondence - Hired	Permanent	Permanent	
Physicals/Drug Test Results & Correspondence - Not Hired	1 year	Destroy	
Employee Records Personnel Files	Permanent	Permanent	
Employee Grievances	Permanent	Permanent	KSA 45-221(a)(11)&(25)
Employment Eligibility Verification I-9	Term + 3 years	Destroy	KSA 45-221(a)(4)
Employee Training Course Materials	Retain one copy Permanently and destroy the remainder. See also employee training records	Mixed	
Employee Training Records	Retain 5 calendar years or until superseded, whichever is sooner, then destroy. See also employee training course materials.	Destroy	
Employee Withholding Allowance Certificates	Retain until no longer effective, then destroy, provided four years have passed since the date the tax was last due or paid (whichever is later).	Destroy	
Equal Opportunity Employment Program	Permanent	Permanent	
Employee Position Description	Until superseded + 3 years	Destroy	
Bonds of Officers of Employees	10 years	Destroy	K.S.A. 12-120 and K.S.A. 12-121
<b>Compensation &amp; Benefit Plans</b>			
Compensation Plans	Permanent	Permanent	
Benefit Plans	Permanent	Permanent	
Deferred Compensation Access Reports	5 years	Destroy	
Deferred Compensation Records – General	5 years	Destroy	
Insurance Information – General	5 years	Destroy	
Employee Classification Plans	Permanent	Permanent	
KPERS Accounting Records & Annual Reports	5 years	Destroy	
Pension Plan Actuarial Reports	Permanent	Permanent	
Family and Medical Leave Act (FMLA) Records	3 calendar years after completion or denial.	Destroy	K.S.A. 45-221(a)(1)(3) and 29 CFR 825.500 (g)
Workers Compensation			
Workers Compensation Records	Permanent	Permanent	
Worker's Compensation Files	Retain full and final settlement (closed) files for five calendar years, then destroy. Retain future medical or benefit payments files (open) until closed, plus five calendar years, then destroy.	Destroy	Exempt from the HIPAA Act. Sec. 164.512 (l); 5 USC 552 (a); K.S.A. 44-515(d)
Worker's Compensation - Self-Insurance Permit Files	Retain until canceled or expired, plus five calendar years, then destroy.	Destroy	
Payroll Related Records			
W-4	5 years	Destroy	
Employee Court-Ordered Withholding Files	Retain for the length of the stop order plus one calendar year.	Destroy	
Direct deposit authorization, Payroll deduction authorizations	5 years	Destroy	

<b>DEPARTMENT: MUNICIPAL COURT</b>			
<b>Item</b>	<b>Minimum Retention in Years</b>	<b>Disposition</b>	<b>Restrictions</b>
Abstract List	1 year	Destroy	
Bank Records	5 years	Destroy	
Cash Bond Receipts	5 years	Destroy	
Cash Receipts	1 year	Destroy	After Audit
Closed Case Files – Minor	5 years	Destroy	
Closed Case Files – A & B Misdemeanor/C Assault	49 years	Destroy	
Court Disposition Dockets	Permanent	Permanent	
Expungements	Permanent	Permanent	
Monthly Reports	5 years	Destroy	
Municipal Court Procedure Manual	Permanent	Permanent	
Tickets – Dismissed or Void	5 years	Permanent	
Tickets – Voided	1 year	Destroy	DAA
Tickets	5 years	Destroy	

DEPARTMENT: PUBLIC WORKS	DEPARTMENT: PUBLIC WORKS		
Item	Minimum Retention in Years	Disposition	Restrictions
Accident Reports – personal injury (copy)*	Term + 1 year	Destroy	
Accident Reports – property damage (copy)*	Term + 1 year	Destroy	
<b>ADA Records</b>			
Complaints/Correspondence	6 years after completion or denial	Destroy	K.S.A. 45-221(a)(3)(4) & HIPAA Privacy Rule, 45 CFR Parts 160 and 164
Annual Reports (copy)*	5 years	Destroy	
Assets less than \$1,000 value	Term + 1 year	Destroy	
Assets value at \$1,000 or greater (copy)**	Term + 1 year	Destroy	
Bids – Materials (copy)*	Term + 1 year	Destroy	
