



CITY OF WESTWOOD, KANSAS

CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, July 11, 2024 at 7:00 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
- II. WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS
 - A. NONE
- III. ADJOURNMENT TO REGULAR MEETING

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
- 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 June 13, 2024 City Council meeting minutes

B. Consider approval of Appropriations Ordinance 764

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 Report (Police Chief Curt Mansell)

D. City Treasurer Report (City Treasurer Michelle Ryan)

E. City Attorney Report (City Attorney Ryan Denk)

IX. OLD BUSINESS

X. NEW BUSINESS

A. Fiscal Year 2025 Budget Presentation

B. Consider approval of Resolution No. 131-2024 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

C. Consider Second Amendment to CDBG and HOME Cooperation Agreement between the City and Johnson County

XI. ANNOUNCEMENTS/GOVERNING BODY COMMENTS

XII. EXECUTIVE SESSION

A. Consultation with the City Attorney on matters relating to real property located at and around 5000 Rainbow Blvd. which would be deemed privileged in the attorney-client relationship

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, August 8, 2024 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](#)

**City of Westwood, Kansas
City Council Work Session
4700 Rainbow Boulevard
June 13, 2024 – 6:00 PM**

Council Present:

David E. Waters, Mayor
Andrew Buckman, Councilmember
Jeff Harris, Council President
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
Abby Schneweis, City Clerk

Call to Order

Mayor Waters called the meeting to order at 6:00 p.m. on June 13, 2024. The meeting was held in a hybrid manner with attendees being able to join in person and virtually via Zoom.

FY 2025 Budget: Projects & Equipment

Ms. Herring referred to a presentation in the meeting agenda packet and provided an overview of the planned projects and equipment purchases for fiscal year 2025.

Adjournment to Regular Meeting

The Work session adjourned at 6:51 p.m. to prepare for the regular City Council meeting.

**City of Westwood, Kansas
City Council Meeting
June 13, 2024 – 7:00 p.m.**

Council Present:	David E. Waters, Mayor Andrew Buckman, Councilmember Jeff Harris, Council President 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 Schneweis, City Clerk

Call to Order

Mayor Waters called the meeting to order at 7:00 p.m. on June 13, 2024. 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 Agenda

Mayor Waters noted that no Executive Session would be required tonight. Motion by Councilmember Harris to approve the June 13, 2024 City Council meeting agenda as modified to remove the Executive Session. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Public Comment

Steve Platt, 4910 Glendale in Westwood Hills, provided a handout to the Governing Body, a copy of this document is attached as Appendix A to these minutes. Mr. Platt said he believes the residents of Westwood have a right to counter action by the City by having an opportunity to vote on whether the City should sell Joe D. Dennis Park.

Presentations and Proclamations

Introduce Public Works Maintenance Worker Jeffrey Mull

Mr. Sullivan introduced Jeffrey Mull, the newest member of the Public Works Department. Mr. Mull started on May 22 and previously worked for the City of Mission.

**Presentation of Rainbow Boulevard Complete Streets Traffic Management Plan final report
recommendations**

Ms. Herring provided an overview of the presentation included in the meeting agenda packet summarizing the findings from the Rainbow Boulevard Complete Streets Traffic Management Plan conducted by WSP and Vireo.

Councilmember Harris said he was impressed with the work that was done on the traffic management plan. Councilmember Harris referred to the proposed project timeline in the presentation and said the quick build option is a fantastic opportunity for members of the community and those that use Rainbow Boulevard to start thinking about the redesign.

Councilmember Hannaman said he was impressed with the volume of responses that were received from the community, as well as the final report that was produced.

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 May 9, 2024, City Council Work Session & Meeting Minutes
- B. Consider Appropriations Ordinance 763

Motion by Councilmember Harris to approve the Consent Agenda as submitted. Second by Councilmember Steele. Ms. Schneweis conducted a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

Mayor Waters thanked Councilmember Wimer for her work on the 75th Anniversary celebration that was held on Saturday, June 8th. Mayor Waters noted the Westwood Community Survey has been mailed out and encouraged the community to complete the survey.

Councilmember Reports

Councilmember Wimer thanked City staff members, GFL and Woodside for their involvement in the planning and event operations for the 75th anniversary celebration. Ms. Herring said resident Karen Johnson has been working on finalizing a Westwood history book to celebrate Westwood's 75th Anniversary, and more information about the book will be shared with the community once it has been finalized.

Staff Reports

Administrative Report

Ms. Herring provided an overview of the June 2024 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

Mr. Sullivan provided an overview of the May and June 2024 Public Works Report included in the agenda packet and offered to answer questions.

Public Safety Report

Chief Mansell provided an overview of the May 2024 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The May 2024 Treasurer's Report was included in the agenda packet, no questions or comments were made about the report.

City Attorney's Report

Mr. Denk did not have any items to report.

Old Business

No Old Business items were considered.

New Business

Consider Second Amendment to Real Estate Purchase Agreement with Shawnee Mission School District for real property at 2511 W 50th St.

On March 9, 2023, the City and Karbank Real Estate entered into a Funding and Exclusivity Agreement to explore Karbank's proposal to the Westwood City Council for redevelopment of the Rainbow Blvd. frontage between 50th and 51st Street, which property is owned by the City of Westwood. Following that initial presentation and Agreement execution, on June 8th, the Shawnee Mission School District and the City of Westwood entered into a Purchase Agreement to leverage its option to purchase the former Westwood View Elementary School located at 2511 W. 50th St. and, during the same meeting, the City of Westwood and Karbank entered into a Purchase Agreement for Karbank to acquire the City's Rainbow Blvd. frontage property parcels, subject to the terms of those agreements.

Thereafter, Karbank submitted an application for and received conditional approval in October 2023 from the Governing Body of the necessary associated rezoning, development plan, and platting to construct the mixed use redevelopment project. Commensurate with the Governing Body's approval of these land entitlements, the City Council approved several documents setting out terms and conditions for the agreement between the City of Westwood and Karbank. These agreements included:

1. Development Agreement;
2. Donation Agreement (Covenants & Restrictions are set out in an exhibit to this document); and
3. First Rights Agreement.

In December 2023, upon authority granted by the City Council at the November 9, 2023 regular City Council meeting, Mayor Waters executed amendments to such agreements to extend the contractual deadlines. Now again, extensions to such agreements are sought to lengthen the due diligence period prescribed for the City to convey to Karbank fee simple title to City-owned property located at 5000 Rainbow Blvd.

Staff recommends that the City Council consider [re]approving the following slate of documents:

1. Second Amendment to Real Estate Purchase Agreement with Shawnee Mission School District for real property at 2511 W. 50th St.
2. Second Real Estate Contract Modification Agreement with Karbank Holdings, LLC for real property at 5000 Rainbow Blvd. and 5050 Rainbow Blvd.
3. Amendment to Development Agreement with Karbank Holdings, LLC
4. Second Amendment to Funding and Exclusive Rights Agreement with Karbank Holdings, LLC
5. Donation Agreement for park creation costs (requesting approval as to form, execution to occur at later date)
 - a. Declaration of Covenants & Restrictions (exhibit) (requesting approval as to form, execution to occur at later date)
6. Consider First Rights Agreement with Karbank Holdings, LLC relating to redevelopment at 50th & Rainbow Blvd. (requesting approval as to form, execution to occur at later date)

A second Donation Agreement is also presented for consideration by the City Council. This donation relates to the City's consideration of acceptance of the privately-negotiated land acquisition between Karbank and The Joanne Maureen Gaar Trust for real property at 2322 W. 51st St. to be used for purposes of future City Park. (requesting approval as to form, execution to occur at later date)

All expenses incurred relating to these documents since the Governing Body's October 12th initial approvals have been borne by the City and funded from the General Overhead Department of the General Fund. These expenses are unbudgeted.

Motion by Councilmember Harris to authorize the Mayor to sign the Second Amendment to Real Estate Purchase Agreement with Shawnee Mission School District for real property at 2511 W 50th Street. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Motion by Councilmember Harris to authorize the Mayor to sign three items; the Second Real Estate Contract Modification Agreement with Karbank Holdings LLC for real property at 5000 Rainbow Boulevard; the Amendment to Development Agreement with Karbank Holdings LLC; and the Second Amendment to Funding and Exclusive Rights Agreement with Karbank Holdings LLC. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

Motion by Councilmember Harris to approve as to form for an execution at a later date the Donation Agreement for park creation costs that includes a covenant of restrictions as an exhibit; to also approve as to form for execution at a later date the First Rights Agreement with Karbank Holdings LLC relating to the development at 50th and Rainbow Boulevard; and to approve as to form for an execution at a later date the Donation Agreement between Karbank Holdings LLC and the Joanne Maureen Gaar Trust for 2322 W 51st Street to be used for the purposes of a city park. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider Professional Services Agreement with Port Architecture and Urbanism, LLC for park planning and design services

During the January 11, 2024 City Council meeting, City staff presented a report detailing the history, current status, and future of creating a feature park in Westwood. Since that time, the process has run generally as detailed. Beginning in March 2024, the Park Planning Steering Committee worked to develop an RFQ for park design services and review the responses by design teams. The Steering Committee's work acting in the capacity of design team selection committee, they ultimately selected Port Urbanism through the competitive, open process as detailed in the RFQ document.

Given the City has not yet closed on its purchase of the future park site (former Westwood View Elementary School site), City staff recommends proceeding at this time only with Phase 1 and a limited Phase 2 scope of the park design process. This work is enumerated in the issued Request for Qualifications and interpreted in Port's scope of work and proposal included in the meeting packet. City staff has negotiated with Port to conduct this work for a sum of \$46,500.

The sum of \$75,000 was budgeted in fiscal year 2024 in the City's multi-year Capital Improvement Fund for this work. The work is scheduled to commence August 1st and run through October 18, 2024. Future phases of the park planning design process are recommended to be considered once there is greater clarity around the timeline and level of certainty for closing on the purchase of the future park site property.

Councilmember Steele, who served as the Park Planning Steering Committee Chair, said Port is bringing incredible talent to Westwood with their team.

Andrew Moddrell, Port Architecture and Urbanism Partner, offered to answer questions from the Governing Body. Mr. Moddrell shared that he is originally from Lawrence, KS and he currently resides in Westwood Hills. Mr. Moddrell has worked all over the country, and said he never thought he would be able to design a park in his own backyard.

Councilmember Hannaman said he was amazed by the amount of responses from design firms to the RFQ and it shows how excited the design professionals in the Kansas City community are to design a feature park in Westwood.

Motion by Councilmember Steele to authorize the Mayor to enter into a Professional Services Agreement with Port Architecture and Urbanism, LLC for an amount not to exceed \$46,500 for work as presented in the Proposal included in the meeting packet. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider Ordinance No. 1042 designating certain funds of the City of Westwood as multi-year capital improvement funds

On May 9, 2024, the City Council authorized a Professional Services Agreement with Columbia Capital Management to provide financial advisory and investment services to the City. By way of implementing that Agreement and leveraging the services sought and provided by Columbia Capital, the City must designate certain funds as multi-year capital funds as prescribed by State law prior to investing the City's idle funds (reserves).

Columbia Capital staff prepared a draft Ordinance for consideration by the City Council. The recommended Ordinance has been reviewed by the City Treasurer, City Attorney, and City Administrator.

The City's current annual percentage yield using FNBO as its depository is 1.46%. In 2023, the City earned a total of \$44,015 in interest on the bank balance we carried. Columbia Capital is realizing north of 5% interest on even fairly short-term Treasury or Agency investments.

Jeff White, Columbia Capital, provided an overview of the firm's service and offered to answer any questions from the Governing Body.

Motion by Councilmember Hannaman to adopt Ordinance 1042 designating certain funds of the City of Westwood as multi-year capital improvement funds. Second by Councilmember Buckman. Ms. Schneweis performed a roll call vote. Motion carried by a 5-0 vote.

Consider Resolution No. 128-2024 amending the City's financial and Purchasing Policy

By way of further implementing that City's Agreement with Columbia Capital and leveraging the services sought and provided by them, the City must adopt an Investment Policy as prescribed by State law prior to investing the City's idle funds (reserves).

Columbia Capital staff prepared a draft Investment Policy, which is proposed for inclusion in the City's existing Financial and Purchasing Policy, adopted by Resolution of the City Council. The recommended

Investment Policy has been reviewed by the City Treasurer, City Attorney, and City Administrator and is included for consideration in a form agreeable to those officers. No other revisions to the Policy are recommended at this time.

Councilmember Hannaman suggested a change to the Bond and Interest/Debt Service Reserve Fund Revenue Sources section (on page 189 of the meeting agenda packet) to state "ad valorem taxes as may be determined by the Governing Body in setting the mill levy in the budget process". Mr. White agreed with the suggested edit. Neither the City Administrator nor City Attorney advised against incorporating that edit.

Motion by Councilmember Hannaman to adopt Resolution No. 128-2024 adopting an amended Financial and Purchasing Policy for the City of Westwood with the edit he previously mentioned. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider Resolution No. 129-2024 Waiving the GAAP Requirement for Financial Reporting

The State of Kansas requires audits for cities and their financial statements be based on Generally Accepted Accounting Principles (GAAP), which has proven to be a very cumbersome and expensive accounting standard to comply with for smaller municipalities.

The provisions of K.S.A. 75-1120A(A) do allow for cities to adopt the Cash Receipts and Disbursements method of accounting for the audit, where the audit testing procedures remain the same and it allows cities to report an audit based on the annual budget cycle.

