



# CITY OF WESTWOOD, KANSAS

## CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, April 13, 2023 at 7:00 PM

### AGENDA

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

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

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

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

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#### CITY COUNCIL WORK SESSION AGENDA

- I. CALL TO ORDER
  - II. WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS
  - III. ADJOURNMENT TO REGULAR MEETING
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#### REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF THE AGENDA
- III. PUBLIC COMMENT  
Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda, or about items on the regular agenda for which the Governing Body, at its discretion, accepts public comment. Public comment should be limited to 2-3 minutes and, unless the topic of public comment is before the Governing Body as part of its agenda, no action will be taken by the Governing Body on public comment items. Please state your name and address for the record. Persons attending virtually online will be able to make public comment by using the "raise hand" function on Zoom.
- IV. PRESENTATIONS AND PROCLAMATIONS
  - A. [Mayoral Proclamation of April as National Donate Life Month in Westwood](#)
  - B. [Mayoral Proclamation of Arbor Day in Westwood](#)
- 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 March 9, 2023 City Council Meeting Minutes

[B.](#) Consider Appropriations Ordinance No. 749

**VI. MAYOR'S REPORT**

**VII. CITY COUNCILMEMBER REPORTS**

**VIII. STAFF REPORTS**

[A.](#) Administrative Report (City Administrator Leslie Herring)

[B.](#) Public Works Monthly Report and Status Report

[C.](#) Police/Court Report (Police Sergeant Marcus Burke)

[D.](#) City Treasurer Report (Interim City Treasurer Melissa Romme)

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**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 ay May 11, 2023, at 7:00 PM at Westwood City Hall. The City Calendar may be accessed at [www.westwoodks.org](http://www.westwoodks.org). To receive further updates and communications, please see or sign up for the following:

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

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

# CITY OF WESTWOOD, KANSAS

## PROCLAMATION

**WHEREAS**, Organ donation is a selfless gift that, in 2022, saved more than 42,800 lives across our country; and

**WHEREAS**, Midwest Transplant Network, our local organ procurement organization serving all of Kansas and the western two-thirds of Missouri, coordinated 972 organ transplants and more than 1,593 tissue and cornea donations to save and heal more than 133,000 people in 2022; and

**WHEREAS**, The mission of Midwest Transplant Network is to save lives by honoring the gift of organ and tissue donation with dignity and compassion; the organization is leading organ and tissue donation through excellence, quality and partnership; and

**WHEREAS**, The number of people on the organ transplant waiting list continues to far exceed the number of registered donors; and

**WHEREAS**, Ninety-five percent of our country's population supports organ donation but only 60 percent are registered as donors; and

**WHEREAS**, A single donor can save as many as eight lives and improve up to 100 more; and

**WHEREAS**, Registering as an organ donor takes only seconds online at [ShareLifeMidwest.com](http://ShareLifeMidwest.com) or at local licensing, treasury or Department of Revenue offices; and

**WHEREAS**, April is National Donate Life Month — a time when local, regional and national activities focus on encouraging organ donor registration; and

**WHEREAS**, Midwest Transplant Network is simultaneously running the Green Ribbon Campaign to further raise awareness of the critical need for registered organ and tissue donors and to encourage residents to give hope and share life.

**NOW, THEREFORE**, I, David E. Waters, Mayor of the City of Westwood, Kansas, do hereby proclaim the month of April 2023, as Donate Life Month In Westwood, Kansas to honor all those who have made the decision to donate life, to focus attention on the critical need for donation and to encourage all Kansas residents to register as organ, eye and tissue donors.

**PROCLAIMED BY THE MAYOR OF WESTWOOD, KANSAS  
THIS 13TH DAY OF APRIL, 2023.**

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David E. Waters  
Mayor

**ATTEST:**

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Abby Schneweis  
City Clerk

# CITY OF WESTWOOD PROCLAMATION

## ARBOR DAY

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

**WHEREAS**, this holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and,

**WHEREAS**, trees can reduce the erosion of precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and,

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuels for our fires and countless other wood products; and,

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and,

**WHEREAS**, trees are a source of joy and spiritual renewal; and,

**WHEREAS**, Westwood, Kansas has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways,

**NOW, THEREFORE**, I, David E. Waters, Mayor of Westwood, do hereby proclaim Friday, April 28, 2023, as ARBOR DAY in the City of Westwood, Kansas and urge all citizens to support efforts to care for our trees and woodlands and to support our city's community forestry program, and

**FURTHER**, I urge all citizens to plant trees to gladden the hearts and promote the wellbeing of present and future generations.

**IN WITNESS WHEREOF**, I have hereunto set my hand and have affixed the Official Seal of Westwood.

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David E. Waters, Mayor

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Abby Schneweis, City Clerk

**City of Westwood, Kansas  
City Council Meeting  
March 9, 2023 – 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

Council Absent: None

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

**Call to Order**

Mayor Waters called the meeting to order at 7:00 p.m. on March 9, 2023. The City Clerk 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 Agenda**

Motion by Harris to approve the March 9, 2023, City Council meeting agenda as submitted. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

**Public Comment**

Jayne Tebow, 4952 Norwood, stated she read the message from the Mayor that was distributed online the prior week regarding a proposal made by Karbank Holdings, LLC (Karbank) for the properties at 5050 Rainbow, Joe D. Dennis Park and the former Westwood View Elementary School property located at 2511 W 50<sup>th</sup> St. Mrs. Tebow asked for clarification about how much of the school property would be designated as park space. Mrs. Tebow said she read that there were no apartments in the plan proposed by Karbank, and asked if that included duplexes, fourplexes, townhomes, or other similar housing. Mrs. Tebow noted there was no mention of Westwood City Hall being involved in the proposed plan, and asked if City Hall will be factored into the development. Mrs. Tebow said she would like to know when and how her answers would be addressed. Mayor Waters said some of her questions might be addressed during the presentation by Karbank.

**Presentations and Proclamations**

**Kansas Gas Service Informational Presentation**

Margaret Steele, Sam Loganbill, and Jeff Salter with Kansas Gas Service gave a presentation about operations and offered to answer any questions.

**Mayoral Proclamation of March as Youth Art Month in Westwood**

Mayor Waters proclaimed the month of March 2023 Youth Art Month in Westwood.

**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 February 9, 2023, City Council Work Session & Meeting Minutes
- B. Consider Appropriations Ordinance 748

Councilmember Hannaman noted a correction on item X.A. on the February 9, 2023 City Council Meeting Minutes, the minutes presented did not have a record of a second, and that Councilmember Wimer's second of the motion should be added.

Motion by Councilmember Hannaman to approve the Consent Agenda with suggested changes to the February 9, 2023 City Council Work Session & Meeting Minutes. Second by Councilmember Wimer. The City Clerk conducted a roll call vote. Motion carried by a 5-0 vote.

**Mayor's Report**

Mayor Waters shared a report on the events he attended and planned to attend as Mayor in the recent and upcoming weeks.

**Councilmember Reports**

Councilmember Wimer noted the annual Easter Egg Scramble will be on Saturday, April 8<sup>th</sup> at 3:00 p.m. A Sprinklers and Squirtguns event will be on Thursday, June 1<sup>st</sup> from 4 p.m. to 6 p.m., and a Movie in the Park event will be on Friday, June 23<sup>rd</sup>. All events will be held in Joe D. Dennis Park.