Bonds – Maintenance (copy)*	Term + 1 year	Destroy	
Bonds – Bid (copy)*	Term + 1 year	Destroy	
Bonds – Performance (copy)*	Term + 1 year	Destroy	
Budget Preparation Documents	Retain until audit is completed	Destroy	
Budget (copy)*	5 years	Destroy	
Calendar and Appointment Books	Term + 1 year	Destroy	
Call Log Books	Term + 1 year	Destroy	
Committee Agendas (copy)*	2 years	Destroy	
Committee listings (copy)*	Current	Destroy	
Committee Minutes (copy)*	2 years	Destroy	
Correspondence	5 years	Destroy	
Department Training Records	5 years	Destroy	
Drawings – Construction	Current	Destroy	Superseded
Driver’s Licenses Copies*	Current	Destroy	Termination
Employee Application (copy)***	Term + 1 year	Destroy	
Employee Records (copy)***	Term + 1 year	Destroy	
Estimates for Purchases (copy)**	Current	Destroy	
Financial Statements (copy)**	Current	Destroy	
Invoices (copy)**	Current	Destroy	
Leave Requests	Current	Destroy	
Legal Notices (copy)*	Current	Destroy	
Manuals	Current	Destroy	Superseded

Item	Minimum Retention in Years	Disposition	Restrictions
Material Safety Data Sheets	Retain until superseded or hazardous chemical is no longer on site, then destroy as required.	Destroy	
Ordinances (copy)*	Current	Destroy	
Packing Slips	2 years	Destroy	
Pay Estimates (copy)***	2 years	Destroy	
Petitions (copy)*	1 year	Destroy	
Photos	Permanent	Permanent	
Plat Map (Copy)	Current	Destroy	
Policies (copy)*	Current	Destroy	Superseded
Publication Notices & Affidavits (copy)*	2 years	Destroy	
Purchase Orders (copy)**	2 years	Destroy	
Quotes (copy)**	2 years	Destroy	
Software, Public Works	Current	Destroy	Superseded
Timecards/sheets (copy)**	2 years	Destroy	
Training Certificates	Current	Destroy	
Vandalism Reports	5 years	Destroy	
Vendor files - See also vouchers and requisitions, purchasing records, bid records, contracts, and accounts payable records	5 years	Destroy	
<b>Agreements</b>			
Annual Service Agreements (copy)*	Term +1 year	Destroy	
Engineering Agreements (copy)*	Term +1 year	Destroy	
Interlocal Agreements (copy)*	Current	Destroy	
Rental Agreements (copy)*	Term +1 year	Destroy	
<b>Capital Improvement Projects</b>			
Agreements*	Current	Permanent	
Bid Records*	Current	Permanent	
Bid Bond*	Current	Permanent	
Correspondence	Current	Permanent	
Drawings	Current	Permanent	
Maintenance Bond*	Current	Permanent	
Pay Estimates**	Current	Permanent	

Item	Minimum Retention in Years	Disposition	Restrictions
Performance Bond*	Current	Permanent	
Reports/Studies	Current	Permanent	
Specifications	Current	Permanent	
Change Orders*	Term+1 year	Permanent	
Easement and land taking documents (copy)*	5 years	Permanent	
<b>Citizen Requests</b>			
Complaints about Service	5 years	Destroy	
Service Requests & Request Surveys	5 years	Destroy	
Street light – installation (copy)*	5 years	Destroy	
Street light – requests & work orders	5 years	Destroy	
Work Requests	5 years	Destroy	
<b>Facilities</b>			
Building Maintenance & Repair Records	Retain records of minor maintenance for three fiscal years, then destroy. Retain records of major maintenance activities Permanently.	Mixed	
Chemical Use Records	Permanent	Permanent	
Equipment Warranties	Current	Destroy	Termination
Inspection Reports	3 years	Destroy	
Maintenance Reports	5 years	Destroy	
Pool Water Quality Tests	2 years	Destroy	
Sidewalk Inventory	Current	Destroy	
Tree Planting/Trimming/Inspection/Removal	3 years	Destroy	
<b>Maps</b>			
Aerial Maps	Permanent	Permanent	
Maps	Current	Destroy	Superseded
<b>Parks</b>			
Playground Inspections	3 years	Destroy	
<b>Permits</b>			
Driveway, Excavation, Right-of-way	5 years	Permanent	
Drainage Permits	5 years	Permanent	