As has been the past practice of the City of Westwood, waiving the requirements of GAAP principles during the annual financial audit is recommended to allow for a more straightforward auditing process. As this Resolution waiving GAAP was not presented simultaneously with the audit due to an oversight of City staff.

Motion by Councilmember Hannaman to approve Resolution No. 129-2024 waiving the requirements of K.S.A. 75-1120A(A) as they apply to the City of Westwood for the fiscal year that ended December 31, 2023. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider Resolution No. 130-2024 appointing Mary Bosco Heinrich to the Westwood Foundation Board

The Westwood Foundation is a Kansas not-for-profit corporation organized and existing as an instrumentality of the City of Westwood, Kansas and is governed in the conduct of its affairs by its Board of Directors, its articles of incorporation, and its bylaws. The Westwood Foundation bylaws as amended state that residents of the City of Westwood, Kansas may be appointed by the Mayor and confirmed by a resolution adopted by a majority of the members of the Westwood City Council to serve terms of four (4) years on the Westwood Foundation Board of Directors. Pursuant to Section 3.2(b) of the Amended and Restated Bylaws of the Westwood Foundation, the Mayor transitioned to ex-officio membership resulting a vacancy on the Westwood Foundation Board of Directors with a term expiring May 31, 2025, which is to be filled.

Following adoption of the Amended and Restated Bylaws in July 2023, the Mayor issued an open call for candidates. Statements of interest from two (2) residents were received. Following review of those statements of interest, Mayor David Waters and Westwood Foundation President Justin Bridges conferred, and the Mayor is recommending the Governing Body consent to the appointment of Mary

Bosco Heinrich. Ms. Bosco Heinrich is a 9-year resident of Westwood. She holds a professional position as Philanthropic Director of Strategy & Communications at Children's Mercy and has served in a variety of board roles including most recently as President of the KC Healthy Kids Board. In Westwood, she has served on the Westwood View Educational Enrichment Fund (EEF).

Motion by Councilmember Buckman to adopt Resolution No. 130-2024 confirming the appointment of Mary Bosco Heinrich to the Westwood Foundation Board of Directors. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider Authorization of purchase of 2024 $\frac{3}{4}$ ton crew cab pickup truck

In April 2024, the City's 2015 Ford Police Interceptor that was used by the Public Works Director experienced an engine failure and needs to be replaced.

Mr. Sullivan has found a Ford and a Chevrolet that will fit the Public Works Department's needs and would negotiate a purchase price for whichever vendor provides the best overall deal with the approval of the Council. The City had planned to replace a truck in the 2025 year. City Staff has checked with the City Treasurer, and it is acceptable to move this purchase up to 2024 since the Equipment Reserve Fund has sufficient budget authority.

Funds for the purchase have been allocated in the 2025 Equipment Replacement Plan in the amount of \$63,800. Public Works is requesting a budget of \$70,000 for the truck and equipment to allow some leeway. Both trucks Mr. Sullivan has identified are work trucks and are snowplow prep packaged and trailer towing equipped.

Councilmember Hannaman asked why a $\frac{3}{4}$ ton truck is being sought and why the Public Works Director is no longer interested in driving decommissioned Police fleet vehicles, since one is being decommissioned this year. Sullivan responded that a truck with a bed is preferable so that he can load items and have a way to transport debris found around the City as the Police SUVs don't have much room and are fully enclosed (no open bed). Councilmember Hannaman further asked why a less expensive lighter duty truck wouldn't suffice to meet those needs. Sullivan responded that a $\frac{3}{4}$ truck would be ready to cycle into the Public Works Department's main work fleet should need be. A smaller truck wouldn't have the utility to the Department should it need to be used for heavy operations work.

Motion by Councilmember Hannaman to authorize the purchase of a $\frac{3}{4}$ ton crew cab truck with equipment as specified from either Ford or Chevrolet dependent on the vehicle and terms of sale that provide the best value for the City in an amount not to exceed \$70,000 to be paid from the Equipment Reserve Fund in 2024. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Consider fence variance for 2330 Shawnee Mission Parkway (KU Health Systems)

On June 3, 2024, City staff received an application for a fence variance for 2330 Shawnee Mission Parkway. Galyn Gorup, Director of Regional Facility Services for the University of Kansas Health System, has applied for a building permit for an 8' wood picket fence to replace the existing 6' wood picket fence that runs along the north side of the property separating the hospital from the residences on 51st Terrace. This application requires a variance for Westwood Zoning Ordinance 4.3.9.B.1./5.6.3.A.1 limiting fences to 6' in height. The City Council may approve fence variances pursuant to Westwood Zoning Ord. Section 4.3.9.F.

The applicant desires to replace the existing fence, part of which is already 8' tall and part which is 6' tall with a continuously 8' tall wooden picket fence. The new fence would be built in the exact same location as the existing fence providing more shielding from light and noise. A strict application of this Zoning Ordinance provision would require that the fence not exceed 6' in height.

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

- a. Neighbor acknowledgement/consent – Applicant has written letters notifying neighboring properties of this plan. Direct contact was made with three residents adjacent to the 6' portion of the fence who were in favor of increasing height to 8'.
- b. ROW impediment – No;
- c. Established tree impact/removal – Existing trees will be worked around and trimmed if necessary; and
- d. Resulting sight lines issues - No.

Motion by Councilmember Hannaman to approve the requested fence variance at 2330 Shawnee Mission Parkway to build an 8' wooden picket fence along the entire south side of the property as described in the application. Second by Councilmember Wimer. Ms. Schneweis performed a roll call vote. Motion carried with a 5-0 vote.

Announcements/Governing Body Comments

Councilmember Wimer noted that Woodside will be hosting happy hour at the pools for Westwood View teachers and the Westwood Women's Club from 5:00 p.m. to 7:00 p.m. on Thursday, June 20th.

Executive Session

None.

Adjournment

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote. The meeting was adjourned at 8:42 p.m.

APPROVED: _____

David E. Waters, Mayor

ATTEST: _____

Abby Schneweis, City Clerk

Appendix A

Chapter V. Petitions

Revised 7/17/19

The right to circulate petitions can impact constitutional rights. The scope of the right to petition varies from state to state, depending on state constitutions and statutes. In Kansas, the right to petition is less expansive than in some other states and is statutory.

The processes of circulating and filing petitions, and election officers' review of petitions, can often become complicated. Although state statutes provide guidance in every situation, many additional rules for circulating petitions and for determining their sufficiency result from federal and state court cases.

Whether a person is a petition circulator filing a petition, an election officer receiving the petition, or a county attorney or counselor providing advice, it is important to know what type of petition one is dealing with to know the rules for answering the questions that inevitably arise. For instance, it is crucial to know whether a fundamental, constitutional right is involved in order to know how to legally make determinations regarding the petition. (See Section d in this chapter.)

a. Types of Petitions

Six major types of petitions are reviewed here.

1. Protest petitions

These are petitions authorized by specific statute allowing citizens to protest, or question, the action of a governing body. Often the protested action is an ordinance or resolution passed and published by the governing body in the normal course of its business.

A successful protest petition stops the governing body from carrying out the action detailed in the ordinance or resolution unless a majority of voters approve the action at a special election held in the jurisdiction.

A protest petition has three possible results:

- (1) An election is held with a majority of voters voting *against* the proposed action by the governing body, meaning there were more No votes than Yes votes. The governing body may not proceed further unless the entire process is begun again at a later time.
- (2) An election is held with a majority of voters voting *in favor* of the proposed action by the governing body, meaning there were more Yes votes than No votes. The governing body may proceed as planned.
- (3) The governing body may abandon its ordinance/resolution, recognizing there is strong voter sentiment against the planned course of action.

Because there are dozens of statutes authorizing protest petitions, there is no set of petition forms easily obtainable for use in exercising this right. Petitioners are advised to retain

Kansas Election Standards

private legal counsel to assist in drafting the petition, or at least to study relevant statutes on their own to learn the requirements of the petition.

A protest petition must be submitted to the county or district attorney, or the county counselor in counties that have counselors, for an opinion as to the legality of the form of the petition. The attorney has three options: (1) issue an opinion within 5 days expressing approval of the form of the petition; (2) not issue any opinion and the form of the question shall be deemed in compliance with the requirements of the act; (3) issue an advisory opinion that states the form of the question does not comply with the requirements of the act and state the specific grounds why. [KSA 25-3601(a)]

Protest petitions always pertain to an action taken by a local governing body, not a state or federal agency. They are circulated, filed and reviewed at the local level of government.

2. Statutory initiative petitions

These are petitions, with individual and specific statutory authorization, allowing citizens to initiate certain county or local government actions. They are different from protest petitions in that they are not circulated in protest of an action already taken by a governing body; rather, they seek to force a governing body to take action on an issue.

The statutory initiative petitions authorized in Kansas law should not be confused with general initiative petitions in other states. Some state constitutions grant broad authority to citizens to create new laws or submit constitutional amendments for statewide votes by petition. In Kansas, each initiative petition is grounded in statute, and these petitions do not create new laws or constitutional amendment elections. They merely force an existing governing body in a specific jurisdiction to take a desired action. Examples include petitions to establish corporate swine or dairy production or liquor by the drink, change the method of election of city council or local school board members, or to increase the number of members of a board of county commissioners.

As with protest petitions, statutory initiative petitions are required to be filed with the county or district attorney, or county counselor, for an opinion as to the legality of the form of the petition. The attorney has five business days to issue an opinion.

Most statutory initiative petitions deal with local governing bodies and are reviewed by county election officers or other local officers, although some are state-level petitions, such as a petition to change the method of selection of judges in a judicial district.

There is one type of petition authorized by law that can bring about new city ordinances, the subjects of which are not specifically outlined in law. The statute, KSA 12-3013, is titled "Petition for proposed ordinance." The electors in any city may propose the adoption of an ordinance by petition. If the petition is signed by the required number of voters, the city governing body may either (1) adopt the ordinance within 20 days without alteration, or (2) call a special election after 20 days, unless a regular city election is to be held within 90 days thereafter in which case the ordinance should be submitted at that election, to see if a majority of the voters in the city approve of the ordinance. If approved, the ordinance

City of Westwood, Kansas
Appropriation Ordinance No. 764

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF JUNE 1, 2024 - JUNE 30, 2024 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 6/30/2024	Capital Improvements Month Ending 6/30/2024	Equipment Reserve Month Ending 6/30/2024	Stormwater Month Ending 6/30/2024	Special Highway Month Ending 6/30/2024	Woodside TIF/CID Month Ending 6/30/2024	Debt Service Month Ending 6/30/2024	Total All Funds Month Ending 6/30/2024
Expenditures								
Salary & Benefits	135,654.92	0.00	0.00	0.00	0.00	0.00	0.00	135,654.92
Employee Expenses	3,378.66	0.00	0.00	0.00	0.00	0.00	0.00	3,378.66
Professional Fees	79,741.30	0.00	0.00	0.00	0.00	0.00	0.00	79,741.30
General Operating Expenses	34,629.00	0.00	0.00	0.00	0.00	0.00	0.00	34,629.00
Utilities	23,101.99	0.00	0.00	0.00	0.00	0.00	0.00	23,101.99
Equipment and Maintenance	5,302.59	0.00	60,873.44	0.00	0.00	0.00	0.00	66,176.03
Street and Stormwater	0.00	0.00	0.00	532.45	24.88	0.00	0.00	557.33
Park and Events	9,777.47	0.00	0.00	0.00	0.00	0.00	0.00	9,777.47
Miscellaneous	0.00	0.00	0.00	0.00	0.00	18,817.72	0.00	18,817.72
Intergovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interfund Transfers	325,000.00	0.00	0.00	0.00	0.00	0.00	0.00	325,000.00
Total Expenditures	616,585.93	0.00	60,873.44	532.45	24.88	18,817.72	0.00	696,834.42

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 2024 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 11th day of July, 2024.

MAYOR

ATTEST: CITY CLERK



City Administrator's Report

July 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: July 11, 2024
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2024 through 3rd Quarter (September) 2024

- *Issue Request for Proposals for 4700 Rainbow Blvd.*
 - ✓ Staff conducted a work session with the Governing Body at the May 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 has been provided in draft form to the City Council and will be posted to invite responses on Monday, July 15th.
- *Communications Strategic Plan Deployment*
 - Staff plans to begin this process once the Governing Body's Strategic Plan has been developed and adopted.
- *Financial Review and Planning*
 - ✓ The 2023 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at the May 2024 regular City Council meeting.
 - ✓ The 2025 budget process is underway and pieces of the budget have previously been presented at City Council work sessions in May and June.
 - Tonight's meeting agenda includes a full budget presentation and a request to the City Council to consider setting a public hearing to exceed the Revenue Neutral Rate and to levy the same amount of property taxes as levied in fiscal year 2024.
- *City Code Recodification*
 - This process is well underway and the Governing Body review concluded in April 2024. City staff is working with CivicPlus (Municode) to wrap-up some loose ends to move to the next step: CivicPlus (Municode) completing their preparation of an ordinance for adoption by the City Council to complete the process and then will add the searchable digital code to the City's website.

Priorities Closing Out

3rd Quarter (October) 2023 through 1st Quarter (March) 2024

- *Mission Rd. Improvements (2024 JoCo CARS-funded project in partnership with Roeland Park)*
 - ✓ Westwood staff and elected officials continue to work with Roeland Park staff and elected officials to finalize the design of the street ahead of 2025 construction.