**Staff Reports****Administrative Report**

Mrs. Herring provided an overview of the February 2023 Administrative Report included in the agenda packet and offered to answer questions.

**Public Works Report**

Mr. Sullivan provided an overview of the February and March 2023 Public Works Report included in the agenda packet and offered to answer any questions.

**Public Safety Report**

Chief Mansell provided an overview of the February 2023 Public Safety Report included in the agenda packet and offered to answer questions.

**Treasurer's Report**

The February 2023 Treasurer's Report was included in the agenda packet, no questions or comments were made about the report.

**City Attorney's Report**

Mr. Denk had nothing to report.

**Old Business**

No Old Business items were considered.

## **New Business**

### **Receive Presentation from Karbank Holdings, LLC of Proposal for Redevelopment of 5000 Rainbow Blvd., 5050 Rainbow Blvd., and 2511 W 50<sup>th</sup> St.**

Mayor Waters said that over the past several years the City has done significant work to plan for the future. Much of this work is reflected in several studies, including the 2015 Urban Land Institute Technical Assistance Panel, the 2017 Comprehensive Plan, the 2021 Urban Land Institute Technical Assistance Panel, and the 2022 City Facilities Assessment and Feasibility Study. Mayor Waters said that through this work Westwood has grown and improved as a city. Some examples of the City's growth are the purchase of the property at 5050 Rainbow Boulevard, improved streetscapes, securing the future of Westwood View with the new school building, and progress has been made to receive a Communities for All Ages recognition.

Mayor Waters said he believes there is still more work to be done. During the 2022 City Facilities Assessment and Feasibility Analysis many residents provided feedback that they would like the City to continue to maintain and expand green spaces. Mayor Waters said this is easier said than done as land is at a premium in Westwood and parks and greenspaces do not pay for themselves. Mayor Waters said he has been in contact with the Shawnee Mission School District (SMSD) about the future of the former Westwood View Elementary School site at 2511 W 50<sup>th</sup> St. and the City's interest in acquiring the site for a park. Mayor Waters said he was approached by Karbank Holdings, LLC. (Karbank) with a proposal that they believe would allow Westwood to acquire the former Westwood View Elementary property for the park and develop it as such, and also pursue development that can financially enable the City to handle these types of improvements.

Mayor Waters said he invited the Karbank team to present the proposal to the Governing Body and general public. Mayor Waters emphasized that there is no plan approval being done during the evening's meeting. Mayor Waters said on the agenda for consideration is that if the Council generally likes what they see, the City would agree with Karbank to develop these ideas further and work through details over the next few months. If the funding and exclusivity agreement is approved, Karbank would be investing resources in planning and would also agree to cover the City's costs in exploring whether this proposal is something desired by the Governing Body and community.

Steve Karbank, Neil Karbank, Jennifer Cattano, and Adam Feldman, with Karbank, were in attendance. Steve Karbank provided a brief overview of Karbank's history and said the company's focus is quality of design and construction.

Mr. Karbank said Karbank is proposing to work with the City to acquire the former Westwood View Elementary School property, Karbank would pay for the demolition of the school building and then deed 3.5 of the total 4.5 acres of the school property to the City to develop as a park that suits the needs of the City. Mr. Karbank said Joe D. Dennis Park is about 0.85 acres.

Karbank would pay off the City's debt on 5050 Rainbow Blvd., and in exchange for this the City would convey 5050 Rainbow Blvd. and Joe D. Dennis Park to Karbank to develop offices and limited retail. The proposal includes four buildings that would be two or three stories. The four proposed buildings would be about 120,000 square feet combined. Mr. Karbank said the proposed buildings for this project have a lot of similarities to the properties owned by Karbank and 1900 and 2000 Shawnee Mission Parkway in Mission Woods, Kansas.

Mr. Karbank said Karbank does not plan to seek incentives for this project, but is open to the City arranging for public improvement financing to pay for the design and construction of the City park.

Karbank would pay for the City's incurred costs for financial, legal, or other professional services while doing its due diligence for this proposal, and in exchange the City would work exclusively with Karbank on these properties.

Councilmember Harris asked if the costs for a park design and construction would be the responsibility of the City or Karbank. Mayor Waters said the City would pay for these costs, and Mr. Karbank confirmed the same.

Councilmember Harris noted Karbank has a presence across the Kansas City metropolitan area, and asked Mr. Karbank why the Karbank team is interested in redeveloping this particular area. Mr. Karbank said he and the rest of the Karbank team believes Westwood and the immediate surrounding areas are the center of Kansas City.

Councilmember Hannaman said he views the renderings as a placeholder for the park design, and his goal would be a park designed for Westwood's use, not a walking trail around office buildings.

Councilmember Wimer said Westwood values its mature trees, and asked Mr. Karbank if there would be efforts to preserve them. Mr. Karbank said the Karbank team also values mature trees and works to preserve them when working on projects.

Councilmember Steele asked Mr. Karbank if there were any plans for having residential units in the proposed buildings, and if they were factored into the square footage calculations in the renderings. Mr. Karbank said residential units were not included in the renderings being shared during the evening's meeting. Mr. Karbank said that the development team is agnostic about having residential units in the buildings and is open to the community's or Council's preference on whether to include residential.

Mayor Waters asked if the Karbank team is including a possible City Hall component to the proposed buildings. Mr. Karbank said that if the City were interested, the Karbank team would work with the City to accomplish this, but the Karbank team is otherwise agnostic about having a City Hall in one of the buildings.

### **Consider Entering Into Funding and Exclusive Rights Agreement with Karbank Holdings, LLC to Explore Proposal**

At this time, there is no fixed development agreement in place, and the City Council will not be asked to approve any plans or make any commitments to the Karbank team's proposal outside of a funding and exclusivity agreement that – if approved by the Council – would establish a general timeline for considering plans, allow for due diligence by both the City and Karbank, and require that Karbank deposit funds with the City to pay for the City's costs in working with financial consultants and other specialists to evaluate the Karbank proposal. The funding and exclusivity agreement would allow the City and Karbank to further define the arrangements and consider plans, but would not commit the City to actually approving any development.

Entering into the proposed Funding and Exclusive Rights Agreement with Karbank would result in nominal to no budget impact to the City, as the Agreement requires the City's outside costs and expenses be covered by Karbank. Any budget impact of an actual project that could come before the



City Council for consideration as a result of the due diligence period this proposed agreement provides would be determined during the course of this Agreement, should the city Council choose to enter into the Funding and Exclusive Rights Agreement with Karbank.

Of note is the retention of the services of Columbia Capital Municipal Advisors for professional economic development consulting services. These fees – along with the fees of MVP as legal counsel, Gilmore & Bell as bond counsel and Uhl Engineering as city engineer – are all payable through Karbank’s initial deposit and retainer and will be managed by City Administrator Leslie Herring.

Councilmember Harris said there will be many questions to answer during this process, but he is generally in favor of moving forward with the Funding and Exclusivity Agreement.

Councilmember Hannaman said it is important that the City and Karbank figure out a way for a development and park that functions for the community. Councilmember Hannaman also said it will be important to preserve a small amount of park space while construction is in progress for the community to utilize. Councilmember Hannaman said he is generally in favor of moving forward with the Funding and Exclusivity Agreement.

Mayor Waters said it is worthwhile to further explore the Karbank proposal as it meets the community’s desire for more greenspace. Additionally, the proposal meets the Governing Body’s need to increase greenspace in a way that is financially responsible.

