



CITY OF WESTWOOD, KANSAS

CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, August 14, 2025 at 6:00 PM

AGENDA

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

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

CITY COUNCIL WORK SESSION AGENDA

I. CALL TO ORDER - 6:00 PM

II. WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS

- A. Receive presentation of proposal from Hunt Midwest & Finkle + Williams for former Westwood View Elementary School site

III. ADJOURNMENT TO REGULAR MEETING

REGULAR MEETING AGENDA

I. CALL TO ORDER - 7:00 PM

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

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 July 10, 2025 City Council meeting minutes

[B.](#) Consider approval of Appropriations Ordinance 777

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

[A.](#) Consider Ordinance No. 1049 authorizing the codification of ordinances for the City of Westwood, Kansas

[B.](#) Consider Ordinance No. 1050 adopting and enacting a new code for the City of Westwood, Kansas

X. NEW BUSINESS

[A.](#) Consider Ordinance No. 1051 modifying school zones

[B.](#) Consider Resolution No. 146-2025 updating the City's Manual of Infrastructure Standards

[C.](#) Consider Resolution No. 147-2025 adopting the 2026 Master Fee Schedule

[D.](#) Fiscal Year 2026 revised budget presentation

[E.](#) Consider appointment to the Westwood Planning Commission

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, September 11, 2025, at 7:00 PM at Westwood City Hall. The City Calendar may be accessed at

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](#)

STAFF REPORT

Meeting Date: August 14, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Receive presentation of proposal from Hunt Midwest & Finkle + Williams for former Westwood View Elementary School site

Background/Description of Item

On April 1, 2025, an election was held on whether the City should sell the existing Joe Dennis Park on the corner of 50th & Rainbow Blvd. to enable redevelopment of the site and replacement of the park on the former Westwood View School site. The results were 48% in favor and 52% opposed to the sale of the park. The following week, the City's development partner - Karbank - terminated its purchase agreement with the City, which left the City with no way to fund the purchase of the school site under the current agreement between the City and the School District.

The events and activities that have taken place over the past four months are detailed in an August 4, 2025 staff report accompanying the public presentation of the results of a City-run Request for Proposals (RFP) process to identify an assignee to assume the City's right to purchase the former Westwood View School site. That staff report is accessible [via this link to the Planning Commission meeting packet posted to the City website](#). The presentation from Hunt Midwest – who was recommended for the award by the RFP Review Committee – is available via this link to the project page on the City website:

<https://www.westwoodks.org/projects-and-plans/page/former-westwood-view-elementary-school-site>.

Staff Comments/Recommendation

Staff Comments

The only decision before the City Council is whether to assign the City's purchase rights to a new developer or to terminate the purchase agreement with the School District.

As of end of business on August 12th and since July 31st – when the award recommendation was posted publicly to the City website – City staff has received a total of four (4) emails and one (1) in-person visitor to City Hall on this topic, each a different contactor. Of the five (5) total contacts made to City staff, only one stated an opinion on whether the City should assign its purchase rights to Hunt Midwest. The other four (4) contactors only asked questions about the Hunt Midwest & Finkle+Williams proposal and process of how the recommendation was developed but did not state an opinion as to whether they felt the City should assign its right. Many of the questions posed in the four inquiries were addressed during the August 4th presentation to Planning Commission.

Public Comments

Questions received from the four members of the public about Hunt Midwest's proposal focused on:

- a. Housing types, ownership, and pricing
- b. Design, architecture, and materials
- c. Green space and public use
- d. Parking, site circulation, and walkability

- e. Stormwater management and environmental impact
- f. City review process and community engagement
- g. Developer collaboration and adaptability
- h. Infrastructure, financing, and public investment

Although concepts for the site were required as part of the selection process to find a partner to accept the City's right to purchase the former school site, at this stage, no site plans, architectural designs, or rezoning proposals are being finalized or approved. If assigned, Hunt Midwest will complete their own due diligence and then seek to close on the property — but any detailed plans or approvals will come later, with full public input. That said, responses to questions about topics a–e above would not be able to be fully addressed until and unless Hunt Midwest closes on the purchase of the property and begins engineering and architecture work in earnest.

It should be noted that teams had only one month – June 11 to July 9 – to develop concept(s) to propose to the City. The time necessary for the team(s) to refine plans would take place if – and only if – the City assigns it purchase right for the property to one of the development partners.

Questions received about the team and proposal that have more immediate relevance to the City Council's decision at-hand revolve around topics f–h (and, to a certain extent c) named above. Those questions have been aggregated and addressed in an addendum to this staff report.

Staff Recommendation

To aid the City Council in the decision at hand - whether to assign the City's purchase rights to a new developer or to terminate the purchase agreement with the School District – City staff recommends the Governing Body

1. Receive a presentation from Hunt Midwest in support of their proposal;
2. Consider community feedback collected before and during their meeting; and then
3. Provide direction to City staff and the City Attorney as to whether to bring an action item to the City Council at its September 11, 2025 meeting to formally consider approving the assignment.

Hunt Midwest Development Proposal

Public questions received between July 31 – August 12

(related to factors in the RFP process and Committee recommendation)

Green Space, Parks, and Public Use

1. Does the Hunt Midwest proposal include a plan for maintaining and funding green space and park amenities?

Hunt Midwest's plan includes maintaining the green space on their property ("The Green"), which is currently contemplated as private. It does not include maintenance of public green space. They are not requesting TIF funding for private development or public infrastructure and, as such, the City may consider using the existing TIF district to pass a TIF Project Plan to fund improvements to adjacent public property, including to Joe Dennis Park, the former church site (5050 Rainbow), or adjoining City streets (i.e. 50th St., 51st St., or Rainbow Blvd.).

It must be noted that although this was the same relationship the City was to have with Karbank under their development proposal, the Karbank plan was projected to generate much higher tax value and, as such, the amount the City anticipated for public park improvements was higher than it is now forecast to be.

2. Will the City designate the 'church lot' as parkland or sell/develop it separately?

No current plans exist to designate the former church site as parkland, nor is the City currently considering selling or developing it. Hunt Midwest's proposal does not include this site.

City Review Process and Community Engagement

3. When will full details of the Hunt Midwest proposal be made public?

Details were first shared at the August 4th Planning Commission meeting and in the staff report. Additional information will be released this week and at the City Council presentation on Thursday evening.

4. What opportunities will the public have to provide input or comment on the proposal?

Hunt Midwest has committed to holding a neighborhood meeting/listening session after closing on the land. The public can also provide input during the formal rezoning and entitlement process. These will be key opportunities for feedback on housing, design, green space, parking, stormwater management, and more.

5. Are changes to the presented plan possible after City assigns its purchase rights?

Yes. The current concept is preliminary and subject to change. As of now, no planning or zoning applications have been submitted. Final plans will not be approved until that

process is complete. Hunt Midwest emphasized its reputation as a key reason to expect consistency with the current concept.

6. Will the proposed development require rezoning?

Yes. Under current zoning regulations, including recent updates, the proposed layout will require rezoning.

7. What criteria were used by the RFP review committee to evaluate proposals, and did the City Council approve both the criteria and the committee's formation?

The teams were clearly informed of the RFP Evaluation Criteria both in the RFP document and in instructions provided ahead of their interview. The City Council members were informed of the evaluation criteria prior to release of the RFP and were also informed of the invitations being issued to RFP Review Committee members. A full list of the RFP Evaluation Criteria were:

- A. Alignment with City objectives and public interest
 - addition or enhancement of civic space, public access, or other community amenities
 - providing long-term public benefit (e.g., park reinvestment, civic uses, housing diversity, inclusive design)
 - reflecting public input from prior plans and studies, including the [2025 public preference survey results](#)
- B. Track record of similar projects
 - certainty of execution of the project, timely and without delay;
 - team roles and past collaboration
 - highlight at least one (1) comparable project (tell us why this project was successful, who on your team participated or lead the project, and how it is applicable to our site)
- C. Financial feasibility and public benefit
 - providing long-term funding for park repairs and/or expansion
 - increasing taxable value and revenue
 - creating stable tax revenue
- D. Transparent team structure and experience
 - ability of the Assignee to close successfully, within the prescribed time periods, and without the need for significant due diligence or entitlement procurement
 - commitment to closing on the purchase, design, construction, and operation of the entirety of the Proposed Plan
 - demonstrating a thoughtful and thorough Operations Plan (post-construction maintenance, marketing, and management, if any)
- E. Responsiveness to site and context
 - physical relation of the use of the SMSD property to the adjacent land uses to improve how people use and experience the site
 - valuing environmental design and sensitivity
 - preservation of mature trees where possible

F. Other factors deemed relevant by the City

- diversity in all forms, including housing
- inclusive design
- providing financial, quality of life, social, and reputational benefits to the community

8. What aspects of Hunt Midwest's proposal made it stand out from the other five submissions?

This is detailed in the August 4th Planning Commission staff report, available on the City's website. [That staff report is available by clicking this link to the meeting packet posted on the City website.](#)

9. Of the six proposals received, how many limited development to single-family homes only?

Two proposals were for single-family homes only. A third stated they could provide a single-family-only plan if preferred.

10. Did the review committee consider the Summer 2025 public preference survey results?

Yes. The public preference survey was a key factor and referenced throughout the evaluation.

11. Has the Planning Commission reviewed other projects by Hunt Midwest's design or architectural team?

The Commission has not formally reviewed other Hunt Midwest or Finkle+Williams projects. However, two Commissioners on the RFP Review Committee evaluated similar past projects during the selection process.

12. Does the Planning Commission have additional information on the selection process that has not been made public?

No. All information reviewed was public and shared during the August 4th meeting or available on the project webpage ([available via this link to the City's website](#))

Developer Collaboration and Adaptability

13. How was Hunt Midwest's willingness to collaborate with the City and public evaluated during the RFP process?

This question was addressed in the August 4th Planning Commission staff report. To elaborate a bit on that staff report, the Review Committee noted Hunt Midwest's openness to public input, willingness to revise plans and the financial capacity to do so, and commitment to community benefit. They were the only team demonstrating both the financial resources and intent to adapt collaboratively.

14. Has the developer expressed openness to making substantive changes to the proposal—such as adjusting unit counts, housing types, or site layout—based on community or City feedback?

Yes. They confirmed during their interview and at their August 4th presentation that they are open to adjusting the plan based on City and community feedback, once the land purchase is finalized.

Infrastructure, Financing, and Public Investment

15. Who will fund infrastructure like roads and sidewalks?

Hunt Midwest will fund public infrastructure within the development and is not requesting public financing.

16. Will the roads be public or private?

Hunt Midwest anticipates that the main road will be public; lanes (alleys) behind villas will be private.

17. Has Hunt Midwest requested Tax Increment Financing (TIF) or other public funding incentives?

No. Hunt Midwest has committed to not seeking TIF or other public financing.

18. What are the projected tax revenues or fiscal impacts associated with the Hunt Midwest proposal compared to other proposals?

The City Financial Advisor's professional opinion is that the Hunt Midwest proposal provides both the highest projected discounted yield to the City should the Council choose not to use TIF and the highest projected TIF incremental revenue generation.

The Hunt Midwest proposal is projected – without the City's establishment of a TIF Project Plan – to generate \$790,888 in discounted tax value (\$1.42 million nominal). If the City decides to approve a TIF Project Plan, it could generate \$3.17 million in discounted TIF revenue (\$5.7 million nominal) for public improvements on public property within – and adjacent to – the TIF District (Joe Dennis Park and 5050 Rainbow Blvd. (former church site)).¹

Finally, Hunt Midwest agrees to pay the City's requested \$285,000 assignment fee – which is the amount of the final principal & interest payment on the City's lease-purchase for the 5050 Rainbow property (former church site). Of the six proposals received, four agreed to pay this fee and, of the four teams interviewed, only two would cover it.

¹ Both nominal (future value) and discounted (present value) forecasts were developed using a 20-year study period and a 4.5% discount rate (roughly the equivalent of the City's investment earning potential in mid-July 2025) in the present value scenario. Neither the indirect impacts of the new residents and visitors each proposal might generate nor the estimated impacts of additional economic activity resulting from each were assessed.

**Westwood, Kansas
City Council Meeting
July 10, 2025 – 7:00 p.m.**

Council Present: David E. Waters, Mayor
Jeff Harris, Council President
Andrew Buckman, Councilmember
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember – arrived at 7:21 PM

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 7:00 p.m. on July 10, 2025. Ms. Schneweis called the roll. A quorum was present. The evening's meeting was held in a hybrid manner, with attendees joining both in person and via Zoom.

Approval of the Agenda

Motion by Councilmember Harris to approve the July 10, 2025, agenda as submitted. Second by Councilmember Hannaman. Motion carried by a 4-0 voice vote.

Public Comment

Steve Platt, 4910 Glendale, Westwood Hills, noted the minutes from the June 12, 2025 City Council meeting indicated his written public comment was attached to the minutes document and it was not. Mr. Platt asked that the minutes document include his written statement.

Presentations and Proclamations

No presentations or proclamations were made.

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 June 12, 2025 City Council Meeting Minutes
- B. Consider Appropriations Ordinance 776

Motion by Councilmember Harris to approve the Consent Agenda as submitted with the addition that staff include Mr. Platt's comments. Second by Councilmember Buckman. Ms. Schneweis conducted a roll call vote. Motion carried by a 4-0 vote.

Mayor's Report

Mayor Waters provided a review of events he attended and plans to attend as Mayor of Westwood.

Mayor Waters provided an update regarding the Shawnee Mission School District property at 2511 W 50th Street.

Mayor Waters encouraged the community to engage and provide feedback on the FY 2026 budget.

Councilmember Wimer arrived and took her seat on the dais at 7:21 p.m.

Councilmember Reports

No reports were made by members of the Council.

Staff Reports**Administrative Report**

Ms. Herring provided an overview of the July 2025 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

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

Public Safety Report

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

Treasurer's Report

The June 2025 Treasurer's Report was included in the packet, no questions or comments were made about the report.

City Attorney's Report

Mr. Denk did not have anything to report.

Old Business**Consider sub agreement with WCA for solid waste residential disposal services contract for 2026 – 2030**

The City's solid waste residential disposal service is currently contracted through a Solid Waste Residential Disposal Contract (the "Agreement") initiated in 2018 between WCA (now GFL) and Mid-America Regional Council ("MARC") through its Joint Purchasing Alliance (Kansas City Regional Purchasing Cooperative, "KCRPC"). This Agreement provides for services in Fairway, Roeland Park, and Westwood. The cities renewed that agreement for a three-year term (2021 – 2023) with two one-year renewal options (2024 – 2025). The Cities previously jointly agreed to extend the contract rates for both one-year renewal options.

As the Agreement term ends December 31, 2025, the City Administrators for the three cities began several months ago to discuss the performance of GFL and establish whether there is a mutual interest in continuing GFL's service beyond 2025. Through a series of meetings with GFL and city representatives, terms of renewal were developed that are agreeable to all parties.

Changes to the current contract are summarized in the attached Notice of MARC/KCRPC Contract Renewal letter attached. In Spring 2025, Westwood and the other cities renewed the agreement, pending satisfaction of remaining legal terms with the three cities' attorneys.

Legal review has now been concluded and one item remains for each city to resolve. As WCA (dba GFL) enters an agreement with MARC/KCRPC to provide the service to the three cities, each city also needs its own contract (subagreement) with WCA which references the original request for proposals and MARC/KCRPC agreement. It should also be noted that in the current contract term, WCA changed its DBA to Green for Life (GFL), but their corporate name did not change. As such, the subagreement is with WCA.

Motion by Councilmember Buckman to authorize the Mayor to execute an agreement with WCA of Missouri for solid waste residential disposal services for a contract period of January 1, 2026 to December 31, 2030. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider modifications to 2025 Public Safety Services Agreement with Westwood Hills

Chief Mansell asked if agenda item IX. C. to consider modifications to 2025 Public Safety Service Agreement with Westwood Hills could be considered before IX. B. No objects were made by the Governing Body.

At the Westwood City Council meeting on October 10, 2024, a revised contract was approved for police services for 2025. When the contract was presented to City of Westwood Hills for review, their city attorney requested additional language regarding indemnity provisions. The contract was adopted with the understanding that the request from Westwood Hills' City Attorney be addressed.

Since that time, the city attorneys for Westwood and Westwood Hills have worked collaboratively to incorporate the necessary indemnity language into the agreement. The contract was reviewed and approved by the City of Westwood's Attorney.

The 2025 rates were agreed upon in Fall 2024 and have been charged by Westwood and paid by Westwood Hills effective January 2025 to-date. Beginning with the 2026 contract, the cities will move to an annual fee addendum structure, consistent with the contractual relationship structure between the cities for Public Works and Building Official services.

Motion by Councilmember Wimer to authorize the Mayor to sign the Public Safety Services Agreement as modified and presented with the City of Westwood Hills for the period from January 1 – December 31, 2025. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Consider modifications to 2025 Public Safety Services Agreement with Mission Woods

At the Westwood City Council meeting on October 10, 2024, a revised contract was approved for police services for 2025. Due to contract changes with another city, the Mission Woods contract is being revised to include indemnity provisions. This is to provide consistency based on recommendations of our city attorney. The contract was reviewed and approved by the City of Westwood's Attorney.

The 2025 rates were agreed upon in Fall 2024 and have been charged by Westwood and paid by Mission Woods effective January 2025 to-date. Beginning with the 2026 contract, the cities will move to an annual fee addendum structure, consistent with the contractual relationship structure between the cities for Public Works and Building Official services.

Motion by Councilmember Wimer to authorize the Mayor to sign the Public Safety Services Agreement as modified and presented with the City of Mission Woods for the period from January 1 – December 31, 2025. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Review recodified city code and consider setting for adoption by ordinance

Recodification is the process by which all adopted ordinances (and modern, current State and Federal laws, where applicable) are integrated into a City's Codebook so that the Codebook reflects the current and comprehensive laws of the City.

- In January 2023, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
- In February 2024, City staff received the Code sections for review and from there worked with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.
- In July 2024, the Planning Commission reviewed and provided input and changes to the Zoning Ordinance (Chapter 16 of the City Code)
- In October 2024, the City role in review of the Code sections concluded and CivicPlus began finalizing the Code for consideration and adoption by the Governing Body.
- In June 2025, CivicPlus provided the final Code document and ordinance for adoption of the recodification. Once CivicPlus receives the Council-approved ordinance, they will activate the online searchable City Code on the City's website.

The intent of recodification is housekeeping, to ensure consistency and legality of the code provisions and to address any confusion or conflicting elements of the code. The following is a summary of the notable edits to the Zoning Ordinance, advanced by City Council in March and April 2024 and by Planning Commission in July 2024 relating only to Chapter 16 re: zoning regulations:

General

- Fees have been separated out from the City Code and included in a master fee schedule, adopted by the City Council and reviewed annually Code has been updated generally to reflect current organizational structure

Chapter 1: Administration

- No notable changes

Chapter 2: Animal Control and Regulation

- Discontinuation of pet licensing program; continuation of pet vaccination requirement

Chapter 3: Beverages

- No notable changes

Chapter 4: Buildings and Construction

- Chapter to be updated at least every six years when new code sets are adopted. Chapter last revised in 2021 and 2022 with adoption of 2018 ICC code set; set to be updated again in Fall 2025 with adoption of 2024 ICC code set.

Chapter 5: Business Regulations

- Remove requirement that City-licensed massage therapists carry a City-issued ID card
- Reflect City's participation in County-administered tow rotation system

Chapter 6: Elections

- No notable changes

Chapter 7: Fire

- No notable changes

Chapter 8: Health & Welfare

- Except native grasses as approved on lists maintained by the county or the county's extension office from nuisance definition
- Allow compost systems, so long as maintained in the back yard
- Allow the City to remove trees on public or private property if it's deemed to be hazardous, not only if it meets the definition of dead or diseased
- Add requirement that refuse bins be placed in such a way as to avoid impeding pedestrian or vehicle traffic
- Add requirement that at least one off-street parking space per property is required for occupied dwellings
- Increase clearance of trees over streets from 12 to 14 feet (requirement remains 8 feet over sidewalks)

Chapter 9: Municipal Court

- Allow remote/virtual court appearances under certain conditions

Chapter 10: Police

- Change fee structure for repeated false alarms, requiring police personnel response

Chapter 11: Public Offenses

- No notable changes

Chapter 12: Public Property

- Remove process for allowing camping on public grounds

Chapter 13: Public Rights-of-Way

- No notable changes

Chapter 14: Traffic

- Whereas two-hour on-street parking is currently permitted overnight, prohibit on-street parking completely between midnight and 6 AM. This change will allow the Police Department to enforce the heretofore effective prohibition of overnight parking currently in place. (Notably, the City's restrictions on overnight parking have been in place since 1953.)

Chapter 15:

- No notable changes

Chapter 16: Zoning

- Cleaning up 4.3.12 to be consistent with RV parking regulations in 14-217, which also covers this topic

A clean version of the draft for adoption is included in this July 2025 meeting packet. To view the tracked changes from Spring 2024, which were used by CivicPlus to build the recodification in tonight's meeting packet, click here for Chapters 1-7 and 9 and click here for Chapters 8 and 10-16.

At its regular meeting on July 7, 2025, the Planning Commission reviewed Chapter 16 and directed staff to schedule a public hearing on August 4, 2025 to formally consider the edits and prepare this chapter – as well as all other chapters of the City Code – for adoption by City Ordinance by the Governing Body. The City Council should review the recodified City Code as presented in the meeting packet. Once the Governing Body is satisfied with the document, City staff will prepare it for adoption following the August 4th public hearing on text amendments to Chapter 16, which could occur as early as the August 14th City Council meeting.

Please note that there is stated interest from the Planning Commission to make more substantive changes to the zoning ordinance relative to recent cases and matters, and that review process can occur simultaneously but separately from this recodification. Any additional changes to the Zoning Ordinance can be achieved via the text amendment process and recommended to the City Council for adoption by ordinance once the Planning Commission determines which amendments it would like to recommend for consideration.

Motion by Councilmember Buckman to direct staff to prepare the ordinance adopting the recodified City Code, subject to the holding of a public hearing on text amendments to Chapter 16 – zoning regulations – of such Code. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

New Business

Consider Ordinance No. 1047 adopting the 2025 Edition of the Uniform Public Offense Code for Kansas Cities

The Uniform Public Offense Code (UPOC) is a document developed each year by the League of Kansas Municipalities. This organization has published the UPOC since 1980. The Code is designed to provide a comprehensive public offense ordinance for Kansas cities. The UPOC, in large part parallels the state criminal code. This ordinance allows the City of Westwood to utilize the Uniform Public Offense Code as the basis for criminal investigation and enforcement actions.

The League of Kansas Municipalities has now published the 2025 Edition of the Uniform Public Offense Code. City staff recommend the City of Westwood update from the 2024 Edition. The UPOC does not take effect in a city until the governing body has passed and published an incorporating ordinance. Staff recommend the City Council authorize the Mayor to sign the ordinance prepared by the City Attorney in incorporating these changes.

Motion by Councilmember Harris that the City Council adopt Ordinance No. 1047 incorporating by reference the Unified Public Offense Code for Kansas Cities, 2025 edition and repeal Ordinance No. 1044. Second by Councilmember Steele. Ms. Schneeweis performed a roll call vote. Motion carried by a 5-0 vote.

Consider Ordinance No. 1048 adopting the 2025 Edition of the Standard Traffic Ordinance for Kansas Cities

The Standard Traffic Ordinance (STO) is a document published by the League of Kansas Municipalities since 1960. The Standard Traffic Ordinance (STO) is an efficient, economical way to regulate traffic in Kansas cities.

This ordinance allows the City of Westwood to utilize the state's Standard Traffic Ordinance as the basis for traffic safety and enforcement actions.

The League of Kansas Municipalities has now published the 2025 Edition of the Uniform Public Offense Code. City staff recommend the City of Westwood update from the 2024 Edition. The UPOC does not take effect in a city until the governing body has passed and published an incorporating ordinance.

Motion by Councilmember Harris that the City Council adopt Ordinance No. 1048 incorporating by reference the Standard Traffic Ordinance for Kansas Cities, 2025 edition and repeal Ordinance No. 1045. Second by Councilmember Wimer. Ms. Schneweis performed a roll call vote. Motion carried by a 5-0 vote.

Consider First Amendment to Johnson County Mental Health Co-Responder Cooperative Memorandum of Understanding

The Federal grant that helps fund the co-responder program requires the Memorandum of Understanding (MOU) to be reviewed and updated periodically. This MOU was last adopted in March of 2023 and during the last two years, several items have come to light that need to be addressed. Therefore an addendum has been drafted by Johnson County addressing those items (outlined below) as we update the MOU per federal guidelines. Other Northeast Johnson County cities (Merriam, Mission, Roeland Park, Fairway, Westwood, Westwood Hills and Mission Woods) under this MOU are also being asked to adopt the addendum.

This amendment removes the 5% cap on increases for reimbursement as Johnson County Mental Health cannot predict compensation and benefit increases to employees awarded by the County. Johnson County Mental Health will provide forecast reimbursement predilections to cities of the MOU to by March 31st of each year to assist with their budget impacts. The County understands that timely communications regarding budget impact is imperative to city financial planning.

The MOU has been reviewed by the City Attorney and is currently under review by the other subject I move to authorize the Mayor to execute the First Amendment to Johnson County Mental Health Co-Responder Cooperative Memorandum of Understanding.

Motion by Councilmember Wimer to authorize the Mayor to execute the First Amendment to the Johnson County Mental Health Co-Responder Cooperative Memorandum of Understanding. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Consider Resolution No. 145-2025 to Exceed the Revenue Neutral Rate, Establish the Date and Time of a Public Hearing, and Provide for the Giving of Notice of Such Public Hearing

Mayor Waters reminded the Council that the action taken regarding this agenda item is not approving a budget, and it is not setting a mill levy. Rather, the action sets a public hearing for the FY 2026 budget, and also to set a maximum mill levy the Governing Body would consider during that hearing.

Ms. Herring provided an overview of prepared mill rate options.

Over the last several months staff have worked to develop the 2026 budget. The 2026 budget maintains the same level of services as the 2025 budget and keeps operating expenses relatively flat, but provides for increased expenditures related to personnel and certain professional services and contracts, as well as increased capital improvement costs.

Per State statute, notice and public hearing requirements are imposed on cities if their proposed budget will exceed the property tax levy's revenue neutral rate. The revenue neutral rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. In Westwood, the revenue neutral rate would be 18.822 mills. Since the proposed budget – as well as the current mill levy – exceeds that amount, a public hearing is required.

Notice of intent to exceed the revenue neutral rate must be provided to the County Clerk before July 20th. The hearing must take place between August 20th and September 20th. The public hearing is proposed for the City Council's regular meeting on Thursday, September 11, 2025. The budget public hearing and adoption of the 2026 budget will follow the revenue neutral rate hearing on that meeting agenda.

Approve Resolution No. 145-2025 to exceed the Revenue Neutral Rate, establish the date and time of a public hearing and provide for the giving of notice of such public hearing.

Mayor Waters asked how much of the budget is made up of property tax, Councilmember Hannaman said roughly 26%.

Councilmember Hannaman noted a mill is estimated to generate about \$52,000 in 2026, and a mill in 2001 generated about \$39,000 and costs for city operations have increase significantly more in the last 25 years. Councilmember Hannaman also noted the entire collection of property tax for the General Fund for 2025 was \$850,000. Councilmember Hannaman said a community can choose between allowing more development, increasing property tax on residents and businesses, or providing fewer capital improvements and city services. Mayor Waters noted that if the community does not want to allow new development, then the Governing Body has to find another way to fund the services, projects, and programs important to the community.

Councilmember Buckman referred to the mill rate determination in the agenda packet and noted that a four mill increase on a \$400,000 house would result in an additional cost of \$15 per month, or \$185 on an annual property tax bill.

Councilmember Harris said the longer the Governing Body delays capital improvements, specifically road maintenance, the more concerned he is about the long-term attractiveness of living in Westwood. Councilmember Harris said he sees the \$15 per month of additional property tax as an investment in the community. Councilmember Harris said he is supportive of a mill levy increase.

Councilmember Wimer said she thought a four mill increase combined with county taxes could cause financial strain for members of the community. Councilmember Harris said the modeling in the presentation of cost per household helped make him more comfortable with a four mill increase. Councilmember Harris said it is possible the City will be in a different position in the future, and the Governing Body has the ability to lower the mill levy when it deems appropriate.

Councilmember Steele said she agreed that an increase of four mills seems like a substantial increase, but the Governing Body needs to consider the future needs of the city.

Councilmember Haris asked Ms. Herring if the Governing Body could be provided with a list of mill rates other Johnson County cities, Ms. Herring confirmed she would bring that back.

Mayor Waters reminded the Council that the action item sets the maximum mill increase the Council is able to pass but that the final determination at the budget hearing can be a lesser amount.

Motion by Councilmember Hannaman to approve Resolution No. 145-2025 to exceed the Revenue Neutral Rate, establish the date and time of a public hearing, and provide for the giving of notice of such public hearing with the notation that in Section 1 the City’s proposed tax mill levy rate will be 25.199. Second by Councilmember Buckman. Mayor Waters invited further discussion; no comments were made. Ms. Schneweis performed a roll call vote. Motion carried 5-0.

Announcements/Governing Body Comments

Councilmember Wimer noted there will be a Movie at the Pool at Woodside on Saturday, July 12th for all Westwood residents.

Councilmember Hannaman congratulated Councilmember Steele competed Unbound, a 200-mile gravel bike race.

Executive Session

The Governing Body did not hold an executive session.

Adjournment

Motion by Councilmember Steele to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting was adjourned at 9:04 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk

**City of Westwood, Kansas
Appropriation Ordinance No. 777**

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF JULY 1, 2025 - JULY 31, 2025 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 7/31/2025	Capital Improvements Month Ending 7/31/2025	Equipment Reserve Month Ending 7/31/2025	Stormwater Month Ending 7/31/2025	Special Highway Month Ending 7/31/2025	Woodside TIF/CID Month Ending 7/31/2025	Debt Service Month Ending 7/31/2025	Total All Funds Month Ending 7/31/2025
Expenditures								
Salary & Benefits	263,143.04	0.00	0.00	0.00	0.00	0.00	0.00	263,143.04
Employee Expenses	1,561.35	0.00	0.00	0.00	0.00	0.00	0.00	1,561.35
Professional Fees	42,426.90	0.00	0.00	0.00	0.00	18,443.00	0.00	60,869.90
General Operating Expenses	45,361.65	0.00	0.00	0.00	0.00	0.00	0.00	45,361.65
Utilities	40,243.55	0.00	0.00	0.00	0.00	0.00	0.00	40,243.55
Equipment and Maintenance	12,590.34	0.00	185.63	0.00	204.02	0.00	0.00	12,979.99
Street and Stormwater	0.00	0.00	0.00	3,426.13	(204.02)	0.00	9,900.00	13,122.11
Park and Events	3,535.31	0.00	0.00	0.00	0.00	0.00	0.00	3,535.31
Miscellaneous	3,024.70	0.00	0.00	0.00	0.00	294,304.72	0.00	297,329.42
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	411,886.84	0.00	185.63	3,426.13	0.00	312,747.72	9,900.00	738,146.32

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 14th day of August, 2025.

MAYOR

ATTEST: CITY CLERK



City Administrator's Report

August 2025

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: August 14, 2025
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2025 through 3rd Quarter (September) 2025

1. Annual Financial Review and Planning
 - ✓ The 2024 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at the June 2025 regular City Council meeting.
 - The 2025 budget review and 2026 budget planning process are under way. Throughout the summer, budget presentations have focused on:
 - Creation of a comprehensive Capital Improvement Plan (CIP) funding recommendation
 - Integration of the 2024 community priorities survey findings and recommendations
 - The Revenue Neutral Rate and Budget Hearing are both scheduled for September 11, 2025.
2. Study and Test Traffic Calming on Residential Streets
 - ✓ City staff collected data with the speed trailer on W. 49th Ter. and W. 47th Ter. in April and May and shared it with the State of Kansas's Local Field Liaison for the Kansas Local Technical Assistance Program (LTAP) to conduct a free Practical Road Safety Assessment (PRSA). The PRSA brings subject matter experts into local communities to work with local officials and stakeholders to evaluate existing conditions and to make recommendations for measures to mitigate local traffic concerns.
 - This priority has been established through Planning Commission study and consultation with the City Council. The approach is recommended by City staff.
 - The Local Field Liaison reviewed this summer and the site visit is scheduled for the afternoon of Monday, September 8th.
3. Explore Programs and Policies to Preserve and Enhance Tree Canopy
 - A small working group of Planning Commissioners and City Councilmembers resulted from the February joint work session between those two bodies. This working group will build on the research and groundwork laid by a Planning Commissioner-led effort to engage in policy work to preserve the City's tree canopy.
 - ✓ Upon request from Councilmember Buckman, the Heartland Tree Alliance Program Manager presented their work and services at the May City Council meeting.

- ✓ City staff invited the Kansas Forest Service to perform a tree inventory, which was conducted from May 28 – June 3rd.
 - In July, Kansas Forest Service staff prepared a report to present to the City Council. After debriefing with the small working group of Planning Commissioners, City Councilmembers, and City staff this week, the report will be presented at the September Planning Commission meeting.
 - Thereafter, recommendations are expected to be created in concert with this small working group and will be developed with Westwood-specific goals in mind and then presented to the Planning Commission and City Council upon completion in 2026.
4. Improve Process for Issuing Permits and Licenses
- Now that the City has a Codes Administrator back on staff, as part of Michael’s training staff is creating a number of process and permitting requirements checklists and FAQs to provide to permit applicants, with the aim of creating standard and clear requirements to provide for smooth and efficient permitting.
 - Now that the City has a part-time Administrative Assistant, as part of the onboarding staff will work to evaluate the process and forms for issuing City licenses.
 - Work is ongoing between the Codes Administrator and part-time Administrative Assistant working with GovBuilt and one another to improve and streamline permitting and licensing processes.
5. Support Planning Commission’s Review of Zoning Regulations
- Following several recent cases for waivers and exceptions from the zoning ordinance for the construction of new houses, the Planning Commission called for a discussion to develop recommendations to review the zoning regulations and determine what, if any text amendments should be considered to improve and update the City’s regulations.
 - The Planning Commission received a staff report at their August regular meeting of the identified City Code provisions that have drawn the eye of the Planning Commission over the past year.
 - Beginning this week, a small working group of Planning Commissioners, a City Councilmember, and City staff will begin work to evaluate conflicts within the regulations as well as to evaluate provisions that are unclear or not reflective of modern trends in building permit applications. This work will likely result in recommendations to the City Council for text amendments, expected to be discussed at each and every Planning Commission meeting over the next several months until text amendment recommendations are determined by the Planning Commission to be ready for public hearing and advancing to the City Council for adoption by ordinance.
6. Create and Deploy Communications Content Calendar
- Following the adoption of the 2024 Governing Body Strategic Plan and the Communications Strategic Plan, staff is creating a content calendar for use in planning messaging to the community through The Buzz, quarterly mailed newsletter, City website, and social media. This work is under way and expected to be concluded and implemented by October.

Lingering Priorities

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

- B. Secure Funding for W. 47th Place Complete Streets Project
 - ✓ 100% funding through the Johnson County CARS program and through use of the Woodside Village Community Improvement District No. 2 sales tax was secured in Spring 2025.
 - Design is under way and is expected to take place over the course of the remainder of 2025, with construction in 2026. As opportunities for Council decision points arise, staff will bring them forward.