- Street lighting options are the final design element to be decided and the project engineer is finalizing a recommendation that will be shared with both cities for consideration.

➤ *Community Survey and Strategic Priorities Setting*

- ✓ The survey tool for both residents and businesses was opened in digital form on May 15, 2024 and the mailed surveys were delayed but began hitting Westwood mailboxes around June 7th. ETC has been monitoring responses and enough responses from the resident survey to obtain at least a +/- 5% at the 90% confidence level.
- ✓ The resident survey will close July 12th but the business survey will remain open to allow for more responses to come in.
- The survey results will be presented by ETC and PorchLight Insights at the regular August meeting of the City Council and a date in late August is being sought to schedule the Governing Body retreat to create the resulting Strategic Plan with PorchLight Insights.

➤ *New Feature Park Plan Creation*

- ✓ The Park Planning Steering Committee issued the RFQ for park design services on March 29th and held a pre-proposal site visit on April 8th. Proposals/Responses were due April 30th, with review and interviews to take place in May, and a recommendation made to Council in June.
- ✓ A recommendation from the Park Planning Steering Committee is ready and included in tonight's City Council meeting packet.
- The park design process began in July and will continue into October. Information will be communicated to residents about how to engage in the design process as those details are developed by PORT – the selected design firm – and the Park Planning Steering Committee.

Building Permits

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

Residential

New Construction: None

Additions:

- 4811 Belinder Ave. – Front porch addition
- 4832 Adams – Family room and dining room extension

Alterations: None

Demolition: None

Misc: None of note

Commercial

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None of note

**WESTWOOD
COURT SUMMARY
JUNE, 2024**

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
June 07, 2024	45	02	\$ 4,415.00	22	13
June 21, 2024	52	09	\$ 5,530.00	17	05
<hr/>					
TOTALS					
June, 2024	97	11	\$ 9,945.00	39	18
June, 2023	62	01	\$ 9,945.00	33	25
<hr/>					
TOTAL (9,945.00) less					
* Kansas DL fees: \$ 0.00					
* Judges Training Fund: \$24.00					
* LET Training Fund: \$495.00					
* Comm Corrections Fund: \$250.00					
* Seat Belt Safety Fund: \$360.00					
June 2024 TOTAL: \$8,816.00					

Y.T.D. TOTALS 2024		Y.T.D. TOTALS 2023	
ARRAIGNMENTS:	447	ARRAIGNMENTS:	323
TRIALS	67	TRIALS:	54
LETTERS:	161	LETTERS:	124
WARRANTS:	141	WARRANTS:	107
FINES:	\$53,175.00	FINES:	\$44,846.00
KS DL FEES:	\$244.00	KS DL FEES:	\$446.00
JUDGES FUND:	\$147.50	JUDGES FUND:	\$91.00
L.E.T.FUND:	\$3,300.00	L.E.T FUND:	\$2,060.00
COMM CORRECTIONS:	\$250.00	COMM CORRECTIONS:	\$0.00
SEAT BELT FUND:	\$740.00	SEAT BELT FUND:	\$240.00

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, JUNE 2024
DATE: JULY 10, 2024

Some of the activities for Public Works in June 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:
Fireworks Meeting – Virtual – .5 hrs.
KCMMB Asphalt Meeting - Virtual – 1 hr.
ESC Subcommittee Meeting – In Person – 1 hr.
CARS TRC – Virtual – .75 hr.
Monthly EM Forum – Virtual - .75 hr.
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 patched potholes.
17. We irrigated various locations as needed by hand watering.
18. We performed a couple of items to include moving a street sign and removing a park bench for Westwood Hills.
19. We mowed, trimmed and edged various city properties on a weekly basis.

20. We prepared for the 75th anniversary activities, staffed the parade and gathering at 50th & Rainbow.
21. We have hand pulled weeds along W. 47th Street as well as at various locations in the city.
22. We repaired streetlights on W. 47th Street with the help of Nick Finck.
23. We purchased the new truck that was authorized in June and placed into service.

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

Westwood Public Works

To: Governing Body
From: John Sullivan, Director of Public Works
Date: July 10, 2024
Re: Monthly Status Report

- W. 47th Street Project: The light items were installed.
- 2023 F-550 and Equipment: The truck is complete except for door decals. I will be ordering them.
- CCLIP funding: I met with the Unified Government and one of their standing engineer contractors. We have received the funding agreement from the State, and we are working through some issues which will probably require an agreement with the Unified Government and the State of Kansas to clearly state the funding arrangement. This project through the CCLIP Program is not supposed to cost the City of Westwood any expense for any portion of the project to include design, construction and construction engineering. The Unified Government will be paying for the costs of design and construction engineering in lieu of paying for construction costs.
- Storm Debris Removal: This project is complete. We are awaiting the reimbursement.
- Stone wall damage and light pole damage: I have the replacement Medallion, and we will be installing it.
- Public Works Replacement Vehicle: The truck has been purchased and is in service. I still have the warning lights to install.
- Street Light Replacement, Belinder Court & Booth: We will receive bids for consideration at the August Council meeting for this project.
- Repairs to Signals, W. 47th Street and W. 47th Place and Rainbow: On May 19th the Video detection system associated with these intersections was struck by lightning destroying a camera, video detection controller, load switch and 4 pedestrian push buttons at W. 47th Place. I am filing a claim with our insurance carrier as this cost will exceed our deductible of \$2,500.00 dollars. We currently have working signals and video detection, but we do not have correctly working push buttons at the intersections. Currently all the ped signals are on continuous call until we receive the parts needed to place the buttons in operation. This may take up to 60 days to receive the parts to finish this project.
- Street Light Pole Knockdown, 4700 Rainbow Blvd.: On June 6th, a motor vehicle struck a decorative streetlight that was installed as part of the Woodside Village Development. The pole and fixture were destroyed. I have found and ordered a replacement pole and fixture. I am in the process of filing a claim with the insurance company of the driver responsible.

- HVAC Unit at City Hall: The large HVAC unit at City Hall that covers the C has been repaired for now. Hopefully this repair will last for a while.
- School Preparations: At the end of this month we will be working on freshening up the pavement markings and re-installing the crosswalk signs on Belinder @ W. 49th Terrace with new ones for the new school year.
- W. 47th Street Improvement: We continue to receive very positive feedback on this project. Folks appear to really like the landscaping and the new configuration and especially the street lighting.