Councilmember Wimer said she is eager to explore the proposal further. Councilmember Wimer said she values working with partners that work on a high level of integrity and community mindedness and are focused not just on the bottom line, but on how the spaces that are built impact the people around them.

Motion by Councilmember Hannaman to approve the Funding and Exclusive Rights Agreement with Karbank Holdings, LLC to Explore Proposal for Redevelopment of 5000 Rainbow Blvd, 5050 Rainbow Blvd., and 2511 W 50<sup>th</sup> St. and the Mayor to execute the Agreement. Second by Councilmember Harris. Motion carried by a 5-0 voice vote.

At 8:55 p.m. the Governing Body took a 5-minute break. The Governing Body reconvened on the dais at 9:00 p.m.

#### **Consider Renewal of EMC Insurance Commercial Policy for April 1, 2023 – March 31, 2024**

The City’s commercial insurance policy runs through March 31, 2023. Geoff Gobble with Boulevard Insurance LLC provided an overview of the insurance renewal for the City of Westwood for the next policy coverage year. The package for consideration is the EMC Insurance Policy, which Boulevard brokers for the City of Westwood.

Overall, insurance rate premium costs within this policy have increased mostly due to increases in property valuations, adjusted property limits, rising auto rates, and an additional Public Safety vehicle for a full year.

The coverage comparison provided by Boulevard Insurance also covers policies outside the scope of the EMC renewal but which Boulevard monitors on behalf of the City; these include:

- 4th of July fireworks event coverage
  - Secured by a separate policy but estimated to stay around previous year, \$1,538
- Worker's compensation insurance
  - Provided through KMIT
  - 2023 policy paid in January in the amount of \$34,090 (\$34,487 in 2021 and \$29,344 in 2022)
- Fidelity bonds for City staff and officials
  - Renewed on a rolling basis dependent on coverage start date for each individual
  - Fidelity bonds issued only for employees and officers who handle money
- Cyber Liability/Data Breach coverage
  - Renewed December 2022 for term of 1/1/2023 – 12/31/2023
  - 2023 policy paid in January in the amount of \$10,865 (\$1,250 in 2021 and \$6,158 in 2022)

The adopted FY 2023 General Overhead Budget provides for \$145,000 in expenditures for these City operating expenses (the fireworks premium is charged separately to the Parks & Recreation Fund). The total of all insurance – not including the fireworks premium is estimated to come in under budget, at \$132,389.

Motion by Councilmember Wimer to approve the renewal of the City's insurance coverage with EMC Insurance as reflected in the conditional premium quote dated March 2023 for the term of April 1, 2023 – March 31, 2024. Second by councilmember Buckman. Motion carried by a 5-0 voice vote.

**Consider Agreement with Johnson County, KS for Stormwater Best Management Practices (BMP) Cost-Share Program for April 1, 2023 – March 31, 2024 Period**

The Stormwater Management Advisory Council determined that it is in the best interests of the residents of Johnson County for the County's Stormwater Management Program to participate in a cost-share program with the City that promotes the use of rain barrels, rain gardens, native trees, and native plantings on residential property to reduce stormwater runoff as well as increase public awareness of stormwater-related issues, all as required by federal NPDES Stormwater rules and regulations.

Motion by Councilmember Harris to authorize the Mayor to execute the 2023 Agreement for Stormwater BMP Cost-Share Program with Johnson County. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

**Consider Renewing Johnson County Mental Health Co-Responder Cooperative Memorandum of Understanding**

The Northeast Johnson County cities (Merriam, Mission, Roeland Park, Fairway, Westwood, Westwood Hills and Mission Woods) currently have a Memorandum of Understanding (MOU) in place for sharing the cost of the mental health co-responder provided by Johnson County. This cost share is based on population. With the addition of a second co-responder to the Northeast Johnson County co-responder program last year, MOU updates are needed.

The first year of the additional responder is funded by a grant obtained by the City of Merriam. This grant will expire in September 2023. An audit of the grant in January 2023 revealed wording regarding the second co-responder being added for compliance. This amendment to the MOU adds the second co-responder and outlines the same cost share formula in the event the grant expires and is not renewed.

The MOU is authorized by K.S.A. 12-2908, it requires approval by the Governing Body regardless of staff purchasing authority. The MOU has been reviewed by the City Attorney.

Motion by Councilmember Hannaman to approve the Johnson County Mental Health co-Responder Cooperative Memorandum of Understanding and authorize the Mayor to sign such MOU. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

**Announcements/Governing Body Comments**

Councilmember Wimer shared that she and Ms. Schneweis will be meeting with the Woodside General Manager to collaborate on summer events.

Councilmember Hannaman said he was grateful for the Governing Body’s intention to look in to the Karbank proposal, and is also thankful for previous Governing Body members that helped with things like the purchase of the 5050 Rainbow Blvd. property that have put Westwood in its current position. Councilmember Hannaman also thanked the members of the public that attended the evening’s meeting.

**Executive Session**

No matters required an Executive Session during this meeting.

**Adjournment**

Motion by Councilmember Buckman to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting adjourned at 9:22 p.m.

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

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

City of Westwood, Kansas  
 Appropriation Ordinance No. 749

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF March 1, 2023 - March 31, 2023 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 3/31/2023	Capital Improvements Month Ending 3/31/2023	Equipment Reserve Month Ending 3/31/2023	Stormwater Month Ending 3/31/2023	Special Highway Month Ending 3/31/2023	Woodside TIF/CID Month Ending 3/31/2023	Debt Service Month Ending 3/31/2023	Total All Funds Month Ending 3/31/2023
<b>Expenditures</b>								
Salary & Benefits	178,882.75	0.00	0.00	0.00	0.00	0.00	0.00	178,882.75
Employee Expenses	1,344.57	0.00	0.00	0.00	0.00	0.00	0.00	1,344.57
Professional Fees	8,244.01	0.00	0.00	0.00	0.00	0.00	0.00	8,244.01
General Operating Expenses	4,699.68	0.00	0.00	0.00	0.00	0.00	0.00	4,699.68
Utilities	6,671.45	0.00	0.00	0.00	0.00	0.00	0.00	6,671.45
Equipment and Maintenance	2,059.70	0.00	0.00	0.00	0.00	0.00	0.00	2,059.70
Street and Stormwater	0.00	0.00	0.00	473.90	0.00	0.00	0.00	473.90
Park and Events	321.02	0.00	0.00	0.00	0.00	0.00	0.00	321.02
Miscellaneous	0.00	0.00	0.00	0.00	0.00	21,652.85	0.00	21,652.85
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>202,223.18</b>	<b>0.00</b>	<b>0.00</b>	<b>473.90</b>	<b>0.00</b>	<b>21,652.85</b>	<b>0.00</b>	<b>224,349.93</b>

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

SECTION 1. The Claims included herein 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 2023 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 13th day of April, 2023.