- C. Recodify Municipal Code
 - Consideration of the recodification by City Ordinance is included on this month’s meeting agenda.
 - Upon publication of the ordinance approving the recodification – scheduled for Tuesday, August 19th – the City code will be published in its new online, searchable format on the City website. Thereafter, all ordinances will be incorporated into the City Code real-time by City staff self-publishing updates to the website.

- D. Select Prime Development Partner for 4700 Rainbow Blvd.
 - Staff conducted a work session with the Governing Body at the May 2024 regular City Council meeting to discuss parameters and guidance for building this process and RFP.
 - The Mayor and City Administrator worked together to draft an RFQ/P document, which was provided in draft form to the City Council and issued in July 2024.
 - The RFQ Review Committee interviewed four teams in September 2024 and invited all to move forward to the RFP phase of the selection process. RFP responses were received in October 2024 and team interviews were conducted the first week of November.
 - In Winter 2025, City staff, Councilmember Hannaman, and City Attorney Denk negotiated with the two highest ranking of the four development teams. KU Health Systems continues to work through its process to consider the terms of agreeing to disposition of their real property. Once the City, Westwood Foundation, and KU Health Systems are aligned on a final recommendation, a public presentation and formal recommendation to the City Council will be scheduled.

Building Permits

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

Residential

New Construction:

- 2916 W. 49th Pl. – New single-family detached house

Additions:

- 2509 W. 47th St. – Add bedroom and bathroom; renovate deck

Alterations:

- 2500 W. 50th Pl. – Deck and patio

WESTWOOD
COURT SUMMARY
JULY, 2025

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
July 11, 2025	51	02	\$ 5,237.00	28	18
July 25, 2025	59	11	\$ 4,125.00	23	25
TOTALS					
July, 2025	110	13	\$ 9,362.00	51	43
July, 2024	112	18	\$ 8,985.00	38	38
TOTAL (9,362.00) less					
* Kansas DL fees:					\$ 0.00
* Judges Training Fund:					\$ 27.00
* LET Training Fund:					\$ 602.50
* Seat Belt Safety Fund:					\$160.00
July, 2025 TOTAL:					\$8,572.50

Y.T.D. TOTALS 2025		Y.T.D. TOTALS 2024	
ARRAIGNMENTS:	606	ARRAIGNMENTS:	559
TRIALS	105	TRIALS:	85
LETTERS:	251	LETTERS:	199
WARRANTS:	181	WARRANTS:	179
FINES:	\$71,894.00	FINES:	\$62,160.00
KS DL FEES:	\$487.00	KS DL FEES:	\$244.00
JUDGES FUND:	\$181.00	JUDGES FUND:	\$179.50
L.E.T.FUND:	\$4,110.00	L.E.T FUND:	\$4,020.00
COMM CORRECTIONS:	\$250.00	COMM CORRECTIONS:	\$250.00
SEAT BELT FUND:	\$820.00	SEAT BELT FUND:	\$980.00

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, JULY 2025
DATE: AUGUST 12, 2025

Some of the activities for Public Works in July 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:
No Meetings this month.
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. Mitch attends monthly Safety Committee Meetings.
17. We repaired potholes.
18. We mulched various City Properties.
19. We mowed and trimmed various City Properties.
20. We cleaned the City Hall roof drains.
21. We irrigated flowers at City Hall and the areas that have been landscaped by the Women's Club as needed.
22. We trimmed tree limbs from in front of traffic control signs and over sidewalks.

23. We sprayed vegetation non-selective herbicide on various streets and public grounds.
24. We installed new street signs in Westwood Hills.
25. We setup barricades for Fireworks Display.
26. We performed road blocks for the Fireworks Display.
27. We trimmed trees on W. 47th Street.
28. We irrigated trees on W. 47th Street.
29. We cleaned up tree limbs from storms.
30. We cleaned out the storm drain on W. 50th Street.
31. We put up temporary stop signs
32. We power washed the PD garage in preparation for there open house.
33. We removed a large limb that fell at the 5050 property.

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

Westwood Public Works

To: Governing Body
From: John Sullivan, Director of Public Works
Date: August 12, 2025
Re: Monthly Status Report

- CCLIP funding: The project is progressing. Plans resubmitted to KDOT.
- Storm Debris Removal: I am working to receive an additional 15% from KDEM. We had the final closeout with FEMA.
- Mission Road Project, 2025: Most of the concrete work is complete or will be tomorrow. Streetlight bases are being installed as well as the conduit. Mission Road has been milled two inches below grade up to W. 48th Street. The rest will be milled this week, and paving is expected on August 16th.
- W. 47th Place Complete Street Project: We have begun design work on W. 47th Place. I hope to get an early preliminary design plan for both the water and gas utilities to determine if they intend to replace and of their infrastructure.
- W. 50th Street, Belinder Ave. to Mission Rd.: We have begun preliminary plans for this project.

Westwood Police Department
Westwood City Council Report

Item C. Section VIII, Item

7/1/2025



7/31/2025



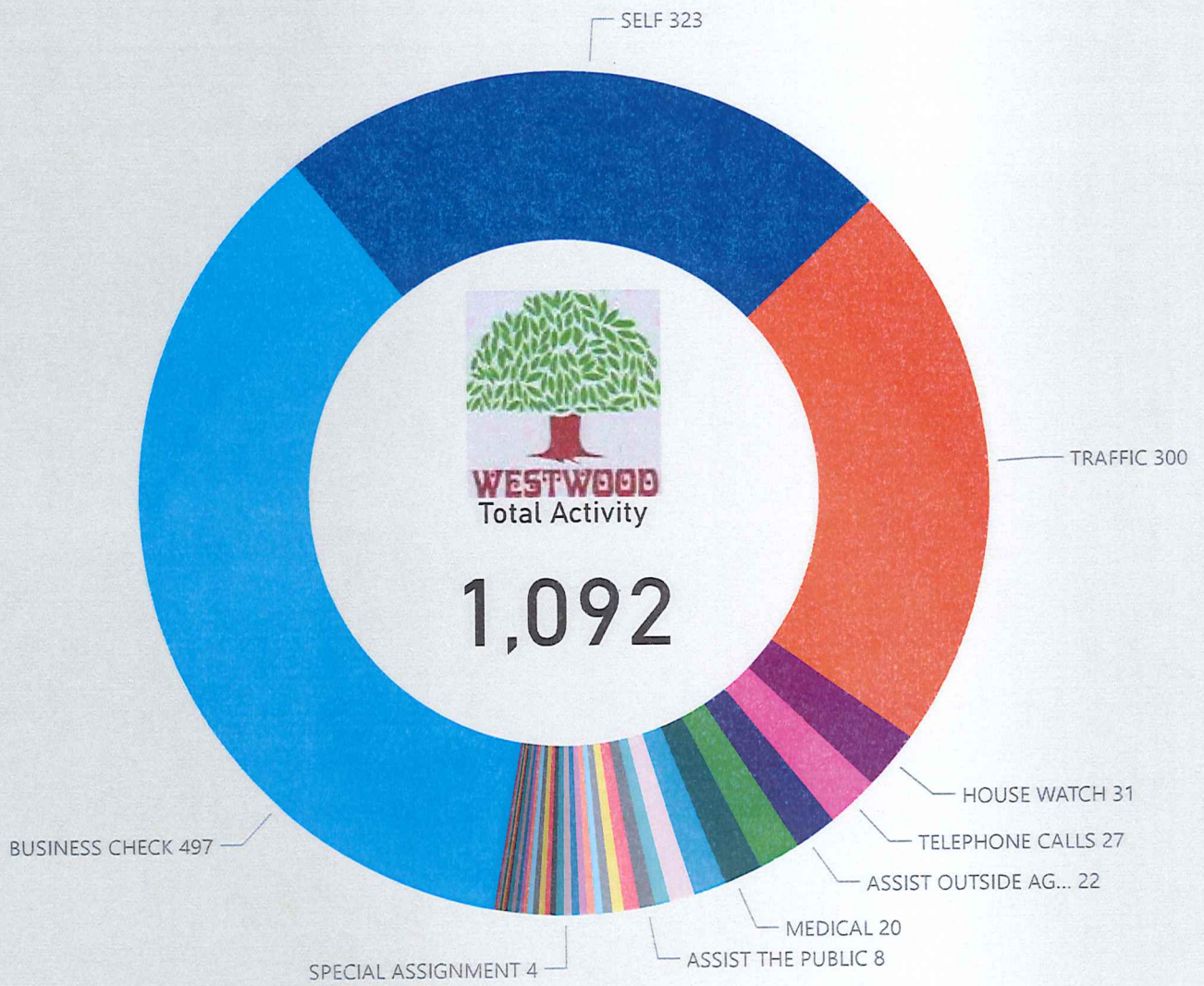
Westwood Police Department City Council Report

Item C. Section VIII, Item

7/1/2025



7/31/2025



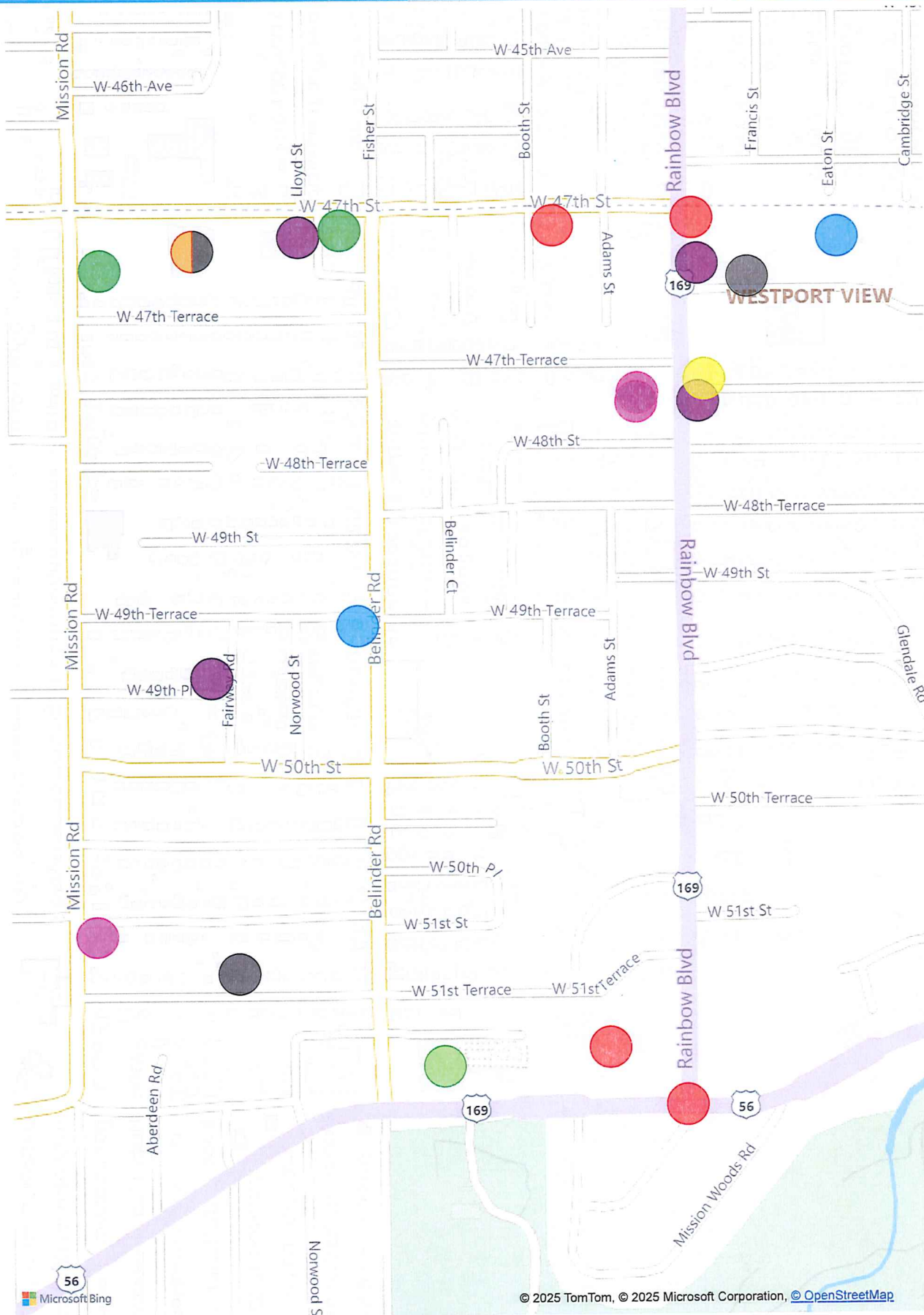
Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

7/1/2025



7/31/2025



Nature of Call

- ACCIDENT
- ALARM
- BURGLARY
- CRIMINAL THREAT
- DISTURBANCE
- FORGERY/FRAUD
- SUSPICIOUS
- THEFT REPORT
- TRESPASSING

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

7/1/2025



7/31/2025



Case Number	Report Type	Summary
20250237	DUI / Alcohol	Reporting officer observed a vehicle speeding and run a red light WB on Shawnee Mission Pkwy. Officer investigated and a DUI arrest was made.
20250241	Auto Burglary	Reporting officer responded to a previous auto burglary. No items were taken from the vehicle and rear passenger window was broken. No suspect information at this time.
20250246	Warrant	Reporting officer faxed a warrant to Olathe ADC for service.
20250247	Warrant	Conducted a traffic stop for expired tags and the driver had a warrant for Wyandotte County. After confirming the warrant she was arrested and transported to WYCO detention center for booking.
20250249	Warrant	Reporting officer conducted traffic that resulted in the passenger being arrested for a felony warrant. Offender was transported to WYCO.
20250252	Warrant	Officer responded to station for a fax warrant. The subject showed to have a valid Westwood KS traffic warrant. The subject was in District Court and that is where the warrant was faxed to so they could take it to Olathe ADC for intake.
20250254	Warrant	Reporting officer served a Westwood warrant to an individual on a Lenexa traffic stop. The individual paid bond at the station and was given a new court date.
20250256	Accident-Non Injury	Vehicle 1 was backing up from a parking spot going east bound on West 47th Place. Vehicle 2 was traveling west bound on West 47th Place when it was struck by V1.
20250257	Warrant	Reporting officer faxed a Westwood warrant to Olathe ADC for a subject in custody.
20250258	Traffic	Reporting officer conducted traffic on a vehicle utilizing multiple beams from their headlamps. The driver was found to be a felon in possession of a defaced firearm, narcotics and paraphernalia. Driver was arrested and transported to Olathe ADC.
20250260	Accident-Non Injury	V2 was traveling east bound on W 47th Street and slowing down to come to a complete stop at the bus stop, V1 was traveling eastbound behind V2 and was not able to slow down striking V2 in the rear.
20250264	Burglary	Officer responded to dispatched address in reference to an overnight burglary. Unknown subject entered the restaurant with the key, disarmed the alarm and took two cash registers with approximately \$600 in cash in both.
20250265	Warrant	Officer responded to station to confirm a Westwood warrant for Central Booking. Warrant was confirmed and faxed to Olathe ADC Central Booking. The warrant was removed.
20250266	Criminal Damage to Property	Officer responded to a call of a burglary at a business. Officer arrived and noticed the front door had been forced open, and according to the business owner nothing was missing.
20250267	Warrant	Officers conducted a traffic stop and the driver had a warrant for Johnson County Sheriff's Department.
20250269	Obstruction	Reporting officer responded to a theft in progress at Walmart. Loss prevention observed two females at the self checkout failing to scan all the items in their cart. Walmart stopped the transaction no items were taken. Both subjects were stopped and identified outside of the store. They were given trespass warnings and released. After released, dispatch advised one of the females had a felony warrant out of Missouri and other warrants out of Johnson County. Several officers initiated a traffic stop but the subjects fled in a white Nissan Altima.
20250271	Auto Burglary	Reporting officer took an auto burglary report for a trailer that was broken into and had items stolen.

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

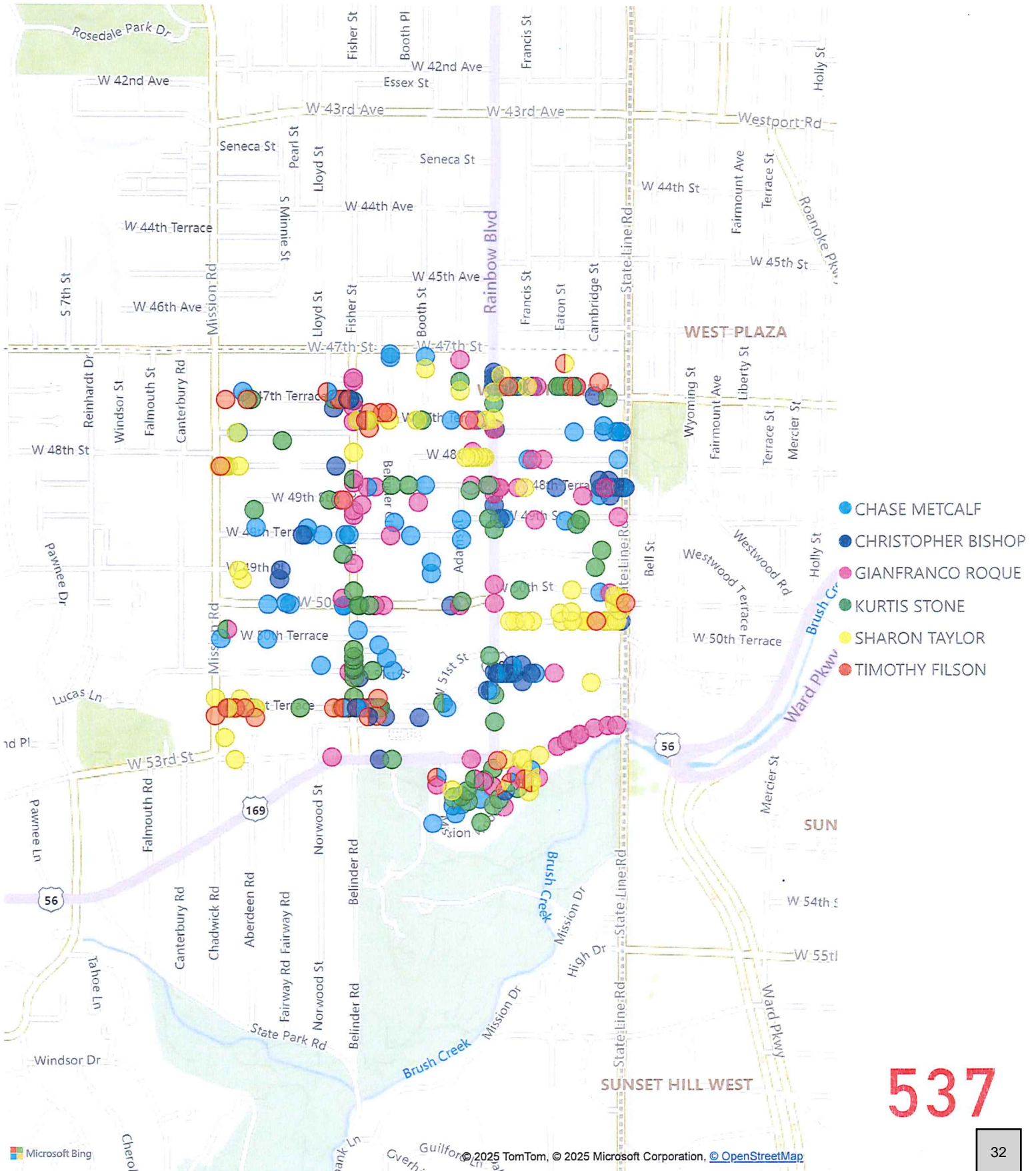
7/1/2025



7/31/2025



Area Checks by Officer



537

**City of Westwood
Treasurer's Report
July 31, 2025**

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
 - a. Ending unencumbered cash through 7/31/2025 was \$5,183,022. The 7/31/24 cash balance was \$4,071,832. This is an increase in cash of \$1,111,190.
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
 - a. Revenue received for the month was \$220,163. Total Revenue received through July 31, 2025, was \$2,458,161. The prior year revenue to date was \$2,248,870. Current year to date revenue is greater than the prior year revenue by \$209,291.
 - i. The increase is due to Ad Valorem Taxes increasing by \$57,433, fees and licenses increasing by \$18,976, Building permits increasing by \$20,735, Intergovernmental increasing by \$23,611, Reimbursements up by \$25,970 and Miscellaneous revenue up by \$14,388.
 - b. The July expenditures totaled \$411,887. The year-to-date expenditures are \$1,856,905. In June 2024 the City transferred \$325,000 to the equipment reserve fund. No transfers in 2025 to date. Therefore, overall expenditures increased by \$201,571 compared to year to date in July 2024.
 - i. The majority of the increase in expenditures is due to having one more pay period YTD than in 2024, having health insurance paid through August this year compared to having it paid through June in 2024, an increase in Public Works equipment and maintenance purchases by \$10,034 and Administrative professional fees increasing by \$22,423.
 - c. Net Receipts Over Expenditures are \$601,255 year to date. The prior year was \$268,536. This is an increase in revenue over the expenditures through July 2025 of \$332,719. However, as noted above the expenditures in June 2024 included a transfer of \$325,000.
4. Statement of Operations - Other Funds
 - a. The Capital Improvement fund collected sales tax of \$35,116 in July.
 - b. The Woodside TIF/CID Fund collected \$35,262 in sales taxes for the month of July. The UMB TIF payment was \$251,188 for the TIP Payment and \$43,117 for the CID payment. In addition, the fund paid out \$18,443 in professional fees.

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 July 31, 2025, 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

August 8, 2025



City of Westwood, Kansas
Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis
 As of July 31, 2025

Item D. Section VIII, Item

	General Fund 07/31/2025	Capital Improvements Fund 07/31/2025	Equipment Reserve Fund 07/31/2025	Stormwater Fund 07/31/2025	Special Highway Fund 07/31/2025	Woodside TIF/CID Fund 07/31/2025	Debt Service Fund 07/31/2025	All Funds 07/31/2025
Assets								
Current Assets								
Cash In Bank	689,851.21	140,400.93	68,891.04	200,901.85	263,589.91	61,087.87	138,012.75	1,562,735.56
Cash In Bank - Bond Fund	40,687.58	0.00	0.00	0.00	0.00	0.00	0.00	40,687.58
Cash In Bank - Woodside Village Acct	9.69	0.00	0.00	0.00	0.00	0.00	0.00	9.69
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Cash Charles Schwab 2843	2,063.82	0.00	0.00	0.00	0.00	0.00	0.00	2,063.82
Investment Charles Schwab 2843	1,035,578.33	0.00	0.00	0.00	0.00	0.00	0.00	1,035,578.33
Investment Charles Schwab 3099	232,303.23	1,065,833.29	205,877.39	277,238.46	0.00	760,355.31	0.00	2,541,607.68
Total Current Assets	2,000,832.86	1,206,234.22	274,768.43	478,140.31	263,589.91	821,443.18	138,012.75	5,183,021.66
Total Assets	\$ 2,000,832.86	\$ 1,206,234.22	\$ 274,768.43	\$ 478,140.31	\$ 263,589.91	\$ 821,443.18	\$ 138,012.75	\$ 5,183,021.66
Liabilities and Fund Balance								
Current Liabilities								
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	39,469.99	0.00	0.00	0.00	0.00	0.00	0.00	39,469.99
Total Current Liabilities	39,479.18	0.00	0.00	0.00	0.00	0.00	0.00	39,479.18
Total Liabilities	39,479.18	0.00	0.00	0.00	0.00	0.00	0.00	39,479.18
Fund Balance								
Fund Balance	1,360,098.26	973,938.59	332,209.23	252,304.48	230,636.08	802,800.44	170,739.39	4,122,726.47
Fund Balance - Current Year	601,255.42	232,295.63	(57,440.80)	225,835.83	32,953.83	18,642.74	(32,726.64)	1,020,816.01
Total Fund Balance	1,961,353.68	1,206,234.22	274,768.43	478,140.31	263,589.91	821,443.18	138,012.75	5,143,542.48
Total Liabilities and Fund Balance	\$ 2,000,832.86	\$ 1,206,234.22	\$ 274,768.43	\$ 478,140.31	\$ 263,589.91	\$ 821,443.18	\$ 138,012.75	\$ 5,183,021.66



City of Westwood, Kansas

Statement of Cash Flow - Regulatory Basis

For the One Month Ended July 31, 2025

	General Fund		Capital Improvements		Equipment Reserve		Stormwater		Special Highway		Woodside TIF/CID		Debt Service		All Funds	
	Month Ending	07/31/2025	Month Ending	07/31/2025	Month Ending	07/31/2025	Month Ending	07/31/2025	Month Ending	07/31/2025	Month Ending	07/31/2025	Month Ending	07/31/2025	Month Ending	07/31/2025
Unencumbered Cash, Beginning Period	2,191,496.24	1,175,381.11	275,775.26	482,677.29	259,895.06	1,101,940.38	147,912.75	5,635,078.09								
Receipts																
Taxes	107,412.76	35,115.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142,528.37
Fees and Licenses	52,981.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,981.04
Building Permits	15,435.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,435.50
Intergovernmental	28,838.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,838.16
Restricted Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,694.85	0.00	35,292.40	0.00	0.00	0.00	0.00	38,987.25
Fines	11,722.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,722.50
Interest Earnings	3,247.33	(4,262.50)	(821.20)	(1,110.85)	0.00	0.00	0.00	0.00	0.00	0.00	(3,041.88)	0.00	0.00	0.00	0.00	(5,989.10)
Miscellaneous	526.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	526.17
Total Receipts	220,163.46	30,853.11	(821.20)	(1,110.85)	3,694.85	32,250.52	0.00	285,029.89								
Expenditures																
Salary & Benefits	263,143.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	263,143.04
Employee Expenses	1,561.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,561.35
Professional Fees	42,426.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,443.00	0.00	0.00	0.00	0.00	60,869.90
General Operating Expenses	45,361.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,361.65
Utilities	40,243.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,243.55
Equipment and Maintenance	12,590.34	0.00	185.63	0.00	0.00	0.00	0.00	0.00	204.02	0.00	0.00	0.00	0.00	0.00	0.00	13,979.99
Street and Stormwater	0.00	0.00	0.00	3,426.13	0.00	0.00	0.00	0.00	(204.02)	0.00	0.00	0.00	0.00	0.00	0.00	13,122.11
Park and Events	3,535.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,535.31
Miscellaneous	3,024.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	294,304.72	0.00	0.00	0.00	0.00	297,329.42
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	411,886.84	0.00	185.63	3,426.13	0.00	312,747.72	9,900.00	738,146.32								
Adjustments																
Increase / (Decrease) in Refundable Bond Deposits	1,060.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,060.00
Total Adjustments	1,060.00	0.00	0.00	0.00	0.00	0.00	0.00	1,060.00								
Ending Cash	\$ 2,000,832.86	\$ 1,206,234.22	\$ 274,768.43	\$ 478,140.31	\$ 263,589.91	\$ 821,443.18	\$ 138,012.75	\$ 5,183,000.00								

Item D, Section VIII, Item

CITY OF WESTWOOD, KANSAS

Supplementary Information



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 General Fund
 For The One and Seven Months Ended July 31, 2025 and July 31, 2024

	Month Ending 07/31/2025	Year To Date 07/31/2025	Year To Date 07/31/2024	Year Ending 12/31/2025	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Receipts					
Taxes	\$ 107,412.76	\$ 1,738,085.45	\$ 1,647,569.25	\$ 2,235,147.00	\$ (497,061.55)
Fees and Licenses	52,981.04	285,221.86	266,246.21	444,124.00	(158,902.14)
Building Permits	15,435.50	59,727.43	38,991.73	85,000.00	(25,272.57)
Intergovernmental	28,838.16	213,767.85	190,157.00	372,500.00	(158,732.15)
Fines	11,722.50	70,415.50	63,742.00	100,000.00	(29,584.50)
Reimbursements	0.00	30,759.42	4,789.47	0.00	30,759.42
Interest Earnings	3,247.33	40,177.38	31,756.66	50,000.00	(9,822.62)
Miscellaneous	526.17	20,005.78	5,617.78	5,250.00	14,755.78
Total Receipts	<u>220,163.46</u>	<u>2,458,160.67</u>	<u>2,248,870.10</u>	<u>3,292,021.00</u>	<u>(833,860.33)</u>
Expenditures					
General Overhead					
Salary & Benefits	3,829.20	23,074.40	21,549.75	50,400.00	(27,325.60)
Employee Expenses	0.00	4,215.16	3,824.33	14,000.00	(9,784.84)
Professional Fees	27,635.29	158,248.95	202,856.64	270,750.00	(112,501.05)
General Operating Expenses	21,095.23	33,376.34	42,858.95	1,145,350.00	(1,111,973.66)
Utilities	31,756.26	138,590.27	124,149.65	289,753.00	(151,162.73)
Equipment and Maintenance	0.00	125.30	0.00	0.00	125.30
Street and Stormwater	0.00	(78.52)	0.00	0.00	(78.52)
Park and Events	3,535.31	12,250.31	5,481.94	14,500.00	(2,249.69)
Miscellaneous	3,024.70	57,624.72	50,346.24	50,000.00	7,624.72
Intergovernmental	0.00	0.00	0.00	20,000.00	(20,000.00)
Interfund Transfers	0.00	0.00	50,000.00	383,487.00	(383,487.00)
Total General Overhead	<u>90,875.99</u>	<u>427,426.93</u>	<u>501,067.50</u>	<u>2,238,240.00</u>	<u>(1,810,813.07)</u>
Administrative					
Salary & Benefits	70,189.04	278,562.69	248,048.95	509,068.00	(230,505.31)
Employee Expenses	643.58	6,009.25	8,637.14	21,000.00	(14,990.75)
Professional Fees	6,842.08	45,425.24	23,001.74	50,000.00	(4,574.76)
General Operating Expenses	402.52	7,393.82	1,021.56	2,500.00	4,893.82
Interfund Transfers	0.00	0.00	5,000.00	5,000.00	(5,000.00)
Total Administrative	<u>78,077.22</u>	<u>337,391.00</u>	<u>285,709.39</u>	<u>587,568.00</u>	<u>(250,177.00)</u>
Public Works					
Salary & Benefits	66,563.98	309,560.38	232,681.20	490,793.00	(181,232.62)
Employee Expenses	479.30	3,647.72	5,824.60	8,200.00	(4,552.28)
Professional Fees	0.00	0.00	0.00	17,000.00	(17,000.00)
General Operating Expenses	743.23	7,862.52	10,855.88	27,550.00	(19,687.48)
Utilities	2,755.08	7,333.44	4,531.03	19,580.00	(12,246.56)
Equipment and Maintenance	7,957.08	42,525.18	32,491.34	60,500.00	(17,974.82)
Interfund Transfers	0.00	0.00	200,000.00	30,000.00	(30,000.00)
Total Public Works	<u>78,498.67</u>	<u>370,929.24</u>	<u>486,384.05</u>	<u>653,623.00</u>	<u>(282,693.76)</u>
Police					
Salary & Benefits	123,614.90	621,010.23	541,408.45	1,034,175.00	(413,164.77)
Employee Expenses	438.47	11,870.41	10,416.44	28,000.00	(16,129.59)

See accountants' compilation report.

Created on 08/08/2025



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 General Fund
 For The One and Seven Months Ended July 31, 2025 and July 31, 2024

	Month Ending 07/31/2025	Year To Date 07/31/2025	Year To Date 07/31/2024	Year Ending 12/31/2025	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Professional Fees	7,949.53	15,326.90	8,906.23	51,900.00	(36,573.10)
General Operating Expenses	23,120.67	46,995.41	36,846.74	72,100.00	(25,104.59)
Utilities	512.72	1,790.28	1,812.62	4,500.00	(2,709.72)
Equipment and Maintenance	1,643.77	7,793.02	8,178.26	12,000.00	(4,206.98)
Park and Events	0.00	1,100.00	1,229.46	1,500.00	(400.00)
Interfund Transfers	0.00	0.00	70,000.00	30,000.00	(30,000.00)
Total Police	157,280.06	705,886.25	678,798.20	1,234,175.00	(528,288.75)
Parks & Rec					
General Operating Expenses	0.00	0.00	904.95	3,000.00	(3,000.00)
Utilities	5,219.49	11,608.81	9,582.93	30,000.00	(18,391.19)
Equipment and Maintenance	2,989.49	3,069.62	2,258.28	10,000.00	(6,930.38)
Park and Events	0.00	2,715.72	15,629.11	15,750.00	(13,034.28)
Total Parks & Rec	8,208.98	17,394.15	28,375.27	58,750.00	(41,355.85)
Non-Departmental					
Salary & Benefits	(1,054.08)	(2,122.32)	0.00	0.00	(2,122.32)
Total Non-Departmental	(1,054.08)	(2,122.32)	0.00	0.00	(2,122.32)
Total Expenditures	411,886.84	1,856,905.25	1,980,334.41	4,772,356.00	(2,915,450.75)
Receipts Over (Under) Expenditures	\$ (191,723.38)	\$ 601,255.42	\$ 268,535.69	\$ (1,480,335.00)	\$ 2,081,590.42

See accountants' compilation report.



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The One Month Ended July 31, 2025

	Other Funds					
	Capital Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund
	Month To Date 07/31/2025 Actual	Month To Date 07/31/2025 Actual	Month To Date 07/31/2025 Actual	Month To Date 07/31/2025 Actual	Month To Date 07/31/2025 Actual	Month To Date 07/31/2025 Actual
Receipts						
Taxes						
City Sales & Use Tax - Special	\$ 35,115.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Taxes	35,115.61	0.00	0.00	0.00	0.00	0.00
Restricted Fees						
State Hwy Maintenance	0.00	0.00	0.00	3,694.85	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	22,368.23	0.00
WV CID-2	0.00	0.00	0.00	0.00	12,924.17	0.00
Interest Earnings	(4,262.50)	(821.20)	(1,110.85)	0.00	(3,041.88)	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	30,853.11	(821.20)	(1,110.85)	3,694.85	32,250.52	0.00
Expenditures						
Professional Fees	0.00	0.00	0.00	0.00	18,443.00	0.00
Equipment and Maintenance						
Repairs & Maint Vehicles	0.00	(1,314.40)	0.00	0.00	0.00	0.00
Machinery & Equipment Purchase	0.00	1,500.03	0.00	0.00	0.00	0.00
Special Highway Maintenance	0.00	0.00	0.00	204.02	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	0.00	0.00	0.00	0.00	0.00	9,900.00
Special Highway Expense	0.00	0.00	0.00	(204.02)	0.00	0.00
Stormwater Expense	0.00	0.00	3,426.13	0.00	0.00	0.00
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	251,187.92	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	43,116.80	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	185.63	3,426.13	0.00	312,747.72	9,900.00
Receipts Over (Under) Expenditures	\$ 30,853.11	\$ (1,006.83)	\$ (4,536.98)	\$ 3,694.85	\$ (280,497.20)	\$ (9,900.00)

See accountants' compilation report.