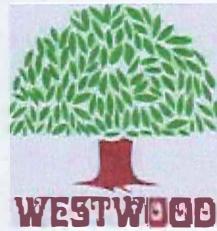
Item B. Section VIII, Item

Westwood Police Department
Westwood City Council Report

Item C. Section VIII, Item

6/1/2024

6/30/2024



Westwood Police Department

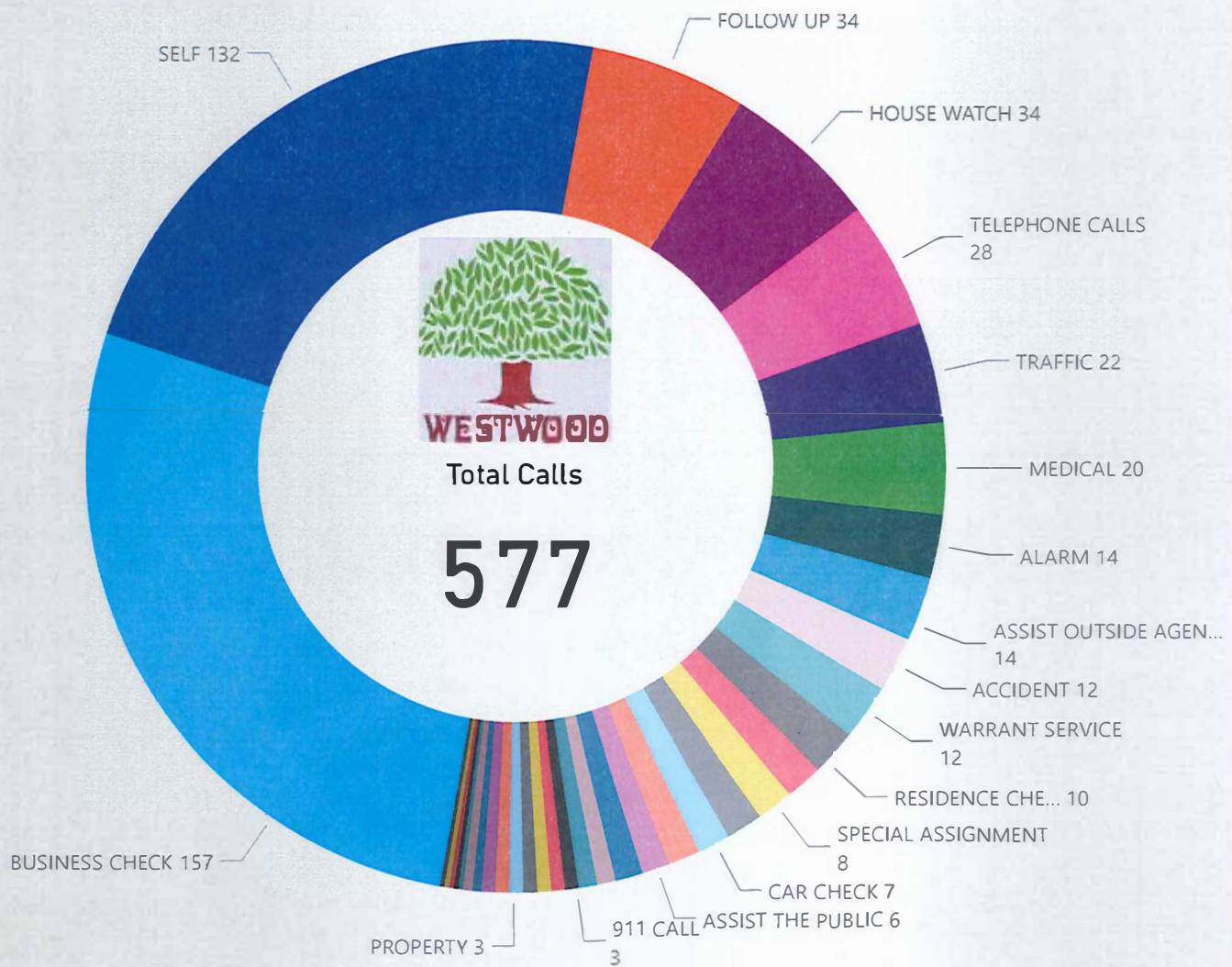
City Council Report

Item C.Section VIII, Item

6/1/2024



6/30/2024

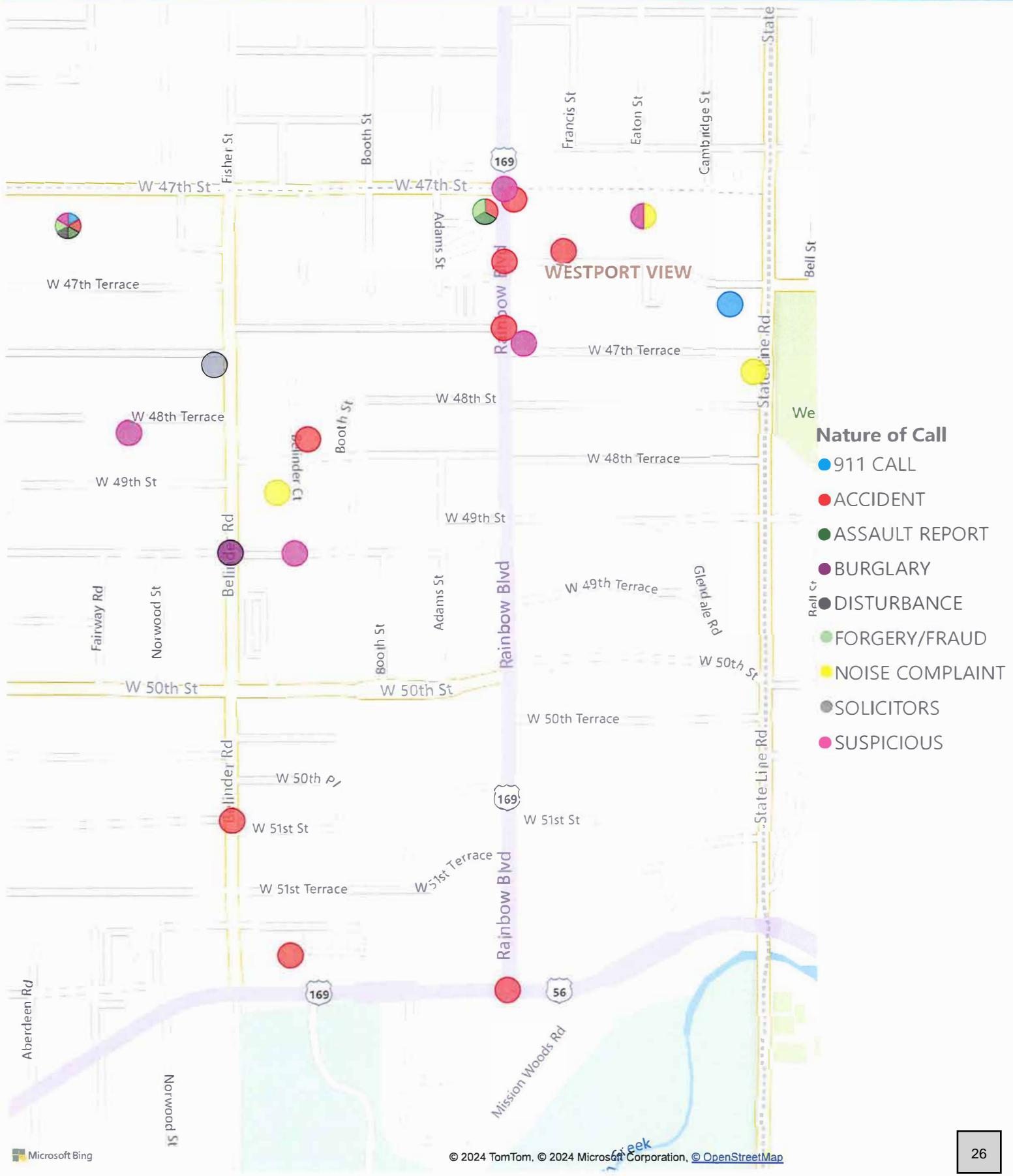


Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

6/1/2024

6/30/2024



Westwood Police Department
Westwood City Council Report

Item C. Section VIII, Item

6/1/2024



6/30/2024



Case Number	Nature of Call	Summary
20240186	ACCIDENT	Both vehicles were moving from the recent light change and were westbound on Shawnee Mission Parkway.
20240187	THEFT REPORT	Reporting officer was dispatched to Wal-mart in regards to a theft in progress. Unknown suspect was concealing several items on his persons and attempted to push out a cart full of items. Reporting officer arrested the subject for theft.
20240188	WARRANT SERVICE	The officer responded to a traffic stop in Fairway. The driver showed to have a valid Westwood traffic warrant. The subject was served the warrant, paid the fine in full, and was released at the scene.
20240192	THEFT REPORT	Reporting officer took a general information report for a stolen wedding ring from a resident while on vacation. Crime did not occur in Westwood.
20240195	ACCIDENT	V1 was southbound on Belinder Ave. at W. 50th St. and stopped at the stop sign. D1 looked both ways and saw a white vehicle westbound on W. 50th St. V1 continued into the intersection, V2 ran the stop sign, and V1 struck V2 in the right rear door. V2 continued westbound from the accident scene.
20240196	WARRANT SERVICE	Reporting officer arrested subject with a felony warrant out of Johnson County. Subject was transported to Olathe ADC.
20240198	THEFT REPORT	Reporting officer responded to a theft that just occurred. The suspect was gone upon arrival. A description of suspect was given.
20240199	ACCIDENT	The vehicle was traveling south on Rainbow when it slid into the oncoming lane and struck a wood pole on the east side of Rainbow.
20240200	ACCIDENT	V1 was driving east on W. 47th St., and V2 was stopped in front of a crosswalk at Belinder Ave., waiting for a cyclist to pass.
20240205	WARRANT SERVICE	Reporting officer responded on a Fairway PD traffic stop. Subject showed to have an active Westwood warrant. Subject was given a signature bond and a new court date.
20240207	BURGLARY	Officer responded to an auto burglary that just occurred. Unknown subjects took an iPad from an A. B. May work vehicle and fled northbound.
20240209	THEFT REPORT	Reporting officer responded to a theft call. Suspect had a cart full of groceries and was stopped at the door by an employee. Description of the vehicle and suspect were given.
20240211	WARRANT SERVICE	Reporting officer served a Westwood warrant on an individual related to a disturbance. The individual was arrested and transported to Olathe ADC.
20240215	ASSIST OUTSIDE AGENCY	Reporting officer responded to an assist outside agency in Roeland Park. The call was in reference to a domestic violence suspect who fled from a residence. The suspect was located and taken into custody.
20240217	WARRANT SERVICE	Subject was currently being housed at Olathe ADC on other city charges. I faxed our warrant to Olathe ADC for driving while suspended and expired registration.
20240218	WARRANT SERVICE	Reporting officer responded to Shawnee to serve a Westwood warrant. Subject was taken into custody and transported to Olathe ADC.
20240220	ACCIDENT	Reporting officer responded to a hit and run accident. Parties involved returned to the scene and exchanged info.
20240223	WARRANT SERVICE	Reporing officer served a Westwood warrant on an individual who arrived at the station to turn himself in.
20240224	THEFT REPORT	Reporting officer responded to a theft that had just occurred. The suspect was located at the bus stop. The offender was charged, trespassed, and released at the scene.

Westwood Police Department

Westwood City Council Report

Item C. Section VIII, Item

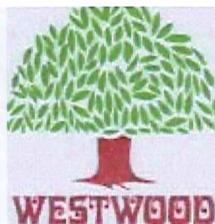
6/1/2024



6/30/2024



Case Number	Nature of Call	Summary
20240229	WARRANT SERVICE	A Westwood warrant was served at Wyandotte County and the defendant payed the cash bond
20240232	WARRANT SERVICE	Reporting officer responded to Shawnee to serve a Westwood warrant. Subject was given a modified bond and released at the scene.
20240236	WARRANT SERVICE	Reporting officer served warrants on a subject at WYCO Jail. Then transported the subject to Olathe ADC.
20240239	THEFT REPORT	Reporting officer responded to a theft that had just occurred. Suspect and vehicle information was provided. The investigation is ongoing.



**City of Westwood
Treasurer's Report
6/30/24**

Item D. Section VIII, Item

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
 - a. Ending unencumbered cash through 6/30/24 was \$3,985,724. The June 30, 2023 balance was \$3,325,873. This is an increase in cash of \$659,851.
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 \$562,411. Total Revenue received through June 30, 2024 was \$2,040,827. The prior year revenue to date was \$2,050,346. Current year to date revenue is less than prior year revenue by \$9,519.
 - i. Taxes – Tax revenue received in June 2024 was \$487,963. Year to date tax revenue has increased over the prior year by \$22,814.
 - ii. Fees and Licenses have decreased in the current year by \$29,946. This is due to the utility franchise fees decreasing from \$103,444 to \$74,199.
 - iii. Intergovernmental revenue has increased year to date by \$5,923. This is due to revenue in the police services line item.
 - iv. Municipal court fines have increased from \$43,382 to \$55,001 in the current year.
 - v. The city received interest income of \$27,242 in 2024 compared to \$19,684 in 2023.
 - b. June expenditures totaled \$616,586. The year-to-date expenditures increased by \$392,970 over the prior year.
 - i. General overhead expenditures are \$374,079 for the year. This is an overall increase of \$45,701 over the prior year. The increase is in professional fees of \$33,416 and computer expenses of \$25,524. Utilities have decreased over the prior year by \$6,524.
 - ii. Administrative expenditures were down by \$6,449 due to Salary and benefits to date.
 - iii. Public Works total expenditures were \$40,022 for the month. Overall increase from the prior year is due to equipment and maintenance.
 - iv. Police expenditures are \$91,033 for the month. Overall the police department expenditures are down from 2023 by \$22,190.
 - v. The City transferred \$325,000 to the Equipment Reserve fund in June 2024.
 - c. Net Expenditures Over Receipts in the General Fund were 270,825) for the month. Year to date the receipts over expenditures are \$555,106.
4. Other Funds – Current Month and Year to Date
 - a. CIP –Sales tax collections were \$30030 for June. No funds were expended in June.
 - b. Equipment reserve expensed \$60,873 for the f-250 2024 Ford Truck and accessories. The City has transferred in \$325,000 from the General Fund in the month of June.
 - c. Stormwater collected fees of \$86,127.
 - d. Woodside TIF and CID fund made the UMB CID payment of 18,817 this month and received income of \$62,855.

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 June 30, 2024, 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**.

AdamsBrown, LLC

ADAMSBROWN, LLC
 Certified Public Accountants
 Overland Park, Kansas

July 3, 2024



City of Westwood, Kansas
Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis
As of June 30, 2024

	General Fund 06/30/2024	Capital Improvements Fund 06/30/2024	Equipment Reserve Fund 06/30/2024	Stormwater Fund 06/30/2024	Special Highway Fund 06/30/2024	Woodside TIF/CID Fund 06/30/2024	Debt Service Fund 06/30/2024	All Funds 06/30/2024
Assets								
Current Assets								
Cash In Bank	1,734,440.11	479,026.25	250,026.98	425,996.47	211,874.40	730,492.04	117,913.45	3,949,769.70
Cash In Bank - Bond Fund	35,605.65	0.00	0.00	0.00	0.00	0.00	0.00	35,605.65
Cash In Bank - Woodside Village Acct	9.57	0.00	0.00	0.00	0.00	0.00	0.00	9.57
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Total Current Assets	1,770,394.33	479,026.25	250,026.98	425,996.47	211,874.40	730,492.04	117,913.45	3,985,723.92
Total Assets	\$ 1,770,394.33	\$ 479,026.25	\$ 250,026.98	\$ 425,996.47	\$ 211,874.40	\$ 730,492.04	\$ 117,913.45	\$ 3,985,723.92
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	34,889.99	0.00	0.00	0.00	0.00	0.00	0.00	34,889.99
Total Current Liabilities	34,899.18	0.00	0.00	0.00	0.00	0.00	0.00	34,899.18
Total Liabilities	34,899.18	0.00	0.00	0.00	0.00	0.00	0.00	34,899.18
Fund Balance								
Fund Balance	1,505,389.06	306,229.94	346,488.84	189,217.42	169,092.79	602,665.66	144,556.17	3,263,639.88
Fund Balance - Current Year	230,106.09	172,796.31	(96,461.86)	236,779.05	42,781.61	127,826.38	(26,642.72)	687,184.86
Total Fund Balance	1,735,495.15	479,026.25	250,026.98	425,996.47	211,874.40	730,492.04	117,913.45	3,950,824.74
Total Liabilities and Fund Balance	\$ 1,770,394.33	\$ 479,026.25	\$ 250,026.98	\$ 425,996.47	\$ 211,874.40	\$ 730,492.04	\$ 117,913.45	\$ 3,985,723.92

See accountants' compilation report.



City of Westwood, Kansas
Statement of Cash Flow - Regulatory Basis
For the One Month Ended June 30, 2024

	Capital Improvements Fund Month Ending 06/30/2024	Equipment Reserve Fund Month Ending 06/30/2024	Stormwater Fund Month Ending 06/30/2024	Special Highway Fund Month Ending 06/30/2024	Woodside TIF/CID Fund Month Ending 06/30/2024	Debt Service Fund Month Ending 06/30/2024	All Funds Month Ending 06/30/2024
Unencumbered Cash, Beginning Period	1,823,643.05	448,995.87	(14,099.58)	340,402.34	198,858.36	686,454.56	109,750.56
Receipts							
Taxes	487,963.20	30,030.38	0.00	0.00	0.00	0.00	8,162.89
Fees and Licenses	27,148.52	0.00	0.00	0.00	0.00	0.00	27,148.52
Building Permits	6,120.50	0.00	0.00	0.00	0.00	0.00	6,120.50
Intergovernmental	26,009.79	0.00	0.00	0.00	0.00	0.00	26,009.79
Restricted Use	0.00	0.00	86,126.58	13,040.92	62,855.20	0.00	162,022.70
Fines	10,490.00	0.00	0.00	0.00	0.00	0.00	10,490.00
Miscellaneous	4,679.31	0.00	0.00	0.00	0.00	0.00	4,679.31
Interfund Transfers	0.00	0.00	325,000.00	0.00	0.00	0.00	325,000.00
Total Receipts	562,411.32	30,030.38	325,000.00	86,126.58	13,040.92	62,855.20	8,162.89
Expenditures							
Salary & Benefits	135,654.92	0.00	0.00	0.00	0.00	0.00	135,654.92
Employee Expenses	3,378.66	0.00	0.00	0.00	0.00	0.00	3,378.66
Professional Fees	79,741.30	0.00	0.00	0.00	0.00	0.00	79,741.30
General Operating Expenses	34,629.00	0.00	0.00	0.00	0.00	0.00	34,629.00
Utilities	23,101.99	0.00	0.00	0.00	0.00	0.00	23,101.99
Equipment and Maintenance	5,302.59	0.00	60,873.44	0.00	0.00	0.00	66,176.03
Street and Stormwater	0.00	0.00	0.00	532.45	24.88	0.00	557.33
Park and Events	9,777.47	0.00	0.00	0.00	0.00	0.00	9,777.47
Miscellaneous	0.00	0.00	0.00	0.00	18,817.72	0.00	18,817.72
Interfund Transfers	325,000.00	0.00	0.00	0.00	0.00	0.00	325,000.00
Total Expenditures	616,585.93	0.00	60,873.44	532.45	24.88	18,817.72	0.00
Adjustments							
Increase / (Decrease) in Payables	(24.11)	0.00	0.00	0.00	0.00	0.00	(24.11)
Increase / (Decrease) in Refundable Bond Deposits	950.00	0.00	0.00	0.00	0.00	0.00	950.00
Total Adjustments	925.89	0.00	0.00	0.00	0.00	0.00	925.89
Ending Cash	\$ 1,770,394.33	\$ 479,026.25	\$ 250,026.98	\$ 425,996.47	\$ 211,874.40	\$ 730,492.04	\$ 117,913.45
							\$ 3,985,723.92