\_\_\_\_\_  
 MAYOR

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



## City Administrator's Report

April 2023

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: April 13, 2023  
RE: Update on some of the key areas of focus of the Administration Department

### Current Priorities

2<sup>nd</sup> Quarter (April) 2023 through 3<sup>rd</sup> Quarter (September) 2023

- *Public Property and Facilities Course of Action Establishment and Execution*
  - Building on the work of the 2021 Urban Land Institute (ULI) Technical Assistance Panel (TAP) and the 2022 City Facilities Assessment and Feasibility Analysis, the Mayor allowed a project proposal to be brought forward to the City Council at the March 9, 2023 regular City Council meeting which could complement the City's goals and the findings and recommendations of the two aforementioned reports/studies. [The proposal from Karbank Real Estate Company is available via this link to the City's website.](#)
  - The Mayor, City Administrator, City Attorney, and the City's Financial Advisor on the project are working together and with Karbank and the Shawnee Mission School District to outline expectations, mechanics for land acquisition, and a timeline but those details have not yet been agreed upon. How, when, and between whom amongst these three parties has not yet been resolved but all parties are in favor of progressing the project through the public planning and zoning process.
  - The next steps for the project are:
    - SMSD and City staff agree as to land transaction details for Rushton (old Westwood View property) (Spring 2023)
    - Karbank agree as to property acquisition price and associated costs and form of written agreements (Spring 2023)
    - Preliminary site exploration and work (i.e. land surveying, geotechnical, other technical studies in preparation for planning and zoning applications) (Spring 2023)
    - Applications for replatting, rezoning of the Rainbow Blvd. frontage, site/development plan to go before Westwood Planning Commission for analysis and recommendation to Governing Body (Summer 2023 at the earliest)
    - Development Agreement between City and Karbank outlining responsibilities and expectations of parties, including and financial tools proposed (Summer 2023 at the earliest)
    - Initial steps for Public Benefit TIF District creation

- *Financial Review and Planning*
  - The 2022 fiscal year audit is underway and is expected to be completed and presented by the City’s independent financial auditor at either the May or June 2023 regular City Council meeting.
  - The 2024 budget process is beginning and staff is working on a number of preparations to ensure a comprehensive and smooth Summer 2023 budget process, including:
    - Evaluation of City fees, possible recommendations of modifications, and establishment of a Master Fee Schedule
    - Creation of a comprehensive Capital Improvement Plan (CIP) now that the costs and timeline of the 47<sup>th</sup> Street Complete Streets project are known and in progress; this includes:
      - Integration of the City’s 2018 Streetlighting Master Plan
      - Integration of the City’s 2020 stormwater system condition inventory
      - Integration of the City’s 2021 Complete Streets Plan, including sidewalk plan
      - Integration of the City’s 2022 pavement condition inventory
    - Integration of a public input component, possibly with a Spring 2023 community priorities survey
  
- *Rainbow Blvd. Complete Streets Traffic Management Plan*
  - The MARC Board is expected this month to review the scope of work negotiated with the firm selected by the project steering/advisory committee of stakeholders.
  - Work is expected to begin in May with a formal project kick-off. Public engagement is scheduled to take place from June – August, with final reporting out of recommendations and findings to take place in November, 2023.
  
- *Communities for All Ages – Gold Level Recognition*
  - ✓ Bronze level recognition – community awareness – was approved by the joint MARC First Suburbs Coalition and CFAA recognition review committee in November 2022.
  - ✓ Silver level recognition – community assessment – was approved by the joint MARC First Suburbs Coalition and CFAA recognition review committee in April 2023 and the official presentation by MARC will be at the First Suburbs Coalition meeting on April 21, 2023, with a ceremonial presentation to the Westwood Governing Body at the June 8, 2023 regular City Council meeting.
  - Council President Jeff Harris and staff will work together to create a Communications Strategic Plan, including a content calendar for the City to best integrate the work of the Bronze and Silver level work. This document will be submitted to the joint MARC First Suburbs Coalition and CFAA recognition review committee in October 2023.

## Building Permits

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

### *Residential*

#### New Construction:

- 2800 W. 51<sup>st</sup> Ter. – New single-family house construction
- 2914 W. 48<sup>th</sup> Ter. – New single-family house construction

#### Additions:

- 2321 W. 51<sup>st</sup> Ter. – Sunroom addition
- 2003 W. 47<sup>th</sup> Ter. – Upstairs bathroom addition

#### Alterations:

- 3020 W. 47<sup>th</sup> Ter. – Upstairs bathroom remodel
- 2800 W. 51<sup>st</sup> St. – Kitchen remodel and dining room addition

#### Demolition:

- 2800 W. 51<sup>st</sup> Ter. – Single-family house demolition

Misc: None

### *Commercial*

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None

## Westwood Public Works Monthly Report

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, MARCH 2023**  
**DATE: APRIL 11, 2023**

Some of the activities for Public Works in March 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. Perform a weekly inspection of the traffic control signs throughout the city; replace poles and signs as required.
4. I prepared the Purchase Orders and documentation for those purchases.
5. Performed routine maintenance at the City Hall to include the servicing of the air handling equipment, re-lamping fixtures and repairing or installing appurtenances including plumbing fixtures.
6. I represented the city at various meetings to include:
  - ULCC Meeting – 1 hr. – Virtual
  - CFAA Task Force Meeting – 3 hrs. – In Person
  - Tree City Awards – 8 hrs. – In Person
  - Emergency Management Forum – 45 mins. - Virtual
7. 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.
8. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
9. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
10. Performed various clerical duties for the Public Works Department's daily functions.
11. I attended Public Works, City Council and Staff and Committee meetings as required.
12. Observed activities associated with ROW Permits.
13. We marked streetlight utilities when requested by the One-Call System.
14. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
15. Mitch attends monthly Safety Committee Meetings.
16. We repaired Streetlights as needed.
17. We patched potholes.
18. We swept streets.
19. We cleaned catch basin fronts.
20. Performed routine maintenance on equipment.
21. Power wash stone walls along Belinder Avenue.



22. Replaced alarm batteries at City Hall.
23. Put the traffic trailer at 2916 W. 47<sup>th</sup> Terrace.
24. We serviced all of the mowing equipment.
25. We repaired street light wiring hit by contractor.
26. Took bucket truck to Altec for boom certification.
27. We moved the traffic trailer to the 2400 blk. of W. 47<sup>th</sup> Terrace.
28. I am attending the weekly progress meetings on W. 47<sup>th</sup> Street.
29. We repaired the stone wall at W. 48<sup>th</sup> Street and Belinder.
30. We have a stone mason repairing the more extensive repairs.
31. We replaced a no parking sign at 2012 W. 48<sup>th</sup> Street that was struck by an unknown vehicle.
32. Mitch cleaned the community room kitchen and appliances after receiving a complaint from a citizen.
33. We removed the last salt spreader from truck #3, we also stored all of the snow plows for the summer.
34. We began power washing the tennis court and patching the court around the edge in preparation for resurfacing.
35. We had three large trees removed and we filled the stump areas with soil and seeded the areas.
36. I met with Shawnee Mission School District concerning the drainage around the new school after receiving complaints from residents.

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

## Westwood Public Works

To: Governing Body  
From: John Sullivan, Director of Public Works  
Date: April 11, 2023  
Re: Monthly Status Report

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- W. 47<sup>th</sup> Street Project: The project is progressing. We have encountered some issues with the streetlight pole locations but we are working them out. The curb & gutter as well as the driveway approaches has all been placed on the southside of the street. Sidewalk is going in as well as the street light foundations for the poles. The conduit is mostly placed.
- Westwood View School Project: I have been in conversations with the school district concerning the drainage on the backside of the school and the amount of erosion that has taken place. They are to get back with me this week concerning solutions to the identified problems.
- 2023 F-550 and Equipment: The order has been placed for the truck and equipment. We have not been given a build date yet.
- CCLIP funding: I am have a meeting with KDOT next week to discuss the project I submitted.
- Forestry Grant: I have submitted a grant request for the purchase of a leaf vacuum and a watering trailer for 2024. I don't have any new information on this as of yet.
- Pavement Management Analysis: Leslie and I are working on revising the CIP based on the analysis. We will have more to share at budget time.