City of Westwood, Kansas
Schedule of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The Seven Months Ended July 31, 2025

	Other Funds					
	Capital Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund
	Year To Date 07/31/2025 Actual	Year To Date 07/31/2025 Actual	Year To Date 07/31/2025 Actual	Year To Date 07/31/2025 Actual	Year To Date 07/31/2025 Actual	Year To Date 07/31/2025 Actual
Receipts						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,193.29
City Sales & Use Tax - Special	221,716.49	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	723.83
Restricted Fees						
Stormwater Utility Fee	0.00	0.00	235,531.24	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	11,074.35	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	22,141.36	0.00	0.00
WV Ad Valorem Tax	0.00	0.00	0.00	0.00	517,311.61	0.00
WV CID-1	0.00	0.00	0.00	0.00	149,767.27	0.00
WV CID-2	0.00	0.00	0.00	0.00	81,179.44	0.00
Interest Earnings	10,579.14	4,126.01	1,362.76	0.00	6,852.55	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	232,295.63	4,126.01	236,894.00	33,215.71	755,110.87	20,917.12
Expenditures						
Professional Fees	0.00	0.00	0.00	0.00	70,883.00	0.00
Equipment and Maintenance						
Machinery & Equipment Purchase	0.00	61,566.81	0.00	0.00	0.00	0.00
State Highway Maintenance	0.00	0.00	0.00	57.86	0.00	0.00
Special Highway Maintenance	0.00	0.00	0.00	204.02	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	0.00	0.00	0.00	0.00	0.00	19,800.00
Stormwater Expense	0.00	0.00	11,058.17	0.00	0.00	0.00
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	517,311.61	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	148,273.52	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	33,843.76
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	61,566.81	11,058.17	261.88	736,468.13	53,643.76
Receipts Over (Under) Expenditures	\$ 232,295.63	\$ (57,440.80)	\$ 225,835.83	\$ 32,953.83	\$ 18,642.74	\$ (32,726.64)

See accountants' compilation report.



City of Westwood, Kansas
 Summary of Expenditures - Actual and Budget
 Regulatory Basis
 For The Seven Months Ended July 31, 2025

	Certified Budget	Expenditures Chargeable to Current Year	Difference Over/(Under)
Expenditures			
General Fund	\$ 4,772,356.00	\$ 1,856,905.25	\$ (2,915,450.75)
Capital Improvements Fund	\$ 723,382.00	\$ 0.00	\$ (723,382.00)
Equipment Reserve Fund	\$ 88,250.00	\$ 61,566.81	\$ (26,683.19)
Stormwater Fund	\$ 169,516.00	\$ 11,058.17	\$ (158,457.83)
Special Highway Fund	\$ 200,000.00	\$ 261.88	\$ (199,738.12)
Woodside TIF/CID Fund	\$ 768,677.00	\$ 736,468.13	\$ (32,208.87)
Debt Service Fund	\$ 436,688.00	\$ 53,643.76	\$ (383,044.24)
Total Expenditures	\$ 7,158,869.00	\$ 2,719,904.00	\$ (4,438,965.00)

Item D. Section VIII, Item

See accountants' compilation report.

COUNCIL ACTION FORM

Meeting Date: August 14, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Ordinance No. 1049 authorizing the codification of ordinances and Ordinance No. 1050 adopting and enacting a new code for the City of Westwood, Kansas

Background/Description of Item

Recodification is the process by which all adopted ordinances (and modern, current State and Federal laws, where applicable) are integrated into a City's Codebook so that the Codebook reflects the current and comprehensive laws of the City.

- In January 2023, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
- In February 2024, City staff received the Code sections for review and from there worked with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.
- In July 2024, the Planning Commission reviewed and provided input and changes to the Zoning Ordinance (Chapter 16 of the City Code)
- In October 2024, the City role in review of the Code sections concluded and CivicPlus began finalizing the Code for consideration and adoption by the Governing Body.
- In June 2025, CivicPlus provided the final Code document and ordinance for adoption of the recodification. Once CivicPlus receives the Council-approved ordinance, they will activate the online searchable City Code on the City's website.

Staff Comments/Recommendation

The intent of recodification is housekeeping, to ensure consistency and legality of the code provisions and to address any confusion or conflicting elements of the code.

The following is a summary of the notable edits to the Zoning Ordinance, advanced by City Council in March and April 2024 and by Planning Commission in July 2024 relating only to Chapter 16 re: zoning regulations:

General

- Fees have been separated out from the City Code and included in a master fee schedule, adopted by the City Council and reviewed annually
- Code has been updated generally to reflect current organizational structure

Chapter 1: Administration

- No notable changes

Chapter 2: Animal Control and Regulation

- Discontinuation of pet licensing program; continuation of pet vaccination requirement

Chapter 3: Beverages

- No notable changes

Chapter 4: Buildings and Construction

- Chapter to be updated at least every six years when new code sets are adopted. Chapter last revised in 2021 and 2022 with adoption of 2018 ICC code set; set to be updated again in Fall 2025 with adoption of 2024 ICC code set.

Chapter 5: Business Regulations

- Remove requirement that City-licensed massage therapists carry a City-issued ID card
- Reflect City's participation in County-administered tow rotation system

Chapter 6: Elections

- No notable changes

Chapter 7: Fire

- No notable changes

Chapter 8: Health & Welfare

- Except native grasses as approved on lists maintained by the county or the county's extension office from nuisance definition
- Allow compost systems, so long as maintained in the back yard
- Allow the City to remove trees on public or private property if it's deemed to be hazardous, not only if it meets the definition of dead or diseased
- Add requirement that refuse bins be placed in such a way as to avoid impeding pedestrian or vehicle traffic
- Add requirement that at least one off-street parking space per property is required for occupied dwellings
- Increase clearance of trees over streets from 12 to 14 feet (requirement remains 8 feet over sidewalks)

Chapter 9: Municipal Court

- Allow remote/virtual court appearances under certain conditions

Chapter 10: Police

- Change fee structure for repeated false alarms, requiring police personnel response

Chapter 11: Public Offenses

- No notable changes

Chapter 12: Public Property

- Remove process for allowing camping on public grounds

Chapter 13: Public Rights-of-Way

- No notable changes

Chapter 14: Traffic

- Whereas two-hour on-street parking is currently permitted overnight, prohibit on-street parking completely between midnight and 6 AM. This change will allow the Police Department to enforce the heretofore effective prohibition of overnight parking currently in place. (Notably, the City's restrictions on overnight parking have been in place since 1953.)

Chapter 15:

- No notable changes

Chapter 16: Zoning

- Cleaning up 4.3.12 to be consistent with RV parking regulations in 14-217, which also covers this topic

A clean version of the draft for adoption is included in this July 2025 meeting packet. To view changes from Spring 2024, which were used by CivicPlus to build the recodification in tonight's meeting packet, [click here for Chapters 1-7 and 9](#) and [click here for Chapters 8 and 10-16](#).

At its regular meeting on July 7, 2025, the Planning Commission reviewed Chapter 16 and directed staff to schedule a public hearing on August 4, 2025 to formally consider the edits and prepare this chapter – as well as all other chapters of the City Code – for adoption by City Ordinance by the Governing Body. On July 11th, the City Council reviewed the prepared recodified City Code and direct City staff to hold the public hearing on Chapter 16, which took place on August 4th. [Click here for the recodified Chapter 16, reviewed and advanced by the Planning Commission on July 7, 2025.](#)

Two individuals addressed the Planning Commission during the public hearing. Their comments are summarized below:

Ben Hobert, 2208 W. 49th St., Westwood Hills, KS – stated that since a complete and final redline of amendments to the City Code haven't been provided, that notice of the public hearing [on Chapter 16 – Zoning] should be deemed invalid. Hobert also cited concerns with the structure of Article 2 – Definitions and expressed an opinion that provisions regulating trailers (and recreational vehicles) are too restrictive in some ways but not tight enough in other ways.

Vicki Ross, 4925 Mission Rd – shared concerns with not having a final redline of amendments to the City Code, acknowledged what a big undertaking it is to recodify, and also expressed concern with the operability of provisions regulating trailers (and recreational vehicles).

No other comments were received and the public hearing was closed. City staff addressed some of the concerns cited during the public hearing and noted that CivicPlus (Municode) is a preeminent provider of recodification services and – although staff had requested final and full redlines – the contracted service provider only provides the recodification documents in the form that staff has posted in the meeting packets (linked above). City staff is not aware of any other clients of CivicPlus receiving legal challenges to recodification due to not providing a full and final redline for a public hearing in jurisdictions where a public hearing is required.

Regarding regulating parking of trailers and recreational vehicles, Ms. Ross provided input to the Planning Commission in July 2024 on this topic and, at that time, City staff conducted research into the regulations of neighboring jurisdictions to better prepare the Planning Commission to develop its recommendation for Westwood. [Ms. Ross' comments – as well as the work product of the Codes Administrator – are included in the minutes of July 1, 2024 Planning Commission meeting, linked here.](#) The Planning Commission took Ms. Ross' comments and concerns into consideration when developing the language of the text amendment to that provision.

City staff recommends adoption by ordinance of the recodified City Code.

Budget Impact

None

Suggested Motions

I move to approve Ordinance No. 1049 authorizing the codification of ordinances of the City of Westwood, Kansas.

I move to approve Ordinance No. 1050 adopting and enacting a new code for the City of Westwood, Kansas.

ORDINANCE NO. 1049

AN ORDINANCE AUTHORIZING THE CODIFICATION OF ORDINANCES OF THE CITY OF WESTWOOD, KANSAS.

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

SECTION 1. The Codification of city ordinances by CivicPlus is hereby authorized.

SECTION 2. This Ordinance shall take effect and be in force from and after its passage, approval, and publication in the official city newspaper.

PASSED by the Governing Body this 14th day of August, 2025.

APPROVED by the Mayor this 14th day of August, 2025.

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

Approved as to form:

Ryan B. Denk, City Attorney

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the governing body, held on the 14th day of August, 2025.

Abby Schneweis, City Clerk

ORDINANCE NO. 1050

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF WESTWOOD, KANSAS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

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

SECTION 1. The Code entitled "Code of the City of Westwood, Kansas," published by CivicPlus, LLC, is adopted.

SECTION 2. All ordinances of a general and permanent nature enacted on or before April 11, 2024, and not included in the Code or recognized and continued in force by reference therein, and which are not charter ordinances, are repealed.

SECTION 3. The repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

SECTION 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine not exceeding \$1,000.00, a definite term of imprisonment for not more than 179 days, or any combination thereof. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory

ordinance. In addition to the penalty prescribed above, the City may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

SECTION 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the City to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

SECTION 6. Ordinances adopted after April 11, 2024, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

SECTION 7. The adoption of the Code as herein described has been authorized by Ordinance No. 1049, adopted August 14, 2025.

SECTION 8. This Ordinance shall take effect and be in force from and after its passage, approval, and publication in the official city newspaper.

PASSED by the Governing Body this 14th day of August, 2025.

APPROVED by the Mayor this 14th day of August, 2025.

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

Approved as to form:

Ryan B. Denk, City Attorney

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the governing body, held on the 14th day of August, 2025.

Abby Schneweis, City Clerk

COUNCIL ACTION FORM

Meeting Date: August 14, 2025
Staff Contact: Curt Mansell, Police Chief

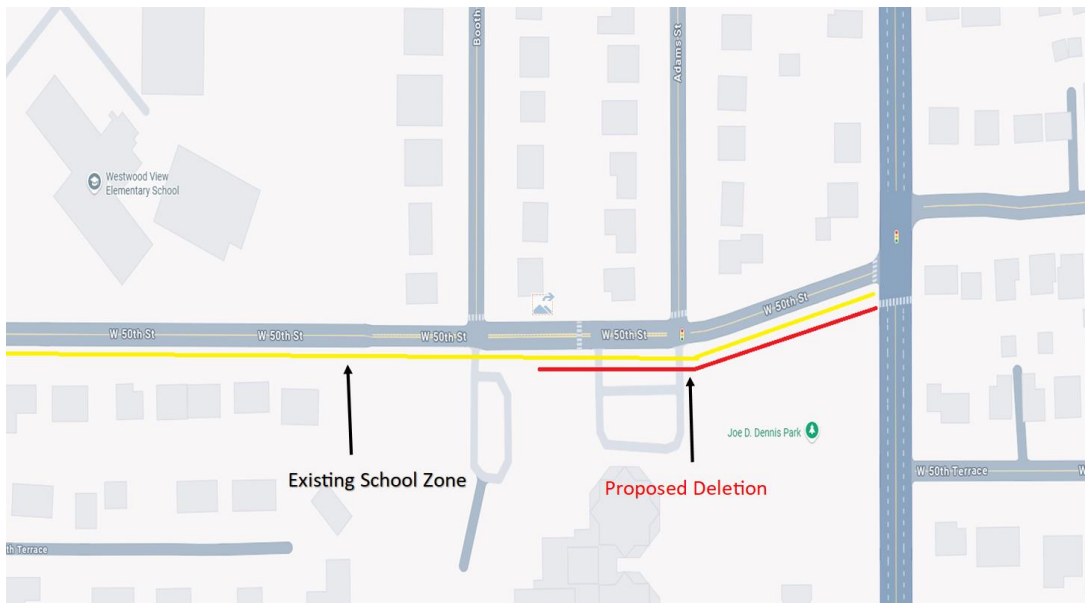
Agenda Item: Consider Ordinance No. 1051 modifying school zones

Background/Description of Item

The streets near schools, as well as those along primary walking routes to and from any school, are critical public infrastructure. Safety of children and others using school facilities is paramount. The new Westwood View Elementary opened in August 2022. At that time, it was determined that there would need to be new/modified ordinance(s) regarding required school zones. Ordinances were modified to include the new requirements. However, parts of the existing school zones from the old Westwood View were left in place in anticipation of Rushton Elementary utilizing the building on a temporary basis, which occurred from August 2022 through May 2024. In May 2025, the Shawnee Mission School District submitted application to the City for a demolition permit of the school building and demolition activities are underway. This action removes any school zones not applicable to the current Westwood View Elementary building, located west of the former building.

Staff Comments/Recommendation

The Manual on Uniform Traffic Control Devices (MUTCD) recommends school zones extend two hundred ft. (200') to two hundred-fifty feet (250') in all directions as measured from the nearest property line of a school. The illustration below illustrates the modification of the school zone currently in place on 50th Street east of Belinder Ave. The noted proposed deletion would bring the City's school zones into alignment with MUTCD recommendations.



A school zone currently exists on W. 50th Street from Rainbow Boulevard to Norwood St. in both directions as established in August 2022 per Westwood City Code 14-102 (c). With the old Westwood View school now permanently closed, a eastern portion of the existing school zone should be removed. The new modified school zone will now encompass both directions of travel on W. 50th St. at a point starting at Norwood St.

moving east to a point two hundred-fifty (250) feet east of the eastern most property line of Westwood View Elementary School.

Item A. Section X, Item

Budget Impact – N/A

Suggested Motion

I move to approve Ordinance No. 1051 modifying school zones.

ORDINANCE NO. 1051

AN ORDINANCE AMENDING SECTION 14-102(C) RELATING TO SPEED LIMITS WITHIN SCHOOL ZONES.

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

SECTION 1. That Chapter 14, Article 1, Section 14-102(c) of the Westwood City Code is hereby amended to read as follows:

- (c) Twenty miles per hour between the hours of 7:30 a.m. and 4:30 p.m. of any day school is in session upon 50th Street from a distance beginning 475 feet west of Rainbow Boulevard to Norwood Street and from the north property line of the address at 4914 Belinder Avenue to the southernmost intersection of W. 50th Terrace.

SECTION 2. That Chapter 14, Article 1, Section 14-102(c) of the Westwood City Code, to the extent inconsistent with the above, is hereby repealed.

SECTION 3. This Ordinance shall take effect and be in force from and after its passage, approval, and publication in the official city newspaper.

PASSED by the Governing Body this 14th day of August, 2025.

APPROVED by the Mayor this 14th day of August, 2025.

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

APPROVED AS TO FORM:

Ryan B. Denk, City Attorney

COUNCIL ACTION FORM

Meeting Date: August 14, 2025

Staff Contact: John Sullivan

Agenda Item: Consider Resolution adopting the revised Manual of Infrastructure Standards

Background/Description of Item

The 2008 recodification of the City ordinances included reference under Chapter 13-105 Administration (c) "The city's public works director, or his or her designee, shall administratively develop infrastructure policies and practices to regulate and govern construction within and the use of the rights-of-way." The Manual of Infrastructure Standards was created and adopted with the 2008 recodification. The document was meant to be adopted by resolution for subsequent changes which the first changes occurred on June 8, 2017, by Resolution #60-2017.

Staff Comments/Recommendation

To coincide with the current recodification effort the Manual of Infrastructure Standards has been updated to reflect very minor changes with the most significant being the update of the Westwood Standard Details that are drawings of specific construction methods related to the items found in the Rights-of-Way.

Staff recommend Council adoption of Resolution 146-2025, Manual of Infrastructure Standards.

Suggested Motion

I move to adopt Resolution 146-2025, Manual of Infrastructure Standards.

RESOLUTION NO. 146-2025

**A RESOLUTION OF THE CITY OF WESTWOOD, KANSAS,
APPROVING AND ADOPTING UPDATED AND AMENDED MANUAL OF
INFRASTRUCTURE STANDARDS.**

WHEREAS, the City of Westwood is the chief steward of the public rights-of-way and possesses a duty to its citizens to manage the rights-of-way and incursions into the rights-of-way in recognition that the right-of-way is a limited resource, to balance the needs of all users of the public rights-of-way, to minimize disruption, visual impact or inconvenience to the public, and to preserve and promote the public health, safety, and welfare; and

WHEREAS, the City of Westwood has authorized the Public Works Director to develop a Manual of Infrastructure Standards to administratively regulate and govern construction within and the use of the rights-of-way, provide building and operational standards regarding use, excavation and restoration of the rights-of-way, and protect the public health, safety, and welfare; and

WHEREAS, the Manual of Infrastructure Standards must be amended from time to time to ensure compliance with evolving standards, including but not limited to construction, engineering, legal, and technological standards.

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

Section 1. Adoption of Manual of Infrastructure Standards. The City hereby adopts the amended Manual of Infrastructure Standards (“MIS”), attached hereto as Exhibit A, as its official policy and procedure with respect to the administrative enforcement regarding the issuance of permits, use, management, design standards, requirements, and restoration of the Public Rights-of-Way within the City of Westwood, Kansas. The provisions of the MIS attached hereto as Exhibit A are hereby incorporated herein by reference and are made a part hereof, as if fully set out in this Resolution. Said Manual of Infrastructure Standards shall be subordinate to Westwood Municipal Code, Chapter XIII, Public Rights-of-Way, and shall provide guidance and direction to City Officials and right-of-users and applicants with regard to the technical standards and requirements for the use and occupancy of the public rights-of-way within the City of Westwood, Kansas.

Section 2. Further Authority. The officers, agents, and employees of the City, including the Public Works Director, shall be, and they hereby are, authorized and directed to take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution, and to carry out, comply with and perform the duties of the City with respect to the Manual of Infrastructure Standards.

Section 3. Copies to be Made Available for Public Inspection. At least one copy of the MIS shall be marked or stamped “official copy as incorporated by Resolution No. 146-2025” and to which shall be attached a copy of this incorporating resolution. Such official copy of the MIS along with this incorporating resolution shall be filed with the city clerk to be open to inspection and available to the public at all reasonable hours.

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately after its passage by the City Council.

THIS RESOLUTION IS ADOPTED by the Governing Body of the City of Westwood, Kansas, this 14th day of August, 2025.

CITY OF WESTWOOD, KANSAS

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

(Seal)

APPROVED AS TO FORM ONLY:

Ryan Denk, City Attorney

Manual of Infrastructure Standards



*City of Westwood, Kansas
Public Works Department
Adopted August 14, 2025
Resolution Number 146-2025*

Manual of Infrastructure Standards

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Manual of Infrastructure Standards

Definitions

For purposes of this Manual, the following words or phrases shall have the meaning given herein:

1. **AB-3** is a material designation for a graded combination of limestone aggregate.
2. **Abandoned Facilities** means those facilities owned by the ROW user that are not in use and will not be utilized by the owner in the future.
3. **AE** shall mean air-entrained as it pertains to concrete and percentage of air-entrained admixture.
4. **Affiliate** means any person controlling, controlled by or under the common control of a *service provider*.
5. **AIMS** shall mean Johnson County Automated Information Mapping System.
6. **Antenna** means communications equipment that transmits or receives electromagnetic radio signals used in the provision of services.
7. **Applicant** means any person requesting permission to occupy, lease or operate facilities using the right-of-way, or to excavate the right-of-way.
8. **APWA Specifications** means The American Public Works Association Specifications and Criteria, current edition.
9. **Area of Influence** means that area around a street excavation where the pavement and sub-grade is impacted by the excavation and is subject to more rapid deterioration.
10. **Arterial Street** shall be designated as Shawnee Mission Parkway, State Line Road, Rainbow Boulevard, West 47th Street, and Mission Road within the City of Westwood.
11. **ASTM** shall mean American Society for Testing and Materials, also known as ASTM International.
12. **ATSSA** shall mean American Traffic Safety Services Association.
13. **Backhaul** means communication and network infrastructure, including wireless communication data facilities, responsible for transporting communication data to and from end users or nodes to the central network or infrastructure.
14. **Base Station** means a station that includes a structure that currently supports or houses an antenna, transceiver, coaxial cables, power cables or other associated equipment at a specific site that is authorized to communicate with mobile stations, generally consisting of radio transceivers, antennas, coaxial cables, power supplies and other associated electronics. “Base Station” does not mean a tower or equipment associated with a tower and does not include any structure that, at the time the relevant application is filed with the authority, does not support or house wireless communication equipment or facilities.
15. **BMPs** shall mean Best Management Practices.
16. **City** means the City of Westwood, Kansas, a municipal corporation and any duly authorized representative of that City.

17. **Clear Zone** means the total roadside border area, starting at the edge of the traveled way, available for use by errant vehicles.
18. **Collector Street** shall be designated as Belinder Avenue, West 47th Place and West 50th Street within the City of Westwood.
19. **Collocation** means the mounting or installation of communication facilities on a building, structure, wireless support structure, tower, utility pole, base station or existing structure for the purpose of transmitting or receiving radio frequency signals for Services.
20. **Construct** means and includes construct, install, erect, build, affix or otherwise place any fixed structure or object, in, on, under, through or above the right-of-way.
21. **Day** means calendar day unless otherwise specified.
22. **Public Works Director** shall mean the person with that title as designated by the City of Westwood. Furthermore, it may also be the person designated by the Public Works Director.
23. **Eligible Facilities Request** means any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station involving: (a) collocation of new transmission equipment; or (b) removal of transmission equipment; or (c) replacement of transmission equipment.
24. **Emergency** means a condition that (a) poses a clear and immediate danger to life or health or of a loss of property; or (b) requires immediate repair or replacement in order to restore service to a user.
25. **EPA** shall mean the Environmental Protection Agency.
26. **Excavate** means and includes any cutting, digging, excavating, tunneling, boring, grading or other alteration of the surface or subsurface material or earth in the right-of-way.
27. **Excavation Fee** means the fee charged by the City for each street or pavement cut which is intended to recover the costs associated with construction and repair activity of the ROW-user and its contractors and/or subcontractors.
28. **FCC** means Federal Communications Commission.
29. **Facility** means lines, pipes, irrigation systems, wires, cables, conduit facilities, ducts, poles, towers, vaults, pedestals, boxes, appliances, antennas, transmitters, gates, meters, appurtenances, or other equipment.
30. **Governing Body** means the Mayor and the City Council of the City of Westwood, Kansas.
31. **Governmental Entity** means any county, township, city, town, village, school district, library district, road district, drainage or levee district, sewer district, water district, fire district or other municipal corporation, quasi-municipal corporation or political subdivision of the State of Kansas or of any other state of the United States and any agency or instrumentality of the State of Kansas or of any other state of the United States or of the United States.
32. **HDD** shall mean Horizontal Directional Drilling.
33. **IMSA** shall mean International Municipal Signal Association.
34. **Kansas One-Call** is the statewide notification system established pursuant to the Kansas Underground Utility Damage Prevention Act, K.S.A. 66-1801, *et seq.*

35. **KCMMB Specifications** means The Kansas City Metro Materials Board Specifications, current edition.
36. **KCC** means the Kansas Corporation Commission.
37. **KDHE** means the Kansas Department of Health and Environment.
38. **KDOT** shall mean Kansas Department of Transportation.
39. **Local Street** shall be designated as all Streets within the City of Westwood with the exception of Mission Road, Belinder Avenue, Rainbow Boulevard, State Line Road, Shawnee Mission Parkway, West 47th Place, West 50th Street and West 47th Street.
40. **MSDS** shall mean Material Safety Data Sheet(s).
41. **MUTCD** means the latest edition of the Federal Highway Administration's Manual on Uniform Traffic Control Devices.
42. **NPDES** shall mean the National Pollution Discharge Elimination System.
43. **OSHA** shall mean Occupational Safety and Health Administration.
44. **Pavement** means and includes Portland cement concrete pavement, asphalt concrete pavement, asphalt treated road surfaces and any aggregate base material, including, but not limited to, any material used or approved by the City of Westwood in street resurfacing.
45. **Permit and Inspection Fee** means the fee charged by the City to recover its cost incurred for right-of-way management including, but not limited to, costs associated with registering applicants; issuing, processing, and verifying right-of-way permit applications; inspecting job sites and restoration of improvements; determining the adequacy of right-of-way restoration; revoking right-of-way permits and, other costs the City may incur in managing the provisions of this Ordinance.
46. **Permittee** means any person to whom a right-of-way permit is issued to excavate a right-of-way.
47. **Person** means any natural or corporate person, business association or business entity including, but not limited to, a partnership, a sole proprietorship, a political subdivision, a public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or any other legal entity.
48. **Public Improvement** means any project undertaken by the City for the construction, reconstruction, maintenance, or repair of any public infrastructure, and including without limitation, streets, alleys, bridges, bikeways, parkways, sidewalks, sewers, drainage facilities, traffic control devices, streetlights, public facilities, parks, public easements, recreational facilities, irrigation system, public improvements, public buildings or public lands.
49. **Public Lands** means any real property of the City or any interest therein that is not right-of-way.
50. **Public Works Director** means the Public Works Director of Westwood, Kansas, or his or her authorized representative.
51. **Registration** means the application process of a service provider, the approval of the application by the City, and the authorization of the service provider to use

- any portion of the right-of-way within the City to provide service both within and beyond the City limits.
52. **Repair** means the temporary construction work necessary to make the right-of-way or any public improvement therein useable.
 53. **Repair and Restoration Costs** means those costs associated with repairing and restoring the public right-of-way because of damage caused by the ROW-user and its contractors and/or subcontractors in the right-of-way.
 54. **Restoration** means the process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition, or better, that existed before the commencement of the work.
 55. **Right-of-Way or Rights-of-Way (herein also "ROW")** means the area on, below or above public streets, alleys, bridges and parkways and the areas immediately adjacent thereto dedicated to public use, i.e., dedicated roadway area.
 56. **Right-of-Way Permit** means the authorization to excavate for the construction, installation, repair or maintenance of any type of facility within the right-of-way.
 57. **Routine Service Operation** means a work activity that makes no material change to the facilities and does not disrupt traffic.
 58. **ROW** shall mean right-of-way.
 59. **ROW-User** means a person, its successors and assigns, that uses the right-of-way for purposes of work, excavation, provision of services, or to install, construct, maintain, repair facilities thereon, including, but not limited to, landowners (residents) and service providers. A ROW-user shall not include ordinary vehicular or pedestrian traffic or any governmental entity that has entered into an agreement pursuant to K.S.A. 12-2901, *et seq.*, with the City regarding the use and occupancy of the City's right-of-way.
 60. **Service** means a commodity provided to a person by means of a system such as a delivery system that is comprised of facilities located or to be located in the right-of-way, including, but not limited to, gas, telephone, cable television, Internet services, Open Video Systems, wireless services, alarm systems, steam, electric, water, telegraph, data transmission, petroleum pipelines, or sanitary sewers.
 61. **Service Provider** means any person owning, possessing or having an interest in facilities in the right-of-way that are used for the provisions of a service for or without a fee; provided, that this definition shall also include persons owning, possessing, or having an interest in facilities in the right-of-way that are used by, may be used by or are intended for use by another person, in whole or in part, to provide a service for or without a fee, regardless of whether the actual facility owner provides any service as defined herein.
 62. **Small Cell Facility** means a wireless facility that meets both of the following qualifications: (a) Each antenna is located inside an enclosure of no more six cubic feet in volume, or in the case of an antenna that has exposed elements, the antenna and all of the antenna's exposed elements could fit within an imaginary enclosure of no more than six (6) cubic feet; and (b) primary equipment enclosures that are no larger than seventeen (17) cubic feet in volume, or facilities comprised of such higher limits as the FCC has excluded from review pursuant to 54 U.S.C. 306108. Accessory facilities may be located outside the primary equipment and if so located, are not to be included in the calculation of equipment

- volume. Necessary facilities include, but are not limited to, any electric meter, concealment, telecommunications demarcation box, ground-based enclosures, back-up power systems, grounding equipment, power transfer switch, cut-off switch and vertical cable runs for the connection of power and other services.
63. **Small Cell Network** means a collection of interrelated small cell facilities designed to deliver wireless service.
64. **Standard Specifications** means the provisions of the Standard Specifications for State Road and Bridge Construction, Kansas Department of Transportation, current edition and special provisions.
65. **Stealth or Stealth Technology** means using the least visually intrusive facility by minimizing adverse aesthetic and visual impacts on the land, property, buildings and other facilities adjacent to, surrounding and the relative area as the requested location of a communications facility. This means ensuring that all antenna arrays, cables, and other accessory facilities used for the provision of wireless service or other service incapable of underground placement are not obtrusive or noticeably visible from adjacent properties or adjacent rights-of-way. Any accessory facilities mounted onto a tower or structure shall not project greater than one (1) foot, measured horizontally, from the surface or the tower or structure and shall be painted or screened with materials that are conforming or complementary color to the tower or structure. Cables shall be contained within the interior of the tower or structure and shall not be allowed to travel along the exterior of a tower or structure. In light of the ongoing and anticipated development of new technologies likely to change the components of communication facilities of all sorts, the Public Works Director may reasonably determine if communications facility or the components thereof are reasonably designed to meet the stealth guidelines. All such determinations shall be made in a competitively neutral, non-discriminatory manner in light of public health, safety and welfare.
66. **Street** means the pavement and sub-grade of a City residential, collector or Arterial roadway, excluding curbs, gutters, and portions adjacent to the pavement and sub-grade of a roadway that lie in a right-of-way.
67. **Substantial Modification** means a proposed modification to an existing wireless support structure or base station that will substantially change the physical dimensions of the wireless support structure or base station under the objective standard for substantial change, established by the FCC pursuant to 47 C.F.R. 1.40001.
68. **Tolerance Zone** shall mean the minimum acceptable horizontal and vertical separation between the existing utility and the proposed utility or structure.
69. **Tower** means any structure built for the sole or primary purpose of supporting any FCC licensed or authorized antennas and their accessory facilities including structures that are constructed for wireless services and the associated site.
70. **Transmission Equipment** means equipment that facilitates transmission of a wireless service licensed or authorized by the FCC including, but not limited to, radio transceivers, antennas, coaxial or fiber optic cable, and regular backup power supply. The term includes equipment associated with wireless services

- including, but not limited to, private, broadcast, and public safety services as well as unlicensed wireless services, such as microwave backhaul.
71. **USDA** shall mean the United States Department of Agriculture.
 72. **WB-1** means the traffic control device designation “Bump” as designated in the MUTCD.
 73. **Wireless Support Structure** means a freestanding structure, such as a monopole, guyed or self-supporting tower or other suitable existing or alternative structure designed to support or capable of supporting wireless facilities. Wireless support structure shall not include any telephone or electrical utility pole or any tower used for the distribution or transmission of electrical service.

1. General:

As stated in the Code of the City of Westwood, Kansas, all earth, materials, sidewalk, pavement, crossing, storm sewer, utilities, public improvements or improvements of any kind damaged or removed by the service provider shall be fully repaired and replaced promptly by the ROW –user at its sole expense and the reasonable satisfaction of the City. All repairs or restorative efforts shall begin within 72 hours upon completion of the repair or replacement of the utility. All restorative efforts not completed within 10 calendar days may be repaired or replaced by the City or a sub-contractor acting on behalf of the City and any costs incurred with the repairs or replacement shall be borne by the ROW –user. Upon determination by the Public Works Director, that such repair or replacement is necessary to protect public safety, all such repairs or replacement shall be commenced within twenty-four hours of written notice to make such repairs or replacement. If, after 24 hours, all such repairs and replacement have not begun, the City may make or cause to be made such repair or replacement, and the cost shall be borne by the ROW –user.

All construction materials shall conform to the references contained in this document, unless otherwise directed by the Public Works Director.

After any excavation, the permittee shall restore all portions of the right-of-way to the same condition or better condition that it was prior to the excavation.

All excavation, backfilling, restoration and replacement work shall be in accordance with the current Standard Details or Referenced Standard Details, on file in the office of the City Clerk. The Standard Details shall be adopted and amended by the Public Works Director with the consent of the Governing Body.

The Public Works Director may delegate any or all of his or her duties contained in this manual.

As allowed by the right-of-way management ordinance, penalties for violation of this regulation include stop work orders, revocation of permit, doubling fees for work without a permit, denial of future permits, and fines levied by the Municipal Court.

1.1. Applicability:

Uses of the right-of-way covered in this manual include the following:

- 1.1.1. Excavation, construction, repair, and maintenance of facilities (utilities) and streets, including drilling, jacking, tunneling, boring, pipe lining, pipe bursting, and other trenchless technologies.
- 1.1.2. Construction or reconstruction of driveways and driveway approaches or other entries from the right-of-way to private property.
- 1.1.3. Disruption or obstruction of the right-of-way associated with design, inspection, management, maintenance, adjustments or protection of facilities, regardless of the location of the facilities.
- 1.1.4. Placement of dumpsters on the right-of-way.
- 1.1.5. Oversize/overweight loads.
- 1.1.6. Other activities in or affecting the right-of-way.
- 1.1.7. Temporary Street Closures not affiliated with a ROW Permit.

1.2. Inspections:

For excavation permit activity in the right-of-way, permittee will notify the Public Works Director to schedule a minimum of two inspections. One

shall be in advance of the start of backfilling operations in any area within the right-of-way; and a second inspection shall occur upon completion of all right-of-way restoration activities, including concrete, asphalt, sod, or seed. If weather conditions are such that concrete, asphalt, sod, or seed work cannot be performed, permittee shall notify the Public Works Director after work is substantially complete except for weather dependent work. In such a case Permittee shall notify the Public Works Director to schedule a third inspection after all restoration work has been completed, including concrete, asphalt, sod, or seed. When all restoration work is completed to the reasonable satisfaction of the Public Works Director, the two-year maintenance period will begin.

Except in the event of an emergency, permittee shall notify the Director of Public Works a minimum of two working days in advance of any street closure. No such closure shall take place without notice and prior authorization from the City. **See also 1.3. "Notification of Emergency Services and Traffic Control"**.

In addition to the required scheduled inspections, the Director of Public Works may choose to inspect the on-going permitted work at any time to ensure that all requirements of the approved permit are being met.

1.3. Notification of Emergency Services:

The Westwood Police Department, Consolidated Fire District Number 2 and Johnson County Med-Act shall be notified in advance of any street closure. The Public Works Director will allow closing of streets only with prior approval at the time the permit is issued or in the event of an emergency. Appropriate contacts are as follows:

- 1.3.1. Westwood Police Department (Johnson County Sheriffs Dispatch, Non-Emergency) 913-780-0728.
- 1.3.2. Consolidated Fire District Number 2 and Johnson County Med-Act EMS (Non-Emergency) 913-432-1717.
- 1.3.3. Emergency for the entire above dial 911.