CITY OF WESTWOOD, KANSAS

Supplementary Information



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

General Fund
For The Six Months Ended June 30, 2024 and 2023

	Month Ending 06/30/2024	Year To Date 06/30/2024	Year To Date 06/30/2023	Year Ending 12/31/2024			
				Actual	Prior Year	Current Budget	Over/(Under) Budget
Receipts							
Taxes	\$ 487,963.20	\$ 1,531,300.14	\$ 1,508,486.16	\$ 2,110,854.00	\$ (579,553.86)		
Fees and Licenses	27,148.52	220,189.02	250,135.00	472,200.00	(252,010.98)		
Building Permits	6,120.50	28,065.20	24,828.95	160,000.00	(131,934.80)		
Intergovernmental	26,009.79	162,219.43	156,296.16	325,100.00	(162,880.57)		
Fines	10,490.00	55,001.00	43,382.00	80,000.00	(24,999.00)		
Reimbursements	0.00	11,286.03	498.67	0.00	11,286.03		
Miscellaneous	4,679.31	32,766.47	66,719.21	55,250.00	(22,483.53)		
Total Receipts	562,411.32	2,040,827.29	2,050,346.15	3,203,404.00	(1,162,576.71)		
Expenditures							
General Overhead							
Salary & Benefits	2,824.20	21,685.55	21,320.66	45,940.68	(24,255.13)		
Employee Expenses	266.06	3,795.53	2,282.92	9,000.00	(5,204.47)		
Professional Fees	76,538.71	192,387.64	158,972.26	260,250.00	(67,862.36)		
General Operating Expenses	13,256.30	38,390.36	13,479.95	30,000.00	8,390.36		
Utilities	19,406.90	101,497.68	108,022.18	287,295.60	(185,797.92)		
Equipment and Maintenance	56.30	2,680.57	0.00	0.00	2,680.57		
Park and Events	0.00	13,641.50	5,866.24	14,750.00	(1,108.50)		
Miscellaneous	0.00	0.00	0.00	30,000.00	(30,000.00)		
Intergovernmental	0.00	0.00	18,434.00	20,000.00	(20,000.00)		
Interfund Transfers	0.00	0.00	0.00	268,830.00	(268,830.00)		
Total General Overhead	112,348.47	374,078.83	328,378.21	966,066.28	(591,987.45)		
Administrative							
Salary & Benefits	32,146.51	217,228.53	226,854.09	480,100.00	(262,871.47)		
Employee Expenses	584.04	8,339.74	2,883.44	14,500.00	(6,160.26)		
Professional Fees	2,075.00	17,554.16	17,851.74	48,000.00	(30,445.84)		
General Operating Expenses	351.94	4,946.15	1,081.02	2,500.00	2,446.15		
Park and Events	466.88	466.88	0.00	0.00	466.88		
Interfund Transfers	0.00	0.00	0.00	5,000.00	(5,000.00)		
Total Administrative	35,624.37	248,535.46	248,670.29	550,100.00	(301,564.54)		
Public Works							
Salary & Benefits	30,168.10	202,951.29	208,560.08	432,000.00	(229,048.71)		
Employee Expenses	1,594.57	5,726.39	2,916.69	7,900.00	(2,173.61)		
Professional Fees	0.00	0.00	775.00	17,000.00	(17,000.00)		
General Operating Expenses	2,865.28	9,329.05	9,608.23	27,550.00	(18,220.95)		
Utilities	322.12	3,289.54	6,515.75	19,580.00	(16,290.46)		
Equipment and Maintenance	5,071.58	35,713.23	12,981.79	60,500.00	(24,786.77)		
Interfund Transfers	0.00	0.00	0.00	200,000.00	(200,000.00)		
Total Public Works	40,021.65	257,009.50	241,357.54	764,530.00	(507,520.50)		
Police							
Salary & Benefits	70,516.11	470,619.38	507,526.68	999,500.00	(528,880.62)		
Employee Expenses	933.99	9,299.25	10,002.02	27,000.00	(17,700.75)		
Professional Fees	1,127.59	7,230.23	5,233.37	34,000.00	(26,769.77)		

See accountants' compilation report.



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

For The Six Months Ended June 30, 2024 and 2023

	Month Ending 06/30/2024	Year To Date 06/30/2024	Year To Date 06/30/2023	Year Ending 12/31/2024	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
General Operating Expenses	18,155.48	34,715.85	26,327.98	67,100.00	(32,384.15)
Utilities	255.40	1,557.22	1,185.96	4,500.00	(2,942.78)
Equipment and Maintenance	44.84	7,772.50	3,238.18	10,500.00	(2,727.50)
Park and Events	0.00	1,229.46	1,100.00	1,200.00	29.46
Interfund Transfers	0.00	0.00	0.00	70,000.00	(70,000.00)
Total Police	91,033.41	532,423.89	554,614.19	1,213,800.00	(681,376.11)
 Parks & Rec					
General Operating Expenses	0.00	904.95	2,071.07	3,000.00	(2,095.05)
Utilities	3,117.57	6,471.48	12,393.77	30,000.00	(23,528.52)
Equipment and Maintenance	129.87	2,076.39	7,775.29	10,000.00	(7,923.61)
Park and Events	9,310.59	13,874.46	3,620.61	28,250.00	(14,375.54)
Total Parks & Rec	12,558.03	23,327.28	25,860.74	71,250.00	(47,922.72)
 Non-Departmental					
Salary & Benefits	0.00	0.00	(7,168.40)	0.00	0.00
Miscellaneous	0.00	50,346.24	26,038.73	0.00	50,346.24
Interfund Transfers	325,000.00	325,000.00	0.00	0.00	325,000.00
Total Non-Departmental	325,000.00	375,346.24	18,870.33	0.00	375,346.24
 Total Expenditures	616,585.93	1,810,721.20	1,417,751.30	3,565,746.28	(1,755,025.08)
 Receipts Over (Under) Expenditures	\$ (54,174.61)	\$ 230,106.09	\$ 632,594.85	\$ (362,342.28)	\$ 592,448.37

See accountants' compilation report.



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

Other Funds
For The Six Months Ended June 30, 2024

	Other Funds									
	Capital Improvements Fund		Equipment Reserve Fund		Stormwater Fund		Special Highway Fund		Woodside TIF/CID Fund	
	Year To Date	06/30/2024	Year To Date	06/30/2024	Year To Date	06/30/2024	Year To Date	06/30/2024	Year To Date	06/30/2024
Receipts										
Taxes										
Ad Valorem Tax	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	18,814.31
City Sales & Use Tax - Special		182,036.31		0.00		0.00		0.00		0.00
Motor Vehicle Tax		0.00		0.00		0.00		0.00		736.73
Restricted Use										
Stormwater Utility Fee		0.00		0.00		240,176.97		0.00		0.00
State Hwy Maintenance		0.00		0.00		0.00		7,420.20		0.00
Special Highway Fund Revenue		0.00		0.00		0.00		35,622.79		0.00
WV Ad Valorem Tax		0.00		0.00		0.00		0.00		488,381.00
WV CID-1		0.00		0.00		0.00		0.00		145,515.92
WV CID-2		0.00		0.00		0.00		0.00		57,322.49
Interfund Transfers		0.00		325,000.00		0.00		0.00		0.00
Total Receipts		182,036.31		325,000.00		240,176.97		43,042.99		691,219.41
										19,551.04
Expenditures										
Equipment and Maintenance										
Repairs & Maint Leaf Truck		0.00		0.00		167.16		0.00		0.00
Stone Wall Repairs		4,880.00		0.00		0.00		0.00		0.00
Machinery & Equipment Purchase		0.00		421,461.86		0.00		0.00		0.00
Special Highway Maintenance		0.00		0.00		0.00		236.50		0.00
Street and Stormwater										
Capital Improvement Expense		4,360.00		0.00		0.00		24.88		9,900.00
Stormwater Expense		0.00		0.00		3,230.76		0.00		0.00
Miscellaneous										
UMB TIF Payment		0.00		0.00		0.00		0.00		454,134.33
UMB CID Payment		0.00		0.00		0.00		0.00		109,258.70
Interest on GO Bond		0.00		0.00		0.00		0.00		36,293.76
Interfund Transfers		0.00		0.00		0.00		0.00		0.00
Total Expenditures		9,240.00		421,461.86		3,397.92		261.38		563,393.03
										46,193.76
Receipts Over (Under) Expenditures	\$	172,796.31	\$	(96,461.86)	\$	236,779.05	\$	42,781.61	\$	127,826.38
										\$ (26,642.72)

See accountants' compilation report.



City of Westwood, Kansas
Summary of Expenditures - Actual and Budget
Regulatory Basis
For The Year Ended June 30, 2024

	Certified Budget	Expenditures Chargeable to Current Year	Difference Over/(Under)
Expenditures			
General Fund	3,565,746.28	1,810,721.20	(1,755,025.08)
Capital Improvements Fund	361,976.00	9,240.00	(352,736.00)
Equipment Reserve Fund	741,414.00	421,461.86	(319,952.14)
Stormwater Fund	194,516.00	3,397.92	(191,118.08)
Special Highway Fund	10,000.00	261.38	(9,738.62)
Woodside TIF/CID Fund	623,562.00	563,393.03	(60,168.97)
Debt Service Fund	231,837.50	46,193.76	(185,643.74)
Total Expenditures	<u>5,729,051.78</u>	<u>2,854,669.15</u>	<u>(2,874,382.63)</u>

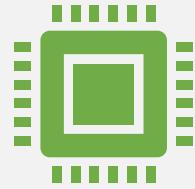
See accountants' compilation report.

July 11, 2024

FY 2025 Budget: Presentation

Governing Body Guidance

From May 11, 2023 Work Session (affirmed in May 2024)



BEGIN CHIPPING AWAY AT DEFERRED MAINTENANCE NEEDS AT PUBLIC WORKS (AND CITY HALL, DEPENDING ON THE COUNCIL'S DECISION ON ULTIMATE DISPOSITION)



ACCELERATE IMPLEMENTATION OF THE STREETS, SIDEWALK, STORMWATER, AND STREETLIGHTS PROGRAM



INCREASE THE CITY'S COMPETITIVENESS IN THE LABOR MARKET WITH EMPLOYEE WAGES AND BENEFITS

Contextual Notes



The following plans have been created to present a full picture of the infrastructure needs and goals of the City of Westwood. They are based on professional studies or intentional processes to ensure integrity in the results.



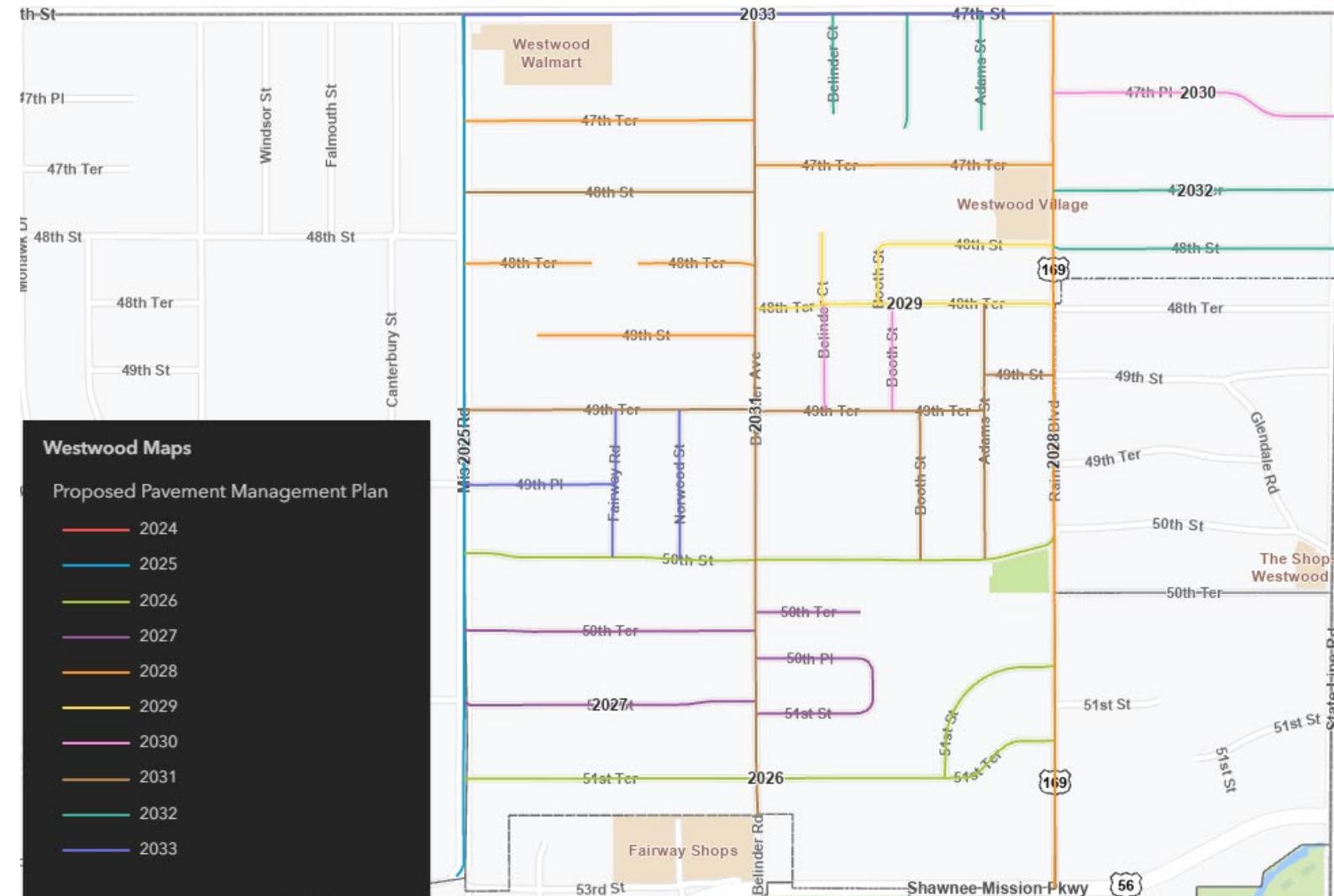
The City does not currently have enough funds to implement these plans on a ten-year timeline; however, the City Council has the authority to increase revenue streams to the extent politically acceptable, extend the timeline to one that's politically acceptable, or both.