<b>WESTWOOD</b>					
Mar-23					
<b>ACTIVITIES / OFFENSE</b>	<b>THIS MONTH</b>	<b>23-YTD</b>	<b>22-YTD</b>	<b>23-Avg</b>	<b>CHANGE</b>
<b><i>PART I CRIMES</i></b>					
MURDER					No Change
RAPE					No Change
ROBBERY					No Change
<b><u>BURGLARY</u></b>					
BUSINESS	1	1	2	0.33	-1
RESIDENTIAL		1		0.33	1
VEHICLE	3	7	4	2.33	3
MOTOR VEH THEFT		3	2	1.00	1
LARCENY / THEFT	2	8	5	2.67	3
ASSAULT / BATTERY	1	1		0.33	1
<b><u>ARRESTS</u></b>					
FELONY		3		1.00	3
MISDEMEANOR			1		-1
TRAFFIC					No Change
DRUG		2	2	0.67	No Change
DUI		1		0.33	1
WARRANTS	9	21	11	7.00	10
CONFINED					No Change
<b><u>SUMMONS</u></b>					
HAZARD	8	24	47	8.00	-23
NON-HAZARD	48	132	188	44.00	-56
DUI		1		0.33	1
ORD. VIOLATION		8		2.67	8
PARKING	4	4	New Data	1.33	#VALUE!
<b><u>ACCIDENTS</u></b>					
NON-INJURY	1	2	7	0.67	-5
INJURY		1	3	0.33	-2
PRIVATE PROPERTY	1	3	5	1.00	-2
<b><u>CALLS</u></b>					
ADMIN.DUTIES-PD	80	216	162	72.00	54
ADMIN.DUTIES - CITY	14	14	83	4.67	-69
ALARM	2	20	12	6.67	8
ANIMAL		3	5	1.00	-2
ASSIST - POLICE	8	40	40	13.33	No Change
ASSIST - PUB MOTOR	13	53	35	17.67	18
BLD. CHECK-SHAKE		1		0.33	1
BLD. CHECK-PATROL	1065	3725	2013	1241.67	1712
BUSINESS CHECK	364	1046	44	348.67	1002
CHECK LIGHTS			New Data		#VALUE!
CIVIL MATTER			3		-3
CRIMINAL DAMAGE	3	6	1	2.00	5
CRIMINAL THREAT		1	New Data	0.33	#VALUE!
DISTURBANCE	2	9		3.00	9
DISORDERLY CONDUCT			New Data		#VALUE!
DOMESTIC VIOLENCE			New Data		#VALUE!
FIELD INTERVIEW					No Change
FIRE	2	9	3	3.00	6
FOLLOW UP	13	42	21	14.00	21
INFO / INVESTIGATION	1	6	5	2.00	1

<b>WESTWOOD</b>					
<b>Mar-23</b>					
<b>ACTIVITIES / OFFENSE</b>	<b>THIS MONTH</b>	<b>23-YTD</b>	<b>22-YTD</b>	<b>23-Avg</b>	<b>CHANGE</b>
INVOLUNTARY COMMITTAL					No Change
JUVENILE		1	2	0.33	-1
MEDICAL	14	49	31	16.33	18
MENTAL HEALTH		1	New Data	0.33	#VALUE!
MISSING PERSON			New Data		#VALUE!
NATURE UNKNOWN			1		-1
NOISE COMPLAINT			1		-1
OPEN DOOR	2	8	3	2.67	5
ORD VIOLATION WARNING					No Change
PROWLER			New Data		#VALUE!
PED CHECK		1	1	0.33	No Change
PUBLIC SERVICE	15	46	20	15.33	26
RECOVERED PROPERTY		3	1	1.00	2
RESIDENCE CHECK	61	188		62.67	188
RUNAWAY		1	New Data	0.33	#VALUE!
SUICIDE					No Change
SUICIDE ATTEMPT					No Change
SUSPICIOUS SUBJECT	5	11	16	3.67	-5
SUS VEHICLE OCC	2	5	1	1.67	4
SUS VEHICLE UNOCC	6	18	3	6.00	15
TELE HARRASSMENT	1	1		0.33	1
TELE THREAT					No Change
TRAFFIC COMPLAINT	8	11	14	3.67	-3
TRESPASS			New Data		#VALUE!
UNKNOWN 911	2	6	New Data	2.00	#VALUE!
UNATTENDED DEATH		1		0.33	1
WELL BEING CHECK		3	New Data	1.00	#VALUE!

<b>TOTAL CALLS</b>			
<b>Total Activity</b>	<b>1692</b>	<b>Last Year - YTD Activity</b>	<b>2549</b>
<b>Year to Date Activity</b>	<b>5572</b>	<b>Difference in Activity</b>	<b>3023</b>
<b>Total Monthly Summons</b>	<b>60</b>		
<b>Hazardous Summons Percentage</b>	<b>13%</b>		

**WESTWOOD  
INCIDENT SUMMARY**

Item C. Section VIII, Item

**BURGLARY TO AUTO**

**CASE NO:** 20230077      **LOCATION:** 2001 W 47th Pl  
**DATE :** 03/07/2023  
**ACTIVITY:** Unknown suspect(s) took three toolboxes with tools from the back of the victim's truck without permission.

**CASE NO:** 20230082      **LOCATION:** 4845 Belinder Ct  
**DATE :** 03/12/2023  
**ACTIVITY:** Unknown suspect entered the unlocked vehicle, but nothing was taken.

**CASE NO:** 20230093      **LOCATION:** 2001 W 47th Pl  
**DATE :** 03/22/2023  
**ACTIVITY:** Unknown suspect(s) broke out back window of vehicle and removed several items including a work bag, coat, gloves, and lunch bag without permission.

**BUSINESS BURGLARY**

**CASE NO:** 20230100      **LOCATION:** 4820 Rainbow Blvd  
**DATE :** 03/31/2023  
**ACTIVITY:** Unknown suspect(s) tried to pry open a window on the back side of the building, but did not gain access into the building.

**LARCENY / THEFT**

**CASE NO:** 20230092      **LOCATION:** 4830 Rainbow Blvd  
**DATE :** 03/22/2023  
**ACTIVITY:** Suspect removed the catalytic converter from the vehicle without permission.

**CASE NO:** 20230096      **LOCATION:** 4917 Belinder Ave  
**DATE :** 03/29/2023  
**ACTIVITY:** Victim received a text that a package had been delivered to the residence, but there was no package at the residence.

**ASSAULT / BATTERY**

**CASE NO:** 20230081      **LOCATION:** 4845 Belinder  
**DATE :** 03/12/2023  
**ACTIVITY:** During an auto burglary, the suspect pointed a handgun at the bystander.