<b>Projects/Reports</b>			
Bridge Safety Study/Inspection	Current	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Environmental Reports	5 years	Permanent	
Infrastructure Condition Inspections	5 years	Destroy	
Inspection Reports	5 years	Destroy	
Operations Reports	5 years	Destroy	
Pavement Management Report	Current	Destroy	
State Required Reports	Permanent	Permanent	
Storm Drainage Studies	Permanent	Permanent	
Street Lighting Report	2 years	Destroy	
Street Sign Inventory	Current	Destroy	
<b>Vehicle Records</b>			
Equipment/Parts purchases	2 years	Destroy	
Equipment Operating Costs	2 years	Destroy	
Fuel Consumption	Life of Vehicle	Destroy	Life of Vehicle
Fuel Purchase	2 years	Destroy	2 years
Service Manuals	Current	Destroy	Life of Equipment
Vehicle Maintenance Records	Current	Destroy	City Ownership
Vehicle Operation Records	3 years	Destroy	
Vehicle Registrations	Current	Destroy	City Ownership
Vehicle Title of Ownership (copy)	Current	Destroy	City Ownership
*Originals maintained by City Clerk			
**Originals maintained by Accounting			
***Originals maintained by Human Resources			

<b>DEPARTMENT: POLICE DEPARTMENT</b>			
<b>Item</b>	<b>Minimum Retention in Years</b>	<b>Disposition</b>	<b>Restrictions</b>
<b>Administration</b>			
Administrative Staff Meeting Agendas and Minutes	5 years	Destroy	
Agreements/Contracts	Termination + 5 years	Destroy	
Annual Report	Permanent	Permanent	
Bid Records	5 years	Destroy	
Bloodborne Pathogens Exposure Summary - Annual	Permanent	Permanent	
<b>Budget</b>	<b>Permanent</b>	<b>Permanent</b>	
Budget Preparation Materials	5 years	Destroy	
E-mails			
E-mails - City Business	3 years	Destroy	
E-mails - Non City Business	Until No Longer Useful	Destroy	
<b>Chemical Irritants - Kept with Use of Force</b>			
Chemical Irritant (OC Spray) Use Report	5 years	Destroy	
Chemical Irritant Use –Supervisory Review	5 years	Destroy	
Chemical Irritant Use – Command Review	5 years	Destroy	
Code of Ethics – Department Personnel File	To HR upon separation		
Complaint Control Reports (CCR)	5 years	Destroy	
Complaint Documents – General	5 years	Destroy	
Crime Summaries – Monthly/Quarterly/Annual	Permanent	Permanent	
Disciplinary Warning/Action Reports	To HR upon separation		
Dismissal Notices	To HR upon separation		
<b>Electronic Control Device Use - Kept with Use of Force</b>			
Electronic Control Device (Taser) Use Report	5 years	Destroy	
Electronic Control Device Use Review	6 years	Destroy	
Employee Background Investigations Packets	To HR upon separation - Stored in locked file downstairs		
Equipment Records	Life of equipment	Destroy	
Federal Equitable Sharing Reports	Permanent - filed with and retained by KBI	Permanent	
Grant Files – Federal	Current - Filed with and retained at SAM.gov	Permanent	
Internal Affairs Reports	5 years	Destroy	
<b>Intoxilyzer</b>			
Intoxilyzer – Repair Logs	3 years minimum	Destroy	
Intoxilyzer – Solution Tests	3 years minimum	Destroy	
Intoxilyzer – Quarterly Reports	3 years minimum	Destroy	
Lawsuit Documents – Closed	Permanent - kept by city attorney	Permanent	
Lawsuit Documents – Current/Pending	Current - kept by city attorney	Destroy	
Legal Documents and Legal Opinions	Permanent - kept by city attorney	Permanent	
Medical Evaluations/Drug Tests – Job Applicants	Current	To HR upon separation	
Oath of Office – Department Personnel File	Current	To HR upon separation	
Officer Involved Shooting – Final Reports	Permanent	Permanent	
On-the-Job Injury Report	To HR with Worker’s Comp forms	To HR	
<b>Personnel</b>			
Performance Evaluations	Current	To HR upon separation	
Performance Evaluation Appeals	Current	To HR upon separation	