The deferred maintenance priorities for City facilities presented here represent only the most pressing, immediate needs. The items and costs listed are, in effect, the cost of kicking the can on the buildings another five years. Should deferred maintenance not be addressed, the cost and consequence of failure could possibly be higher or represent an unbudgeted expenditure requiring immediate reprioritization within an existing budget year, with future budget implications.

Capital Improvement Projects

- 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 a 10-year time horizon
- Alternate sources of revenue and creative funding solutions are currently being explored



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

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		0 years	Inadequate
7.	Rebuild Salt Shed		0 years	Inadequate

TOTAL Immediate Need: \$863,093

Capital Improvement Fund

Unbudgeted on State Forms,
multi-year capital fund

- Reflects expenses outpacing revenues in FY 2026 if no additional revenue streams
- Reflects planning for new facilities with park planning consultant in 2024 and 2025
- Reflects no budgeted capital investment in existing facilities with possibility of future new facilities

			Project Cost	2024	2025	2026	2027	2028	2029
Revenues	Cash Carryforwad		\$ 253,638	\$ 546,403	\$ 202,334	\$ (1,527,682)	\$		
	Special Sales Tax		\$ 353,625	\$ 337,883	\$ 310,000	\$ 310,000	\$		
	Reimbursement - JoCo CARS		\$ 453,000						
Transfers	General Fund	\$ 200,000	\$ 350,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
	Expensed to Special Highway Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	
	Stormwater Utility Fund	\$ 25,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000	\$ 100,000	\$ 100,000	
	Debt Service	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	
	CIP Annual Budgeted Resources	\$ 707,264	\$ 1,662,286	\$ 687,334	\$ (942,682)	\$ (1,535,533)	\$ (2,676,058)		
CIP Projects									
W. 47th & Rainbow intersection replacement	Total Westwood Cost	\$ 169,709			\$ -				
Mission Road, 53rd Street to 47th Street	Total Westwood Cost	\$ 430,487	\$ 70,861	\$ 953,663					
W. 50th Street, Rainbow Boulevard to Mission Road	Total Westwood Cost	\$ 776,347		\$ 116,808	\$ 887,059				
W 47th Ter - Belinder Ave to Mission Rd. - Rainbow Blvd.	Total Westwood Cost	\$ 645,497			\$ 127,430	\$ 980,113			
W. 48th Terrace, Mission Road to Belinder	Total Westwood Cost	\$ 645,497			\$ 19,368	\$ 137,975			
W. 49th Street, Belinder Avenue west to Deadend					\$ 20,633	\$ 99,270			
W. 48th Street, Booth Street to Rainbow Boulevard							XXX	XXX	
W. 48th Terrace, Belinder Avenue to Rainbow Blvd.							XXX	XXX	
Belinder Court, W. 48th Terrace north to Deadend							XXX	XXX	
W. 50th Place - W.51st St. (Horseshoe) + W. 50th Ter. (Cul De Sac); W. 50thTerrace and 51st St. Mission to Belinder	Total Westwood Cost			\$ 98,518	\$ 979,226				
Rainbow Blvd.					\$ 335,049	\$ 446,732			
W. 51st Terrace Mission to Rainbow Blvd. + 51st St Connecting to Rainbow Blvd.	Total Westwood Cost			\$ 99,480	\$ 640,365				
	Streets - Sub Total	\$ 70,861	\$ 1,169,951	\$ 1,625,942	\$ 1,146,657	\$ 1,217,358	\$ -		
Street Lights									
W. 48th Terrace, Mission Road to Belinder							\$ 57,258	\$ 57,258	
49th St. west of Belinder							\$ 108,715	\$ 108,715	
Belinder Ct. and Booth off 47th St.		\$ 73,000.00							
Mission Road, 53rd Street to 47th Street		\$ 186,880.00							
W. 50th Street, Rainbow Boulevard to Mission Road		\$ 115,500.00							
W 47th Ter - Mission Rd. to Rainbow Blvd.		\$ 55,000.00							
W. 51st Terrace Mission to Rainbow Blvd.									
W. 51st St. Mission to Belinder									
Street Lights, Pole Repair and Replacement		\$ 5,000/year	\$ 5,000	\$ 5,000	\$ 5,000	\$ 116,194			
	Streetlights - Sub Total		\$ 5,000	\$ 5,000	\$ 562,074	\$ 121,194	\$ 398,167	\$ 398,167	
Stone Wall Repair									
4800 Rainbow Blvd Colonial Building Replacement		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Miscellaneous Repair and Replacement		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
	Stone Wall Repair - Subtotal		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Studies									
Pavement Management Study		\$ 13,581				\$ 17,000			
Park Planning Consultant									
Facilities Feasibility Study		\$ 75,000							
	Studies - Subtotal		\$ 75,000	\$ 275,000	\$ 17,000	\$ -	\$ -	\$ -	
Facilities									
Public Works - Roof Coating, Snow Guards, Replace South Side Building Panels		\$ 50,188							
Public Works - Back Lot Replacement/Enlargement		\$ 75,000							
City Hall - Parking Lot Repair		\$ 25,000							
Public Works & City Hall - Reinvestment		\$ 2,275,000							
	Facilities Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CIP Annual Budgeted Expenditures			\$ 160,861	\$ 1,459,951	\$ 2,215,016	\$ 1,277,851	\$ 1,625,525	\$ 408,167	

Item A. Section X, Item

Stormwater Utility Fund

Item A. Section X, Item

- The Equipment Reserve Fund Transfer in FY2024 helps to cover the new leaf vacuum
- Future budget years reflect a larger transfer to CIP to help offset the costs of new curb, gutter, and sidewalks planned over the next ten years
- There is a future FY2028 increase in the transfer to CIP to help cover the cost of implementing the Rainbow Blvd. improvements as recommended by the 2023 PSP study

		2024	2025	2026	2027	2028	2029
	Cash Carryforward	\$ 189,217	\$ 234,878	\$ 305,362	\$ 375,846	\$ 446,330	\$ 316,814
Revenues							
	Stormwater Utility Fee	\$ 240,177	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
	Johnson County Stormwater BMP Reimbursement						
Transfers							
	CIP	\$ (25,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (300,000)	\$ (100,000)
	Equipment Reserve Fund	\$ (100,000)	\$ -	\$ -	\$ -	\$ -	\$ -
	Debt Service Fund	\$ (43,516)	\$ (43,516)	\$ (43,516)	\$ (43,516)	\$ (43,516)	\$ (43,516)
	Budgeted Resources	\$ 260,878	\$ 331,362	\$ 401,846	\$ 472,330	\$ 342,814	\$ 413,298
Expenditures							
Stormwater Repairs and Maintenance		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Leaf Pickup Program Expenses		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Expenditures Total	\$ 26,000					
Fund Balance		\$ 234,878	\$ 305,362	\$ 375,846	\$ 446,330	\$ 316,814	\$ 387,298

Special Highway Fund

- Staff recommends budgeting \$50,000 (up from \$40,000 in previous years) of CIP expenditures from this Fund for this and the next five (5) years to help offset the increasing cost of pavement management projects
- Budget includes 2025 and 2027 funding to help offset the cost of implementing the improvements to Rainbow Blvd. recommended by the 2023 PSP study

		2024	2025	2026	2027	2028	2029
	Cash Carryforward	\$ 166,122	\$ 165,342	\$ 115,162	\$ 114,982	\$ 14,802	\$ 14,622
Revenues							
	State Highway Maintenance	\$ 14,820	\$ 14,820	\$ 14,820	\$ 14,820	\$ 14,820	\$ 14,820
	Special Highway	\$ 44,400	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
	Budgeted Resources	\$ 225,342	\$ 225,162	\$ 174,982	\$ 174,802	\$ 74,622	\$ 74,442
Expenditures							
Street Repairs and Maintenance		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Rainbow Blvd.		\$ -	\$ 50,000	\$ -	\$ 100,000	\$ -	\$ -
	Expenditures Total	\$ 10,000	\$ 60,000	\$ 10,000	\$ 110,000	\$ 10,000	\$ 10,000
Fund Balance		\$ 215,342	\$ 165,162	\$ 164,982	\$ 64,802	\$ 64,622	\$ 64,442
Capital Projects		\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Ending Fund Balance		\$ 165,342	\$ 115,162	\$ 114,982	\$ 14,802	\$ 14,622	\$ 14,442

Major Asset Purchases

Equipment Reserve Plan Highlights

2025



Item A. Section X, Item

2026



2027



2028



2029



Equipment Reserve Fund

Unbudgeted on State Forms,
multi-year capital 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

	Cash Carryforward	2024	2025	2026	2027	2028	2029
Sale of Assets		\$ 460,754	\$ 471,638	\$ 458,388	\$ 496		
Grants		\$ 20,000					
Transfers		\$ 3,385					
	General Fund - Public Works	\$ 200,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	General Fund - Public Safety	\$ 70,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	General Fund - Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	General Fund - General Overhead	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Stormwater Utility Fund	\$ 100,000					
Resources		\$ 909,139	\$ 546,638	\$ 533,388	\$ 571,888	\$ 476,188	\$ 571,888
Department / Project Description	Inflation Calculator	0%	5%	10%	15%	20%	25%
Public Works							
Replace 2004 Ford F-550 & Equipment	\$ 83,000.00						
Replace 2004 Street Sweeper	\$ 240,000.00						
Purchase Leaf Vacuum	\$ 271,223.00	\$ 288,233					
Pull-behind Water Wagon	\$ 16,600	\$ 11,232					
Replace 2012 Ford F-350	\$ 58,000.00	\$ 60,819					
Replace 2012 Ford F-550 & Equipment	\$ 102,000.00						\$ 112,200
Replace 2015 Explorer	\$ 37,000.00						
Airless Paint Sprayer	\$ 5,000.00						
Replace 1996 Wood Chipper							
Replace 1996 Super Duty Bucket Truck							
Replace 1996 Tandem Axel Trailer							
Replace Box Trailer							
Replace 2012 Skid Steer							
Purchase Bobcat Tool Kat, John Deere Gator, Polaris							
PW Sub Total		\$ 360,284	\$ -	\$ -	\$ 112,200	\$ -	\$ -
Public Safety							
Replace 2017 Explorer #1 (Vehicle No. 917)	\$ 37,000.00						
Vehicle Equipment	\$ 14,500.00						
Replace 2017 Explorer #1 (Vehicle No. 917)	\$ 50,000.00	\$ 56,894					
Vehicle Equipment	\$ 15,000.00	\$ 1,800					
Replace 2017 Explorer #2 (Vehicle No. 117)	\$ 50,000.00		\$ 52,500				
Vehicle Equipment	\$ 15,000.00		\$ 15,750				
Replace 2021 Explorer #3 (Vehicle No. 121)	\$ 50,000.00						\$ 60,000
Vehicle Equipment	\$ 15,000.00						\$ 15,000
Replace 2022 Explorer #4 (Vehicle No. 222)	\$ 50,000.00						\$ 62,500
Vehicle Equipment	\$ 15,000.00						\$ 15,000
In-car computer replacements (4)	\$ 15,000.00						\$ 15,000
Safety Vests	\$ 10,000.00	\$ 1,750					
Tasers and Gear (10)	\$ 20,000.00		\$ 20,000				
Vehicle/Body Camera System	\$ 32,500.00	\$ 16,774					
PS Sub Total		\$ 77,217	\$ 88,250	\$ 16,500	\$ -	\$ 75,000	\$ 92,500
City Hall Improvements and Systems / IT							
Website Upgrade							
Conference Room Table / Chairs							
Community Room & Furniture							
Radios per Federal Mandate							
CH/IT Sub Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 437,501	\$ 88,250	\$ 16,500	\$ 112,200	\$ 75,000	\$ 92,500

Item A. Section X, Item

Woodside TIF/CID Fund

- Staff is working with Woodside developer Blair Tanner to leverage account codes and bid CID2 revenues to fund improvements to 47th Place and possibly Rainbow Blvd., depending on how much is available at the time those two projects are designed and bid
- If future TIF districts and projects are created in Westwood, we will likely use this fund and create new account codes to track those revenues and expenditures