1.4. Utility Locates and Notification:

As a condition of the ROW permit, all existing utilities shall be located before any excavation begins. This can be done with the following phone numbers, which are listed on the application as well as the permit:

- 1.4.1. Kansas One-Call.....1-800-344-7233
- 1.4.2. Water District Number 1 of Johnson County.....913-895-1806

If utility locates have not been done, work will be shut down until locates have been completed.

2. Permits

2.1. Permit Required:

No regulated use will proceed without a current and valid permit issued by the City of Westwood, Kansas. Permit requests are performed electronically at: <https://www.westwoodks.org/building-and-planning/page/right-way-permits>. Application for permit shall be made three working days in advance of the start of work.

- 2.1.1. ROW-users performing routine service operations which do not require excavation in the right-of-way and do not disrupt traffic for more than four hours are not required to obtain a permit, except that activities or operations on Rainbow Boulevard, Shawnee Mission Parkway, Mission Road, State Line or West 47th Street shall not be exempt from obtaining a Routine Maintenance Disruption / Obstruction Annual Permit.
- 2.1.2. Any work performed within the road ROW on Shawnee Mission Parkway (US 56 Hwy.) or Rainbow Boulevard (US 169 Hwy.) is required to obtain a ROW permit from KDOT. When a ROW permit from KDOT has been issued, the Public Works Director will consider an application for a ROW permit for issuance from the City.
- 2.1.3. In an emergency, construction may proceed without a permit. Provided, however, that no backfilling or any other final covering or concealment of any work will take place until the Public Works Director has granted permission to do so. Further, in an emergency, a permit must be obtained within seventy-two hours.

2.2. Types of Rights-of-way Use Permits:

- 2.2.1. Driveway Approach Permit - for the installation of a new or replacement approach to a driveway or parking lot where an excavation within the public right-of-way is required, subject to the City's driveway and other regulations.
- 2.2.2. Individual Site Excavation Permit – for construction, maintenance or service at a single site or address.
- 2.2.3. Multiple Site Excavation Permit – for construction, maintenance or service that has multiple discrete locations in increments of 100 lineal feet. Multiple site permits will not be open ended. All sites must be identified at the time the permit is issued. All sites must be under the control of a single contractor.
- 2.2.4. Routine Maintenance Disruption/Obstruction Annual Permit – for routine maintenance or service activities that do not include cutting of pavement or excavation of the right-of-way. The replacement of damaged or obsolete poles in the same location and all work on the overhead lines themselves shall fall under the routine maintenance disruption/obstruction permit.
- 2.2.5. Dumpster Placement Permit – for placing or parking in the right-of-way a dumpster or other lawful types of containers for debris or waste holding 8 cubic yards or more.

2.2.6. Oversize/Overweight Loads Permit– for the transportation of oversize or overweight loads on the City of Westwood streets. Size limits are those set out in the City of Westwood’s traffic code.

2.2.6.1. Single Event - is for one-time movement of an oversized load.

2.2.6.2. Fixed Route - is for multiple vehicles between a single fixed destination and the designated connection to a State or Federal Highway.

2.2.7. Hauling Permit – for the hauling or moving of any earth, excavated rock, rubbish or used building materials, regardless of where it originated. A separate permit shall be required for each point of origination.

2.2.8. Temporary Road Closure Permit – for the temporary closing of roads or lanes related to construction that is related to non-ROW permits.

2.3. Fees and Time Limits:

Fees are listed in the Westwood Master Fee Schedule:

[CAFhttps://www.westwoodks.org/media/47362025 Fee Schedule 11142024.pdf](https://www.westwoodks.org/media/47362025_Fee_Schedule_11142024.pdf).

Time limits are calendar days for which the permit will be valid. Work, including temporary or final restoration, shall be complete within these times. More than one fee may be imposed.

3. Pre-construction Requirements

3.1. Sketch Submittal:

3.1.1. Driveway Approach and Individual Site Excavation Permit

Applications shall be accompanied by a location sketch.

Information shown shall include at a minimum:

- 3.1.1.1.** Scalable drawing showing extents of pavement, curb and sidewalk, building foundation, and a graphic scale and north arrow (such as shown on the plot plan for the property);
- 3.1.1.2.** The property address, permittee's name and phone number, labels for the adjacent street and an indication of the direction to and name of the nearest cross street;
- 3.1.1.3.** Location, size and material of proposed improvements;
- 3.1.1.4.** For an individual site excavation permit, the location of the existing utility mains and the location and presumed size of the excavation;
- 3.1.1.5.** Sketch shall be legible and line weights and styles, symbols and abbreviations shall be distinct and widely recognized by practitioners in the Kansas City Metropolitan Area.

3.1.2. Multiple Site Excavation Permits or Excavations Exceeding 100 Lineal Feet shall be accompanied by a location drawing prepared by a Kansas Licensed Professional Engineer. Information shown shall include at a minimum:

- 3.1.2.1.** Scalable drawing showing extents of pavement, curb and sidewalk, building foundation, and graphic scale and north arrow (such as shown on the plot plan for the property);
- 3.1.2.2.** The property address, permittee's name and telephone number, labels for the adjacent street and an indication of the direction to and name of the nearest cross street;
- 3.1.2.3.** Location, size and material of proposed improvements;
- 3.1.2.4.** The location of the existing utility mains and other subsurface structures, location and presumed size of the excavation;
- 3.1.2.5.** Drawing shall be legible and line weights and styles, symbols and abbreviations shall be distinct and widely recognized by practitioners in the Kansas City Metropolitan Area.

3.2. Design Review:

Construction affecting more than 100 lineal feet of right-of-way shall be subject to a design review.

- 3.2.1. Coordination: Applicant shall demonstrate that all registered service providers have had 14 days to review and comment on the plans and that such comments have been reasonably addressed.
- 3.2.2. Horizontal Separation: The horizontal separation between the facility and deeper utilities such as water, sanitary sewer or storm sewer shall be four foot or ½ of the deeper utilities' depth, whichever is greater.
- 3.2.3. Projects involving Horizontal Directional Drilling shall follow the design guidelines in Section 8.
- 3.2.4. Plan Content: the drawings shall include the following minimum content:
 - 3.2.4.1. Base map shall be scalable map showing extents of pavement, curb, sidewalk, above ground utility appurtenances and other above ground improvements.
 - 3.2.4.2. Show marked location of existing underground facilities. Underground facilities shall be marked from record drawings, visible above ground appurtenances, or by tracing electric signal in metallic line or tracer wire.
 - 3.2.4.3. Show accurate horizontal location of improvements including bulk dimensions of conduit, mains or other buried lines.
 - 3.2.4.4. Show vertical information where necessary to identify and avoid potential conflicts.
 - 3.2.4.5. Show property lines, right-of-way lines and construction limits.
 - 3.2.4.6. Show traffic control plan and erosion control plan.
- 3.2.5. Plan Presentation: Plans shall be neat, orderly, and legible and shall comply with the following format and content requirements:
 - 3.2.5.1. Employ distinct line types, symbols and notes to indicate different types of facilities. Include a drawing legend.
 - 3.2.5.2. Sheet size shall be a minimum 11" by 17" to a maximum 24" by 36".
 - 3.2.5.3. Name of facility owner and legend of symbols and abbreviations shall be on each sheet.

3.3. Preconstruction Documentation:

Document the existing conditions of the improvements along the route that are scheduled to remain. Provide copies of preconstruction photos or digital images to the City of Westwood on request. If no preconstruction documentation is performed and damage is discovered by the City, then the

Utility or contractor performing the work shall be required to replace the damaged area.

3.4. Notification:

Permittee shall provide notification to impacted property owners or tenants:

- 3.4.1. Who:** Applicants for individual site excavation permits and multiple site excavation permits must comply with these notification requirements. Driveway approach and routine maintenance permit applicants are exempted from notification requirements.
- 3.4.2. What:** Notice shall include:
 - 3.4.2.1.** The nature of the work and length of time delays and disruptions that may be expected.
 - 3.4.2.2.** Whether streets will be closed or remain open to traffic.
 - 3.4.2.3.** Whether any utilities will be out of service during construction.
 - 3.4.2.4.** The name and telephone number of the superintendent or project manager or person who has authority over the job site, schedule, workers and subcontractors on the worksite.
 - 3.4.2.5.** Subject to City of Westwood discretion for projects more than 100 linear feet of right-of-way, provide invitation and opportunity for residents and businesses to review project plans.
- 3.4.3. How:** Notice may be a door hanger, postcard or other written medium. The City of Westwood shall be given a copy of the notice and distribution list.
- 3.4.4. Where:** Notify all residents and businesses adjacent to the work on both sides of the street. If the street is completely closed for any portion of the work, contact all residents and businesses in the entire block.
- 3.4.5. When:** For projects affecting more than 100 linear feet of right-of-way notice shall be given a minimum of seven days prior to start of construction. If construction does not begin when stated on the notice, the notification process shall be repeated. For emergency work, notice shall be given as soon as practicable after start of work. For all other work, notice shall be given a minimum of 24 hours before start of work.

4. Safety:

4.1. Potholing:

- 4.1.1. Prior to excavating in the public rights-of-way, permittee must pothole to verify existing utilities when the following circumstances are present:
- 4.1.1.1. Whenever an excavation or bore, including one using trenchless technology except Cured-in-Place-Pipe or slip lining, will be within the tolerance zone of an existing underground facility.
 - 4.1.1.2. Whenever an excavation using trenchless technology except Cured-in-Place-Pipe or slip lining will parallel an underground facility within three feet of that facility, potholing is required every 100 feet.
 - 4.1.1.3. Whenever an excavation will be in the vicinity of an area of congested underground facilities.
 - 4.1.1.4. Whenever an excavation is within three feet of a hazardous or vital underground facility.
- 4.1.2. The preferred method of excavating a pothole is air vacuum excavation. When air vacuum excavation is not feasible, the preferred method of potholing is the use of water vacuum excavation or hand digging. When potholing, exposed underground facilities should be protected and supported. Potholes shall be backfilled in accordance with Sections 6 & 7.
- 4.1.3. If potholing reveals incorrectly located lines, permittee must report discrepancy to the facility owner and Kansas One Call along with proper location information.

4.2. Locates:

Prior to excavation permittee shall call for locates pursuant to Kansas One-Call.

4.3. Clothing:

Workers in the right-of-way shall wear a shirt, vest or jacket that is orange, yellow green or fluorescent versions of these colors. For nighttime work, outer garments shall be retroreflective.

4.4. Safety Officer:

Permittee shall identify a safety officer, and 24-hour contact numbers, with job site responsibilities to oversee compliance with all safety regulations. The Safety Officer shall be on 24-hour call.

4.5. Trench Safety:

U.S. Department of Labor, OSHA has standards for excavations and trenches that may affect the work.

4.6. Hazardous Material Spills:

Permittee shall comply with all KDHE, EPA, and the City of Westwood Spill Response Plan for reporting spills of hazardous materials, including fuels and other equipment maintenance fluids.

4.7. Open Excavation Protection:

If an excavation cannot be backfilled immediately and will be left unattended, the excavation shall be enclosed with orange safety fencing material, which is properly secured around the excavation. In addition, all trenches and other excavations shall be provided with suitable barriers, signs, lights, or other traffic control devices to the extent that adequate protection is provided to the public against accidents because of such open construction. No excavation shall be left unattended in excess of seventy- two hours, without permission from the Public Works Director.

4.8. Traffic Control:

Permittee must provide adequate traffic control for any permitted activity that obstructs any part of the roadway pavement. Traffic Control Devices and Flaggers shall be provided to maintain traffic in a safe, orderly manner. All traffic control devices and flagging operations shall conform to the latest editions of the MUTCD, the “State of Kansas Traffic Control Handbook for Flaggers”, and all traffic control devices must adhere to the ATTSA Publication, “Quality Standards for Work Zone Traffic Control Devices”, and APWA Section 2305 “Maintenance of Traffic”.

All barricades, signs, lights, and other protective devices shall be installed and maintained in conformity with applicable statutory requirements and other legal requirements and, where within KDOT State Highway right-of-way, as required by the authority having jurisdiction there over. Obstructions requiring traffic control include but are not limited to workers adjacent to or in the roadway, excavations, equipment maneuvering areas, stored materials, spoil stockpiles, any stationary equipment that is a source of construction activity such as delivery trucks, tool trucks, lifts, excavators, and unoccupied parked maintenance equipment, except where parked entirely within permitted parking zones, and any other area or activity that present a potential conflict with the traffic operations of the roadway.

4.8.1. Installer Qualifications: Individuals designing, placing and maintaining traffic control devices shall have adequate training and have a basic understanding of the principles established by the MUTCD.

4.8.2. Traffic Safety Resources: The Permittee shall either:

4.8.2.1. Have on staff a work zone traffic safety officer who has either an ATTSA traffic control technician certification or IMSA Certification in work zone

traffic safety and who has oversight responsibility of traffic control and work zone safety, or;

- 4.8.2.2.** Contract all traffic control setup, maintenance and removal to a firm specializing in traffic control that has a technician on each crew that has either an ATTSA traffic control technician certification or IMSA certification in work zone traffic safety.
- 4.8.3.** All traffic devices shall conform to the MUTCD and shall be placed in conformance with the principles described in the MUTCD. A detailed traffic control plan shall be required prior to issuance of a permit, for any lane closure on an Arterial or collector street. It shall be unlawful for any person without proper authority to move or remove traffic control devices, warning devices or other protective devices.
- 4.8.4.** All traffic control devices shall be removed immediately upon elimination of the roadway obstacle.
- 4.8.5.** The permittee, the person responsible on site, and each individual worker creating an obstruction shall be severally liable for fines and other penalties for failure to provide adequate traffic control.

5. Construction Requirements:

5.1. Times of Operation:

The permittee shall perform all work on the right-of-way at such times that will allow the least interference with the normal flow of traffic and the peace and quiet of the neighborhood. Except with the permission of the Public Works Director, non-emergency work shall be restricted as follows:

- 5.1.1.** On arterials and collector streets and ROW work may not be performed during the hours from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. Monday through Friday. No work shall occur on Holidays or Sundays. Work may be permitted on Saturdays from 8:00 a.m. to 4:00 p.m. provided no mechanical or motorized equipment is utilized and with the permission of the Public Works Director.
- 5.1.2.** Work may not be performed on any local street ROW during the hours of 5:00 p.m. and 8:00 a.m., Monday through Friday. No work shall occur on Holidays or Sundays. Work may be permitted on Saturdays from 8:00 a.m. to 4:00 p.m. provided no mechanical or motorized equipment is utilized and with the permission of the Public Works Director.

5.2. Service Disruptions:

The Permittee shall not disrupt the utility service to any structure unless:

- 5.2.1.** Separate notification has been given to the tenant / owner of the structure on both the day before and the day of the disruption.
- 5.2.2.** Disruption is limited to the hours between 9:00 a.m. and 4:00 p.m. or other times as negotiated with the tenant / owner.

5.3. Impact on Adjoining Properties:

Permittee shall make all reasonable efforts to promptly respond to adjacent businesses and residents' needs and requests, particularly:

- 5.3.1.** Times of operation;
- 5.3.2.** Unscheduled services or access disruption;
- 5.3.3.** Mud on street and general job site cleanup;
- 5.3.4.** Handicap access equipment;
- 5.3.5.** Incomplete restoration.

5.4. Vehicle Marking:

Any vehicle or mobile equipment used by the permittee in connection with excavation of, disruption of, or any work in the right-of-way shall be clearly identified with the name of the permittee or the person doing the work painted or otherwise durably marked on both sides of the vehicles or equipment, in plain letters, not less than two inches high and not less than one-fourth inch stroke.

5.5. Sediment and Erosion Control:

The permittee shall utilize temporary erosion control methods on the project site to prevent mud and debris from entering the roadway or the storm/sanitary system and to prevent damage to other properties. The forms of temporary erosion control shall include but not be limited to construction of temporary cutoff ditches, installation of staked straw bales, temporary hydro seeding, erosion control fabric fences, fiber logs, temporary erosion control blankets, and check dams.

5.6. Dumpster Locations:

Dumpsters shall only be permitted in the ROW when insufficient space exists on private property. Dumpsters shall not be permitted on Arterial or collectors. Dumpsters shall not be permitted in the street unless there is sufficient room for emergency vehicles and other vehicular traffic to pass safely. The minimum clearance for vehicular movement is 10 feet. Dumpsters shall not be placed on sidewalks. The motoring public shall be advised of the ROW blockage by means of reflective traffic control devices in conformance to the MUTCD placed around the dumpster.

5.7. Horizontal Directional Drilling:

HDD under any street shall be at a minimum depth of four feet. Additional guidelines are set forth in Section 8.

5.8. Tracer Wire:

New non-metallic underground facilities placed in the right-of-way shall be accompanied by tracer wire as provided in section 5.8.1. and 5.8.2. This requirement applies to new facilities installed in excess of 100 feet.

5.8.1. If conduit or innerduct is used the tracer wire can be pre-installed or blown in after the conduit or innerduct installation.

5.8.2. If conduit or innerduct is not used, then the tracer wire shall be installed as integral part of the facility installation.

5.8.3. Tracer wire shall be accessible at least every three hundred feet. Access points may include valve boxes, hand-holes, manholes, vaults or other covered access devices. Access point covers should be clearly marked with the type of facility.

5.9. Damage to Utilities:

Any ROW user that damages an underground facility, power pole or tracer wire shall immediately notify the damaged facility owner and the Public Works Director for the City of Westwood. The owner of the damaged facility may conduct, direct, oversee or specify how the repair is to take place. Permittee shall coordinate and cooperate with the owner of the damaged facility.

6. Excavation in Unpaved Portion of Right of Way

6.1. Trenching:

The Contractor or Permittee shall not open more trenches in advance than is necessary to expedite the work. One block or four hundred feet (whichever is the shorter) shall be the maximum length of open trench permitted on any line under construction. The excavation shall be done with the least possible damage and shall excavate earth in such manner as to cause the least inconvenience to the public, and to permit uninterrupted passage of water along the gutters. The excavation shall be completed at the end of each working day, except when approved by the Director of Public Works. All excavated materials shall be removed at the end of each working day and all material shall be removed completely from the site of the work upon completion of such work. The excavation or trench shall have straight vertical sides, where practical, and shoring, siding, and bracing shall be employed as required to prevent cave-ins.

6.2. Bracing and Shoring:

The Contractor or Permittee shall provide adequate bracing, sheeting, and shoring, as necessary, to provide protection for the workers and the work. All bracing, sheeting, or shoring shall conform in full accordance with Occupational Safety and Health Standards –Excavations; Final Rule 29 CFR Part 1926.

6.3. Backfill:

Pipe or conduit embedment material shall be as specified by the Utility and approved by the Public Works Director. If not otherwise specified, embedment material around pipe or conduit shall be crushed stone or pea gravel with not less than 95 percent passing the one-half inch sieve, and not less than ninety-five percent to be retained on a No. 8 sieve. Embedment material shall be placed in maximum lifts of six inches.

Embedment material around pipe or conduit may extend up to a maximum of 12 inches above the top of the pipe. Flowable Backfill/Controlled Low Strength Material (CLSM) may be used in lieu of embedment material.

All soil backfill material above the embedment area shall be clean soil, free from aggregate, woody material, trash, pavement material, or any other debris. The top six inches from the surface of the trench or excavation shall be composed of topsoil free from clods suitable for supporting vegetation. All soil backfills shall be compacted in eight-inch lifts, using vibratory equipment for each lift, to a minimum of 95 percent of standard density using ASTM D 698.

Flowable Backfill/Controlled Low Strength Material (CLSM) shall be used to fill the area to within eight inches of the surrounding grade for pavement and to the bottom of the grade for sidewalks, driveway approaches and curb and gutter. A mixture of Portland cement, fly ash, (optional), fine aggregate, water, and admixtures (as approved by the

Public Works Director) proportioned to a consistency to fill voids without vibration. Flowable Backfill (CLSM) shall consist of the following:

1. Cement: The Portland cement shall conform to ASTM C 150, Type I or Type II.
2. Fly Ash: Fly ash, when used, shall conform to ASTM C 618 Class C or F.
3. Fine Aggregate: Fine Aggregate shall conform to ASTM C 33.
4. Mixing Water: Mixing water shall conform to ASTM C 1602.
5. Admixtures: Air entrainment, when used, shall conform to ASTM C 260. Water reducing admixtures, when used, shall conform to ASTM C 494. All other admixtures shall only be used when approved by the Public Works Director.
6. Other Materials: Proposed replacement or supplementary materials shall be approved by the Public Works Director and in conformance to NRMCA or ACI guidelines for CLSM.

Flowable Backfill (CLSM) compressive strength testing results are required for approval of mix design prior to placement of flowable backfill. Compressive tests are to be conducted on 7 and 28 days in accordance with ASTM D 4832. CLSM shall have a minimum and maximum 28-day design compressive strength of 75 PSI and 150 PSI, respectively. The unit weight of the CLSM shall range between 105 to 125 lbs. per cubic foot (pcf). All tests necessary for determining conformance with the requirements specified herein will be at the Contractor's or Utilities' expense.

If an excavation cannot be backfilled and will be left unattended, the contractor shall adequately cover the excavation. No excavation shall be left unattended in excess of 72 hours, without permission of the Public Works Director. The Permittee assumes the sole responsibility for maintaining proper barricades, plates, safety fencing and/or warning lights as required from the time of opening of the excavation until the excavation is closed.

7. Excavation in Paved Portion of Right of Way

7.1. Trenching:

The Contractor or Permittee shall not open more trenches in advance than is necessary to expedite the work. One block or four hundred feet (whichever is the shorter) shall be the maximum length of open trench permitted on any line under construction. The excavation shall be done with the least possible damage and shall excavate earth in such manner as to cause the least inconvenience to the public, and to permit uninterrupted passage of water along the gutters. The excavation shall be completed at the end of each working day, except when approved by the Public Works Director working day and all materials shall be removed completely from the site of the work upon completion of such work. The excavation or trench shall have straight vertical sides (where practical) and shoring, siding, and bracing shall be employed as required to prevent cave-ins. Trench width shall provide a minimum of six inches clear on each side of the pipe.

7.2. Sawing Pavement:

Prior to excavating the street, the pavement shall be sawed to the width of the intended trench a minimum of two inches deep. After the trench is excavated, utility work and backfill are complete; a final vertical saw cut shall be made completely through the pavement. This final saw cut shall be made 12 inches wider on each side of the trench than the trench width at the widest point. A similar saw cut shall be made at the beginning and end of the trench. This requirement is to provide a 12-inch undisturbed subgrade to support the pavement repair. All broken pavements shall be removed from the site and not placed in the backfill.

7.3. Bracing and Shoring:

The Contractor or Permittee shall provide adequate bracing, sheeting, and shoring, as necessary, to provide protection for the workers and the work. All bracing, sheeting, or shoring shall conform to Occupational Safety and Health Standards-Excavations; Final Rule 29 CFR Part 1926.

7.4. Backfill:

Pipe or conduit embedment material shall be as specified by the Utility and approved by the Public Works Director. If not otherwise specified, embedment material around pipe or conduit shall be crushed stone, pea gravel or sand with not less than ninety-five percent passing the one-half inch sieve, and not less than ninety-five percent to be retained on a No. 8 sieve. Embedment material shall be placed in maximum lifts of six inches. Embedment material around pipe or conduit may extend up to a maximum of twelve inches above the top of the pipe. No soil backfill shall be used in paved areas.

Above the embedment material in areas under pavement, sidewalks, driveway approaches and curb and gutter, Flowable Backfill/Controlled

Low Strength Material (CLSM) shall be used to fill the area to within eight inches of the surrounding grade for pavement and to the bottom of the grade for sidewalks, driveway approaches and curb and gutter. A mixture of Portland cement, fly ash, (optional), fine aggregate, water, and admixtures (as approved by the Public Works Director) proportioned to a consistency to fill voids without vibration. Flowable Backfill (CLSM) shall consist of:

1. Cement: The Portland cement shall conform to ASTM C 150, Type I or Type II.
2. Fly Ash: Fly ash, when used, shall conform to the requirements of ASTM C 618 Class C or F.
3. Fine Aggregate: Fine Aggregate shall conform to ASTM C 33.
4. Mixing Water: Mixing water shall conform to ASTM C 1602.
5. Admixtures: Air entrainment, when used, shall conform to ASTM C 260. Water reducing admixtures, when used, shall conform to ASTM C 494. All other admixtures shall only be used when approved by the Public Works Director.
6. Other Materials: Proposed replacement or supplementary materials shall be approved by the Public Works Director and in conformance with current NRMCA or ACI guidelines for CLSM.

Flowable Backfill (CLSM) compressive strength testing results are required for approval of mix design prior to placement of flowable backfill. Compressive tests are to be conducted at 7 and 28 days in accordance with ASTM D 4832. CLSM shall have a minimum and maximum 28-day design compressive strength of 75 PSI and 150 PSI, respectively. The unit weight of the CLSM shall range between 105 to 125 lbs. per cubic foot (pcf). All tests necessary for determining conformance with the requirements specified herein will be at the Contractor's or Utilities' expense.

7.5. Plating the Excavation:

Any excavation left overnight on any Arterial or collector street shall be adequately covered with a steel plate. The plate shall be securely anchored, and all edges of the plate shall be ramped with hot or cold mix asphaltic concrete. Permittee may be required to post a WB-1 "Bump" advance warning sign with flashing light a minimum of 250 feet ahead of a steel plate. See also Traffic Control. Any excavation left overnight on any residential street shall either be plated as stated above or backfilled up to the surface of the street. Under extenuating circumstances, and with the approval of the Director of Public Works if an excavation cannot be backfilled, and must be left unattended overnight, the excavation shall be adequately covered. If temporary surfacing material is used, it shall be maintained in a smooth and drivable condition. No excavation shall be left unattended in excess of 72 hours, without permission of the Public Works Director. The Permittee assumes the sole responsibility for maintaining proper barricades, plates,

safety fencing and/or warning lights as required from the opening of the excavation until the excavation is surfaced and opened for travel.

8. Horizontal Directional Drilling Guidelines

8.1. Introduction:

This section is to be used as a basic guide for Horizontal Directional Drilling (HDD) applications performed within the limits of the City of Westwood. The overall purpose is to provide guidelines that will help ensure public safety and protection of existing underground facilities. This protection effort is made up of many different aspects and each one has been addressed in this section.

This section is not intended to be a step-by-step procedure manual but rather a collection of fundamental elements of the HDD process.

By following these guidelines, all involved can better ensure that all reasonable steps have been taken to ensure public safety and to protect existing underground facilities.

8.2. Design Guidelines:

Prior to applying for a Right-of-Way Permit that will involve HDD, the Permittee, or its designer shall undergo a thorough design process. At a minimum, the Permittee shall complete the following tasks prior to submitting a Right-of-Way application.

- 8.2.1. Prepare or obtain scaled mapping for the planned installation, including all existing surface facilities and improvements, and including any indication of underground facilities or improvements.
- 8.2.2. Collect existing underground utility information, including the horizontal location of all known substructures.
- 8.2.3. Obtain right-of-way information through Johnson County AIMS, survey records or other sources.
- 8.2.4. Obtain general and/or specific geotechnical information, including USDA Soil Conservation Service Data for the project area and possibly including site-specific geotechnical sampling and analysis.
- 8.2.5. Prepare construction plans using the information noted above including location of all planned improvements, existing underground utility information, right-of-way limits and property ownership information.

In addition to the design requirements listed previously, the Permittee (or designer) shall adopt the following practices:

- 8.2.5.1. The minimum horizontal and vertical clearance requirements when determining the HDD alignment to include road setbacks, existing surface features, existing underground utilities and underground facilities.

8.2.5.2. Product pipe and reamer diameter requirements:

Product Diameter	Reamer Diameter
<8"	Product + 4"
8" to 24"	Product * 1.5
>24"	+ 12"

8.2.5.3. The bore geometry for the given ground profile including bore length(s) and depth requirements, bending radii for the final product pipe: typically, 100-foot radius per 1 inch product diameter with 600 feet to 1000 feet radius minimums depending on subsurface materials and equipment requirements.

8.2.5.4. The drilling equipment for the given geotechnical conditions, geometry and final product diameter including thrust and pullback ratings, mud motors vs. jetting heads, wireline vs. walkover tracking systems.

8.2.5.5. The equipment and material handling requirements include drilling fluid and drilling containment, drill operation and final product staging.

8.2.5.6. Material strengths, capacities and coupling methods.

8.3. Construction Safety Guidelines:

Prior to performing work involving HDD under a right-of-way permit, the Permittee or Contractor shall consider the following safety guidelines:

- 8.3.1.** Perform all operations in compliance with OSHA guidelines and ensure that all personnel are properly trained and equipped to work in the public right-of-way.
- 8.3.2.** Ensure that the approved traffic control plan is implemented and followed at all times.
- 8.3.3.** Ensure that all storm water pollution prevention measures (required with permit application) are implemented and followed at all times.
- 8.3.4.** Ensure setbacks, offsets and clearances are maintained.
- 8.3.5.** Ensure that utility One-Call and other utility coordination have been met.
- 8.3.6.** Positively identify (by potholing) all crossed utilities that are expected to be above and within 5 feet of the proposed vertical

alignment, below and within 3 feet of the proposed vertical alignment and as required by the Public Works Director.

- 8.3.7.** Positively identify (by potholing) all parallel utilities at the beginning and ending of all bores, every 200 feet if it is within 5 feet of the proposed alignment, every 50 feet if it is within 3 feet of the proposed alignment and as otherwise required by the Public Works Director.
- 8.3.8.** The HDD Contractor shall have a planned response in the event of a utility strike including utility notification and avoiding electrocution in the event of an electric strike, avoiding combustion in the event of a gas line strike and avoiding contamination in the case of a sewer strike.

8.4. Drilling Fluid Containment and Disposal Requirements:

The HDD Contractor shall contain, handle and dispose of drilling fluids in accordance with the following:

- 8.4.1.** All drilling fluid and fluid additives shall be disclosed and MSDS shall be provided to the Public Works Director on request.
- 8.4.2.** Excess drilling fluid shall be confined in a containment pit at the entry and exit locations until recycled or removed from the site.
- 8.4.3.** Precautions shall be taken to ensure that drilling fluid does not enter roadways, streams, municipal storm or sanitary sewer lines, and/or any other drainage system or body of water.
- 8.4.4.** Drilling fluids that are not recycled and reused shall be removed from the site and disposed of at an approved disposal site.
- 8.4.5.** Drilling fluids shall be completely removed from the construction site prior to back filling or restoring the site.
- 8.4.6.** Collection, transportation and disposal of the drilling fluids shall be environmentally safe and comply with local ordinances and Federal Government Regulations.

8.5. Construction Requirements:

All construction work shall be performed in accordance with the “Municipal Code of the City of Westwood” and “Manual of Infrastructure Standards for Right-of-Way Restoration”. For all work involving HDD under a right-of-way permit, the Permittee or Contractor shall perform the following:

- 8.5.1.** Prior to the construction the HDD Contractor shall familiarize himself with the work area and the technical requirements of the plans.
- 8.5.2.** The Permittee or Contractor shall establish construction marking/staking prior to construction to indicate HDD entry and exit locations and proposed HDD alignment at 50-foot (max.) intervals.
- 8.5.3.** Provide the Public Works Director with a list of all crew foreman and/or superintendents.

- 8.5.4.** During construction the HDD Contractor shall calibrate its' tracking and locating equipment at the beginning of each workday.
- 8.5.5.** The HDD Contractor shall monitor and record the alignment and depth readings provided by the tracking system every 25 to 30 feet for normal conditions and every 5 to 10 feet where precise alignment control is necessary.
- 8.5.6.** The HDD Contractor shall complete the HDD installation as designed and permitted both horizontally and vertically unless otherwise authorized by the Public Works Director.
- 8.5.7.** The HDD Contractor shall attempt to maintain drilling fluid circulation throughout the HDD Process during the initial pilot hole installation and during the reaming and back pull process (do not pull the fluid circulation rate).
- 8.5.8.** The HDD Contractor shall not expand the bore hole by more than six inches (6 inches) using only a compaction reamer.
- 8.5.9.** The HDD Contractor shall plan its reamer and back pulling operations carefully to ensure that, once, all reaming and back pulling operations can be completed without stopping and within the permitted working hours.
- 8.5.10.** The HDD Contractor shall at all times for the entire length of the HDD alignment be able to demonstrate the horizontal and vertical position of the alignment, the fluid volume used and the return rates and pressures.
- 8.5.11.** The HDD Contractor shall inspect the work and surrounding area to ensure that no construction-related damage has occurred including heaving or humping of paved surfaces and drilling fluid fractures or releases.
- 8.5.12.** At the request of the Public Works Director, the Contractor shall provide access for inspection for the HDD operations.
- 8.5.13.** Following construction, the Permittee shall notify the Director of Public Works of completion of the authorized work.
- 8.5.14.** Prior to the start of the backfilling of excavations under paved surfaces, the permittee shall notify the Public Works Director to schedule an inspection. On completion of all right-of-way restoration activities, the Permittee will schedule a close-out inspection.
- 8.5.15.** The Permittee or Contractor shall ensure that all cleanup and restoration complies with the Restoration Section of this Manual.
- 8.5.16.** The Permittee's two-year maintenance period will not begin until any corrective actions required have been completed and inspected to the satisfaction of the Public Works Director.

8.6. Storm Water Pollution Prevention/Best Management Practices:

All construction activities shall be performed in accordance with the NPDES as regulated by the EPA, the KDHE & and the City of Westwood.

The Permittee or its Contractor shall implement BMP's to ensure that storm water runoff is not contaminated by sediment caused by land disturbances associated with construction activities. For a full list and discussion of recommended BMP's, please see the following publication:

Publication: Construction Site Storm Water Runoff Control

Source: <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater-construction>

The following seven goals shall be applied for all Storm Water Pollution Prevention planning:

- 8.6.1.** Ensure that sediment controls are in place.
- 8.6.2.** Maintain sediment controls throughout the construction and restoration process.
- 8.6.3.** Minimize the overall disturbance whenever possible.
- 8.6.4.** Protect disturbed areas throughout the construction process.
- 8.6.5.** Prevent storm water runoff from entering disturbed areas.
- 8.6.6.** Never intentionally discharge construction contaminants directly into creeks, rivers, ditches or storm sewer systems.
- 8.6.7.** Complete permanent restoration as soon as possible.

In addition to those overall goals stated previously, the contractor shall, at a minimum, implement the following Best Management Practices:

- 8.6.7.1.** Provide temporary erosion protection whenever possible. Mulch, seed, or gravel may be applied even if a disturbed area may and/or will be disturbed again or other permanent measures of stabilization are to follow.
- 8.6.7.2.** Cover spoil piles with a tarp or contain with a sediment barrier.
- 8.6.7.3.** Contain disturbed sediment on site by using sediment barriers such as silt fence, sandbags, straw bales, rock checks and/or sediment traps to contain sediment on the construction site.
- 8.6.7.4.** Existing vegetation may be used as a sediment filter where minimal grades and sheet flow runoff will occur.
- 8.6.7.5.** Ensure that all sediment barriers are installed and functioning properly.
- 8.6.7.6.** Avoid causing flooding in roadways and adjacent right-of-way.
- 8.6.7.7.** Do not block existing culverts and storm inlets except as a last resort.