Performance Evaluations – Probationary Employees	Current	To HR upon separation	
Personnel Files	Current	To HR upon separation	

Item	Minimum Retention in Years	Disposition	Restrictions
Policy Manuals	-Current	Permanet	
Press Releases	3yrs	Destroy	
Promotional Process Records	5 years	Destroy	
<b>Property Room</b>			
Property Room Audits –Quarterly	5 years	Destroy	
Property Room Audit - Unannounced	5 years	Destroy	
Property Room Audit - Annual	5 years	Destroy	
Psychologicals – Current Employees	Current	To HR upon separation	
Psychologicals – Non-Hires	3 years	Destroy	
<b>Retiree</b>			
Retiree Range Record of Qualification	1 year	Destroy	
Traffic Safety Study	Until No Longer Useful	Destroy	
<b>Tires</b>			
Tire Deflation (Stop Stick) Discharge Report	5 years	Destroy	
Tire Deflation - After Action Report	5 years	Destroy	
<b>Use of Force</b>			
Use of Force Report	5 years	Destroy	
Use of Force Reviews – Supervisors	5 years	Destroy	
Use of Force Reviews – Division Commanders	5 years	Destroy	
<b>Vehicular Pursuits</b>	5 years	Destroy	
Vehicular Pursuit Reports – Supervisors	5 years	Destroy	
Vehicular Pursuit Reports -Chief	5 years	Destroy	
<b>Investigations</b>			
Crime Bulletins	Until no longer useful	Destroy	
FIFs	Until no longer useful	Destroy	
<b>Patrol</b>			
Bean Bag Discharge Report - Kept with Use of Force	5 years	Destroy	
Firearms Discharge Report - Kept with Use of Force	5 years	Destroy	
Firearms – Maintenance and Repair Records - Kept with Use of Force	Life of equipment	Destroy	
<b>Professional Standards</b>			
Background Investigations – Job Applicants	Current	To HR upon separation	
Chemical Irritant (OC Spray) – list of officers issued	Separation +2 years	Training File	
Equipment – Issued to Employees	Separation +2 years	Training File	
Field Training Manual – Completed	Separation +2 years	Training File	
Hiring Processes	3 years	Destroy	
Job Application Status/Rejections	3 years	Destroy	
Job Applicant Eligibility List	3 years	Destroy	
Job Applicant Medical Evaluation/Drug Testing	3 years	Destroy	
Job Information Packets	3 years	Destroy	
Lesson Plans	Current or Until superseded	Destroy	
Roll Call Training Notices	Training file	Training File	
Training Files	Separation +2 years	Destroy	
Training Critiques	Until no longer useful	Destroy	
Training Hours	Separation +2 years	Destroy	
Training Plan - Annual	Permanent	Permanent	
Training Requests	Until no longer useful	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
Use of Force/Firearms Written Directives Training Exams (annual)	Separation +2 years	Training File	
Weapons Assignment Form	Training file	Training file	
<b>Staff Services</b>			
Ride- Along Applications/Waivers	1 year	Destroy	
<b>Traffic Unit</b>			
Traffic Surveys/Studies	Until no longer useful	Destroy	
<b>Accident Reports</b>			
Case Files – Accidents	5 years minimum	Destroy	KSA 75-3504
Diagrams of Accident and Disaster Scenes	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accident Location Maps	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accident Report Summaries	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accidents, Film Indexes	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accidents, Indexes to	5 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accidents, Information Exchange Forms	5 years minimum	Destroy	KSA 75-3504
Non-Reportable Accident Forms	6 years minimum	Destroy	KSA 75-3504
Motor Vehicle Accident Reports	5 years minimum	Destroy	KSA 8-1601, et. Seq
<b>Arrest Records</b>			
Booking Records			KSA 75-3504
Criminal History Clearance Letters	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KSA 75-3504