WESTWOOD  
COURT SUMMARY  
MARCH, 2023

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
March 10, 2023	40	03	\$ 3,220.00	23	07
March 24, 2023	11	10	\$ 1,090.00	03	08
<b>TOTALS</b>					
March 2023	51	13	\$ 4,310.00	26	15
March 2022	34	04	\$ 5,102.00	31	06
			<b>TOTAL (\$ 4,310.00) less</b>		
			* Kansas DL fees: \$ 0.00		
			* Judges Training Fund: \$ 6.00		
			* LET Training Fund: \$ 135.00		
			* Comm Corrections Fee: \$ 0.00		
			* Seat Belt Fund: \$00.00		
<b>March 2023 TOTAL:</b>					<b>\$ 4,169.00</b>

Y.T.D. TOTALS 2023		Y.T.D. TOTALS 2022	
ARRAIGNMENTS:	151	ARRAIGNMENTS:	113
TRIALS	43	TRIALS:	18
LETTERS:	58	LETTERS:	62
WARRANTS:	63	WARRANTS:	45
FINES:	\$15,769.00	FINES:	\$15,867.50
KS DL FEES:	\$284.00	KS DL FEES:	\$519.00
JUDGES FUND:	\$33.00	JUDGES FUND:	\$38.50
L.E.T.FUND:	\$760.00	L.E.T FUND:	\$875.00
COMM CORRECTIONS:	\$ 0.00	COMM CORRECTIONS:	\$0.00
SEAT BELT FUND:	\$20.00	SEAT BELT FUND:	\$20.00

**City of Westwood  
Treasurer's Report  
3/31/2023**

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
  - a. Ending unencumbered cash through 3/31/2023 of \$2,989,133.03 and remains up from year end by \$656,723. 2022 Encumbrances have all been paid out.
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 of \$236,469. Revenue received year to date of \$1,100,201 compared to the prior year to date of \$978,132 which is up by \$122K.
    - i. Taxes – overall up \$74K from prior year. Ad Valorem taxes are up \$66K from prior year. City and County sales tax revenue is up about \$32K compared to prior year, and Special Assessments up \$1K.
    - ii. Fees and Licenses – up year to date by \$2K.
    - iii. Building Permits – up by \$22K through March.
    - iv. Intergovernmental Fees are up by \$6K due to timing of invoicing police services while Public Works revenue is down 6K.
    - v. Miscellaneous Income – This is down by 16K due to sale of assets of \$30,500 in the prior year and none in the current year.
  - b. Overall March Expenditures totaled \$202,223. Year to Date Expenditures through March total \$640,449, down \$9K compared to the prior year to date.
    - i. Administrative expenditures of \$49,070 for the month which is up from prior year by \$7K. March 2023 had the increase in salary and benefits over March 2022.
    - ii. Public Works total expenditures of \$44,437 for the month, year to date which is down by \$16K from the prior year. Salary and Benefits down \$12K. Equipment is down by \$3.5K.
    - iii. Police expenditures are \$93,005 this month down from prior year by \$52K. Decrease is in the Salary and Benefits of \$39K, Employee Expenses are down \$2K, and the remainder of the decrease is in general operating.
    - iv. Parks and Rec total expenditures of \$1,137 for the month, spending is nominal to date.
  - c. Net Receipts Over (Under) Expenditures in the General Fund are \$34,246 positive for the month, year to date Receipts Over Expenditures is positive at \$459,752 which is up from the prior year to date by \$131K.
4. Other Funds – Current Month and Year to Date
  - a. CIP – March collection of Sales Tax Revenue totaled \$30K.

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, statement of cash flow – regulatory basis, and statement of receipts and expenditures – regulatory basis as of and for the one month ended March 31, 2023, 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

April 10, 2023





**City of Westwood, Kansas**  
**Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis**  
 As of March 31, 2023

	General Fund 03/31/2023	Capital Improvements Fund 03/31/2023	Equipment Reserve Fund 03/31/2023	Stormwater Fund 03/31/2023	Special Highway Fund 03/31/2023	Woodside TIF/CID Fund 03/31/2023	Debt Service Fund 03/31/2023	All Funds 03/31/2023
<b>Assets</b>								
Current Assets								
Cash In Bank	1,834,738.47	(126,701.94)	253,908.84	243,893.85	140,278.99	474,433.87	120,993.94	2,941,546.02
Cash In Bank - Bond Fund	37,550.00	0.00	0.00	0.00	0.00	0.00	0.00	37,550.00
Cash In Bank - Woodside Village Acct	9.39	0.00	0.00	0.00	0.00	0.00	0.00	9.39
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Undeposited Funds	9,688.62	0.00	0.00	0.00	0.00	0.00	0.00	9,688.62
<b>Total Current Assets</b>	<b>1,882,325.48</b>	<b>(126,701.94)</b>	<b>253,908.84</b>	<b>243,893.85</b>	<b>140,278.99</b>	<b>474,433.87</b>	<b>120,993.94</b>	<b>2,989,133.03</b>
<b>Total Assets</b>	<b>\$ 1,882,325.48</b>	<b>\$ (126,701.94)</b>	<b>\$ 253,908.84</b>	<b>\$ 243,893.85</b>	<b>\$ 140,278.99</b>	<b>\$ 474,433.87</b>	<b>\$ 120,993.94</b>	<b>\$ 2,989,133.03</b>
<b>Liabilities and Fund Balance</b>								
Current Liabilities								
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	37,479.99	0.00	0.00	0.00	0.00	0.00	0.00	37,479.99
KPERS/KPF Payable	3,300.46	0.00	0.00	0.00	0.00	0.00	0.00	3,300.46
Great West 457 Payable	1,436.00	0.00	0.00	0.00	0.00	0.00	0.00	1,436.00
<b>Total Current Liabilities</b>	<b>42,225.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,225.64</b>
<b>Total Liabilities</b>	<b>42,225.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,225.64</b>
Fund Balance								
Fund Balance	1,380,347.45	(313,412.09)	253,908.84	182,022.82	105,656.58	457,313.22	170,342.00	2,236,178.82
Fund Balance - Current Year	459,752.39	186,710.15	0.00	61,871.03	34,622.41	17,120.65	(49,348.06)	710,728.57
<b>Total Fund Balance</b>	<b>1,840,099.84</b>	<b>(126,701.94)</b>	<b>253,908.84</b>	<b>243,893.85</b>	<b>140,278.99</b>	<b>474,433.87</b>	<b>120,993.94</b>	<b>2,946,907.39</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 1,882,325.48</b>	<b>\$ (126,701.94)</b>	<b>\$ 253,908.84</b>	<b>\$ 243,893.85</b>	<b>\$ 140,278.99</b>	<b>\$ 474,433.87</b>	<b>\$ 120,993.94</b>	<b>\$ 2,989,133.03</b>

See accountants' compilation report.