8.6.7.8. Insure that sediment is removed from sediment traps and filters after all storm events.

8.7. Construction Records and As-Built Plan Requirements:

The HDD Contractor shall keep detailed and accurate records of all activities associated with the HDD process. Upon completion of HDD installations, the Permittee shall provide the City of Westwood with “As Built Plans” and any supporting documents within 60 days of project completion. As-Built Plans are preferred in both AutoCAD and paper format. HDD construction records and As-Built Plans shall include the following:

- 8.7.1.** HDD tracking data and operator logs shall be maintained daily and shall be made available on request from the Director of Public Works. These records and operator notes shall specify:
- 8.7.1.1.** The type of tracking equipment used
 - 8.7.1.2.** The length and depth of the HDD installation
 - 8.7.1.3.** Additional information that may include steering adjustments and other equipment performance parameters.
- 8.7.2.** As-Built Plans shall be derived from the tracking data and operator logs. At a minimum, the drawings shall indicate:
- 8.7.2.1.** Horizontal and vertical HDD alignment
 - 8.7.2.2.** Existing utility horizontal locations and depths at all exposed or potholed locations
 - 8.7.2.3.** Existing utility horizontal locations were indicated with field locates.
- 8.7.3.** As-Built Plans shall conform to the same requirements for right-of-way permits included previously.

9. Street Repair

9.1. General:

In accordance with Chapter 13, in addition to its own street cuts, permittee must also restore any area within five feet of the new street cut that has been previously excavated, including the paving and its aggregate foundations. In the event of lengthy longitudinal street cuts, the Public Works Director may require the entire lane to be repaved.

The majority of streets in the City of Westwood are constructed of bituminous materials, consisting of full depth asphaltic concrete, asphaltic concrete over aggregate base, or seal coat over asphaltic concrete.

9.2. Asphaltic Concrete Street Repair:

Asphaltic concrete street repair and restoration shall be performed as follows:

9.2.1. The minimum 12-inch bench shall be excavated to a point not less than eight inches below the existing street surface or to the depth of the existing pavement thickness, whichever is greater. Across the backfilled excavation and resting on the twelve-inch bench shall be placed a minimum of six inches of KCMMB 5K having a minimum compressive strength of 3000 pounds per square inch in 24 hours. Polar Set, or an approved equal, is the only accelerator that will be used. After 24 hours, or when specified strength is achieved, concrete shall be tack coated and two inches of hot asphaltic concrete surface course shall be placed and compacted to 95 percent of standard density. All asphaltic concrete mixes and tack coat shall conform to APWA Specifications. The concrete bench surface and the existing pavement edges shall receive tack coat not more than six hours prior to placing asphaltic concrete. Approved mix designs for concrete and asphaltic concrete shall be on file in the Public Works Director office prior to placement. This new asphaltic concrete surface shall be flush with existing street surface. Traffic shall not be permitted on any new asphaltic concrete surface until it is sufficiently cooled and will not rut.

9.3. Portland Cement Concrete Street Repair:

This option shall only be used for the repair of an existing full depth Portland Cement Concrete Street. The minimum 12-inch bench shall be excavated to a point not less than eight inches below the existing street surface or to the depth of the existing pavement thickness, whichever is greater. Across the backfilled excavation and resting on the twelve-inch bench shall be poured a minimum of eight-inches or, to the depth of the existing pavement thickness, of KCMMB 5K having a minimum compressive strength of three thousand pounds per square inch in twenty-four hours. An approved mix design shall be on file in the office of the

Public Works Director prior to placement. This new concrete pavement surface shall be flush with existing street surface.

An approved mix design shall be on file in the office of the Public Works Director prior to placement. This new concrete pavement surface shall be flush with existing street surface.

9.4. Permanent Pavement Markings:

Permittee shall be responsible for the replacement of any permanent pavement markings on all roadways, which have been removed or disturbed because of any street cut. Permittees will be required to place temporary pavement markings immediately after placing pavement surface, until permanent pavement markings can be installed.

Permanent pavement markings shall be replaced with like materials in accordance with the APWA Specifications, and in accordance with the latest edition of the MUTCD, within fourteen days after the pavement surface has been placed, unless otherwise authorized by the Public Works Director.

10. Concrete Construction / Replacement:

10.1. General:

All concrete used in construction of curbs, sidewalks, sidewalk ramps and driveway entrances shall be classified as KCMMB 4K having a minimum 28-day compressive strength of 4000 pounds per square inch. An approved concrete mix design can be found on-line at the KCMMB website: <http://www.kcmmmb.org/>.

10.2. Concrete Curb and Gutter:

Concrete Curbs shall be constructed or removed and replaced in accordance with the requirements of APWA Section 2209 “Curbing”. The only exceptions are:

- 10.2.1.** Concrete used shall be as specified above in “General”.
- 10.2.2.** Control Joints shall be placed at eight-foot intervals if there is four-foot-wide sidewalk present or at ten-foot intervals if five-foot wide sidewalk is present. If no sidewalk is present, contraction joints shall be place at eight-foot intervals.
- 10.2.3.** If removed curbs exceed 35 feet in length, then a slip-form curb machines shall be utilized. This requirement may be waived at the discretion of the Public Works Director.
- 10.2.4.** Wherever the term City Engineer is used, this shall mean Public Works Director.

10.3. Concrete Sidewalks and Sidewalk Ramps:

Concrete Sidewalks and Sidewalk Ramps shall be constructed or removed and replaced in accordance with the requirements as stated in APWA Section 2301 “Standard Sidewalks, Sidewalk Ramps, Driveways, and Bicycle/Pedestrian Paths” and shall comply with the latest requirements of the ADA. The only exceptions are:

- 10.3.1.** Concrete used shall be as specified above in “General”.
- 10.3.2.** Sidewalk Ramps shall be constructed as shown on the “Standard Detail for Sidewalk Ramps”.
- 10.3.3.** Sidewalk contraction joints shall align with the curb contraction joints when the curb is adjacent to the sidewalk.
- 10.3.4.** Wherever the term City Engineer is used, this shall mean Public Works Director.
- 10.3.5.** Sidewalks at driveway entrances shall be six inches thick as indicated on the “Standard Detail for Driveway Entrances”.

10.4. Concrete Sidewalk ADA Compliant Ramps At Street Corners:

Concrete sidewalks that are ADA complaint shall be constructed or removed and replaced in accordance with the latest edition of the ADA. All ramps shall be constructed in accordance with the requirements of APWA Section 2301. The only exceptions are:

- 10.4.1.** Concrete used shall be as specified above in “General”.

- 10.4.2.** Sidewalk ramps shall be constructed as shown on the “Standard Detail for Sidewalk Ramps @ Street Intersections.
- 10.4.3.** Sidewalk control joints shall align with the curb control joints when the ramp is adjacent to the sidewalk.
- 10.4.4.** Wherever the term City Engineer is used, this shall mean Public Works Director.
- 10.4.5.** The detectable warning shall be constructed utilizing “Handicap Detectable Warning Plates” dimensioned 2 feet by 4 feet. The Detectable cast iron warning plates to be “Duralast” brand. The link to the product and installation guidelines can be found here: <https://info.ejco.com/duralast>

10.5. Concrete Driveway Entrances:

Concrete Driveway Entrances shall be constructed or removed and replaced in accordance with the requirements as stated in APWA Section 2301 “Standard Sidewalks, Sidewalk Ramps, Driveways, and Bicycle/Pedestrian Paths” and Article 4, Section 4.3.10 of the “City of Westwood Zoning Ordinance” and the “ADA”. The only exceptions are:

- 10.5.1.** Concrete used shall be as specified above in “General”.
- 10.5.2.** Driveway Entrances shall be constructed as shown on the “Standard Detail for Driveway Entrances”.
- 10.5.3.** Wherever the term City Engineer is used, this shall mean Public Works Director.
- 10.5.4.** When sidewalks cross a driveway entrance, the driveway entrance shall be constructed as indicated in the “Standard Detail for Driveway Entrances”.

11. Miscellaneous/Additional Driveway Construction/Replacement:

11.1. General:

All asphalt, decorative, or gravel driveways that are damaged or removed shall be constructed to the same widths and with the same material that existed prior to right-of-way work. No new construction of gravel driveways will be allowed

11.2. Asphaltic Concrete Driveway Entrances and Decorative Driveway Entrances:

All driveway entrances shall be constructed or removed and replaced in accordance with the requirements as stated in APWA Section 2301 “Standard Sidewalks, Sidewalk Ramps, Driveways, and Bicycle/Pedestrian Paths” and APWA Section 2302 “Asphalt Sidewalks, Driveways, and Bicycle/Pedestrian Paths”. The only exceptions are:

- 11.2.1.** All asphaltic concrete driveways shall be a minimum of four inches of APWA Type 1-01 or Type 2-01 Base Mix. A two-inch surface mix of Type 3-01 shall then be placed. The six-inch section previously described shall be the minimum acceptable section, if the existing section exceeds six inches, then the existing section thickness shall be used comprised of the base as described above being increased in thickness to make up the difference in sections.
- 11.2.2.** When a decorative driveway exists, the driveway shall be restored to the original condition using the same or like materials. Some examples may be exposed aggregate concrete, pavers, stamped or imprinted concrete and stylized finishing techniques.
- 11.2.3.** No new construction of gravel driveway entrances or driveways will be allowed. Existing gravel driveway entrances may be replaced at existing width but may not be widened. The replacement material shall consist of a minimum of six inches of AB-3, which shall be placed in three-inch lifts, with a moisture content being uniform throughout, and the material shall be compacted to 95 percent standard density as specified in ASTM D698.

12. Restoration of Unpaved Right-of-Way:

12.1. Soil Backfill:

All soil backfill material above the embedment area shall be clean soil free from aggregate, woody material, trash, pavement material, or any other debris. The remaining six inches from the surface of the trench or excavation shall be composed of topsoil free from clods, rocks, trash and other debris and shall be suitable for supporting vegetation. The area shall be prepared such that sodding may be placed on bare soil. This will consist of cultivating, fine grading, removing clods, surface stones of one-half inch diameter or larger, and weeds/old vegetation.

12.2. Fertilizer:

Fertilizer for sod shall be of an approved commercial brand composed of “slow-release nitrogen”, 4-1-2 formula or similar, such as 18-5-9, for Kentucky Bluegrass or Turf-Type Tall Fescue sod and 25-5-10 for Zoysia sod.

Fertilizer for Fescue and temporary Rye seed shall be of an approved commercial brand composed of “slow-release nitrogen”, 1-2-1 range such as 13-25-12.

Fertilizers shall conform to the State Fertilizer Laws and shall conform to Section 2106 of the Standard Specifications. Furnishing and placing fertilizer shall be in accordance with Section 907 of the Standard Specifications. Fertilizer shall be uniform in composition, dry and free flowing, and shall be delivered to the site in the original unopened containers, each bearing the manufacturer’s guaranteed analysis. Any fertilizer, which becomes caked or otherwise damaged, making it unsuitable for use, will not be accepted. Fertilizer shall be placed at not less than one pound of pure nitrogen per thousand square feet of sodding or seeding area.

12.3. Sodding:

Disturbed turf in developed areas shall be sodded. Seeding will be allowed only with the consent of the Public Works Director or his designee. Sod shall be replaced with like species. Kentucky Bluegrass, Turf-Type Tall Fescue, or Zoysia shall be used. All sod materials shall conform to Section 2107 of the Standard Specifications.

Sod shall be machine cut at a uniform soil thickness of five-eighths of an inch, plus or minus one-quarter inch, at the time of cutting. Sod shall not be harvested or transplanted when moisture content (excessively dry or wet) will adversely affect its survival. Sod shall be reasonably free of disease, nematodes, and soil-borne insects. Sod shall also be free of objectionable grassy and broad leaf weeds.

A clean edge shall be established at the outer limits of the area to be sodded, so that good contact can be made between with the ends staggered in a running bond pattern. Each successively laid strip shall be pressed firmly up against the one next to it or up against the edge of the existing turf, to ensure good contact with no overlapping. Sod shall be staked in

places where the slope exceeds 3:1. After placing sod, the area shall be tamped with a hand tamp or rolled with a lawn roller half filled with water. Rolling shall be done in a direction perpendicular to the direction in which the sod lengths were laid.

The Permittee shall be responsible for watering sod daily or as often as necessary until it is firmly rooted and secure in place. Sod shall be sufficiently rooted and growing prior to the restoration inspection and the commencement of the two-year maintenance period.

Bluegrass or Fescue sod may be planted during the periods of March 1st to May 15th and September 1st to November 15th. Bluegrass or Fescue sod may be planted during the period November 15th to March 1st, when the soil and sod are workable. If Bluegrass or Fescue Sod is planted between November 15th and March 1st, the permittee shall maintain it until it is sufficiently rooted and growing. Zoysia sod may be planted during the period April 1st to October 15th.

12.4. Seeding: Seeding shall not be permitted.

Sodding is the required restoration method. Seeding may be considered by the Public Works Director in lieu of sod at the request of the permittee where special circumstances may exist.

All seeding materials, bed preparation, and planting shall conform to the applicable requirements of Sections 903, 907, and 908 of the Standard Specifications. All disturbed areas shall be seeded as soon as practicable after construction. All areas to be seeded shall be disked, harrowed, or hand raked to minimum of two inches to six inches before application of seed. The seedbed should be uniform and well packed. Seed shall be applied with an acceptable seed drill at a depth of one-half inch in a uniform manner. Broadcasting and hand raking to a depth of one-half inch will only be used in areas where it is impossible to operate a seed drill. The seed shall be covered to a depth of one-quarter to one-half inch with a shallow-set spike tooth harrow or other approved methods. After covering, the areas shall be firmed by rolling.

Mulch shall be spread uniformly in a continuous blanket. The mulch shall be anchored in the soil to a depth of two to three inches into the soil surface. Two or more passes may be required to anchor the mulch. No mulch shall be placed unless it can be anchored on the same day.

The seed mixture shall be one hundred percent Turf-Type Tall Fescue. The mix shall be composed of a minimum of three approved species. The rate of application shall be a minimum of one pound of pure live seed per one thousand square feet of planting area.

The seeding season shall be from February 15th to April 20th and from August 15th to September 30th.

Seeding shall be maintained by the permittee until satisfactory growth is established, prior to the restoration inspection and the commencement of the two-year maintenance period.

12.5. Protection of Trees, Shrubs and Landscape Plants:

All trees, shrubs and plants shall be protected against injury from construction operations. The permittee shall take extra measures to protect trees, such as erecting barricades or fences around the drip line, and trimming low hanging branches using approved arboreal practices to prevent damage from construction equipment. Trees shall not be endangered by stockpiling excavated material or storing equipment within the drip line area of the tree. No backfill material exceeding four inches in depth shall be placed within the dripline area of any tree. When excavation is required within the dripline of any tree, the permittee shall take extra measures to protect as many roots as possible. All roots to be cut or removed shall be cut with a chain saw, trencher, or other methods that will leave a smooth clean-cut surface. All roots exposed during excavation shall be protected to prevent the roots from drying out by covering the exposed area with canvas or burlap, peat moss, or mulch, and kept damp until the area has been backfilled.

The Public Works Director may grant permission by permitting any right-of-way user to trim trees upon or overhanging the right-of-way to prevent the branches of such trees from coming in contact with the facilities of the right-of-way user. In the event that any right-of-way user severely disturbs or damages the health and safety of any tree, the Director of Public Works may require the right-of-way user to remove and replace with like species at the right-of-way user's cost.

12.6. Replacement of Trees, Shrubs and Landscape Plants:

Any trees, shrubs or landscape plants that are damaged during the construction process shall be replaced with like material at the expense of the permittee and to the satisfaction of the Public Works Director.

13. Sediment and Erosion Control:

13.1. Temporary Erosion Control:

The permittee shall utilize temporary erosion control methods on the project site to prevent soil, aggregate and construction debris from entering the right-of-way or the storm sewer system, and to prevent damage to existing residential yards. Temporary Erosion Control shall conform to APWA Section 5108 "Sediment Control," as amended. A temporary erosion control plan shall be provided, prior to construction, for approval by the Public Works Director.

14. Construction and Replacement of Towers, Poles and Related Facilities:

14.1. Towers and Poles:

14.1.1. Location:

Towers and poles shall be placed as far from the traveled roadway as possible. All towers and poles shall be breakaway or maintain a clear zone of 8 feet from the face of curb on tangent sections of roadway and a clear zone of 12 feet from the face of curb on the outside of horizontal curves at a minimum.

14.1.2. Height:

The maximum height which may be approved for a tower, pole or related transmission equipment in the public right-of-way is 50 feet along an arterial, 40 feet along a collector, and 20 feet along a residential street.

14.1.3. Design:

All towers and poles shall be monopoles or of some other stealth or stealth technology design unless required by the Public Works Director, or his designee, to be architecturally compatible to the surrounding development. Guy and lattice towers are not allowed. Furthermore, all towers and poles must be designed in compliance with all current applicable technical, safety, and safety-related codes adopted by the City.

New poles shall be round, tapered, and made of aluminum, with a brushed aluminum finish or comparable finish or material approved by the Public Works Director; provided that, any new or replacement poles required to meet the structural standards for collocation of facilities shall be aesthetically and architecturally compatible with the poles, streetlights, or like facilities of the adjacent or surrounding area and shall utilize the same or similar material and finishes. For example, if existing streetlight poles along the right-of-way surrounding or in the area of the proposed pole have been painted, are of a different or unique style, or are otherwise designed, then the new or replacement pole shall be of materials and color that are consistent with the surrounding elements so as to blend in architecturally and shall be designed, finished, and painted in the same or similar manner to match said streetlight poles. This section shall not prohibit the installation of wood poles that replace existing wood poles, or poles installed along existing service lines.

14.1.4. Antennas on Towers and Poles:

All antennas installed on towers and poles shall be internal or panel antennas of slim-line design and be mounted parallel with the tower, or alternatively, an omni-directional antenna may be placed at the top of the tower when it gives the appearance of being a similarly sized extension of the tower. Antenna bridges and platforms are not allowed on towers or poles. Antennas and related visible facilities installed on a tower or alternative structure shall be of materials and colors that are consistent with the surrounding elements so as to blend in architecturally with said tower or structure. The antennas and related visible facilities shall be of a neutral color that is identical to, or closely compatible with, the color of the tower or

alternative tower structure so as to make the antennas and related facilities as visually unobtrusive as possible.

14.1.5. Wires Connected to Towers and Poles:

To the extent possible, cable or fiber that connects transmission equipment to an equipment box shall be contained inside the pole. If cables and fiber cannot be installed internally, it shall be flush mounted to the pole and covered with a metal, plastic, or similar material cap that matches the color of the pole and is properly secured and maintained by the provider, or cable or fiber shall be enclosed within conduit or a similar cable cover which shall be painted to match the pole.

14.1.6. Backhaul Connected to Towers and Poles:

All new wired backhauls shall be installed underground. Providers using backhaul that utilizes wireless technology shall not disturb any trees or vegetation without approval by, or complying with any conditions set by, the Public Works Director.

15. Construction of Wireless Facilities on Municipal Streetlight Poles and Facilities:

15.1. Attachment:

For the placement of new communication facilities, including small cell facilities on an existing utility pole or streetlight pole, completion of structural analysis from a licensed professional engineer which describes the facility, utility pole, or street light's pole structural capacity, including that said facility can safely accommodate all antennas, transmission equipment, and accessory equipment to include conduit, electric disconnects and service panels, as well as the existing equipment already located on the pole to include streetlight fixtures, arms and banners and brackets. Said analysis shall be submitted with the application and shall be stamped by a Kansas Registered Professional Engineer. Said report and analysis shall also reflect that the facility or pole is capable of withstanding standard wind loads for applications for the type requested, in compliance with all City Codes, nationally recognized street and highway safety codes, and the City's Manual on Infrastructure Standards.

15.2. Compliance with FCC Standards:

An Engineer's certification that any proposed communication facility on the proposed site within the ROW complies with all FCC standards regarding provisions and regulations for radio frequency emissions or exposure and anticipated levels of electromagnetic radiation to be generated by the facility; provided that, nothing within this section requires or is intended to hold service providers or ROW-users or to exceed the requirements issued or promulgated by the FCC.

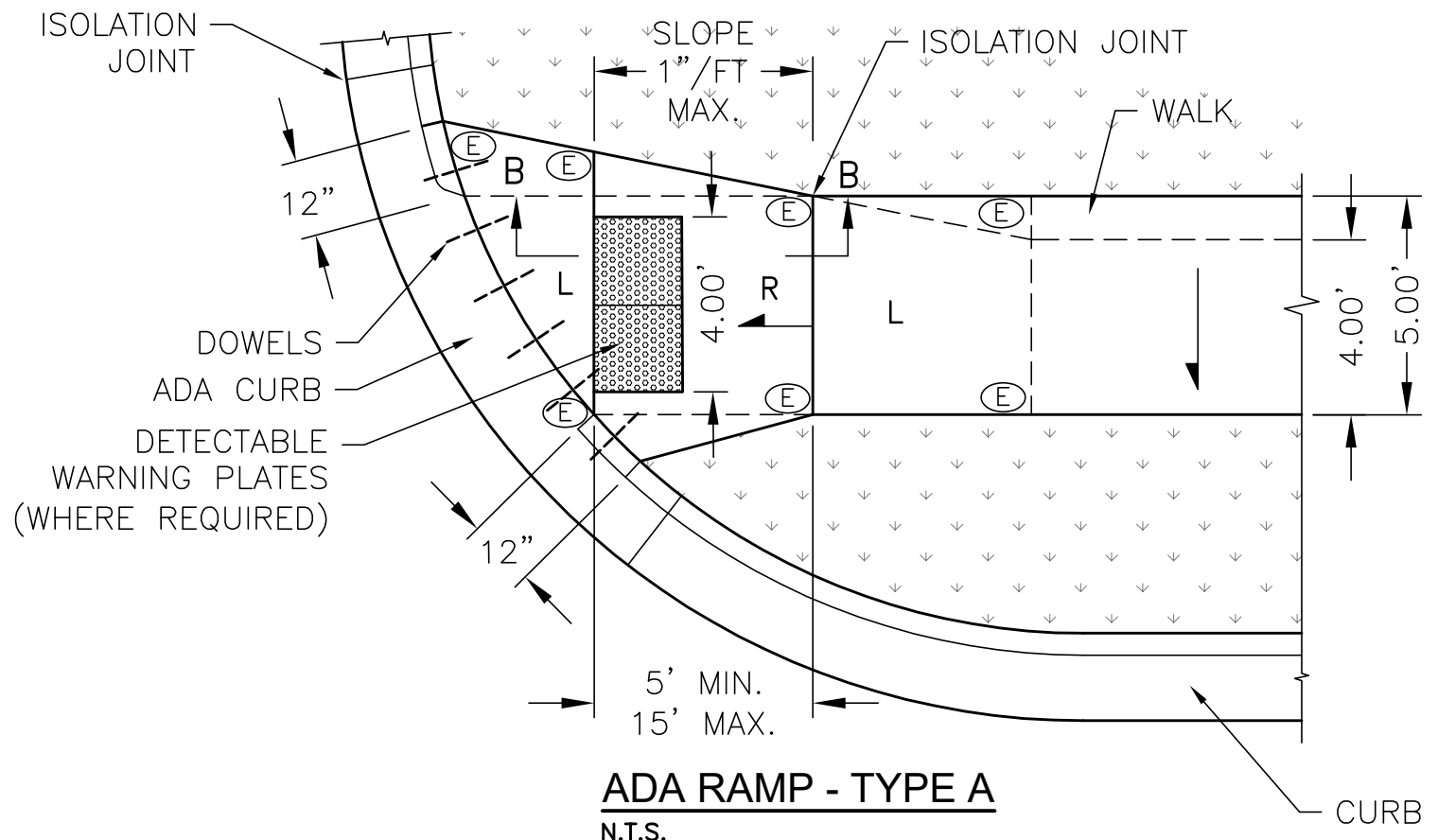
All proposed communication facilities, including small cell facilities on an existing utility pole or streetlight pole or newly installed replacement utility pole or streetlight pole that satisfies the structural analysis requirements, shall include an electrical disconnect switch for the proposed equipment to include notification procedures for the City to the Provider so that the City can safely work on its streetlights or banners and not be exposed to harmful levels of radio frequency emissions or harmful exposure of electromagnetic radiation generated by the proposed facility.

15.3. State Highway Corridors:

Applicants for use, construction, excavation, modification, or conducting repairs in or on the State Highway ROW also within the City's ROW shall first obtain a permit from the Kansas Department of Transportation prior to submission of an application for permit to use the ROW to the City and shall include a copy of such permit with the submission of the application.

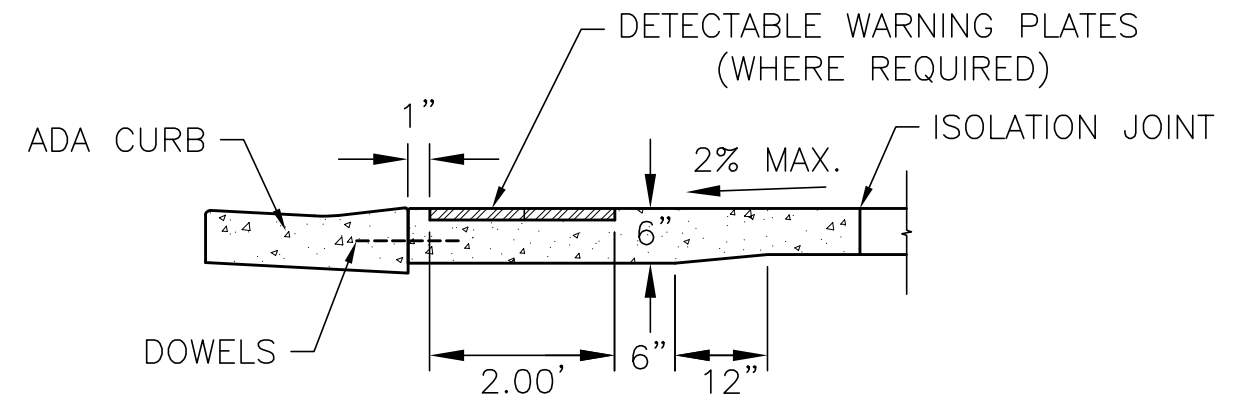
Standard Details

- 01 Type A, AM Handicapped Ramp
- 02 Type B, BM Handicapped Ramp
- 03 Curbs & Sidewalks
- 04 Driveways
- 05 Street Trench

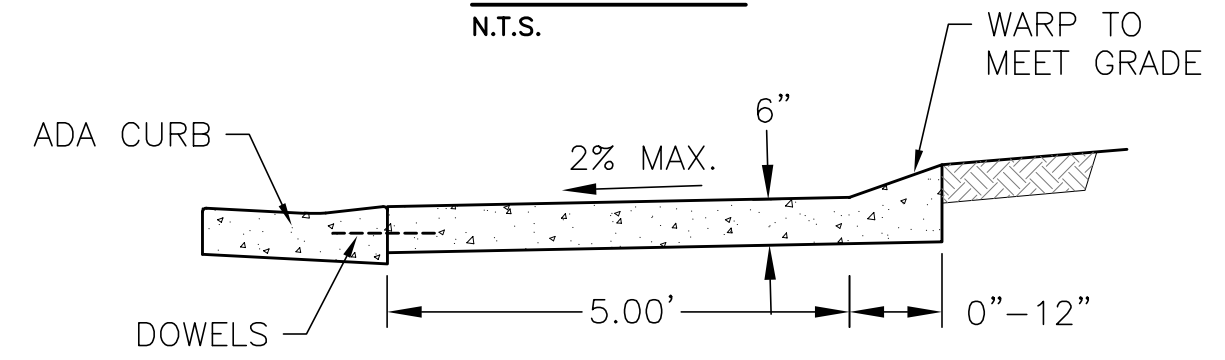
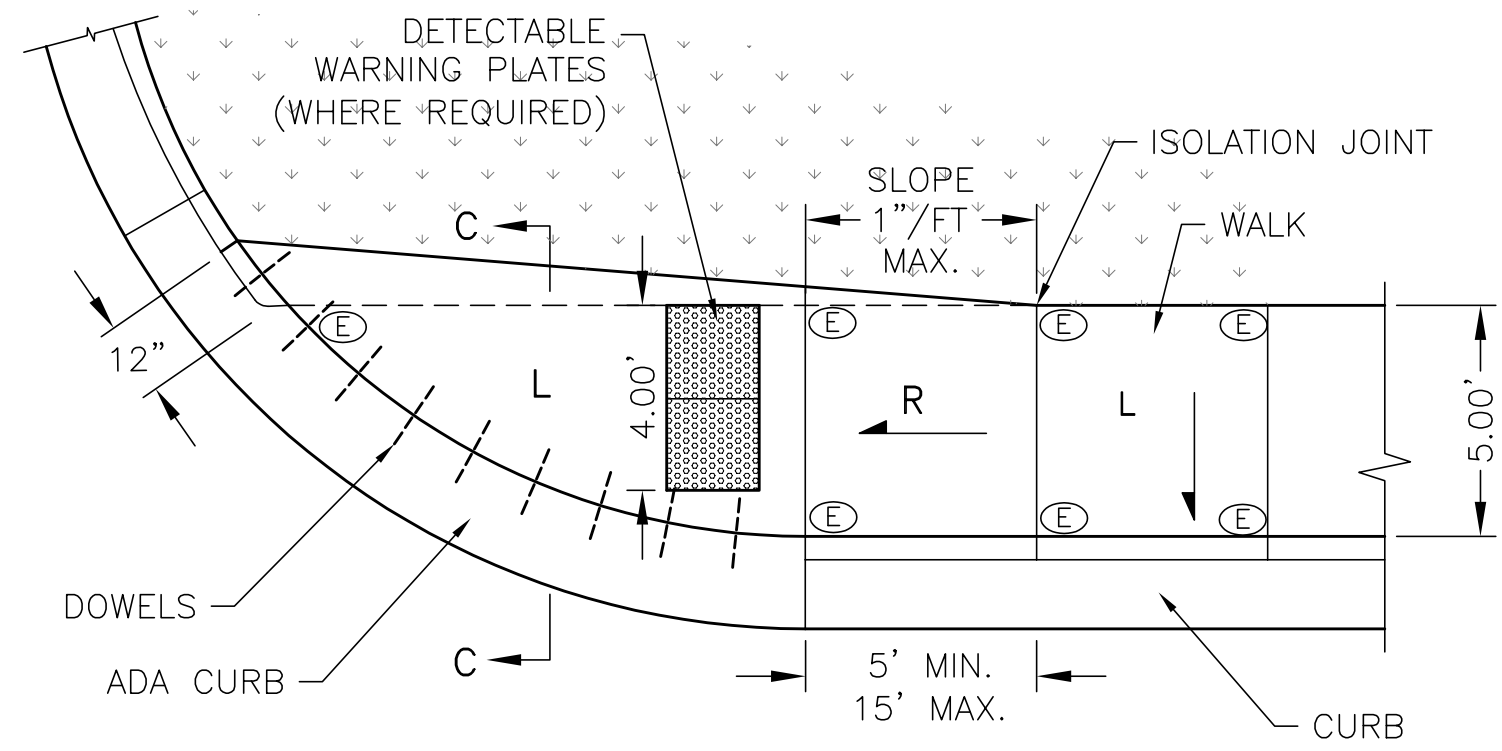


- NOTES**
1. NO ISOLATION JOINT MATERIAL BETWEEN CURB & LANDING/WALK.
 2. WALK/LANDINGS CROSS SLOPE 2% MAX.
 3. LANDINGS TO BE 2% (1:50) MAX. SLOPE IN ALL DIRECTIONS.
 4. RAMP SLOPE 8.33% (1:12) MAX. LONG. 2% (1:50) MAX. CROSS
 5. LENGTH OF RAMPS 5'-0" MIN. TO 15'-0" MAX.
 6. DOWELS BETWEEN CURB & DRIVE/WALK SHALL BE #4 x 18" @ 12" O.C. - EPOXY COATED.

DETECTABLE WARNING PLATES TO BE DURALAST CAST IRON. EJCO.COM 1.800.626.4653
 RADIAL PLATES ARE REQUIRED WHEN INSTALLED AT BACK OF CURB ALONG CURVES. SEE PLAN FOR LOCATIONS AND RADIUS.
 INSTALL PER MANUFACTURES INSTRUCTIONS.




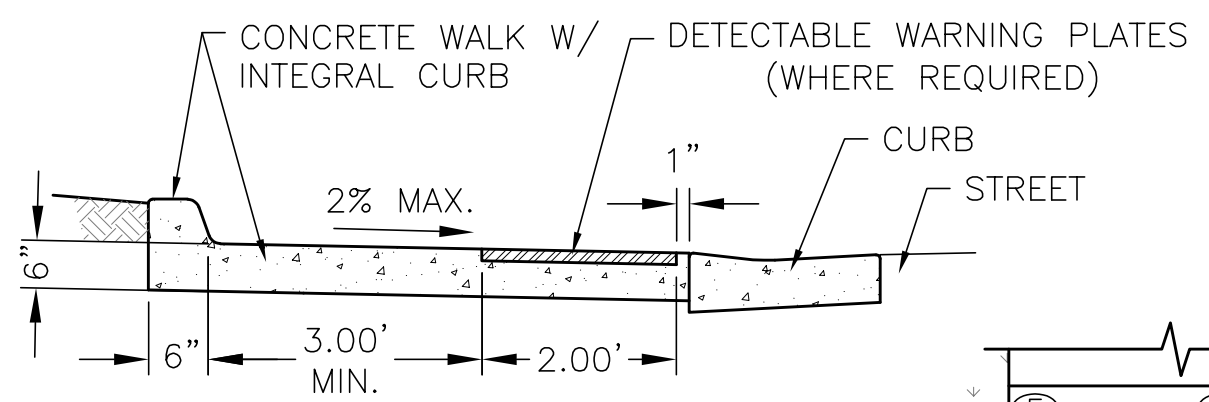
SECTION B-B
N.T.S.



SECTION C-C
N.T.S.