Criminal History Request Logs	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KSA 75-3504
Fingerprint Records	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KSA 75-3504
Photographs – Mug Shots – Felonies	20 years minimum	Destroy	KSA 75-3504
Photographs – Mug Shots – Misdemeanors	5 years minimum	Destroy	KSA 75-3504
Logs for Disseminations of Criminal History Record Information	Misdemeanors – 5 years minimum, felonies - 20 years minimum	Destroy	KAR 10-14-1
<b>Case Files</b>			
Case Files – Extraditions	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Fugitives – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Fugitives – Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Juveniles – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Juveniles - Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Mental Illness	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Case Files – Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Laboratory Reports – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Laboratory Reports – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
FIFs – Felonies	5 years or Until no longer useful	Destroy	

Item	Minimum Retention in Years	Disposition	Restrictions
FIFs – Misdemeanors	5 years or Until no longer useful	Destroy	
Offense Information Cards	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Offense Report and Field Contact Forms from Other Counties (copy)	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Offense Reports – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Offense Reports – Misdemeanors	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Reports from Other Law Enforcement Agencies – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Reports from Other Law Enforcement Agencies – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Photographs – Crime Scenes and Evidence	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
(negatives, prints, slides and films)	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Statements of Witnesses and Victims – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Statements of Witnesses and Victims – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Voluntary Statements – Felonies	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Voluntary Statements – All Others	20 years minimum after statute of limitations, 80 years for murder cases, Permanent for unsolved murder cases	Destroy	
Daily Log Sheets	2 years	Destroy	
<b>Incident Reports</b>			
Incident Reports – Felonies	5 years minimum	Destroy	
Incident Reports – Misdemeanors or Non-Criminal	5 years minimum	Destroy	
National Crime Information Center (NCIC) Report Forms (copy)	Until case is terminated	Destroy	
<b>Process Log</b>			
Affidavits/Search Warrants (copies of) – Felonies	5 years minimum	Destroy	
Affidavits/Search Warrants (copies of) – All Others	After close	Destroy	
Sale of Seized Assets or Evidence Records	5 fiscal years minimum	Destroy	
<b>Other</b>			
Grants for Police Equipment	5 years after Termination and after federal audit requirements are met	Destroy	
Juvenile Reports	Permanent	Permanent	
Liability Waivers	2 years	Destroy	
Missing Persons Reports	Permanent	Permanent	
Notices of Hearings on Drivers’ License Suspensions or Revocations	2 years	Destroy	
Records Ordered Sealed by a Court	Until ordered by court to be destroyed	Destroy	
Recovered Property Records	5 years after disposition	Destroy	
Runaway Report Forms	Permanent	Permanent	
Expunged Conviction Records – Felonies	Permanent		KSA 21-6614
Expunged Conviction Records – Misdemeanors	5 years		KSA 21-6614