**City of Westwood, Kansas**  
**Statement of Cash Flow - Regulatory Basis**  
 For the One Month Ended March 31, 2023

	General Fund Month Ending 03/31/2023	Capital Improvements Fund Month Ending 03/31/2023	Equipment Reserve Fund Month Ending 03/31/2023	Stormwater Fund Month Ending 03/31/2023	Special Highway Fund Month Ending 03/31/2023	Woodside TIF/CID Fund Month Ending 03/31/2023	Debt Service Fund Month Ending 03/31/2023	All Funds Month Ending 03/31/2023
<b>Unencumbered Cash, Beginning Period</b>	<b>1,842,912.79</b>	<b>(157,347.46)</b>	<b>253,908.84</b>	<b>241,877.75</b>	<b>121,368.75</b>	<b>469,728.07</b>	<b>120,450.92</b>	<b>2,892,899.66</b>
<b>Receipts</b>								
Taxes	118,902.63	30,645.52	0.00	0.00	0.00	0.00	543.02	150,091.17
Fees and Licenses	50,814.07	0.00	0.00	0.00	0.00	0.00	0.00	50,814.07
Building Permits	28,947.00	0.00	0.00	0.00	0.00	0.00	0.00	28,947.00
Intergovernmental	25,277.51	0.00	0.00	0.00	0.00	0.00	0.00	25,277.51
Restricted Use	0.00	0.00	0.00	2,490.00	18,910.24	26,358.65	0.00	47,758.89
Fines	4,564.00	0.00	0.00	0.00	0.00	0.00	0.00	4,564.00
Miscellaneous	7,964.20	0.00	0.00	0.00	0.00	0.00	0.00	7,964.20
<b>Total Receipts</b>	<b>236,469.41</b>	<b>30,645.52</b>	<b>0.00</b>	<b>2,490.00</b>	<b>18,910.24</b>	<b>26,358.65</b>	<b>543.02</b>	<b>315,416.84</b>
<b>Expenditures</b>								
Salary & Benefits	178,882.75	0.00	0.00	0.00	0.00	0.00	0.00	178,882.75
Employee Expenses	1,344.57	0.00	0.00	0.00	0.00	0.00	0.00	1,344.57
Professional Fees	8,244.01	0.00	0.00	0.00	0.00	0.00	0.00	8,244.01
General Operating Expenses	4,699.68	0.00	0.00	0.00	0.00	0.00	0.00	4,699.68
Utilities	6,671.45	0.00	0.00	0.00	0.00	0.00	0.00	6,671.45
Equipment and Maintenance	2,059.70	0.00	0.00	0.00	0.00	0.00	0.00	2,059.70
Street and Stormwater	0.00	0.00	0.00	473.90	0.00	0.00	0.00	473.90
Park and Events	321.02	0.00	0.00	0.00	0.00	0.00	0.00	321.02
Miscellaneous	0.00	0.00	0.00	0.00	0.00	21,652.85	0.00	21,652.85
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>202,223.18</b>	<b>0.00</b>	<b>0.00</b>	<b>473.90</b>	<b>0.00</b>	<b>21,652.85</b>	<b>0.00</b>	<b>224,349.93</b>
<b>Adjustments</b>								
Increase / (Decrease) in Payables	4,736.46	0.00	0.00	0.00	0.00	0.00	0.00	4,736.46
Increase / (Decrease) in Refundable Bond Deposits	430.00	0.00	0.00	0.00	0.00	0.00	0.00	430.00
<b>Total Adjustments</b>	<b>(5,166.46)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,166.46)</b>
<b>Ending Cash</b>	<b>\$ 1,882,325.48</b>	<b>\$ (126,701.94)</b>	<b>\$ 253,908.84</b>	<b>\$ 243,893.85</b>	<b>\$ 140,278.99</b>	<b>\$ 474,433.87</b>	<b>\$ 120,993.94</b>	<b>\$ 2,989,133.03</b>



**City of Westwood, Kansas**  
**Statement of Receipts and Expenditures - Regulatory Basis**  
 General Fund  
 For The Three Months Ended March 31, 2023 and 2022

	<u>Month Ending</u> <u>03/31/2023</u> <small>Actual</small>	<u>Year To Date</u> <u>03/31/2023</u> <small>Actual</small>	<u>Year To Date</u> <u>03/31/2022</u> <small>Prior Year</small>	<u>Year Ending</u> <u>12/31/2023</u> <small>Current Budget</small>	<u>Over/(Under) Budget</u>
<b>Receipts</b>					
Taxes	\$ 118,902.63	\$ 824,675.38	\$ 750,977.38	\$ 2,113,906.00	(1,289,230.62)
Fees and Licenses	50,814.07	128,123.29	125,441.43	447,200.00	(319,076.71)
Building Permits	28,947.00	33,112.00	10,735.50	70,000.00	(36,888.00)
Intergovernmental	25,277.51	78,316.49	71,549.93	323,885.00	(245,568.51)
Fines	4,564.00	15,697.00	14,466.25	90,000.00	(74,303.00)
Miscellaneous	7,964.20	20,277.27	4,962.49	4,250.00	16,027.27
<b>Total Receipts</b>	<u>236,469.41</u>	<u>1,100,201.43</u>	<u>978,132.98</u>	<u>3,049,241.00</u>	<u>(1,949,039.57)</u>
<b>Expenditures</b>					
<b>General Overhead</b>					
Salary & Benefits	2,855.20	9,440.70	5,727.61	38,450.00	(29,009.30)
Employee Expenses	320.00	2,267.67	5,477.29	8,000.00	(5,732.33)
Professional Fees	4,523.45	56,159.84	45,993.87	240,250.00	(184,090.16)
General Operating Expenses	2,015.56	7,698.29	3,045.45	20,000.00	(12,301.71)
Utilities	5,532.00	37,489.69	51,898.71	252,850.00	(215,360.31)
Park and Events	51.02	4,144.24	2,021.43	14,750.00	(10,605.76)
Miscellaneous	0.00	0.00	0.00	30,000.00	(30,000.00)
Intergovernmental	0.00	0.00	0.00	20,000.00	(20,000.00)
Interfund Transfers	0.00	0.00	0.00	128,830.00	(128,830.00)
<b>Total General Overhead</b>	<u>15,297.23</u>	<u>117,200.43</u>	<u>114,164.36</u>	<u>753,130.00</u>	<u>(635,929.57)</u>
<b>Administrative</b>					
Salary & Benefits	47,232.57	126,778.52	84,861.97	456,653.00	(329,874.48)
Employee Expenses	314.82	709.82	783.33	14,500.00	(13,790.18)
Professional Fees	1,505.00	5,659.04	175.00	48,000.00	(42,340.96)
General Operating Expenses	17.99	471.07	855.15	2,500.00	(2,028.93)
Interfund Transfers	0.00	0.00	0.00	5,000.00	(5,000.00)
<b>Total Administrative</b>	<u>49,070.38</u>	<u>133,618.45</u>	<u>86,675.45</u>	<u>526,653.00</u>	<u>(393,034.55)</u>
<b>Public Works</b>					
Salary & Benefits	39,699.91	105,134.11	117,020.76	438,117.00	(332,982.89)
Employee Expenses	76.22	2,316.61	3,056.57	7,900.00	(5,583.39)
Professional Fees	0.00	0.00	0.00	17,000.00	(17,000.00)
General Operating Expenses	1,286.02	5,370.91	5,233.93	27,550.00	(22,179.09)
Utilities	479.03	2,888.85	2,957.98	14,000.00	(11,111.15)
Equipment and Maintenance	2,895.74	7,519.09	11,024.43	60,500.00	(52,980.91)
Interfund Transfers	0.00	0.00	0.00	50,000.00	(50,000.00)
<b>Total Public Works</b>	<u>44,436.92</u>	<u>123,229.57</u>	<u>139,293.67</u>	<u>615,067.00</u>	<u>(491,837.43)</u>
<b>Police</b>					
Salary & Benefits	89,818.75	251,726.81	273,245.83	985,422.00	(733,695.19)
Employee Expenses	633.53	5,475.35	6,551.56	27,000.00	(21,524.65)
Professional Fees	2,215.56	5,884.92	11,569.52	30,000.00	(24,115.08)
General Operating Expenses	937.52	3,764.52	13,679.49	58,100.00	(54,335.48)
Utilities	235.72	464.44	548.38	4,500.00	(4,035.56)
Equipment and Maintenance	(836.04)	1,275.66	4,277.34	10,500.00	(9,224.34)

See accountants' compilation report.