(E) = PROVIDE ELEVATION

 CITY of WESTWOOD KANSAS		ADA RAMP - TYPE A	
		PUBLIC WORKS DEPARTMENT STANDARD DETAILS	
REVISIONS	DATE	DATE: 26 OCT 2021	SHEET 01

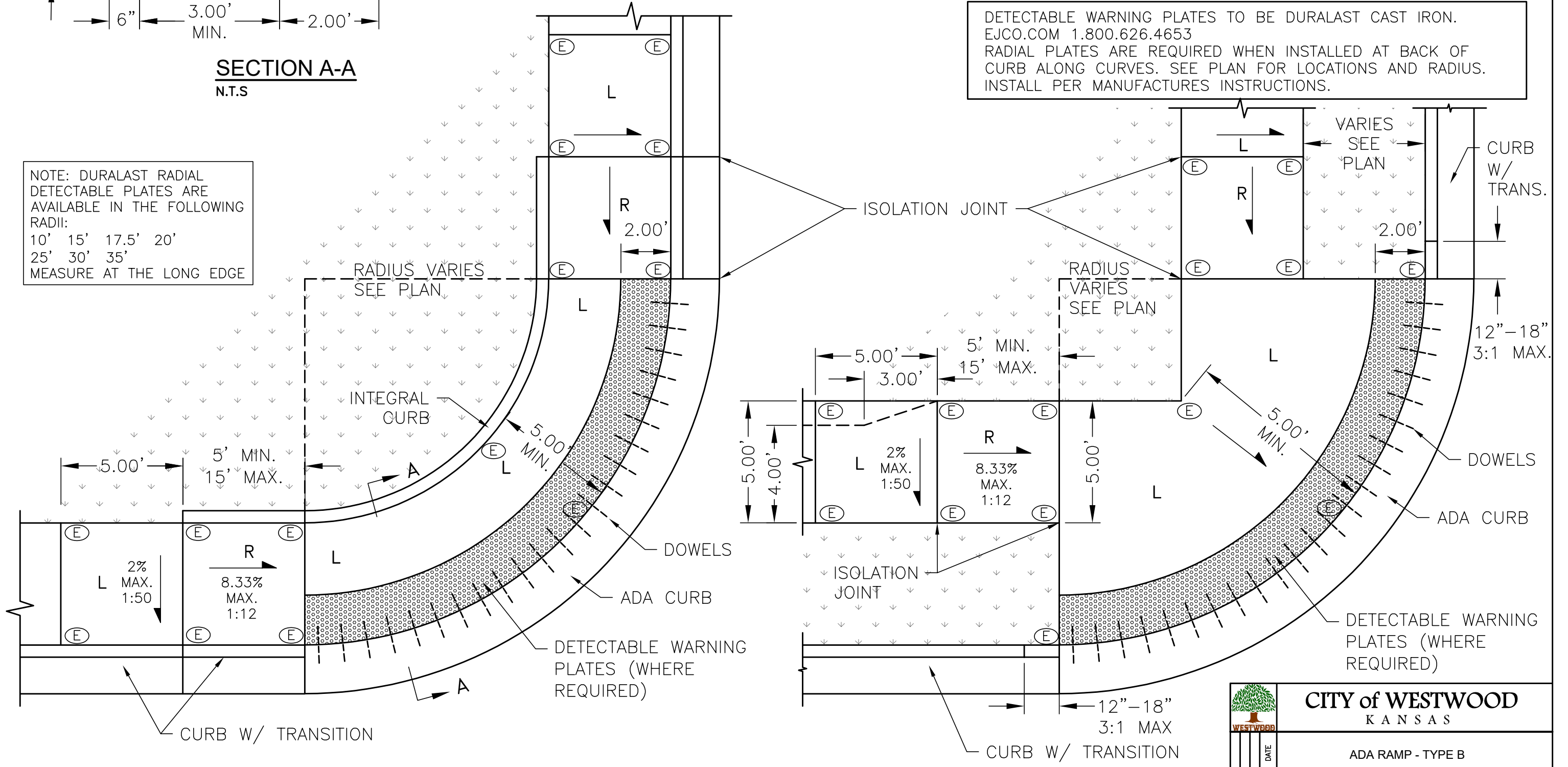


SECTION A-A
N.T.S.

- NOTES**
1. NO ISOLATION JOINT MATERIAL BETWEEN CURB & LANDING/WALK.
 2. WALK/LANDINGS CROSS SLOPE 2% MAX.
 3. LANDINGS TO BE 2% (1:50) MAX. SLOPE IN ALL DIRECTIONS.
 4. RAMP SLOPE 8.33% (1:12) MAX. LONG. 2% (1:50) MAX. CROSS
 5. LENGTH OF RAMPS 5'-0" MIN. TO 15'-0" MAX.
 6. DOWELS BETWEEN CURB & DRIVE/WALK SHALL BE #4 x 18" @ 12" O.C. - EPOXY COATED.

DETECTABLE WARNING PLATES TO BE DURALAST CAST IRON.
EJCO.COM 1.800.626.4653
RADIAL PLATES ARE REQUIRED WHEN INSTALLED AT BACK OF CURB ALONG CURVES. SEE PLAN FOR LOCATIONS AND RADIUS.
INSTALL PER MANUFACTURES INSTRUCTIONS.

NOTE: DURALAST RADIAL DETECTABLE PLATES ARE AVAILABLE IN THE FOLLOWING RADII:
10' 15' 17.5' 20'
25' 30' 35'
MEASURE AT THE LONG EDGE



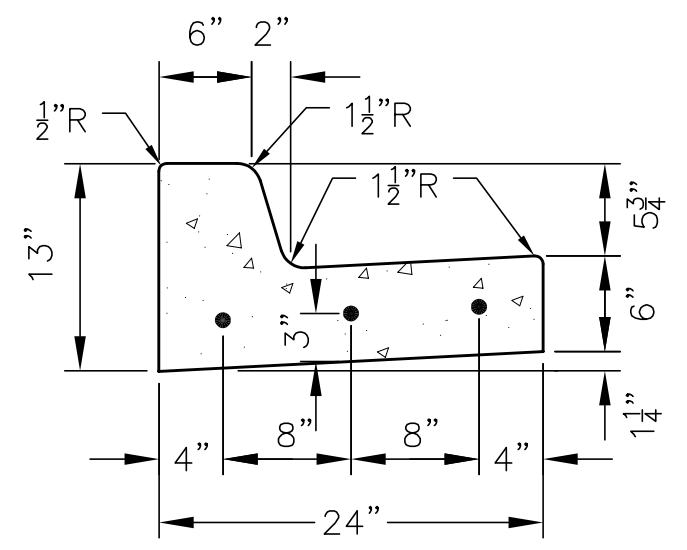
ADA RAMP - TYPE B-M
N.T.S.

ADA RAMP - TYPE B
N.T.S.

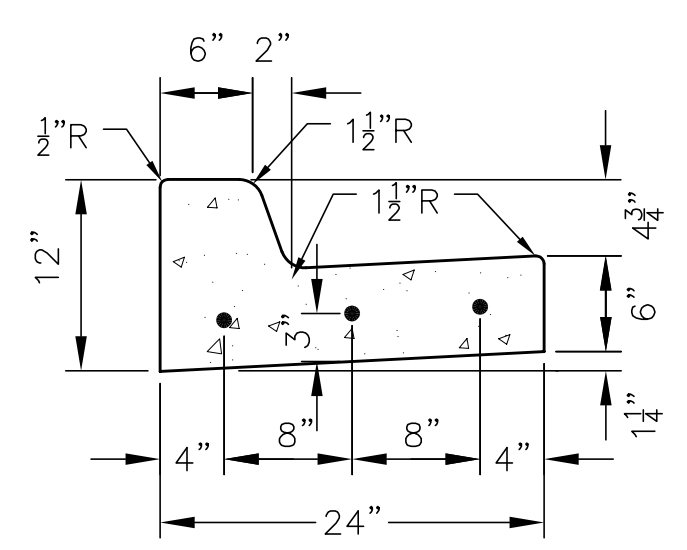
ⓔ = PROVIDE ELEVATION

		CITY of WESTWOOD KANSAS	
		ADA RAMP - TYPE B	
REVISIONS	DATE	PUBLIC WORKS DEPARTMENT STANDARD DETAILS	
		DATE: 26 OCT 2021	
		SHEET 02	

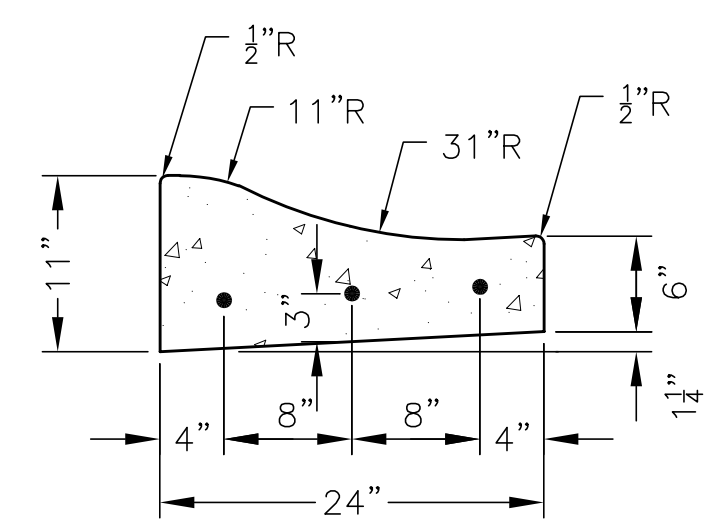
NOTES:
 1. REINFORCEMENT SHOWN IS FOR LOCATION & CLEARANCE. SEE SPECIFICATION FOR ADDITIONAL REINFORCEMENT REQUIREMENTS.
 2. ALL CONCRETE TO BE KCM MB AE 4K -OR- APPROVED EQUAL



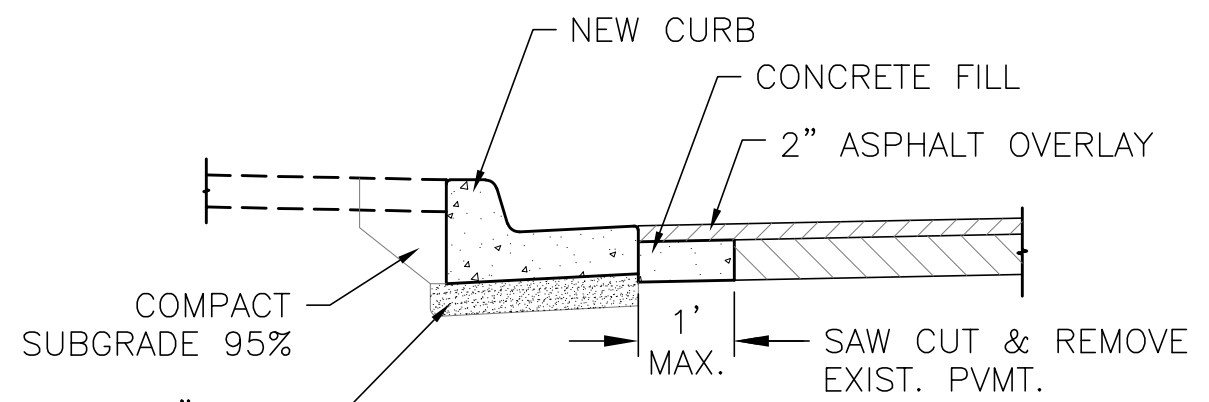
THOROUGHFARE VERTICAL CURB
 N.T.S.



RESIDENTIAL VERTICAL CURB
 N.T.S.

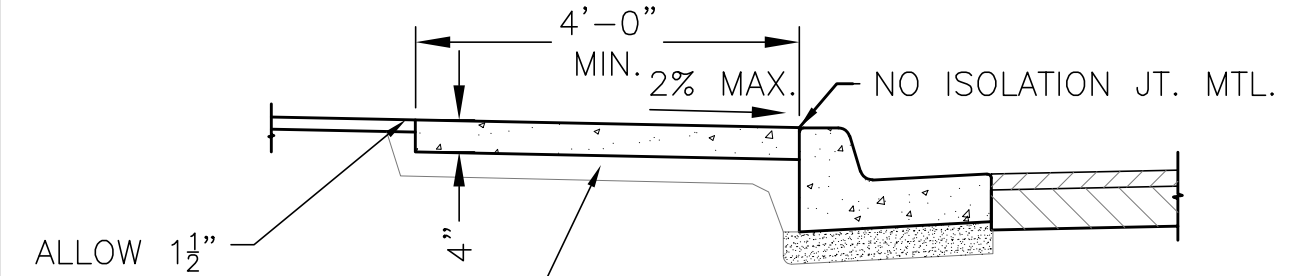


ROLLBACK CURB
 N.T.S.

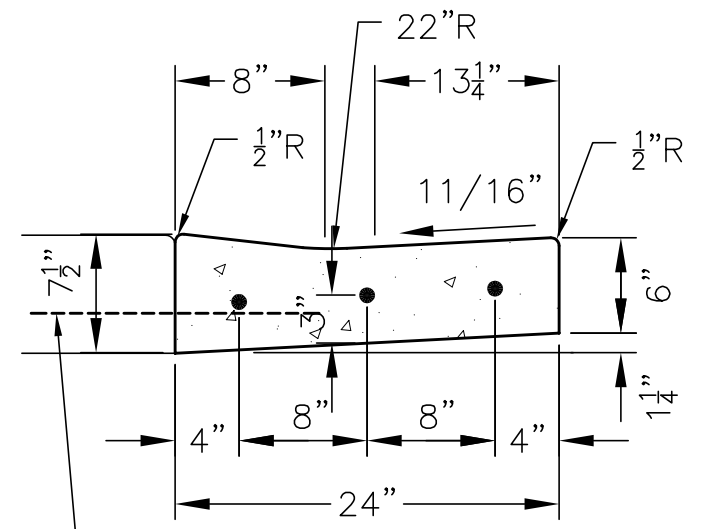


CURB REPLACEMENT
 N.T.S.

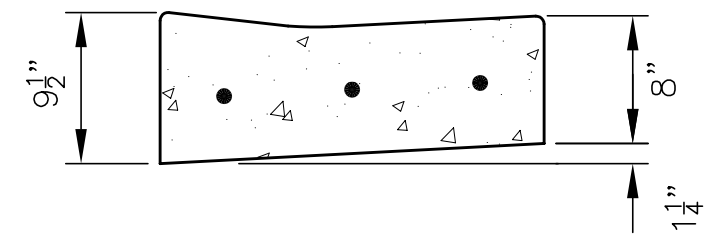
NOTE: 1" DEEP CONTROL JOINTS SPACING TO EQUAL WIDTH OF WALK - TOOL ALL 4 EDGES



SIDEWALK
 N.T.S.



ADA & RESIDENTIAL DRIVEWAY CURB
 N.T.S.



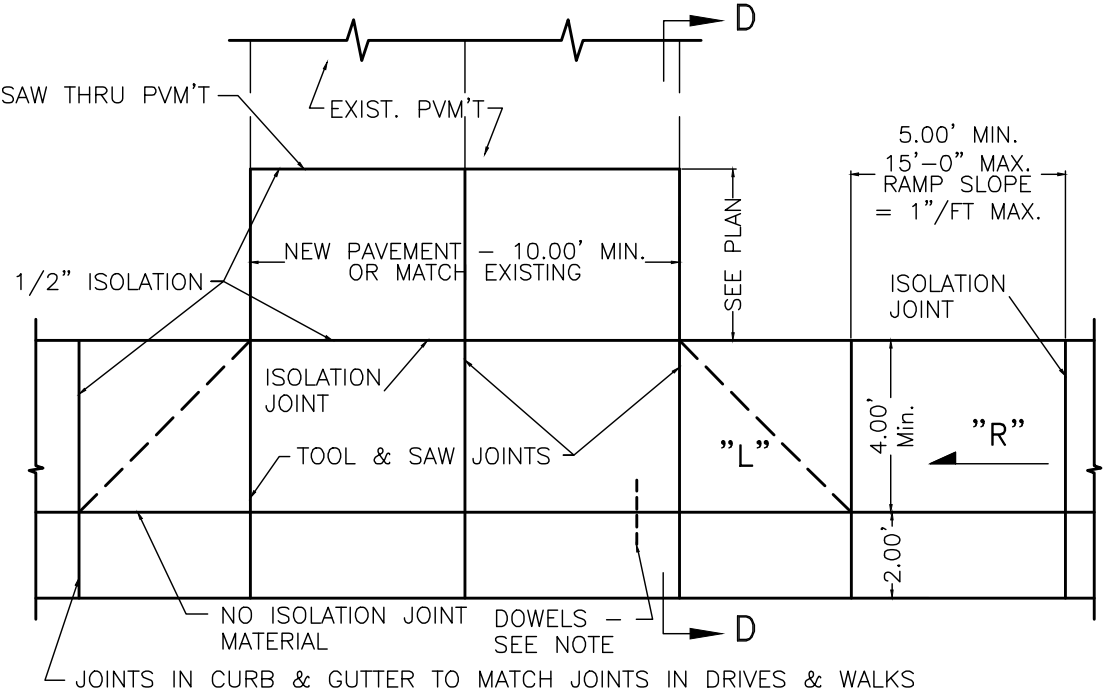
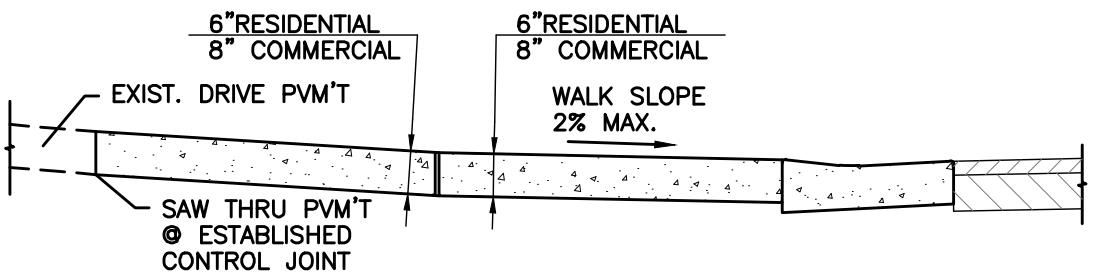
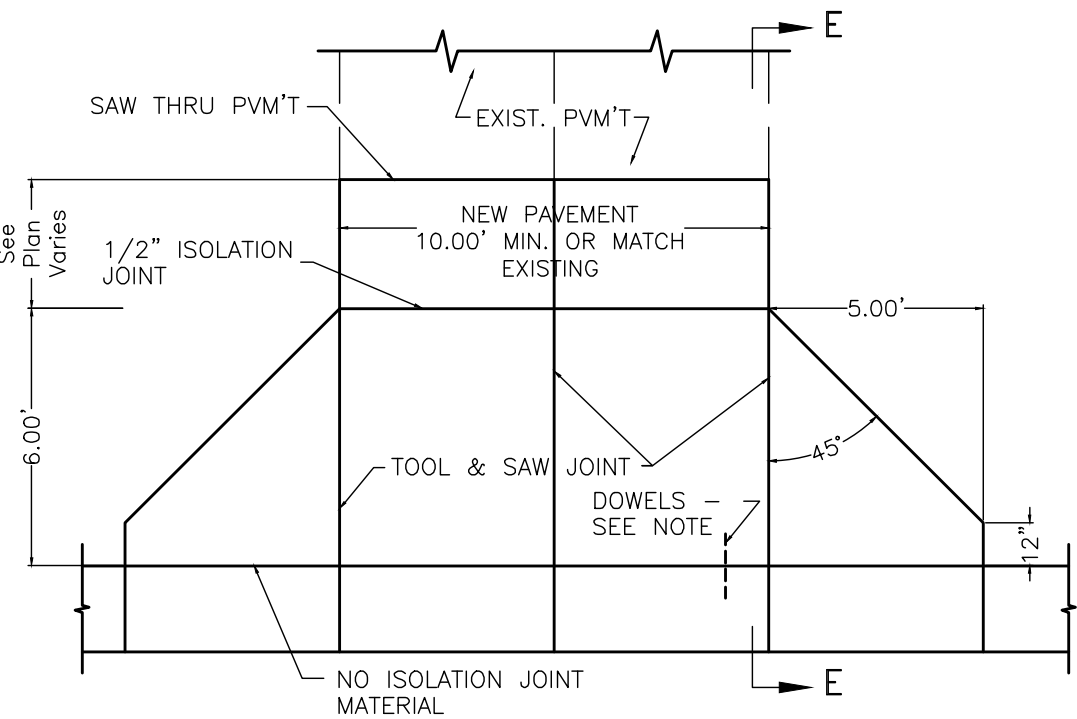
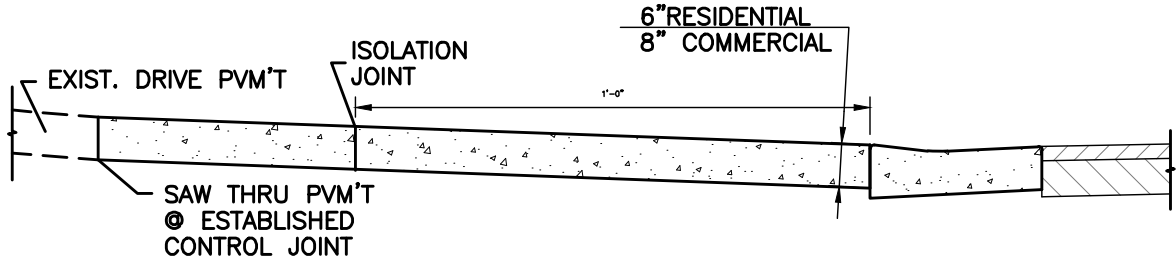
SAME AS RESIDENTIAL DRIVEWAY CURB EXCEPT FOR DIMENSIONAL DIFFERENCES SHOWN.


COMMERCIAL DRIVEWAY CURB
 N.T.S.

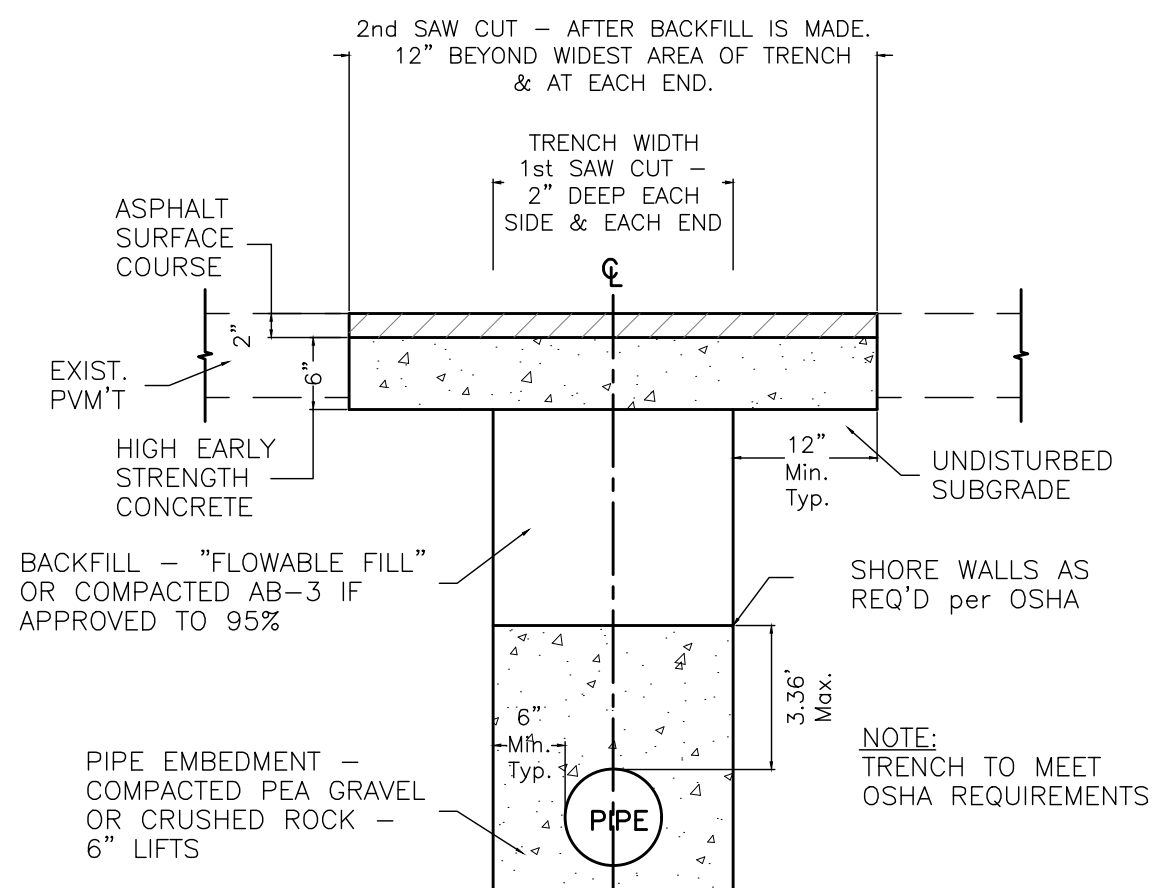
		CITY of WESTWOOD KANSAS	
		CURBS & SIDEWALKS	
REVISIONS	DATE	PUBLIC WORKS DEPARTMENT STANDARD DETAILS	
		DATE: 26 OCT 2021	
		SHEET 03	


NOTES:

1. CURB JOINTS TO MATCH DRIVE JOINTS. NEW DRIVE MATERIAL & SURFACE SHALL MATCH EXISTING DRIVE.
2. ASPHALT DRIVES SHALL HAVE 4" THICK BASE, APWA 1-01 OR 2-01.
3. SURFACE COURSE SHALL BE APWA 3-01.
4. REINF. DOWELS BETWEEN CURB & DRIVE/WALK SHALL BE #4x18" @ 12" O.C. - EPOXY COATED FOR ALL CONCRETE DRIVE APPROACHES.
5. ALL TOOLED JOINTS SHALL BE TOOLED & SAWED TO A DEPTH OF 1/3 PAVEMENT THICKNESS.
6. SLOPE ON ALL LANDINGS & DRIVE APPROACHES WITH SIDEWALKS TO BE 2% MAX. IN ALL DIRECTIONS.



		CITY of WESTWOOD KANSAS	
		DRIVEWAYS	
REVISIONS DATE	PUBLIC WORKS DEPARTMENT STANDARD DETAILS	SHEET 04	DATE: 26 OCT 2021



		CITY of WESTWOOD KANSAS	
		Street Trench	
REVISIONS	DATE	PUBLIC WORKS DEPARTMENT STANDARD DETAILS	
		DATE: 26 OCT 2021	
		SHEET 05	

COUNCIL ACTION FORM

Meeting Date: August 14, 2025
Staff Contact: Abby Schneweis, City Clerk

Agenda Item: Consider Resolution No. 147-2025 adopting the 2026 Master Fee Schedule

Background / Description of Item

City Staff is working with Civic Plus to finalize a recodification of the Westwood City Code. As part of the recodification process all fee amounts have been removed and language has been added to adopt such fees by Resolution.

The change in the language in the City Code to adopt fees by a Resolution allows the City to update fees on a more regular basis and keep up with the local market.

During the November 14, 2024 City Council meeting, Council voted unanimously to approve Resolution 134-2024, which adopted a master fee schedule effective January 1, 2025. Staff plans to review and update the fee schedule on a yearly basis during the budget adoption process. This is the first such annual review.

Staff Comments

The FY2026 fee schedule includes the following changes:

- Right-of-Way Permit Temporary Road Closure Application - \$25.00

Staff recommends the rest of the FY 2026 fee schedule will remain unchanged.

Staff Recommendation

Consider approving Resolution 147-2025 with attached fee schedule.

Suggested Motion:

I move to approve Resolution No. 147-2025 adopting the 2026 master fee schedule.

RESOLUTION NO. 147-2025

A RESOLUTION ADOPTING THE 2026 MASTER FEE SCHEDULE.

WHEREAS, the City of Westwood, Kansas, finds it necessary to update its fee schedule to reflect current costs and to ensure adequate revenue for the provision of city services; and

WHEREAS, the City Council adopted Resolution No. 134-2024 on November 14, 2024 approving the creation of a comprehensive fee schedule;

WHEREAS, the City Council has conducted its annual review of the master fee schedule;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTWOOD, KANSAS:

Section 1. The 2026 master fee schedule, attached hereto as Exhibit A, is hereby adopted; and

Section 2. The new fee schedule shall become effective on January 1, 2026; and

Section 3. If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution.

PASSED, APPROVED AND ADOPTED by the Governing Body of the City of Westwood, Kansas on this 14th day of August, 2025.

David E. Waters, Mayor

ATTEST:

Abby Schneeweis, City Clerk

APPROVED AS TO FORM:

Ryan Denk, City Attorney

RESOLUTION 147-2025
EXHIBIT A



City of Westwood Kansas
Schedule of Fees
Effective January 1, 2026

Administration Office

Licenses		
Business License	Home Occupation	\$25.00
	Less than 5,000 sq. ft.	\$100.00
	5,000 - 9,999 sq. ft.	\$200.00
	10,000 - 49,999 sq. ft.	\$400.00
	50,000 - 99,999 sq. ft.	\$700.00
	100,000 - 199,999 sq. ft.	\$1,100.00
	200,000 and up	\$1,600.00
	Indoor/Outdoor Recreational Facility	\$350.00
	Additional Massage Therapy Establishment Fee	75.00
	Additional CMB On Premise Occupational Fee	\$50.00
	Additional CMB Off Premise Occupational Fee	\$100.00
	Alcoholic liquor sales on + off premise occupational fee	\$300.00
Rental License	Annual Renewal	\$50.00 Per Property
New Goods Public Auction License		\$25.00 per day
Business License Non-Payment Penalty	any sum not less than \$150.00, nor more than \$500.00 for each offense	
Massage Therapist License	Annual Renewal	\$40.00

Solicitor's License	Background Check	\$25.00/application
Request for Public Record Inspection or Copy		
Records	Inspection of open records	Actual Cost of staff time
	Copying	\$0.50/sheet
	Certified	\$1.00/document
	Faxing	\$0.50/Sheet
	Mailing	USPS Standard Rate
Storm Water		
		\$2.50 per 500 sq. ft.
<p>*An Equivalent Dwelling Unit (EDU) is calculated as 2,800 square feet of impervious surface area. For example, 30,000 square feet of impervious surface area would equate to 10.7 EDUs (30,000 divided by 2,800 = 10.7). Credit against the non-single family residential fee is available for sites that have a stormwater management basin. More information about the credit program is available by contacting the Public Works Department.</p>		
Miscellaneous		
General Penalty		Not to exceed \$1,000.00
Compensation (Up to four absences per calendar year)	Mayor	\$700.00, monthly
	City Councilmember	\$250.00, monthly
Governing Body Absentee		\$100.00 per offense
Notary	Westwood Residents	No Charge
	Non-Residents	\$10.00/Signature
Emergency Proclamation Violation		\$500.00
Public Notice Publication		Actual cost of publication
Animal Running At Large	First Offense	\$50.00 plus boarding costs
	Any proceeding offenses	\$200.00
Animal Nuisance		\$500.00

Building, Planning, & Zoning

Building Permits – Residential & Commercial						
\$1-1,000	\$50.00	up to	\$1,000			
\$1,001-5,000	\$50.00	for the first	\$1,000	plus	\$17.50	for each additional \$1,000 or fraction thereof to and including \$5,000
\$5,001-25,000	\$120.00	for the first	\$5,000	plus	\$13.50	for each additional \$1,000 or fraction \$25,000

					thereof to and including
\$25,001-50,000	\$390.00	for the first	\$25,000	plus	\$9.00 for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001-100,000	\$615.00	for the first	\$50,000	plus	\$5.00 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001-500,000	\$865.00	for the first	\$100,000	plus	\$4.00 for each additional \$1,000 or fraction thereof to and including \$500,000
\$500,001-1,000,000	\$2,465.00	for the first	\$500,000	plus	\$3.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001 and more	\$3,965.00	for the first	\$1,000,000	plus	\$2.00 for each additional \$1,000 or fraction thereof
Rezoning					
				Permit Fee	Plan Review Fee
Residential				\$200.00	Actual cost of contractual services incurred by City
Commercial				\$300.00	Actual cost of contractual services incurred by City
Variance					
				\$90.00	
Waiver/Exception					
				\$90.00	
Plats					
Preliminary				\$100.00 + \$5.00 Per Lot	Actual cost of contractual services incurred by City

Final		\$100.00 + \$5.00 Per Lot	Actual cost of contractual services incurred by City
Lot Modifications			
Lot split; sub-division	Five or fewer	\$100.00	
	More than five	\$150.00	Actual cost of contractual services incurred by City
Lot Consolidation	Lot Consolidation - Non-Residential	\$40 per lot for 1st two lots and \$20 per additional lot + recording fee	Actual cost of contractual services incurred by City
	Lot Consolidation - Residential	\$20 per lot for 1st two lots and \$10 per additional lot + recording fee	
	Lot Line Adjustment		
Site/Development Plan Review			
Preliminary - Residential	Up to 5,000 sq. ft.	\$100.00	\$50.00
Preliminary - Commercial	Up to 5,000 sq. ft.	\$100.00	Actual cost of contractual services incurred by City
	5,001 sq. ft. - 10,000 sq. ft.	\$150.00	
	10,001 sq. ft. - 25,000 sq. ft.	\$200.00	
	25,001 sq. ft. & greater	\$250.00	
Final	Recording Fee	Actual cost of Johnson County recording fee	
	Publication Fee	Actual cost of publication	
Miscellaneous Permits			
Sign Permits	General/Banner	\$25.00	
	Commercial/Business promotions	\$75.00	
	Electrical	additional \$25.00	
Dumpster	Valid for 10 calendar days	\$50.00	
Storage POD	Valid for 10 calendar days	\$50.00	
Oversize/Overweight Loads	Single Event, valid only for permitted date	\$250.00	

	Multiple Vehicles (each), valid only for permitted date	\$500.00	
Hauling	Required for each load of 26,000 lbs. gross, valid only for permitted date	\$120.00	
Right-of-Way Permits			
Driveway Approach Permit	Application	\$90.00	
	Reinspection (each)	\$22.50	
Right of Way Excavation (Individual Site)	Application	\$90.00	
	Reinspection (each)	\$22.50	
Right of Way Excavation (Multiple Sites)	Application	\$180.00	
	Reinspection (per .25 hours)	\$45.00	
Routine Maintenance Disruption/Obstruction		\$120.00	
Temporary Road Closure	Application	\$25.00	
Abatements			
Mowing	Non-Residential	\$200.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower	N/A
	Residential	\$50.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower	N/A
Failure to abate	Health and welfare nuisance	\$100.00	N/A
	Motor vehicle nuisance	\$100.00	N/A
Miscellaneous Violations			
Storm water management	Violation of approved plan/permit	\$100.00/offense/day	N/A

Zoning regulations	Violation of submitted, approved plan	< \$500/offense/day	N/A
Subdivision regulations	Violation of same	< \$500.00	N/A

Parks & Recreation Department

Pool Passes		
Daily Admission	General	\$25.00
Woodside Pool Pass	Single	\$60.00
	Family - up to 4 members, limit 2 adults aged 21+	\$100.00
	Additional family member	\$5.00
	New/Replacement Pool Card	\$3.00
Facility Rental		
Deposit (refundable)	All Rentals	\$100.00
Community Room - Resident	Weekday - Business Hours	No Charge
	Nights/Weekends	\$60.00/hour
Community Room - Non Resident	Weekday - Business Hours	\$25.00/hour
	Nights/Weekends	\$80.00/Hour

Police Department

Police Records		
Police Report		\$10.00 each
Video		\$25.00 each
Services		
Fingerprinting Services	Resident	No Fee
	Non-Resident w/ Fingerprinting Card	\$10.00
	Non-Resident w/o Fingerprinting Card	\$25.00
Research Fee		Actual Staff Time
Return Check		\$30.00
Photo Copies		\$0.50 per page
Mailing		USPS Rate
Alarms	Registration	No Charge

	False Alarm – first three alarms within a 12-month period	No Charge
	False Alarm – all proceeding alarms within a 12-month period	\$50.00 per alarm
Off Duty Security		\$65.00/hour

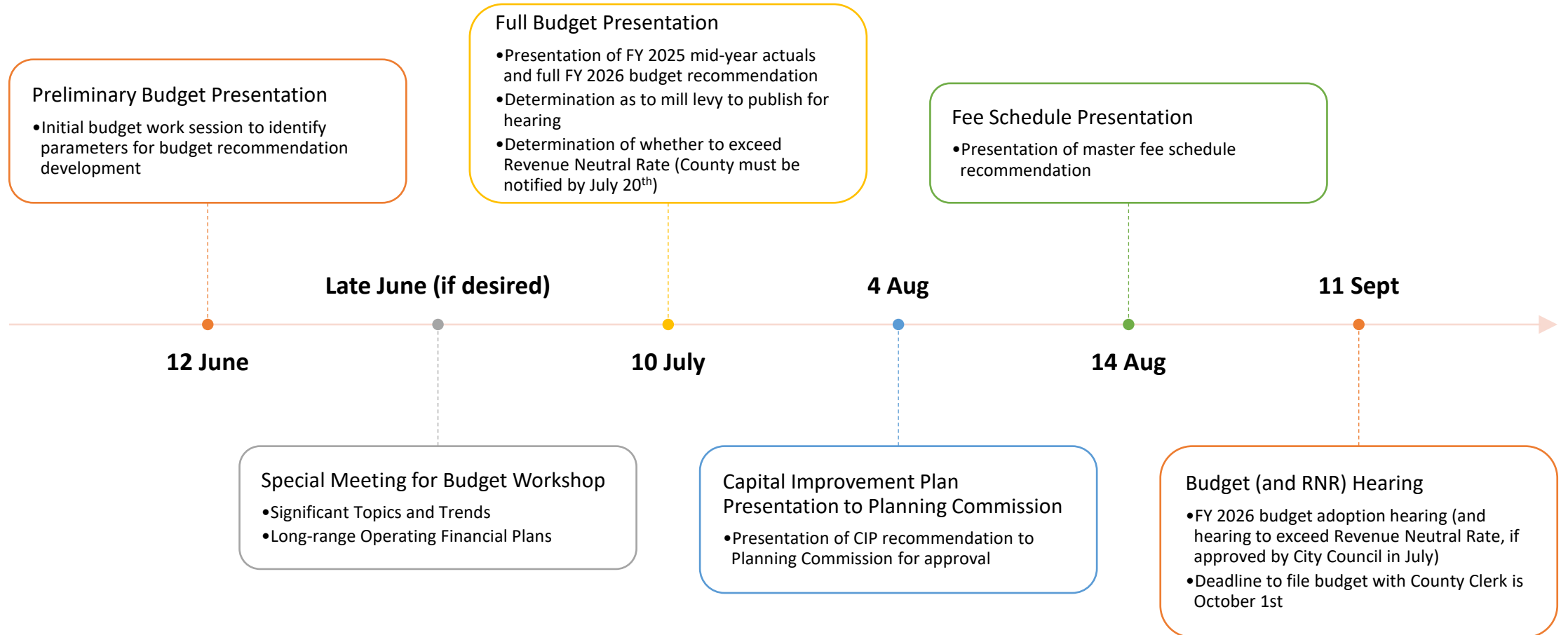
Fiscal Year 2026: Revised Budget Proposal

August 14, 2025

Presentation Overview

- Budget Process
- Long-range Operating Financial Factors
- Capital Program
- Funds Overview
- Debt Overview
- Operational (General Fund) Overview
- Actions Taken to Address Fiscal Sustainability
- Big Picture Reflections

Budget Calendar



Long-range Operating Financial Factors

Capital Improvement Plan

The City's CIP is underfunded to keep up with projects.