Item A. Section X, Item

		2024	2025	2026	2027	2028	2029
	Cash Carryforward	\$ 602,665	\$ 707,419	\$ 815,316	\$ 926,450	\$ 1,040,918	\$ 1,158,820
Revenues							
	Woodside Village Ad Valorem Tax	\$ 488,381	\$ 503,032	\$ 518,123	\$ 533,667	\$ 549,677	\$ 566,167
	Woodside Village CID 1	\$ 257,908	\$ 265,645	\$ 273,614	\$ 281,823	\$ 290,277	\$ 298,986
	Woodside Village CID 2	\$ 104,754	\$ 107,897	\$ 111,134	\$ 114,468	\$ 117,902	\$ 121,439
	Budgeted Resources	\$ 1,453,708	\$ 1,583,993	\$ 1,718,188	\$ 1,856,408	\$ 1,998,774	\$ 2,145,412
Expenditures							
UMB TIF Payment		\$ 488,381	\$ 503,032	\$ 518,123	\$ 533,667	\$ 549,677	\$ 566,167
UMB CID Payment		\$ 257,908	\$ 265,645	\$ 273,614	\$ 281,823	\$ 290,277	\$ 298,986
	Expenditures Total	\$ 746,289	\$ 768,677	\$ 791,738	\$ 815,490	\$ 839,955	\$ 865,153
Fund Balance		\$ 707,419	\$ 815,316	\$ 926,450	\$ 1,040,918	\$ 1,158,820	\$ 1,280,258

Debt Service Fund

- This Fund dips negative in 2026 with the principle payoff of the 5050 Rainbow Blvd. property; however, if the debt remains in FY 2026, City staff will recommend to payoff the principle with a General Fund transfer
- The annual transfer from the General Fund increases each year to create one mill of ad valorem tax

		2024	2025	2026	2027	2028	2029
	Cash Carryforward	\$ 143,374	\$ 168,433	\$ 201,986	\$ (28,352)	\$ 27,637	\$ 85,546
Revenues							
	Ad Valorem Tax	\$ 19,551	\$ 23,487	\$ 24,192	\$ 24,918	\$ 25,665	\$ 26,435
Transfers							
	General Fund	\$ 18,830	\$ 23,487	\$ 24,192	\$ 24,918	\$ 25,665	\$ 26,435
	CIP Special Sales Tax	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
	Stormwater Utility Fund	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516
	Budgeted Resources	\$ 400,271	\$ 433,924	\$ 468,886	\$ 240,000	\$ 297,483	\$ 356,932
Expenditures							
5050 Rainbow Blvd. Lease Purchase Agreement		\$ 19,250	\$ 19,250	\$ 284,625	\$ -	\$ -	\$ -
Street and Stormwater GO Bonds (2020A)		\$ 212,588	\$ 212,688	\$ 212,613	\$ 212,363	\$ 211,938	\$ 213,374
	Expenditures Total	\$ 231,838	\$ 231,938	\$ 497,238	\$ 212,363	\$ 211,938	\$ 213,374
Fund Balance		\$ 168,433	\$ 201,986	\$ (28,352)	\$ 27,637	\$ 85,546	\$ 143,558

General Fund - Revenues

- Building permit fees are budgeted more conservatively
- Intergovernmental fees will increase due to renegotiating Police Services contracts with Mission Woods and Westwood Hills

City of Westwood, Kansas
 BUDGET - Prior Yrs Act, Current Act,
 Next Yr Budget (Operating Report)
 As of June 30, 2024
 As of Date:
 Fund:

Item A. Section X, Item

Taxes
 4010 - Ad Valorem Tax
 4020 - City Sales & Use Tax
 4040 - County Sales & Use Tax
 4050 - Liquor Grs Rec Tax
 4060 - Motor Vehicle Tax
 4070 - Special Assessments
 Total Taxes
 Fees and Licenses
 4110 - Woodside Rent
 4120 - Utility Franchise Fees
 4130 - Community Room Fees
 4140 - Animal Tag Fee
 4150 - Pool Fees
 4160 - Occupational License
 Total Fees and Licenses
 Building Permits
 4210 - Building Permit Fee - WW
 4220 - Building Permit Fee - WWH
 4230 - Building Permit Fee - MW
 Total Building Permits
 Intergovernmental
 4310 - Police Services WWH
 4320 - Police Services MW
 4330 - Police Services - Crossing Guard
 4340 - Police Services - Other Revenue
 4350 - City Hall Use - WWH
 4355 - City Hall Use - MW
 4360 - Public Work Services - MW WH
 4365 - Codes Services - MW WH
 4370 - City Clerk Services - MW
 Total Intergovernmental
 Fines
 4510 - Municipal Court Fines
 Total Fines
 Grants and Donations
 4640 - Federal Grants
 Total Grants and Donations
 Miscellaneous
 4710 - Interest Earnings
 4720 - Other Income
 4730 - Sale of Extra Trash Stickers
 Total Miscellaneous

6/30/2024		General Fund									
		Year Ending		Year Ending		Year To Date		Year Ending		Current Year Budget	
12/31/2022		12/31/2023		6/30/2024		Actual		Forecast		12/31/2024	
		Actual		Audited Actual		Actual		Forecast		Adopted	
		654,633.80		781,002.38		783,692.86		793,692.86		770,405.00	
		678,565.00		707,250.32		364,072.65		713,597.24		695,250.00	
		361,290.35		384,499.35		190,486.60		372,224.30		361,500.00	
		89,504.82		85,134.67		33,096.27		79,000.00		79,000.00	
		23,870.38		56,684.81		30,687.27		60,075.49		58,457.00	
		138,007.18		143,129.04		142,305.41		142,305.41		146,242.00	
		1,945,871.53		2,157,700.57		1,531,300.14		2,592,494.50		2,110,854.00	
		2,220,958.74									
		240,000.00		240,000.00		120,000.00		240,000.00		240,000.00	
		200,917.15		209,105.13		74,198.84		174,745.29		200,000.00	
		3,526.25		3,466.25		2,450.00		5,000.00		5,000.00	
		120.00		75.00		65.00		100.00		200.00	
		9,926.00		16,599.50		16,110.00		17,000.00		17,000.00	
		19,372.85		8,021.25		7,365.18		10,000.00		10,000.00	
		473,862.25		477,267.13		220,189.02		457,579.19		472,200.00	
		444,124.00									
		69,495.87		62,184.19		24,422.25		75,000.00		150,000.00	
		912.00		2,520.50		1,741.45		5,000.00		5,000.00	
		3,470.50		1,759.50		1,901.50		30,000.00		5,000.00	
		73,878.37		66,464.19		28,065.20		108,502.36		160,000.00	
		85,000.00									
		162,333.58		163,000.08		81,500.04		163,000.00		163,000.00	
		125,000.04		125,000.03		11,231.03		125,000.00		125,000.00	
		3,936.11		4,236.14		2,536.32		6,500.00		6,500.00	
		1,699.95		0.00		55,756.47		12,000.00		0.00	
		1,749.80		2,100.00		1,050.00		2,100.00		2,100.00	
		1,400.00		2,100.00		1,050.00		2,100.00		2,100.00	
		14,261.35		6,773.45		6,340.49		10,000.00		20,000.00	
		1,010.00		471.00		55.08		1,000.00		1,000.00	
		5,400.00		5,400.00		2,700.00		5,400.00		5,400.00	
		316,790.83		309,080.70		162,219.43		325,657.68		325,100.00	
		372,500.00									
		66,801.25		97,086.33		55,001.00		100,000.00		80,000.00	
		66,801.25		97,086.33		55,001.00		95,219.58		80,000.00	
		100,000.00									
		125,215.81		0.00		0.00		0.00		0.00	
		125,215.81		0.00		0.00		0.00		0.00	
		3,654.12		44,534.16		27,241.95		50,000.00		50,000.00	
		6,481.19		76,548.63		5,475.77		6,000.00		5,000.00	
		195.00		142.50		48.75		250.00		250.00	
		10,330.31		121,225.29		32,766.47		60,542.42		55,250.00	
		55,250.00									
		TOTAL 3,012,750.35		3,228,824.21		2,029,541.26		3,639,995.73		3,203,404.00	
		3,277,832.74									

General Fund – General Overhead

- Recommending increase to 401a match for employees and the creation of a wellness program and funding of \$5,000
- Budget reflects addition of hosted IT support services
- An increase in the transfer to CIP is recommended

Salary & Benefits
5040 - Payroll Taxes
5055 - 401a Match
5056 - AFLAC Expense
5060 - Salaries - No Retirement
Total Salary & Benefits
Employee Expenses
5100 - Mayor's Discretionary Fund
5105 - Staff Activities
5110 - Training Programs
5120 - Travel Allowance
5130 - Dues & Subscriptions
Total Employee Expenses
Professional Fees
5210 - Prosecutor & Judge Services
5240 - Municipal Court Costs
5250 - Legal Services
5260 - Audit Expenses
5270 - Payroll Services
5280 - Insurance & Bonds
5295 - Professional Services - Other
5296 - Treasurer's Services
Total Professional Fees
General Operating Expenses
5310 - Office Supplies
5340 - Computer Expense
5345 - Postage
5350 - Printing
5355 - City Newsletter Expense
5360 - Legal Publications
5370 - Operating Supplies - Other
5395 - Miscellaneous Expense
Total General Operating Expenses
Utilities
5410 - Building Utilities
5415 - Telephone & Data Connections
5420 - Street Light Utilities
5430 - Traffic Signal Utilities
5440 - Buildings & Grounds Maintenance
5450 - Resident Trash Service
5480 - Building Operations & Cleaning
Total Utilities
Park and Events
5710 - Business Community Affairs
5720 - Outside Agencies
Total Park and Events
Miscellaneous
5810 - Contingency
5832 - WV TIF 40% Sales Tax
Total Miscellaneous
Interfund Transfers
5910 - CIP - Transfer
5920 - Equipment Reserve Transfer
5960 - Debt Service Transfer
Total Interfund Transfers
Intergovernmental
6010 - Building Permit Reimbursement - WWH
6020 - Building Permit Reimbursement - MW
Total Intergovernmental

Year Ending 12/31/2022	Year Ending 12/31/2023	Year To Date 6/30/2024	Year Ending 12/31/2024	Current Year Budget 12/31/2024	2025 Proposed
Actual	Audited Actual	Actual	Forecast	Adopted	
1,566.94	1,790.35	895.20	2,000.00	2,000.00	2,000.00
8,550.00	10,209.00	9,847.50	16,000.00	16,000.00	25,000.00
2,382.33	12,098.14	(757.15)	0.00	4,540.68	0.00
23,400.00	23,400.00	11,700.00	23,400.00	23,400.00	23,400.00
35,899.27	47,497.49	21,685.55	41,400.00	45,940.68	50,400.00
0.00	543.16	0.00	0.00	0.00	0.00
1,875.59	355.54	1,205.14	2,000.00	2,000.00	7,000.00
2,633.41	0.00	350.00	3,000.00	3,000.00	3,000.00
0.00	0.00	185.52	1,000.00	1,000.00	1,000.00
1,372.00	3,308.67	2,054.87	3,000.00	3,000.00	3,000.00
5,881.00	4,207.37	3,795.53	9,000.00	9,000.00	14,000.00
0.00	175.00	(175.00)	(175.00)	0.00	0.00
5,487.50	579.00	0.00	0.00	0.00	0.00
35,534.50	76,488.00	40,398.00	75,000.00	50,000.00	60,000.00
0.00	0.00	0.00	7,250.00	7,250.00	7,250.00
4,371.47	5,172.01	3,408.35	5,500.00	5,000.00	5,500.00
114,803.60	144,656.50	131,463.00	140,000.00	140,000.00	140,000.00
10,205.00	42,312.75	5,162.51	40,000.00	40,000.00	40,000.00
16,293.84	18,609.74	8,698.28	18,000.00	18,000.00	18,000.00
186,695.91	287,993.00	188,955.14	285,575.00	260,250.00	270,750.00
5,392.48	11,302.75	3,842.51	7,000.00	6,000.00	7,000.00
6,684.84	25,459.37	37,261.18	40,000.00	15,000.00	30,000.00
1,384.95	1,332.94	68.00	2,000.00	2,000.00	2,000.00
306.34	474.48	210.00	500.00	500.00	500.00
3,447.28	4,628.22	1,238.04	5,000.00	5,000.00	5,000.00
976.39	514.49	21.42	500.00	500.00	500.00
138.05	697.17	21.40	1,000.00	1,000.00	1,000.00
(161.88)	0.00	0.00	0.00	0.00	0.00
18,168.45	44,409.42	42,662.55	56,000.00	30,000.00	46,000.00
32,443.64	39,535.11	3,501.98	45,000.00	45,000.00	45,000.00
4,304.88	3,950.04	2,161.38	4,500.00	4,500.00	4,500.00
14,157.56	14,394.01	5,860.97	20,000.00	20,000.00	20,000.00
32,233.60	34,786.06	7,946.89	40,000.00	40,000.00	40,000.00
3,715.05	12,719.26	4,800.15	13,000.00	13,000.00	13,000.00
138,567.60	141,202.80	71,809.20	144,795.60	144,795.60	147,252.60
14,784.09	20,227.93	7,633.65	20,000.00	20,000.00	20,000.00
240,206.42	266,815.21	103,714.22	287,295.60	287,295.60	289,752.60
1,673.22	589.70	62.94	1,000.00	6,750.00	5,000.00
7,522.89	12,274.50	5,419.00	8,000.00	8,000.00	9,500.00
9,196.11	12,864.20	5,481.94	9,000.00	14,750.00	14,500.00
14,951.75	0.00	0.00	0.00	0.00	0.00
0.00	0.00	50,346.24	50,346.24	30,000.00	50,000.00
14,951.75	0.00	50,346.24	50,346.24	30,000.00	50,000.00
100,000.00	100,000.00	0.00	200,000.00	200,000.00	350,000.00
10,000.00	70,000.00	50,000.00	50,000.00	50,000.00	10,000.00
15,000.00	18,830.00	0.00	19,551.00	18,830.00	23,487.00
125,000.00	188,830.00	50,000.00	269,551.00	268,830.00	383,487.00
0.00	6,111.00	0.00	10,000.00	10,000.00	10,000.00
0.00	13,039.50	0.00	30,000.00	10,000.00	10,000.00
0.00	19,150.50	0.00	40,000.00	20,000.00	20,000.00