**City of Westwood, Kansas**  
**Statement of Receipts and Expenditures - Regulatory Basis**  
 General Fund

For The Three Months Ended March 31, 2023 and 2022

	<b>Month Ending 03/31/2023</b>	<b>Year To Date 03/31/2023</b>	<b>Year To Date 03/31/2022</b>	<b>Year Ending 12/31/2023</b>	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Park and Events	0.00	1,100.00	1,000.00	1,000.00	100.00
Interfund Transfers	0.00	0.00	0.00	30,000.00	(30,000.00)
<b>Total Police</b>	<b>93,005.04</b>	<b>269,691.70</b>	<b>310,872.12</b>	<b>1,146,522.00</b>	<b>(876,830.30)</b>
<b>Parks &amp; Rec</b>					
General Operating Expenses	442.59	442.59	43.94	2,000.00	(1,557.41)
Utilities	424.70	941.27	286.64	30,000.00	(29,058.73)
Equipment and Maintenance	0.00	52.39	0.00	6,000.00	(5,947.61)
Park and Events	270.00	270.00	266.72	13,250.00	(12,980.00)
<b>Total Parks &amp; Rec</b>	<b>1,137.29</b>	<b>1,706.25</b>	<b>597.30</b>	<b>51,250.00</b>	<b>(49,543.75)</b>
<b>Non-Departmental</b>					
Salary & Benefits	(723.68)	(4,997.36)	0.00	0.00	(4,997.36)
<b>Total Non-Departmental</b>	<b>(723.68)</b>	<b>(4,997.36)</b>	<b>0.00</b>	<b>0.00</b>	<b>(4,997.36)</b>
<b>Total Expenditures</b>	<b>202,223.18</b>	<b>640,449.04</b>	<b>651,602.90</b>	<b>3,092,622.00</b>	<b>(2,452,172.96)</b>
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 34,246.23</b>	<b>\$ 459,752.39</b>	<b>\$ 326,530.08</b>	<b>\$ (43,381.00)</b>	<b>503,133.39</b>

See accountants' compilation report.



**City of Westwood, Kansas**  
**Statement of Receipts and Expenditures - Regulatory Basis**  
 Other Funds  
 For The One Month Ended March 31, 2023

	Other Funds					
	Capital Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund
	Month To Date 03/31/2023 Actual	Month To Date 03/31/2023 Actual	Month To Date 03/31/2023 Actual	Month To Date 03/31/2023 Actual	Month To Date 03/31/2023 Actual	Month To Date 03/31/2023 Actual
<b>Receipts</b>						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 440.74
City Sales & Use Tax - Special	30,645.52	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	102.28
Total Taxes	<u>30,645.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>543.02</u>
Restricted Use						
Stormwater Utility Fee	0.00	0.00	2,490.00	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	18,910.24	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	19,231.82	0.00
WV CID-2	0.00	0.00	0.00	0.00	7,126.83	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	<u>30,645.52</u>	<u>0.00</u>	<u>2,490.00</u>	<u>18,910.24</u>	<u>26,358.65</u>	<u>543.02</u>
<b>Expenditures</b>						
Street and Stormwater						
Stormwater Expense	0.00	0.00	473.90	0.00	0.00	0.00
Total Street and Stormwater	<u>0.00</u>	<u>0.00</u>	<u>473.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	21,652.85	0.00
Total Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,652.85</u>	<u>0.00</u>
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>473.90</u>	<u>0.00</u>	<u>21,652.85</u>	<u>0.00</u>
<b>Receipts Over (Under) Expenditures</b>	<u><b>\$ 30,645.52</b></u>	<u><b>\$ 0.00</b></u>	<u><b>\$ 2,016.10</b></u>	<u><b>\$ 18,910.24</b></u>	<u><b>\$ 4,705.80</b></u>	<u><b>\$ 543.02</b></u>

See accountants' compilation report.



**City of Westwood, Kansas**  
**Statement of Receipts and Expenditures - Regulatory Basis**  
 Other Funds  
 For The Three Months Ended March 31, 2023

**Other Funds**

	<b>Capital Improvements Fund Year To Date 03/31/2023 Actual</b>	<b>Equipment Reserve Fund Year To Date 03/31/2023 Actual</b>	<b>Stormwater Fund Year To Date 03/31/2023 Actual</b>	<b>Special Highway Fund Year To Date 03/31/2023 Actual</b>	<b>Woodside TIF/CID Fund Year To Date 03/31/2023 Actual</b>	<b>Debt Service Fund Year To Date 03/31/2023 Actual</b>
<b>Receipts</b>						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,979.58
City Sales & Use Tax - Special	92,734.53	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	341.11
<b>Total Taxes</b>	<b>92,734.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,320.69</b>
Restricted Use						
Stormwater Utility Fee	0.00	0.00	64,899.92	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	31,036.14	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	3,735.45	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	114,047.40	0.00
WV CID-2	0.00	0.00	0.00	0.00	22,350.47	0.00
Reimbursements	95,626.62	0.00	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Receipts</b>	<b>188,361.15</b>	<b>0.00</b>	<b>64,899.92</b>	<b>34,771.59</b>	<b>136,397.87</b>	<b>10,320.69</b>
<b>Expenditures</b>						
Professional Fees	406.00	0.00	0.00	0.00	0.00	3,000.00
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	54.99	0.00	0.00	0.00
<b>Total Equipment and Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>54.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Street and Stormwater						
Capital Improvement Expense	1,245.00	0.00	0.00	0.00	0.00	56,668.75
Special Highway Expense	0.00	0.00	0.00	149.18	0.00	0.00
Stormwater Expense	0.00	0.00	2,973.90	0.00	0.00	0.00
<b>Total Street and Stormwater</b>	<b>1,245.00</b>	<b>0.00</b>	<b>2,973.90</b>	<b>149.18</b>	<b>0.00</b>	<b>56,668.75</b>
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	37,204.78	0.00
WV TIF 40% Sales Tax	0.00	0.00	0.00	0.00	26,038.73	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	56,033.71	0.00
<b>Total Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>119,277.22</b>	<b>0.00</b>
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>1,651.00</b>	<b>0.00</b>	<b>3,028.89</b>	<b>149.18</b>	<b>119,277.22</b>	<b>59,668.75</b>
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 186,710.15</b>	<b>\$ 0.00</b>	<b>\$ 61,871.03</b>	<b>\$ 34,622.41</b>	<b>\$ 17,120.65</b>	<b>\$ (49,348.06)</b>

See accountants' compilation report.



**City of Westwood, Kansas**  
Summary of Expenditures - Actual and Budget  
Regulatory Basis  
For The Year Ended March 31, 2023

	<b>Certified Budget</b>	<b>Expenditures Chargeable to Current Year</b>	<b>Difference Over/(Under)</b>
<b>Expenditures</b>			
General Fund	3,092,622.00	640,449.04	(2,452,172.96)
Capital Improvements Fund	219,000.00	1,651.00	(217,349.00)
Equipment Reserve Fund	10,000.00	0.00	(10,000.00)
Stormwater Fund	119,516.00	3,028.89	(116,487.11)
Special Highway Fund	10,000.00	149.18	(9,850.82)
Woodside TIF/CID Fund	600,000.00	119,277.22	(480,722.78)
Debt Service Fund	337,312.50	59,668.75	(277,643.75)
<b>Total Expenditures</b>	<b>4,388,450.50</b>	<b>824,224.08</b>	<b>(3,564,226.42)</b>

See accountants' compilation report.