The local ½ cent special use sales tax expires in 2028 and improvements to the City's local streets aren't eligible for outside funding programs.

Personnel costs

Past market adjustments to wages – although consistently high for Westwood – are on average behind neighboring Northeast Johnson County cities.

Currently, 7/8 Police staff and all Public Works employees are within or above Westwood's target pay ranges. (3/4 staff in Administration are below target pay ranges)

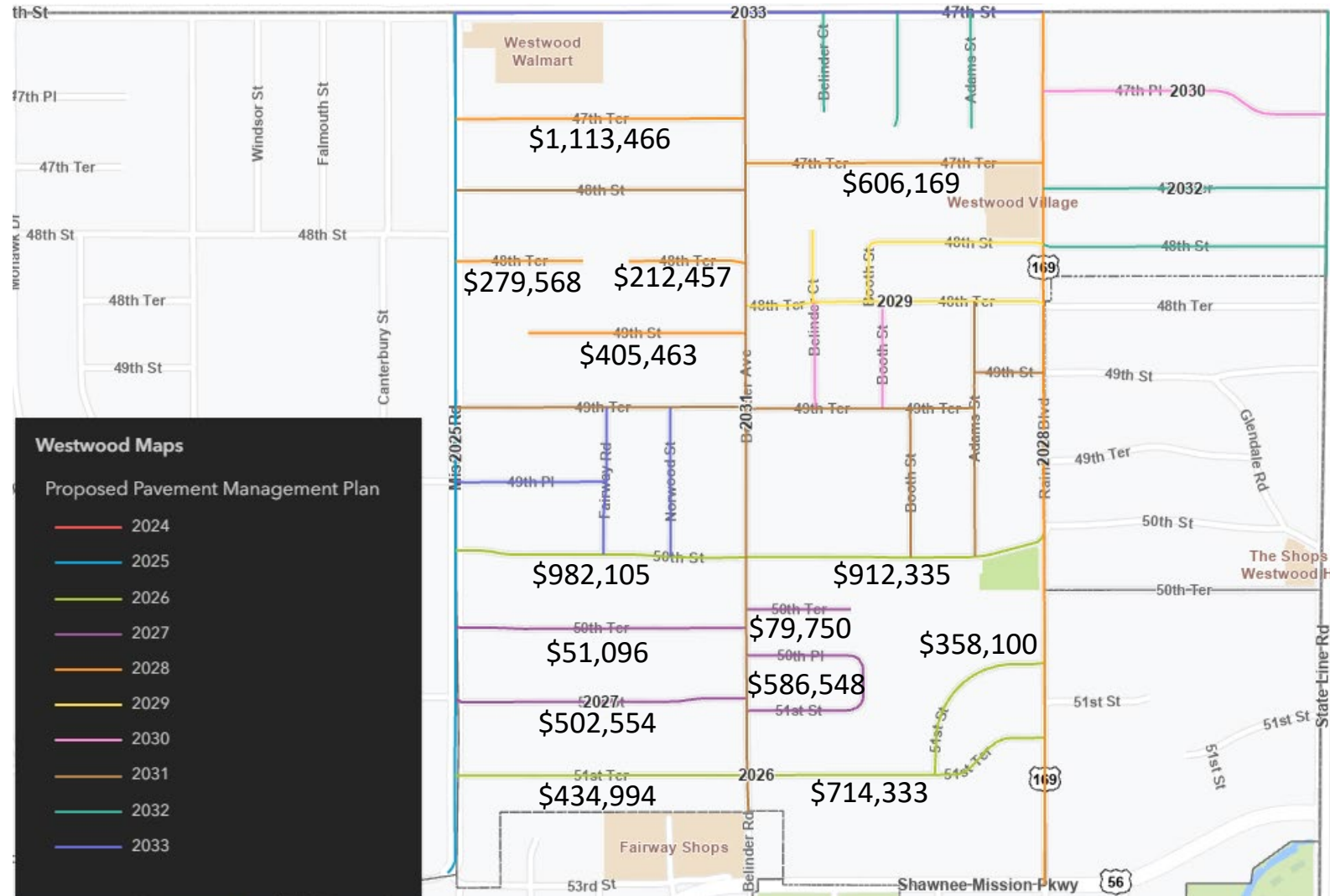
Maintain fund reserves in line with Financial Policy

The City's adopted financial policy targets a 30% reserve balance in the General Fund.

The proposed 2026 budget results in a projected reserve balance of 20% in the General Fund

Capital Improvement Plan: Recommended Schedule

- The map reflects a ten-year program recommended for maintenance of streets, sidewalks, stormwater, and streetlight replacement
- The CIP currently is underfunded to implement this plan within the recommended 10-year time horizon
- Current cost estimates are shown for complete treatment of **pavement, sidewalks, stormwater updates, and streetlight installation** in 2025 dollars



	Year Ending	Year Ending	Year To Date		Current Year Budget		Next Year's Budget	Future Year	Future Year
	12/31/2023	12/31/2024	12/31/2025	7/31/2025	2026	2026	2027	2028	
	Actual	Actual	Actual	Forecast	Adopted	Proposed	Forecast	Forecast	
Beginning Fund Balance	\$ (313,412)	\$ 306,230	\$ 958,899	\$ 958,899	\$ 958,899	\$ 684,073	\$ (2,071,223)	\$ (3,141,953)	
Taxes									
4030 - City Sales & Use Tax - Special	\$ 353,625	\$ 385,198	\$ 221,716	\$ 360,000	\$ 353,625	\$ 375,000	\$ 375,000	\$ 375,000	
Total Taxes	\$ 353,625	\$ 385,198	\$ 221,716	\$ 360,000	\$ 353,625	\$ 375,000	\$ 375,000	\$ 375,000	
Restricted Fees									
JCo SMAC Program									
4440 - JCo CARS Program	\$ 259,000	\$ -	\$ -	\$ 341,384	\$ 453,000	\$ -	\$ 67,951	\$ 69,606	
Total Restricted Use	\$ 259,000	\$ -	\$ -	\$ 341,384	\$ 453,000	\$ -	\$ 67,951	\$ 69,606	
Miscellaneous									
4720 - Other Income	\$ 28,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4750 - Reimbursements	\$ 95,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Miscellaneous	\$ 124,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers									
4810 - Transfer from General Fund	\$ 100,000	\$ 545,242	\$ -	\$ 350,000	\$ 350,000	\$ 170,000	\$ 180,000	\$ 190,000	
Mission Rd. Complete Street				\$ 50,904	\$ 100,000				
50th Street, Mission Rd. to Belinder						\$ 142,018			
50th Street, Belinder to Rainbow						\$ 123,271			
51st Terrace, Mission to Belinder						\$ 628			
51st Terrace, Belinder to Rainbow						\$ 83,607			
51st Street, 51st Ter to Rainbow						\$ 8,061			
W. 50th Terrace Mission to Belinder						\$ 160			
51st St. Mission to Belinder						\$ 859			
W. 50th Place - W. 51st St. (Horseshoe) + W. 50th Ter. (Cul De Sac)						\$ 98,753			
47th Terrace, Mission to Belinder							\$ 84,090		
47th Terrace, Belinder to Rainbow							\$ 22,148		
48th Ter. Cul De Sacs (off Mission and off Belinder)							\$ 26,728		
49th Street Cul De Sac							\$ 891		
4840 - Transfer from Stormwater Fund	\$ -	\$ 25,000	\$ -	\$ 50,904	\$ 100,000	\$ 357,585	\$ 99,772	\$ 133,857	
Expensed to Special Highway Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	
Total Interfund Transfers	\$ 100,000	\$ 570,242	\$ -	\$ 450,904	\$ 450,000	\$ 577,585	\$ 329,772	\$ 373,857	
	\$ 523,324	\$ 1,261,671	\$ 1,180,615	\$ 2,111,186	\$ 2,215,524	\$ 1,636,658	\$ (1,298,500)	\$ (2,323,490)	
Professional Fees									
5290 - Engineering/Design Services					\$ 491,288				
Streets & Streetlights									
Mission Rd. Complete Street		\$ 38,982	\$ 85,610						
50th Street, Mission Rd. to Belinder			\$ 90,936			\$ 60,624			
50th Street, Belinder to Rainbow			\$ 84,475			\$ 56,317			
51st Terrace, Mission to Belinder			\$ 40,277			\$ 26,851			
51st Terrace, Belinder to Rainbow			\$ 78,212			\$ 52,141			
51st Street, 51st Ter to Rainbow			\$ 33,157			\$ 22,105			
W. 50th Terrace Mission to Belinder						\$ 4,873	\$ 3,346		
51st St. Mission to Belinder						\$ 47,928	\$ 32,911		
W. 50th Place - W. 51st St. (Horseshoe) + W. 50th Ter. (Cul De Sac)						\$ 70,305	\$ 48,276		
47th Terrace, Mission to Belinder							\$ 116,214	\$ 79,801	
47th Terrace, Belinder to Rainbow							\$ 59,545	\$ 40,887	
48th Ter. Cul De Sacs (off Mission and off Belinder)							\$ 48,332	\$ 33,188	
49th Street Cul De Sac							\$ 39,829	\$ 27,349	
Facilities									
Park Improvements Planning		\$ 70,050	\$ 1,400						
5295 - Professional Services - Other	\$ 406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Professional Fees	\$ 406	\$ 109,032	\$ -	\$ 414,067	\$ 491,288	\$ 341,144	\$ 348,454	\$ 181,226	
Equipment and Maintenance									
5545 - Stone Wall Repairs	\$ 15,929	\$ 18,740	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
5575 - Street Lights	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Total Equipment and Maintenance	\$ 15,929	\$ 18,740	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
Street and Stormwater									
5610 - Capital Improvement Expense					\$ 42,094				
Streets & Streetlights									
Belinder Ct. & Booth St. Streetlights				\$ 145,000					
47th Street Complete Street	\$ 25,759								
Mission Rd. Complete Street				\$ 628,046					
50th Street, Mission Rd. to Belinder						\$ 855,462			
50th Street, Belinder to Rainbow						\$ 794,689			
51st Terrace, Mission to Belinder						\$ 378,901			
51st Terrace, Belinder to Rainbow						\$ 735,763			
51st Street, 51st Ter to Rainbow						\$ 311,923			
W. 50th Terrace Mission to Belinder							\$ 45,843		
51st St. Mission to Belinder							\$ 450,882		
W. 50th Place - W. 51st St. (Horseshoe) + W. 50th Ter. (Cul De Sac)							\$ 658,274		
47th Terrace, Mission to Belinder							\$ 1,093,273		
47th Terrace, Belinder to Rainbow							\$ 560,159		
48th Ter. Cul De Sacs (off Mission and off Belinder)							\$ 454,678		
49th Street Cul De Sac							\$ 415,711		
Total Streets & Streetlights	\$ 25,759	\$ -	\$ -	\$ 773,046	\$ -	\$ 3,076,738	\$ 1,154,999	\$ 2,523,821	
Facilities									
Public Works Building Repairs				\$ 50,000		\$ 100,000	\$ 100,000	\$ 100,000	
Park Improvements						\$ 50,000	\$ 50,000	\$ 50,000	
Total Facilities	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	
Interfund Transfers									
5960 - Debt Service Transfer	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	
Total Interfund Transfers	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	
	\$ 217,094	\$ 302,772	\$ -	\$ 1,427,113	\$ 681,288	\$ 3,707,882	\$ 1,843,453	\$ 3,045,047	
TOTAL	\$ 306,230	\$ 958,899	\$ 1,180,615	\$ 684,073	\$ 1,534,236	\$ (2,071,223)	\$ (3,141,953)	\$ (5,368,537)	

Capital Improvement Fund:
Target schedule overlaid
with maintaining current
resource level

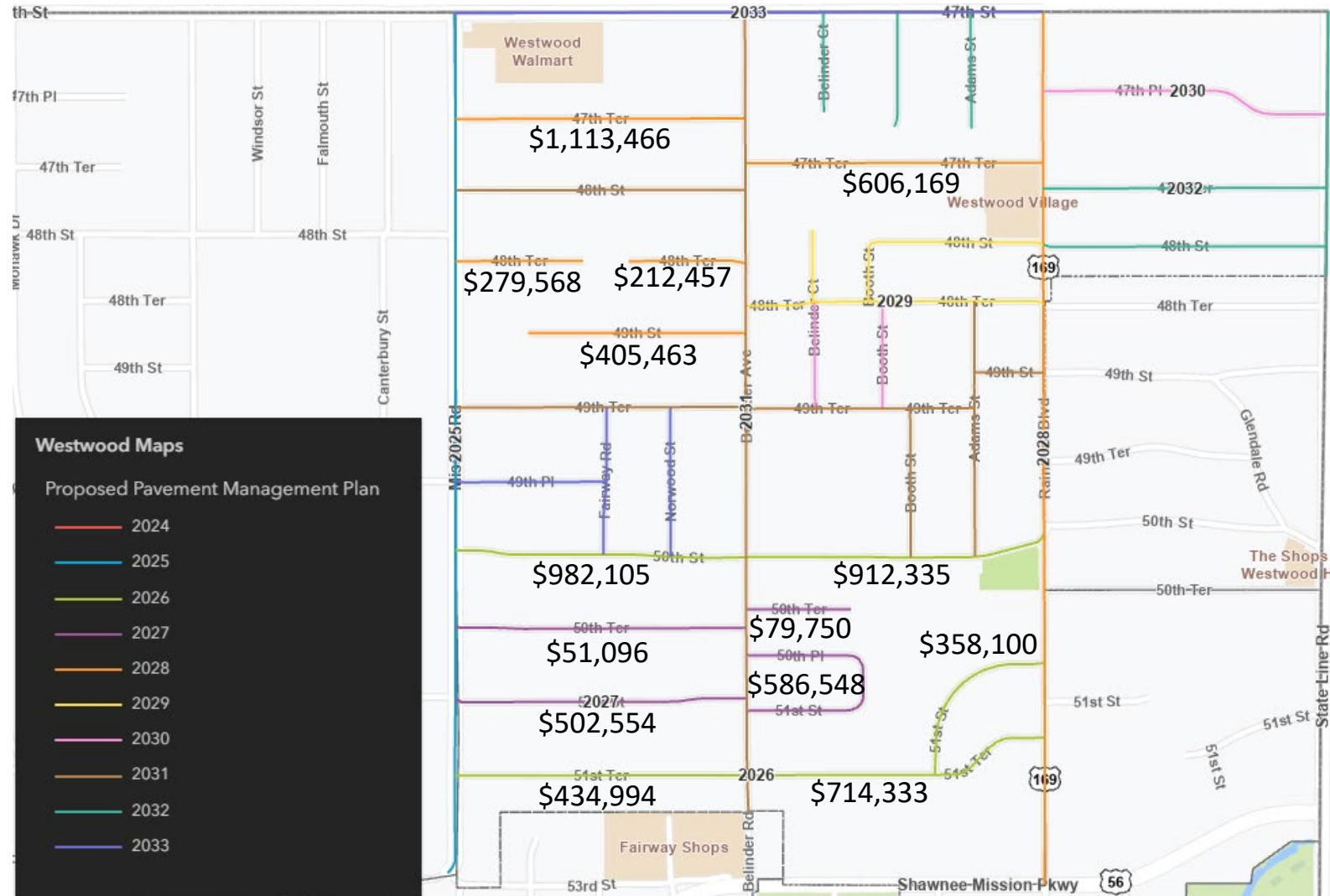
- Table reflects all streets improvement projects recommended through 2028
- Table does not include needed park nor City Hall deferred maintenance
- 2024 (12.75 mill) and 2025 (7.5 mill) transfers from the General Fund have been more aggressive than is sustainable for future years
- Future transfers of closer to 3 mill are recommended to ensure General Fund target reserves stay within range (7 mill recommended if 4 mill increase approved)

Capital Improvement Plan: Deficit

Past three-year average sales tax + property tax revenue = \$525,000

Improving streets on recommended schedule results in the following deficit:

- 2026 = \$2.1M
- 2027 = \$3.2M
- 2028 = \$5.4M



	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Budget	Future Year	Future Year	Future Year	Future Year
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	2026	2027	2028	2029	2030
	Actual	Actual	Actual	Forecast	Adopted	Proposed	Forecast	Forecast	Forecast	Forecast
Beginning Fund Balance	\$ (313,412)	\$ 306,230	\$ 958,899	\$ 958,899	\$ 958,899	\$ 873,663	\$ 91,650	\$ 100,440	\$ 508,820	\$ 234,759
Taxes										
4030 - City Sales & Use Tax - Special	\$ 353,625	\$ 385,198	\$ 221,716	\$ 360,000	\$ 353,625	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
Total Taxes	\$ 353,625	\$ 385,198	\$ 221,716	\$ 360,000	\$ 353,625	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
Restricted Fees										
JoCo SMAC Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4440 - JoCo CARS Program	\$ 259,000	\$ -	\$ -	\$ 341,384	\$ 453,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted Use	\$ 259,000	\$ -	\$ -	\$ 341,384	\$ 453,000	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous										
4720 - Other Income	\$ 28,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4750 - Reimbursements	\$ 95,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous	\$ 124,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers										
4810 - Transfer from General Fund	\$ 100,000	\$ 545,242	\$ -	\$ 350,000	\$ 350,000	\$ 370,000	\$ 390,000	\$ 413,000	\$ 438,000	\$ 465,000
Mission Rd. Complete Street				\$ 50,904	\$ 100,000					
50th Street, Mission Rd. to Belinder						\$ 142,018				
50th Street, Belinder to Rainbow								\$ 134,702		
51st Terrace, Mission to Belinder							\$ 647			
W. 50th Terrace Mission to Belinder							\$ 160			
51st St. Mission to Belinder						\$ 834				
4840 - Transfer from Stormwater Fund	\$ -	\$ 25,000	\$ -	\$ 50,904	\$ 100,000	\$ 142,852	\$ 807	\$ -	\$ 134,702	\$ -
Expensed to Special Highway Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Interfund Transfers	\$ 100,000	\$ 570,242	\$ -	\$ 450,904	\$ 450,000	\$ 562,852	\$ 440,807	\$ 463,000	\$ 622,702	\$ 515,000
	\$ 523,324	\$ 1,261,671	\$ 1,180,615	\$ 2,111,186	\$ 2,215,524	\$ 1,811,515	\$ 907,457	\$ 938,440	\$ 1,506,522	\$ 1,124,759
Professional Fees										
5290 - Engineering/Design Services					\$ 491,288					
Streets & Streetlights										
Mission Rd. Complete Street		\$ 38,982		\$ 85,610						
50th Street, Mission Rd. to Belinder				\$ 90,936		\$ 60,624				
50th Street, Belinder to Rainbow							\$ 89,620	\$ 63,385		
51st Terrace, Mission to Belinder						\$ 40,277	\$ 27,657			
51st Terrace, Belinder to Rainbow									\$ 88,028	
51st Street, 51st Ter to Rainbow									\$ 33,157	
W. 50th Terrace Mission to Belinder						\$ 4,731	\$ 3,249			
51st St. Mission to Belinder				\$ 46,532		\$ 31,022				
Facilities										
Park Improvements Planning		\$ 70,050		\$ 1,400						
5295 - Professional Services - Other	\$ 406	\$ -	\$ -	\$ -	\$ -					
Total Professional Fees	\$ 406	\$ 109,032	\$ -	\$ 224,477	\$ 491,288	\$ 136,654	\$ 30,906	\$ 89,620	\$ 63,385	\$ 121,185
Equipment and Maintenance										
5545 - Stone Wall Repairs	\$ 15,929	\$ 18,740	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5575 - Street Lights	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Equipment and Maintenance	\$ 15,929	\$ 18,740	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Street and Stormwater										
5610 - Capital Improvement Expense					\$ 42,094					
Streets & Streetlights										
Belinder Ct. & Booth St. Streetlights				\$ 145,000						
47th Street Complete Street	\$ 25,759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mission Rd. Complete Street	\$ -	\$ -	\$ -	\$ 628,046						
50th Street, Mission Rd. to Belinder						\$ 855,462				
50th Street, Belinder to Rainbow								\$ 868,378		
51st Terrace, Mission to Belinder							\$ 390,268			
W. 50th Terrace Mission to Belinder							\$ 45,843			
51st St. Mission to Belinder						\$ 437,749				
Total Streets & Streetlights	\$ 25,759	\$ -	\$ -	\$ 773,046	\$ -	\$ 1,293,211	\$ 436,111	\$ -	\$ 868,378	\$ -
Facilities										
Public Works Building Repairs				\$ 50,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Park Improvements						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Facilities	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Interfund Transfers										
5960 - Debt Service Transfer	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Total Interfund Transfers	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
	\$ 217,094	\$ 302,772	\$ -	\$ 1,237,523	\$ 681,288	\$ 1,719,865	\$ 807,017	\$ 429,620	\$ 1,271,763	\$ 461,185
TOTAL	\$ 306,230	\$ 958,899	\$ 1,180,615	\$ 873,663	\$ 1,534,236	\$ 91,650	\$ 100,440	\$ 508,820	\$ 234,759	\$ 663,574

Capital Improvement Fund Unbudgeted on State Forms, multi-year capital fund

- If 4 mill increase adopted, staff recommends increasing CIP funding from the [close to] 3 mills typically dedicated annually to 7 mills
- Reflects incremental capital investment in existing Public Works facility
- Funding for park improvements and City Hall replacement expected to be pursued through private-public-non-profit partnerships

City Facilities: Deferred Maintenance Needs

City Hall

Priority	Description	Estimated Cost (2024)	Remaining Useful Life	Estimated Years to Failure
1.	Replace & Upgrade HVAC	\$190,500	0 years	< 2 years
2.	Replace Metal Roof	\$165,000	0 years	Failed
3.	Resurface Parking Lot	\$25,500	0 years	Failed
4.	Replace Windows/Glazing	\$288,750	0 years	Failed
5.	Rebuild Bay Window (Chief's Office)	\$7,500	0 years	Failed
6.	Replace EIFS Facade	\$83,600	0 years	Failed
7.	Replace Flat Roof	\$90,000	0 years	< 2 years

TOTAL Immediate Need: \$850,850 (2024 dollars)

Public Works

Priority	Description	Estimated Cost (2024)	Remaining Useful Life	Estimated Years to Failure
1.	Add Exhaust to All Areas of Building	\$362,180	0 years	Existing Health Risk
2.	Add Drainage in Truck Bay		0 years	Existing Safety Risk
3.	Replace Exterior Metal Facade		0 years	Failed
4.	Coat Roof & Add Snow Guards		0 years	Failed
5.	Repair Concrete Foundation		0 years	Unknown
6.	Expand Yard	\$500,913	0 years	Inadequate
7.	Rebuild Salt Shed		0 years	Inadequate

TOTAL Immediate Need: \$863,093 (2024 dollars)

Stormwater Utility Fund

- Future budget years reflect transfers to the CIP Fund corresponding to the cost of new curb & gutter planned for those project/budget years

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Budget	Future Year	Future Year
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	2026	2027	2028
	Actual	Actual	Actual	Forecast	Adopted	Proposed	Forecast	Forecast
Beginning Fund Balance	\$ 182,023	\$ 189,218	\$ 251,429	\$ 251,429	\$ 234,878	\$ 371,009	\$ 404,641	\$ 580,318
Restricted Fees								
4410 - Stormwater Utility Fee	\$ 122,133	\$ 244,006	\$ 235,531	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Total Restricted Use	\$ 122,133	\$ 244,006	\$ 235,531	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Professional Fees								
5295 - Professional Services - Other	\$ 593	\$ 4,606	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Total Professional Fees	\$ 593	\$ 4,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment and Maintenance								
5520 - Repairs & Maint Leaf Truck	\$ 561	\$ 213	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Equipment and Maintenance	\$ 561	\$ 213	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
Street and Stormwater								
5650 - Stormwater Expense	\$ 20,269	\$ 7,036	\$ 11,058	\$ 8,000	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000
5655 - Leaf Pickup Expenses	\$ -	\$ 1,424	\$ -	\$ 8,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Street and Stormwater	\$ 20,269	\$ 8,460	\$ 11,058	\$ 16,000	\$ 16,000	\$ 15,000	\$ 15,000	\$ 15,000
Interfund Transfers								
5910 - CIP - Transfer	\$ -	\$ 25,000	\$ -	\$ 50,904	\$ 100,000	\$ 142,852	\$ 807	\$ -
5920 - Equipment Reserve Transfer	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5960 - Debt Service Transfer	\$ 43,516	\$ 43,516	\$ -	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516
Total Interfund Transfers	\$ 93,516	\$ 168,516	\$ -	\$ 94,420	\$ 143,516	\$ 186,368	\$ 44,323	\$ 43,516
TOTAL	\$ 189,218	\$ 251,429	\$ 475,902	\$ 371,009	\$ 305,362	\$ 404,641	\$ 580,318	\$ 756,802

Special Highway Fund

- Staff recommends expensing \$50,000 of CIP expenditures from this Fund each year a streets project is budgeted from the CIP to help offset the increasing cost of pavement management projects
- Budget includes 2026 funding to help offset the cost of implementing the improvements to Rainbow Blvd. recommended by the 2023 PSP study should KDOT agree to roadway modifications

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Budget	Future Year	Future Year
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	2026	2027	2028
	Actual	Actual	Actual	Forecast	Adopted	Proposed	Forecast	Forecast
Beginning Fund Balance	\$ 105,658	\$ 169,095	\$ 230,638	\$ 230,638	\$ 181,095	\$ 240,196	\$ 49,696	\$ 59,196
Restricted Fees								
4420 - State Hwy Maintenance	\$ 17,792	\$ 14,830	\$ 11,074	\$ 14,820	\$ 14,820	\$ 14,500	\$ 14,500	\$ 14,500
4430 - Special Highway Fund Revenue	\$ 46,988	\$ 46,974	\$ 22,141	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Total Restricted Use	\$ 64,780	\$ 61,805	\$ 33,215	\$ 59,820	\$ 59,820	\$ 59,500	\$ 59,500	\$ 59,500
Professional Fees								
5295 - Professional Services - Other	\$ 1,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Professional Fees	\$ 1,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment and Maintenance								
5530 - Repairs & Maint Streets	\$ 9	\$ 261	\$ -	\$ 50,000	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000
5590 - State Highway Maintenance	\$ -	\$ -	\$ 58	\$ 58	\$ -	\$ 200,000		
Total Equipment and Maintenance	\$ 9	\$ 261	\$ 58	\$ 50,058	\$ 200,000	\$ 250,000	\$ 50,000	\$ 50,000
Street and Stormwater								
5630 - Special Highway Expense	\$ 149	\$ -	\$ 204	\$ 204	\$ -	\$ -	\$ -	\$ -
Total Street and Stormwater	\$ 149	\$ -	\$ 204	\$ 204	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 169,095	\$ 230,638	\$ 263,591	\$ 240,196	\$ 40,915	\$ 49,696	\$ 59,196	\$ 68,696



Major Asset Purchases

Equipment Reserve Plan Highlights

2026



Item D. Section X, Item



2027



2028



2029



2030

Equipment Reserve Fund

- Funds Equipment Replacement Plan
- Staff recommends decreasing transfers from General Fund in future years as fund has built a healthy reserve balance and funds not transferred to the ERF can instead be transferred to the CIP

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Budget	Future Year	Future Year
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	2026	2027	2028
	Actual	Actual	Actual	Forecast	Adopted	Proposed	Forecast	Forecast
Beginning Fund Balance	\$ 151,488	\$ 346,480	\$ 330,449	\$ 330,449	\$ 330,449	\$ 343,449	\$ 334,449	\$ 224,749
Grants and Donations								
4640 - Federal Grants	\$ -	\$ 3,385	\$ -	\$ -	\$ -			
Total Grants and Donations	\$ -	\$ 3,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers								
4810 - Transfer from General Fund	\$ 155,000	\$ 325,000	\$ -	\$ 75,000	\$ 75,000	\$ 22,500	\$ 22,500	\$ 22,500
4840 - Transfer from Stormwater Fund	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -			
Total Interfund Transfers	\$ 205,000	\$ 425,000	\$ -	\$ 75,000	\$ 75,000	\$ 22,500	\$ 22,500	\$ 22,500
General Operating Expenses								
5395 - Miscellaneous Expense	\$ 8	\$ -	\$ -	\$ -	\$ -			
Total General Operating Expenses	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment and Maintenance								
5570 - Machinery & Equipment Purchase								
Public Works								
Leaf Vacuum Truck	\$ -	\$ 288,233	\$ -	\$ -	\$ -			
2023 F-550 (2010 Vehicle Replacement)	\$ -	\$ 1,949	\$ -	\$ -	\$ -			
2024 F-250 (New Fleet Vehicle)	\$ -	\$ 65,604	\$ -	\$ -	\$ -			
Portable Water Tank (Landscape Maintenance)	\$ -	\$ 11,232	\$ -	\$ -	\$ -			
2012 Ford F-550 & Equipment Replacement							\$ 112,200	
Police								
2023 Dodge Durango (2017 Patrol Vehicle Replacement)	\$ -	\$ 58,693	\$ -	\$ -	\$ -			
Body Cameras	\$ -	\$ 16,955	\$ -	\$ -	\$ -			
Safety [Bulletproof] Vests	\$ 10,000	\$ 1,750	\$ -	\$ -	\$ -			
2024 Dodge Durango (2017 Patrol Vehicle Replacement)	\$ -		\$ 61,567	\$ 62,000	\$ 88,250			
In-car computer replacements (4)						\$ 16,500		
Tasers and Gear (10)							\$ 20,000	
2021 Police Explorer Replacement								\$ 75,000
Administration								
Computers (x 6) and related desktop equipment replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -
Total Equipment and Maintenance	\$ 10,000	\$ 444,416	\$ 61,567	\$ 62,000	\$ 88,250	\$ 31,500	\$ 132,200	\$ 75,000
TOTAL	\$ 346,480	\$ 330,449	\$ 268,882	\$ 343,449	\$ 317,199	\$ 334,449	\$ 224,749	\$ 172,249
		Vehicle encumbered in FY2022						

Debt Service Fund

- The annual transfer from the General Fund increases each year to create one mill of ad valorem tax when added to the ½ mill levied by the Debt Service Fund
- In FY2026, a 2-mill increase in the annual transfer from the General Fund is budgeted to payoff the remaining principal & interest (P&I) payment on 5050 Rainbow Blvd. (former church site). If the City is paid the assignment fee for the former Westwood View Elementary School site, this transfer would decrease to the normally-budgeted ½ mill as the assignment fee would cover this P&I.

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Budget	Future Year	Future Year
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	2026	2027	2028
	Actual	Actual	Actual	Forecast	Adopted	Proposed	Forecast	Forecast
Beginning Fund Balance	\$ 170,342	\$ 144,556	\$ 170,739	\$ 170,739	\$ 172,790	\$ 204,939	\$ 72,814	\$ 128,797
Taxes								
4010 - Ad Valorem Tax	\$ 17,388	\$ 19,182	\$ 20,193	\$ 23,225	\$ 23,225	\$ 20,534	\$ 20,500	\$ 20,500
4060 - Motor Vehicle Tax	\$ 1,361	\$ 1,478	\$ 724	\$ 1,460	\$ 1,460	\$ 1,437	\$ 1,500	\$ 1,500
Total Taxes	\$ 18,749	\$ 20,660	\$ 20,917	\$ 24,685	\$ 24,685	\$ 21,971	\$ 22,000	\$ 22,000
Interfund Transfers								
4810 - Transfer from General Fund	\$ 18,830	\$ 19,395	\$ -	\$ 23,487	\$ 23,487	\$ 125,000	\$ 27,830	\$ 29,500
4820 - Transfer from CIP Fund	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
4840 - Transfer from Stormwater Fund	\$ 43,516	\$ 43,516	\$ -	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516
Total Interfund Transfers	\$ 237,346	\$ 237,911	\$ -	\$ 242,003	\$ 242,003	\$ 343,516	\$ 246,346	\$ 248,016
Professional Fees								
5295 - Professional Services - Other	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Professional Fees	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Operating Expenses								
5395 - Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ 204,750	\$ -	\$ -	\$ -
Total General Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ 204,750	\$ -	\$ -	\$ -
Street and Stormwater								
5610 - Capital Improvement Expense	\$ 66,569	\$ 19,800	\$ 9,900	\$ 19,800	\$ 19,250	\$ 285,000	\$ -	\$ -
Total Street and Stormwater	\$ 66,569	\$ 19,800	\$ 9,900	\$ 19,800	\$ 19,250	\$ 285,000	\$ -	\$ -
Miscellaneous								
5840 - Interest on GO Bond	\$ 77,313	\$ 72,588	\$ 33,844	\$ 67,688	\$ 67,688	\$ 62,613	\$ 57,363	\$ 51,938
5845 - Principal on GO Bond	\$ 135,000	\$ 140,000	\$ -	\$ 145,000	\$ 145,000	\$ 150,000	\$ 155,000	\$ 160,000
Total Miscellaneous	\$ 212,313	\$ 212,588	\$ 33,844	\$ 212,688	\$ 212,688	\$ 212,613	\$ 212,363	\$ 211,938
TOTAL	\$ 144,556	\$ 170,739	\$ 147,913	\$ 204,939	\$ 2,790	\$ 72,814	\$ 128,797	\$ 186,876



General Fund - Revenues

- Reflects increasing ad valorem by 4 mills
- Fees for permits and licenses increased effective 1/1/25, but revenues forecasted conservatively to
- Intergovernmental fees will increase due to renegotiating Police Services contracts with Mission Woods and Westwood Hills

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year	Item D, Section X, Item
	12/31/2023	12/31/2024	7/31/2025		12/31/2025		
	Actual	Actual	Actual	Forecast	Adopted		Proposed
Taxes							
4010 - Ad Valorem Tax	\$ 781,002	\$ 798,994	\$ 841,126	\$ 848,901	\$ 848,901		\$ 1,014,358
4020 - City Sales & Use Tax	\$ 707,250	\$ 770,397	\$ 443,433	\$ 745,550	\$ 720,733		\$ 760,000
4040 - County Sales & Use Tax	\$ 384,499	\$ 390,669	\$ 236,010	\$ 393,600	\$ 375,946		\$ 400,000
4050 - Liquor Grs Rec Tax	\$ 85,135	\$ 82,387	\$ 42,671	\$ 80,000	\$ 80,000		\$ 80,000
4060 - Motor Vehicle Tax	\$ 56,685	\$ 61,566	\$ 30,150	\$ 60,842	\$ 60,842		\$ 60,000
4070 - Special Assessments	\$ 143,129	\$ 146,286	\$ 144,694	\$ 148,725	\$ 148,725		\$ 150,000
Total Taxes	\$ 2,157,701	\$ 2,250,299	\$ 1,738,084	\$ 2,277,618	\$ 2,235,147	\$ -	\$ 2,464,358
Fees and Licenses							
4110 - Woodside Rent	\$ 240,000	\$ 240,000	\$ 140,180	\$ 240,000	\$ 240,000		\$ 240,000
4120 - Utility Franchise Fees	\$ 209,105	\$ 174,113	\$ 114,657	\$ 172,124	\$ 172,124		\$ 170,000
4130 - Community Room Fees	\$ 3,466	\$ 4,467	\$ 2,083	\$ 4,000	\$ 5,000		\$ 5,000
4140 - Animal Tag Fee	\$ 75	\$ 65	\$ -	\$ -	\$ -		\$ -
4150 - Pool Fees	\$ 16,600	\$ 16,711	\$ 19,132	\$ 19,200	\$ 17,000		\$ 19,000
4160 - Occupational License	\$ 8,021	\$ 8,349	\$ 9,170	\$ 10,000	\$ 10,000		\$ 10,000
Total Fees and Licenses	\$ 477,267	\$ 443,705	\$ 285,222	\$ 445,324	\$ 444,124		\$ 444,000
Building Permits							
4210 - Building Permit Fee - WW	\$ 62,184	\$ 69,746	\$ 58,980	\$ 80,000	\$ 75,000		\$ 75,000
4220 - Building Permit Fee - WWH	\$ 2,521	\$ 1,776	\$ 582	\$ 5,000	\$ 5,000		\$ 5,000
4230 - Building Permit Fee - MW	\$ 1,760	\$ 28,281	\$ 165	\$ 5,000	\$ 5,000		\$ 5,000
Total Building Permits	\$ 66,464	\$ 99,803	\$ 59,727	\$ 90,000	\$ 85,000		\$ 85,000
Intergovernmental							
4310 - Police Services WWH	\$ 163,000	\$ 163,000	\$ 107,306	\$ 187,450	\$ 187,450		\$ 200,000
4320 - Police Services MW	\$ 125,000	\$ 114,583	\$ 82,291	\$ 143,750	\$ 143,750		\$ 155,000
4330 - Police Services - Crossing Guard	\$ 4,236	\$ 5,691	\$ 3,625	\$ 6,700	\$ 6,700		\$ 7,000
4340 - Police Services - Other Revenue	\$ -	\$ 20,836	\$ 4,963	\$ 10,000	\$ 12,000		\$ 12,000
4350 - City Hall Use - WWH	\$ 2,100	\$ 2,100	\$ 1,225	\$ 2,100	\$ 2,100		\$ 2,100
4355 - City Hall Use - MW	\$ 2,100	\$ 2,100	\$ 1,225	\$ 2,100	\$ 2,100		\$ 2,100
4360 - Public Work Services - MW WH	\$ 6,773	\$ 9,375	\$ 9,429	\$ 10,000	\$ 12,000		\$ 12,000
4365 - Codes Services - MW WH	\$ 471	\$ 1,383	\$ 554	\$ 1,000	\$ 1,000		\$ 1,000
4370 - City Clerk Services - MW	\$ 5,400	\$ 5,400	\$ 3,150	\$ 5,400	\$ 5,400		\$ 5,400
Total Intergovernmental	\$ 309,081	\$ 324,468	\$ 213,767	\$ 368,500	\$ 372,500		\$ 396,600
Restricted Fees							
4490 - Bond Proceeds	\$ -	\$ 345,242	\$ -	\$ -	\$ -		\$ -
Total Restricted Use	\$ -	\$ 345,242	\$ -	\$ -	\$ -		\$ -
Fines							
4510 - Municipal Court Fines	\$ 97,086	\$ 107,385	\$ 70,415	\$ 100,000	\$ 100,000		\$ 100,000
Total Fines	\$ 97,086	\$ 107,385	\$ 70,415	\$ 100,000	\$ 100,000		\$ 100,000
Miscellaneous							
4720 - Other Income	\$ 76,549	\$ 53,881	\$ 19,855	\$ 26,531	\$ 5,000		\$ 5,000
4730 - Sale of Extra Trash Stickers	\$ 143	\$ 96	\$ 151	\$ 150	\$ 250		\$ 100
Total Miscellaneous	\$ 76,691	\$ 53,978	\$ 20,006	\$ 26,681	\$ 5,250		\$ 5,100
Interfund Transfers							
4810 - Transfer from General Fund	\$ -	\$ (1,298,062)	\$ -	\$ -	\$ -		\$ -
4820 - Transfer from CIP Fund	\$ -	\$ 600,000	\$ -	\$ -	\$ -		\$ -
4830 - Transfer from Equipment Reserve Fund	\$ -	\$ 200,000	\$ -	\$ -	\$ -		\$ -
4840 - Transfer from Stormwater Fund	\$ -	\$ 100,000	\$ -	\$ -	\$ -		\$ -
4860 - Transfer from Woodside TIF/CID Fund	\$ -	\$ 400,000	\$ -	\$ -	\$ -		\$ -
Total Interfund Transfers	\$ -	\$ 1,938	\$ -	\$ -	\$ -		\$ -
	\$ 3,184,290	\$ 3,626,818	\$ 2,387,221	\$ 3,308,123	\$ 3,242,021		\$ 3,495,058

General Fund – Administration

- Professional services up in 2025 for outsourcing Building Official desk and training new employee; expected to decrease and stabilize in 2026
- Part-time Administrative Assistant new in 2025, budgeted as non-benefits eligible in 2026 and beyond

	Year Ending	Year Ending	Year To Date		Current Year Budget	Item D. Section X, Item	
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	26	
	Actual	Actual	Actual	Forecast	Adopted	Proposed	
Salary & Benefits							
5010 - Salaries - KPERS	\$ 326,164	\$ 325,857	\$ 195,537	\$ 336,676	\$ 336,676		\$ 353,510
5015 - Overtime - KPERS	\$ 5,374	\$ 4,531	\$ 1,654	\$ 5,000	\$ 5,000		\$ 5,000
5030 - KPERS Contributions	\$ 30,266	\$ 34,735	\$ 21,338	\$ 35,000	\$ 35,000		\$ 40,000
5040 - Payroll Taxes	\$ 22,841	\$ 26,019	\$ 15,952	\$ 30,300	\$ 30,300		\$ 33,575
5041 - State Unemployment Taxes	\$ 2,454	\$ 2,203	\$ 1,733	\$ 3,500	\$ 3,500		\$ 2,500
5045 - Health Insurance	\$ 53,188	\$ 54,049	\$ 33,264	\$ 68,442	\$ 68,442		\$ 73,365
5050 - Car Allowance	\$ 4,500	\$ 5,400	\$ 3,600	\$ 5,400	\$ 5,400		\$ 5,400
5060 - Salaries - No Retirement	\$ -	\$ -	\$ 5,488	\$ 16,000	\$ 24,750		\$ 26,975
Total Salary & Benefits	\$ 444,788	\$ 452,794	\$ 278,566	\$ 500,318	\$ 509,068		\$ 540,325
Employee Expenses							
5100 - Mayor's Discretionary Fund	\$ 250	\$ -	\$ 247	\$ 500	\$ 1,000		\$ 500
5105 - Staff Activities	\$ 1,031	\$ 855	\$ 540	\$ 1,500	\$ 1,500		\$ 1,500
5110 - Training Programs	\$ 2,150	\$ 6,657	\$ 1,834	\$ 5,000	\$ 6,000		\$ 6,000
5120 - Travel Allowance	\$ 2,364	\$ 5,816	\$ 2,284	\$ 5,000	\$ 10,000		\$ 6,000
5130 - Dues & Subscriptions	\$ 1,118	\$ 1,144	\$ 1,376	\$ 2,000	\$ 2,500		\$ 2,000
Total Employee Expenses	\$ 6,913	\$ 14,472	\$ 6,281	\$ 14,000	\$ 21,000		\$ 16,000
Professional Fees							
5210 - Prosecutor & Judge Services	\$ 22,225	\$ 22,750	\$ 13,300	\$ 25,000	\$ 25,000		\$ 25,000
5240 - Municipal Court Costs	\$ 19,573	\$ 22,543	\$ 15,866	\$ 20,000	\$ 20,000		\$ 25,000
5295 - Professional Services - Other	\$ 4,274	\$ 21,304	\$ 16,261	\$ 60,000	\$ 5,000		\$ 30,000
Total Professional Fees	\$ 46,072	\$ 66,597	\$ 45,427	\$ 105,000	\$ 50,000	\$-	\$ 80,000
General Operating Expenses							
5310 - Office Supplies	\$ 156	\$ 211	\$ 808	\$ 1,500	\$ 1,500		\$ 1,500
5350 - Printing	\$ -	\$ 253	\$ -	\$ 500	\$ 500		\$ 500
5370 - Operating Supplies - Other	\$ 197	\$ 838	\$ 1,795	\$ 3,000	\$ 500		\$ 1,000
5395 - Miscellaneous Expense	\$ 430	\$ 81	\$ -	\$ -	\$ -		\$ -
Total General Operating Expenses	\$ 784	\$ 1,383	\$ 2,603	\$ 5,000	\$ 2,500		\$ 3,000
Interfund Transfers							
5920 - Equipment Reserve Transfer	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000		\$ 2,500
Total Interfund Transfers	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000		\$ 2,500
TOTAL	\$ 503,557	\$ 540,246	\$ 332,877	\$ 629,318	\$ 587,568		\$ 641,825



General Fund – Public Works

- Seasonal employee added in 2024 to assist with landscaping and grounds maintenance; position currently vacant but to be filled
- Equipment & maintenance costs up due to unforeseen failures and replacements in 2024 but stabilizing year-to-date 2025; some expenses are reimbursable through insurance

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Bud	Item D. Section X, Item
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	2	
	Actual	Actual	Actual	Forecast	Adopted	Propo	
Miscellaneous							
4720 - Other Income	\$ -	\$ (9,712)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous	\$ -	\$ (9,712)	\$ -	\$ -	\$ -	\$ -	\$ -
Salary & Benefits							
5010 - Salaries - KPERS	\$ 310,153	\$ 329,994	\$ 208,138	\$ 347,230	\$ 331,820	\$ 364,600	
5015 - Overtime - KPERS	\$ 4,786	\$ 4,953	\$ 8,460	\$ 15,000	\$ 15,000	\$ 15,000	
5030 - KPERS Contributions	\$ 29,700	\$ 33,007	\$ 23,246	\$ 35,000	\$ 35,000	\$ 40,000	
5040 - Payroll Taxes	\$ 23,044	\$ 24,823	\$ 17,295	\$ 30,000	\$ 30,000	\$ 33,600	
5045 - Health Insurance	\$ 39,028	\$ 44,484	\$ 34,823	\$ 56,203	\$ 56,203	\$ 56,200	
5060 - Salaries - No Retirement	\$ -	\$ 3,108	\$ 17,600	\$ 22,770	\$ 22,770	\$ 25,000	
Total Salary & Benefits	\$ 406,711	\$ 440,369	\$ 309,562	\$ 506,203	\$ 490,793	\$ 534,400	
Employee Expenses							
5105 - Staff Activities	\$ 144	\$ -	\$ -	\$ 500	\$ 1,000	\$ 500	
5110 - Training Programs	\$ 666	\$ 24	\$ -	\$ 1,000	\$ 1,200	\$ 1,000	
5120 - Travel Allowance	\$ 540	\$ 777	\$ 47	\$ 1,000	\$ 1,200	\$ 1,000	
5130 - Dues & Subscriptions	\$ 2,286	\$ 2,258	\$ 2,039	\$ 2,300	\$ 2,200	\$ 2,500	
5140 - Uniforms & Cleaning	\$ 1,195	\$ 3,070	\$ 1,379	\$ 2,000	\$ 2,000	\$ 2,000	
5150 - DOT Drug Test Administrative	\$ 369	\$ 714	\$ 184	\$ 700	\$ 600	\$ 750	
Total Employee Expenses	\$ 5,201	\$ 6,844	\$ 3,649	\$ 7,500	\$ 8,200	\$ 7,750	
Professional Fees							
5290 - Engineering/Design Services	\$ 8,275	\$ 955	\$ -	\$ 10,000	\$ 15,000	\$ 10,000	
5295 - Professional Services - Other	\$ 2,425	\$ 225	\$ -	\$ 1,000	\$ 2,000	\$ 2,000	
Total Professional Fees	\$ 10,700	\$ 1,180	\$ -	\$ 11,000	\$ 17,000	\$ 12,000	
General Operating Expenses							
5310 - Office Supplies	\$ 442	\$ 513	\$ 44	\$ 750	\$ 750	\$ 750	
5320 - Gas & Oil	\$ 11,116	\$ 11,563	\$ 5,844	\$ 13,000	\$ 15,000	\$ 15,000	
5330 - Small Tool Expense	\$ 3,500	\$ 2,661	\$ 35	\$ 3,000	\$ 3,000	\$ 3,000	
5340 - Computer Expense	\$ 598	\$ -	\$ -	\$ 500	\$ 500	\$ 500	
5350 - Printing	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 250	
5370 - Operating Supplies - Other	\$ 5,889	\$ 7,619	\$ 1,940	\$ 8,000	\$ 8,000	\$ 8,000	
5395 - Miscellaneous Expense	\$ -	\$ 37	\$ -	\$ -	\$ -	\$ -	
Total General Operating Expenses	\$ 21,545	\$ 22,393	\$ 7,863	\$ 25,250	\$ 27,550	\$ 27,500	
Utilities							
5410 - Building Utilities	\$ 8,514	\$ 7,907	\$ 3,892	\$ 10,000	\$ 15,000	\$ 10,000	
5415 - Telephone & Data Connections	\$ 2,102	\$ 1,539	\$ 993	\$ 2,500	\$ 2,580	\$ 2,580	
5440 - Buildings & Grounds Maintenance	\$ 393	\$ 1,033	\$ 438	\$ 1,000	\$ 1,000	\$ 1,000	
5445 - City Facility Trash Service	\$ 5,456	\$ 1,044	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	
Total Utilities	\$ 16,466	\$ 11,523	\$ 5,323	\$ 14,500	\$ 19,580	\$ 14,580	
Equipment and Maintenance							
5510 - Repairs & Maint Buildings	\$ 8,260	\$ 8,286	\$ 2,520	\$ 10,000	\$ 5,000	\$ 10,000	
5515 - Repairs & Maint Vehicles	\$ 7,891	\$ 13,992	\$ 11,759	\$ 15,000	\$ 10,000	\$ 15,000	
5530 - Repairs & Maint Streets	\$ 1,501	\$ 25,387	\$ 392	\$ 7,500	\$ 7,500	\$ 7,500	
5535 - Repairs & Maint Other	\$ 4,334	\$ 17,313	\$ 3,740	\$ 10,000	\$ 10,000	\$ 10,000	
5550 - Sand & Salt	\$ 5,744	\$ 8,289	\$ 3,148	\$ 12,000	\$ 12,000	\$ 12,000	
5570 - Machinery & Equipment Purchase	\$ -	\$ 2,100	\$ 6,904	\$ 7,500	\$ 2,500	\$ 5,000	
5575 - Street Lights	\$ 4,027	\$ 9,776	\$ 12,838	\$ 15,500	\$ 5,000	\$ 5,000	
5576 - Traffic Signals	\$ 1,450	\$ 3,381	\$ 1,523	\$ 5,000	\$ 5,000	\$ 5,000	
5577 - Street Signs	\$ 5,128	\$ 1,041	\$ 1,716	\$ 3,500	\$ 3,500	\$ 3,500	
Total Equipment and Maintenance	\$ 38,334	\$ 89,565	\$ 44,540	\$ 86,000	\$ 60,500	\$ 73,000	
Interfund Transfers							
5920 - Equipment Reserve Transfer	\$ 50,000	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 10,000	
Total Interfund Transfers	\$ 50,000	\$ 200,000	\$ -	\$ 30,000	\$ 30,000	\$ 10,000	
TOTAL	\$ 548,956	\$ 762,161	\$ 370,937	\$ 680,453	\$ 653,623	\$ 679,230	



General Fund – Police

- Professional fees up due to body/dash camera annual subscription beginning 2025 and wage increase for mental health co-responders (covered partially by grant funding renewal sought by Merriam)
- Technology hosting by Johnson County continues to increase

	Year Ending	Year Ending	Year To Date		Current Year Budget	Next Year's Budget	Item D. Section X, Item
	12/31/2023	12/31/2024	7/31/2025		12/31/2025	202	
	Actual	Actual	Actual	Forecast	Adopted	Proposed	
Miscellaneous							
4720 - Other Income	\$ (4,583)	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Miscellaneous	\$ (4,583)	\$ -	\$ -	\$ -	\$ -	\$ -	
Salary & Benefits							
5020 - Salaries - KPF	\$ 613,443	\$ 621,187	\$ 393,588	\$ 615,630	\$ 615,630	\$ 639,500	
5025 - Overtime - KPF	\$ 54,876	\$ 48,308	\$ 33,732	\$ 65,000	\$ 65,000	\$ 65,000	
5030 - KPERS Contributions	\$ 864	\$ -	\$ -	\$ -	\$ -	\$ -	
5035 - KP&F Contributions	\$ 150,374	\$ 155,946	\$ 106,477	\$ 160,000	\$ 175,000	\$ 165,000	
5040 - Payroll Taxes	\$ 52,907	\$ 49,620	\$ 31,993	\$ 55,000	\$ 55,000	\$ 58,000	
5045 - Health Insurance	\$ 86,295	\$ 83,307	\$ 45,122	\$ 99,545	\$ 99,545	\$ 100,250	
5050 - Car Allowance	\$ 4,500	\$ 5,900	\$ 4,000	\$ 6,000	\$ 6,000	\$ 6,000	
5065 - PT Reserve Salary	\$ 17,342	\$ 4,362	\$ 6,099	\$ 18,000	\$ 18,000	\$ 18,000	
Total Salary & Benefits	\$ 980,602	\$ 968,629	\$ 621,011	\$ 1,019,175	\$ 1,034,175	\$ 1,051,750	
Employee Expenses							
5105 - Staff Activities	\$ 1,387	\$ 322	\$ 33	\$ 1,000	\$ 2,000	\$ 1,000	
5110 - Training Programs	\$ 10,776	\$ 8,355	\$ 9,065	\$ 12,000	\$ 13,000	\$ 12,000	
5120 - Travel Allowance	\$ 1,530	\$ 452	\$ 119	\$ 1,000	\$ 4,000	\$ 1,500	
5130 - Dues & Subscriptions	\$ 1,553	\$ 1,532	\$ 1,560	\$ 2,000	\$ 2,500	\$ 2,000	
5140 - Uniforms & Cleaning	\$ 5,563	\$ 2,636	\$ 1,094	\$ 5,000	\$ 6,500	\$ 6,000	
Total Employee Expenses	\$ 20,810	\$ 13,298	\$ 11,871	\$ 21,000	\$ 28,000	\$ 22,500	
Professional Fees							
5220 - School Crossing Guard Services	\$ 9,513	\$ 11,614	\$ 5,814	\$ 13,400	\$ 13,400	\$ 14,000	
5225 - Mental Health Co-Responder	\$ 5,869	\$ 6,332	\$ 3,317	\$ 7,000	\$ 9,500	\$ 15,000	
5230 - Animal Control Services	\$ -	\$ -	\$ 6,195	\$ 6,195	\$ 7,600	\$ 7,600	
5240 - Municipal Court Costs	\$ (879)	\$ -	\$ -	\$ -	\$ -	\$ -	
5295 - Professional Services - Other	\$ 1,071	\$ 177	\$ -	\$ 18,000	\$ 21,400	\$ 18,000	
Total Professional Fees	\$ 15,575	\$ 18,123	\$ 15,326	\$ 44,595	\$ 51,900	\$ 54,600	
General Operating Expenses							
5310 - Office Supplies	\$ 1,210	\$ 529	\$ 400	\$ 1,000	\$ 2,000	\$ 1,500	
5320 - Gas & Oil	\$ 12,820	\$ 15,272	\$ 10,835	\$ 17,500	\$ 21,000	\$ 17,500	
5340 - Computer Expense	\$ 25,084	\$ 31,436	\$ 28,076	\$ 40,000	\$ 40,000	\$ 40,000	
5345 - Postage	\$ 126	\$ -	\$ -	\$ 100	\$ 100	\$ 100	
5350 - Printing	\$ 990	\$ 2,165	\$ 543	\$ 2,000	\$ 2,000	\$ 2,000	
5370 - Operating Supplies - Other	\$ 7,771	\$ 5,024	\$ 7,237	\$ 11,000	\$ 7,000	\$ 10,000	
5395 - Miscellaneous Expense	\$ -	\$ 93	\$ (93)	\$ (93)	\$ -	\$ -	
Total General Operating Expenses	\$ 48,001	\$ 54,519	\$ 46,998	\$ 71,507	\$ 72,100	\$ 71,100	
Utilities							
5415 - Telephone & Data Connections	\$ 3,021	\$ 3,090	\$ 1,791	\$ 4,500	\$ 4,500	\$ 4,500	
Total Utilities	\$ 3,021	\$ 3,090	\$ 1,791	\$ 4,500	\$ 4,500	\$ 4,500	
Equipment and Maintenance							
5515 - Repairs & Maint Vehicles	\$ 8,410	\$ 12,558	\$ 6,100	\$ 8,000	\$ 8,000	\$ 8,000	
5525 - Repairs & Maint Other Equipment	\$ 2,237	\$ 472	\$ 1,693	\$ 3,000	\$ 3,000	\$ 3,000	
5570 - Machinery & Equipment Purchase	\$ 1,133	\$ 52	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	
Total Equipment and Maintenance	\$ 11,780	\$ 13,082	\$ 7,793	\$ 12,000	\$ 12,000	\$ 12,000	
Park and Events							
5720 - Outside Agencies	\$ 1,100	\$ 1,229	\$ 1,100	\$ 1,500	\$ 1,500	\$ 1,500	
Total Park and Events	\$ 1,100	\$ 1,229	\$ 1,100	\$ 1,500	\$ 1,500	\$ 1,500	
Interfund Transfers							
5920 - Equipment Reserve Transfer	\$ 30,000	\$ 70,000	\$ -	\$ 30,000	\$ 30,000	\$ 10,000	
Total Interfund Transfers	\$ 30,000	\$ 70,000	\$ -	\$ 30,000	\$ 30,000	\$ 10,000	
TOTAL	\$ 1,106,306	\$ 1,141,971	\$ 705,890	\$ 1,204,277	\$ 1,234,175	\$ 1,227,950	

General Fund – Parks & Recreation

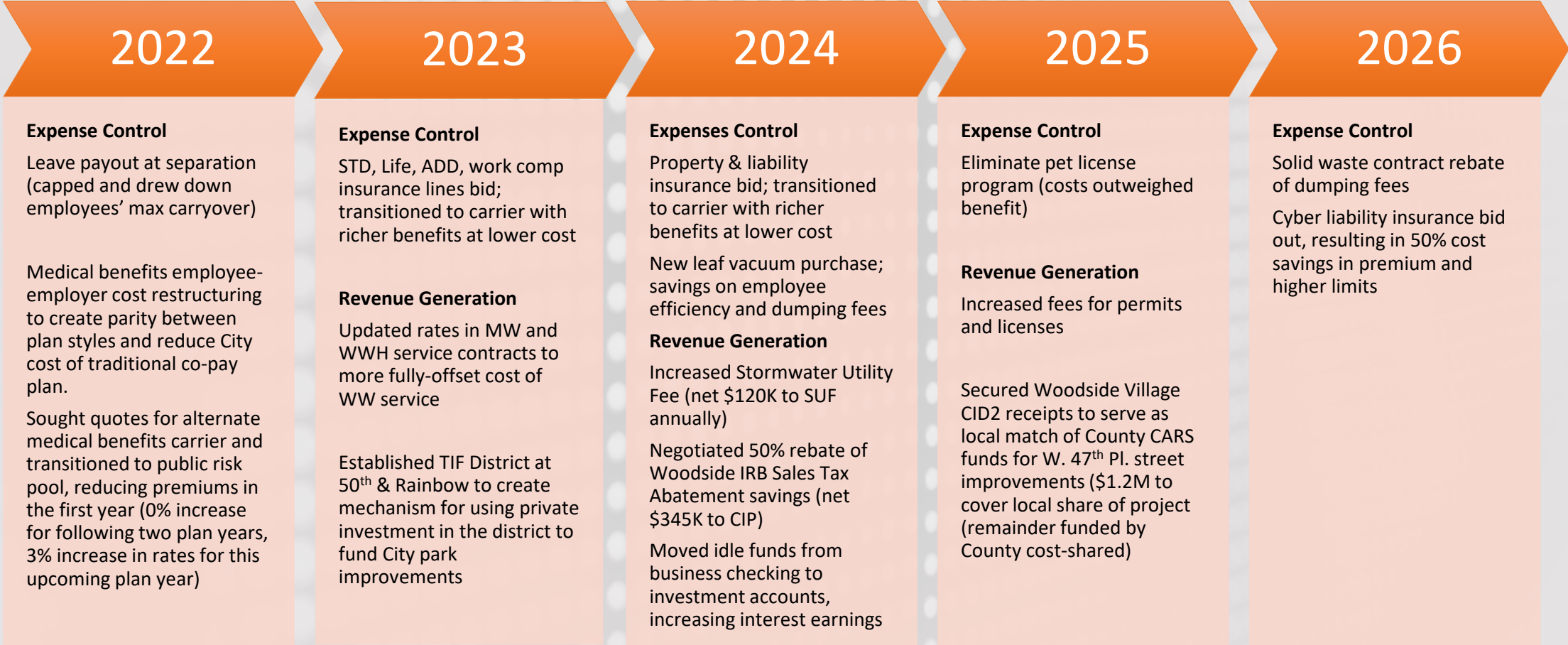
- Budget largely anticipated to remain flat from FY 2025 – FY 2026
- Oktoberfest and the fireworks display are budgeted higher to account for rising associated costs
- Recommend to increase Tree Care budget in future years following receipt of Kansas Forest Service report

	Year Ending 12/31/2023	Year Ending 12/31/2024	Year To Date 7/31/2025		Current Year Budget 12/31/2025	Next Year's Budget 2026
	Actual	Actual	Actual	Forecast	Adopted	Proposed
Miscellaneous						
4720 - Other Income	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -
General Operating Expenses						
5370 - Operating Supplies - Other	\$ 2,220.00	\$ 2,136.39	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Total General Operating Expenses	\$ 2,220.00	\$ 2,136.39	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Utilities						
5410 - Building Utilities	\$ 4,425.79	\$ 10,362.67	\$ 3,205.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5470 - Tree & Easement Care	\$ 8,531.90	\$ 5,774.05	\$ 4,575.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5475 - Landscaping Maintenance	\$ 10,996.64	\$ 7,015.26	\$ 3,829.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total Utilities	\$ 23,954.33	\$ 23,151.98	\$ 11,609.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Equipment and Maintenance						
5525 - Repairs & Maint Other Equipment	\$ 15,392.98	\$ 4,057.47	\$ 3,070.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total Equipment and Maintenance	\$ 15,392.98	\$ 4,057.47	\$ 3,070.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Park and Events						
5740 - Oktoberfest	\$ 7,653.75	\$ 7,589.46	\$ 53.00	\$ 8,000.00	\$ 7,000.00	\$ 8,000.00
5750 - Fireworks	\$ 5,680.03	\$ 5,521.96	\$ 1,809.00	\$ 5,600.00	\$ 5,500.00	\$ 6,000.00
5760 - Other Events	\$ 2,012.88	\$ 13,584.77	\$ 854.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
5770 - Pool Pass Expenses	\$ 918.65	\$ 424.05	\$ -	\$ 750.00	\$ 750.00	\$ 750.00
Total Park and Events	\$ 16,265.31	\$ 27,120.24	\$ 2,716.00	\$ 16,850.00	\$ 15,750.00	\$ 17,250.00
TOTAL	\$ 57,832.62	\$ 55,466.08	\$ 17,395.00	\$ 59,850.00	\$ 58,750.00	\$ 60,250.00

Major Revenues and Expenditures Summary - General Fund

	Year Ending 12/31/2023	Year Ending 12/31/2024	Year To Date 05/31/2025		Current Year Budget 12/31/2025	Next Year's Budget 2026
	Actual	Actual	Actual	Forecast	Adopted	Proposed
Beginning Fund Balance	\$ 1,380,438	\$ 1,465,226	\$ 1,455,794	\$ 1,455,794	\$ 1,480,334	\$ 1,056,619
Revenues						
Taxes	\$ 2,157,701	\$ 2,250,299	\$ 1,738,084	\$ 2,277,618	\$ 2,235,147	\$ 2,464,358
Fees and Licenses	\$ 477,267	\$ 443,705	\$ 285,222	\$ 445,324	\$ 444,124	\$ 444,000
Building Permits	\$ 66,464	\$ 99,803	\$ 59,727	\$ 90,000	\$ 85,000	\$ 85,000
Intergovernmental	\$ 309,081	\$ 324,468	\$ 213,767	\$ 368,500	\$ 372,500	\$ 396,600
Restricted Use	\$ -	\$ 345,242	\$ -	\$ -	\$ -	\$ -
Fines	\$ 97,086	\$ 107,385	\$ 70,415	\$ 100,000	\$ 100,000	\$ 100,000
Miscellaneous	\$ 76,691	\$ 53,978	\$ 20,006	\$ 26,681	\$ 5,250	\$ 5,100
TOTAL	\$ 3,184,290	\$ 3,624,880	\$ 2,387,221	\$ 3,308,123	\$ 3,242,021	\$ 3,495,058
Expenditures						
Salary & Benefits	\$ 1,879,598	\$ 1,896,171	\$ 1,232,214	\$ 2,076,096	\$ 2,084,436	\$ 2,176,875
Employee Expenses	\$ 37,131	\$ 41,022	\$ 35,146	\$ 51,500	\$ 71,200	\$ 55,250
Professional Fees	\$ 366,840	\$ 368,999	\$ 143,433	\$ 422,945	\$ 389,650	\$ 409,850
General Operating Expenses	\$ 116,960	\$ 142,425	\$ 92,699	\$ 171,067	\$ 151,150	\$ 171,100
Utilities	\$ 310,256	\$ 299,854	\$ 157,442	\$ 330,753	\$ 343,833	\$ 326,580
Equipment and Maintenance	\$ 65,507	\$ 106,704	\$ 55,403	\$ 108,000	\$ 82,500	\$ 95,000
Park and Events	\$ 30,230	\$ 37,195	\$ 13,879	\$ 33,850	\$ 31,750	\$ 34,750
WV TIF 40% Sales Tax	\$ -	\$ 50,346	\$ 54,600	\$ 54,600	\$ 50,000	\$ 60,000
Interfund Transfers	\$ 273,830	\$ 889,637	\$ -	\$ 448,487	\$ 448,487	\$ 517,500
Intergovernmental	\$ 19,151	\$ -	\$ -	\$ 10,000	\$ 20,000	\$ 10,000
TOTAL	\$ 3,099,502	\$ 3,832,354	\$ 1,784,816	\$ 3,707,298	\$ 3,673,006	\$ 3,856,905
Fund Balance	\$ 1,465,226	\$ 1,257,752	\$ 2,058,199	\$ 1,056,619	\$ 1,049,349	\$ 694,772

Five-year review of select actions taken to address fiscal sustainability (administrative and legislative)



Big Picture Reflections

This revised budget reflects a 4 mill increase, which results in 7 mills dedicated to streets, streetlights, sidewalks, and stormwater improvements (in typical years, 3 mill has been dedicated to the CIP).

If a lower (or no) mill increase is approved by the City Council, this would result in a lower transfer to the CIP and a delayed pace in street improvements and streetlight installation.

This revised budget reflects a resulting General Fund reserve balance of 20%, under the Council target, but perhaps the target is too conservative and should be revisited.

Should the City's debt on 5050 Rainbow Blvd. be covered by an outside party, the resulting reserve balance in the General Fund would be 23% for FY 2026.

City staff has taken a deep dive into departmental expenses and has tightened up budgeting where possible; however certain operational expenses continue to increase, due in large part to aging facilities and older fleet vehicles, increases in contract services, and utilities.

Several measures have been taken – both administratively and legislatively – in the recent past to reduce expenses and expand revenues.

COUNCIL ACTION FORM

Meeting Date: August 14, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Appointment of Chris Ledin 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). In the event of a vacancy, the Mayor nominates and the City Council confirms appointments.

Last month, Kevin Breer notified the Mayor, Planning Commission Chair, and City Administrator of his resignation from Planning Commission. Breer had served on the Planning Commission since his appointment in 2015. In his resignation, he cited his desire to focus more of his time on his family, including his middle-school aged son.

Mayoral Recommendation

Following Commissioner Breer’s notice to vacate his seat, the Mayor, with input from the Planning Commission Chair, reviewed past statements of interest from residents who expressed a desire to serve on the Planning Commission. Following review, Mayor Waters nominates Chris Ledin to fill the vacated term of Kevin Breer. Mr. Ledin stood out for his stated and demonstrated passion about urban design, building science, and environmental sustainability.

Staff Comments

Kevin Breer’s unexpired term is March 1, 2024 – February 28, 2027. Ledin would serve the remainder of Breer’s term as outlined below.

Candidate	Residential Address	Term
Chris Ledin	2211 W 48th St	September 8, 2025 – February 28, 2027

Suggested Motion:

I move to confirm the appointment of Chris Ledin to the Westwood Planning Commission to serve a vacated term expiring February 28, 2027, and for Leslie Herring in her capacity as notary public to administer the oath of office at the next regular meeting of the Planning Commission.