TOTAL 635,998.91 871,767.19 466,641.17 1,048,167.84 966,066.28 1,138,889.60

General Fund – Administration

- Exploring hiring a seasonal employee to assist with front desk and to take on administrative tasks for all departments
- Training and travel are increasing due to cross-training between Court Clerk and City Clerk

City of Westwood, Kansas
As of June 30, 2024
Department: Administrative

Item A. Section X, Item

Salary & Benefits
5010 - Salaries - KPERS
5015 - Overtime - KPERS
5030 - KPERS Contributions
5040 - Payroll Taxes
5041 - State Unemployment Taxes
5045 - Health Insurance
5050 - Car Allowance
5060 - Salaries - No Retirement
Total Salary & Benefits
Employee Expenses
5100 - Mayor's Discretionary Fund
5105 - Staff Activities
5110 - Training Programs
5120 - Travel Allowance
5130 - Dues & Subscriptions
Total Employee Expenses
Professional Fees
5210 - Prosecutor & Judge Services
5240 - Municipal Court Costs
5280 - Insurance & Bonds
5295 - Professional Services - Other
Total Professional Fees
General Operating Expenses
5310 - Office Supplies
5350 - Printing
5370 - Operating Supplies - Other
5395 - Miscellaneous Expense
Total General Operating Expenses
Park and Events
5720 - Outside Agencies
Total Park and Events
Interfund Transfers
5920 - Equipment Reserve Transfer
Total Interfund Transfers

Year Ending 12/31/2022	Year Ending 12/31/2023	Year To Date 6/30/2024	Year Ending 12/31/2024		Current Year Budget 12/31/2024	Next Year 2025
			Actual	Audited Actual	Actual	Forecast
226,366.54	326,164.42	158,938.93	330,873.36		342,000.00	336,676.04
2,744.93	5,373.90	2,649.45	5,163.11		5,000.00	5,000.00
21,972.35	30,266.16	17,139.75	34,735.38		35,000.00	35,000.00
17,059.65	22,840.93	12,694.26	27,826.50		30,100.00	30,300.00
3,710.33	2,454.23	1,890.21	3,000.00		3,500.00	3,500.00
44,611.32	53,188.45	21,215.93	60,000.00		60,000.00	68,442.05
0.00	4,500.00	2,700.00	5,400.00		4,500.00	5,400.00
0.00	0.00	0.00	0.00		0.00	24,750.00
316,465.12	444,788.09	217,228.53	466,998.35		480,100.00	509,068.09
101.64	250.00	0.00	1,000.00		1,000.00	1,000.00
1,275.64	1,030.87	720.16	1,500.00		1,500.00	1,500.00
1,574.08	2,150.48	4,046.98	6,000.00		5,000.00	6,000.00
896.25	2,363.89	2,125.78	6,000.00		2,000.00	10,000.00
1,697.00	1,118.00	1,118.88	2,500.00		5,000.00	2,500.00
5,544.61	6,913.24	8,011.80	17,000.00		14,500.00	21,000.00
0.00	22,225.00	11,550.00	25,000.00		23,000.00	25,000.00
0.00	19,573.28	9,436.66	20,000.00		20,000.00	20,000.00
350.00	0.00	0.00	0.00		0.00	0.00
0.00	4,273.56	0.00	5,000.00		5,000.00	5,000.00
350.00	46,071.84	20,986.66	50,000.00		48,000.00	50,000.00
862.16	156.06	178.87	1,500.00		1,500.00	1,500.00
127.00	0.00	82.35	500.00		500.00	500.00
592.90	197.47	412.74	500.00		500.00	500.00
15.83	430.00	0.00	0.00		0.00	0.00
1,597.89	783.53	673.96	2,500.00		2,500.00	2,500.00
501.85	0.00	0.00	0.00		0.00	0.00
501.85	0.00	0.00	0.00		0.00	0.00
5,000.00	5,000.00	5,000.00	5,000.00		5,000.00	5,000.00
5,000.00	5,000.00	5,000.00	5,000.00		5,000.00	5,000.00
TOTAL	329,459.47	503,556.70	251,900.95	541,498.35	550,100.00	587,568.09

General Fund – Public Works

- Seasonal employee being added to assist with landscaping and grounds maintenance
- Employee expenses increasing slightly for increase in dues and drug testing costs

City of Westwood, Kansas
As of June 30, 2024
Department: Public Works

Item A. Section X, Item

Salary & Benefits
5010 - Salaries - KPERS
5015 - Overtime - KPERS
5030 - KPERS Contributions
5040 - Payroll Taxes
5045 - Health Insurance
5060 - Salaries - No Retirement
Total Salary & Benefits
Employee Expenses
5105 - Staff Activities
5110 - Training Programs
5120 - Travel Allowance
5130 - Dues & Subscriptions
5140 - Uniforms & Cleaning
5150 - DOT Drug Test Administrative
Total Employee Expenses
Professional Fees
5290 - Engineering/Design Services
5295 - Professional Services - Other
Total Professional Fees
General Operating Expenses
5310 - Office Supplies
5320 - Gas & Oil
5330 - Small Tool Expense
5340 - Computer Expense
5350 - Printing
5370 - Operating Supplies - Other
5395 - Miscellaneous Expense
Total General Operating Expenses
Utilities
5410 - Building Utilities
5415 - Telephone & Data Connections
5440 - Buildings & Grounds Maintenance
5445 - City Facility Trash Service
Total Utilities
Equipment and Maintenance
5510 - Repairs & Maint Buildings
5515 - Repairs & Maint Vehicles
5530 - Repairs & Maint Streets
5535 - Repairs & Maint Other
5550 - Sand & Salt
5570 - Machinery & Equipment Purchase
5575 - Street Lights
5576 - Traffic Signals
5577 - Street Signs
Total Equipment and Maintenance
Interfund Transfers
5920 - Equipment Reserve Transfer
Total Interfund Transfers

Year Ending 12/31/2022	Year Ending 12/31/2023	Year To Date 6/30/2024	Year Ending 12/31/2024	Current Year Budget 12/31/2024		Next Year 2025 Proposed
				Actual	Audited Actual	
295,806.99	310,152.73	156,241.42	314,602.08	315,000.00		331,819.55
8,351.92	4,785.88	2,866.60	10,407.58	15,000.00		15,000.00
27,764.84	29,700.42	16,324.54	31,406.51	30,000.00		35,000.00
22,591.13	23,044.06	11,769.50	28,000.00	30,000.00		30,000.00
48,027.08	39,027.62	15,749.23	36,863.98	42,000.00		56,203.46
0.00	0.00	0.00	20,700.00	0.00		22,770.00
402,541.96	406,710.71	202,951.29	441,980.15	432,000.00		490,793.01
212.97	144.27	0.00	1,000.00	1,000.00		1,000.00
225.00	665.98	24.00	1,200.00	1,200.00		1,200.00
1,125.56	539.82	777.10	1,200.00	1,200.00		1,200.00
2,045.25	2,286.49	2,165.69	2,165.69	2,000.00		2,200.00
1,931.73	1,195.25	2,412.30	3,000.00	2,000.00		2,000.00
292.80	368.80	347.30	600.00	500.00		600.00
5,833.31	5,200.61	5,726.39	9,165.69	7,900.00		8,200.00
0.00	8,275.00	0.00	15,000.00	15,000.00		15,000.00
3,535.00	2,425.00	0.00	2,000.00	2,000.00		2,000.00
3,535.00	10,700.00	0.00	17,000.00	17,000.00		17,000.00
474.56	442.32	77.94	750.00	750.00		750.00
12,941.37	11,115.66	4,776.35	15,000.00	15,000.00		15,000.00
4,445.89	3,500.27	121.99	3,000.00	3,000.00		3,000.00
2,295.54	598.08	0.00	500.00	500.00		500.00
0.00	0.00	0.00	300.00	300.00		300.00
3,181.77	5,888.96	4,352.77	8,000.00	8,000.00		8,000.00
145.45	0.00	0.00	0.00	0.00		0.00
23,484.58	21,545.29	9,329.05	27,550.00	27,550.00		27,550.00
12,039.68	8,514.13	2,375.69	15,000.00	15,000.00		15,000.00
207.82	2,101.96	545.23	2,580.00	2,580.00		2,580.00
531.47	393.19	307.65	1,000.00	1,000.00		1,000.00
308.22	5,456.33	525.00	1,000.00	1,000.00		1,000.00
13,087.19	16,465.61	3,753.57	19,580.00	19,580.00		19,580.00
4,274.99	8,259.79	6,980.63	8,000.00	5,000.00		5,000.00
9,361.40	7,890.52	3,757.49	10,000.00	10,000.00		10,000.00
1,800.90	1,501.18	0.00	7,500.00	7,500.00		7,500.00
11,501.65	4,334.26	14,054.75	16,500.00	10,000.00		10,000.00
8,395.05	5,743.74	2,941.92	12,000.00	12,000.00		12,000.00
2,049.00	0.00	2,099.97	2,500.00	2,500.00		2,500.00
5,537.60	4,026.62	344.40	5,000.00	5,000.00		5,000.00
1,027.09	1,449.84	1,265.64	5,000.00	5,000.00		5,000.00
1,963.27	5,128.05	556.41	3,500.00	3,500.00		3,500.00
45,910.95	38,334.00	32,001.21	70,000.00	60,500.00		60,500.00
50,000.00	50,000.00	200,000.00	200,000.00	200,000.00		30,000.00
50,000.00	50,000.00	200,000.00	200,000.00	200,000.00		30,000.00
TOTAL	544,392.99	548,956.22	453,761.51	785,275.84	764,530.00	653,623.01

General Fund – Police

- Budget now reflects full staffing levels and stability
- Professional fees increasing due to body/dash camera annual subscription
- Operating expense increase reflects increase in cost for hosted IT support services

Salary & Benefits
5010 - Salaries - KPERS
5015 - Overtime - KPERS
5020 - Salaries - KPF
5025 - Overtime - KPF
5026 - Extra Patrol Expense
5030 - KPERS Contributions
5035 - KP&F Contributions
5040 - Payroll Taxes
5045 - Health Insurance
5050 - Car Allowance
5065 - PT Reserve Salary
Total Salary & Benefits
Employee Expenses
5105 - Staff Activities
5110 - Training Programs
5120 - Travel Allowance
5130 - Dues & Subscriptions
5140 - Uniforms & Cleaning
Total Employee Expenses
Professional Fees
5210 - Prosecutor & Judge Services
5220 - School Crossing Guard Services
5225 - Mental Health Co-Responder
5230 - Animal Control Services
5240 - Municipal Court Costs
5295 - Professional Services - Other
Total Professional Fees
General Operating Expenses
5310 - Office Supplies
5320 - Gas & Oil
5340 - Computer Expense
5345 - Postage
5350 - Printing
5370 - Operating Supplies - Other
Total General Operating Expenses
Utilities
5415 - Telephone & Data Connections
Total Utilities
Equipment and Maintenance
5515 - Repairs & Maint Vehicles
5525 - Repairs & Maint Other Equipment
5570 - Machinery & Equipment Purchase
Total Equipment and Maintenance
Park and Events
5720 - Outside Agencies
Total Park and Events
Interfund Transfers
5920 - Equipment Reserve Transfer
Total Interfund Transfers

	Year Ending 12/31/2022	Year Ending 12/31/2023	Year To Date 6/30/2024	Year Ending 12/31/2024	Current Year Budget 12/31/2024	Next Year 2025
	Actual	Audited Actual	Actual	Forecast	Adopted	Proposed
Salary & Benefits						
5010 - Salaries - KPERS	66,083.10	0.00	0.00	0.00	0.00	0.00
5015 - Overtime - KPERS	1,414.80	0.00	0.00	0.00	0.00	0.00
5020 - Salaries - KPF	542,240.34	613,443.35	308,473.70	610,113.04	600,000.00	615,629.91
5025 - Overtime - KPF	41,566.12	54,876.41	26,383.05	65,000.00	65,000.00	65,000.00
5026 - Extra Patrol Expense	1,061.07	0.00	0.00	0.00	0.00	0.00
5030 - KPERS Contributions	6,417.44	864.01	0.00	0.00	0.00	0.00
5035 - KP&F Contributions	136,299.76	150,374.24	77,670.14	165,000.00	165,000.00	175,000.00
5040 - Payroll Taxes	49,402.47	52,906.90	24,683.38	55,000.00	55,000.00	55,000.00
5045 - Health Insurance	138,276.75	86,295.37	32,816.61	92,000.00	92,000.00	99,545.05
5050 - Car Allowance	5,400.00	4,500.00	2,900.00	5,900.00	4,500.00	6,000.00
5065 - PT Reserve Salary	2,471.00	17,341.75	402.50	18,000.00	18,000.00	18,000.00
Total Salary & Benefits	990,632.85	980,602.03	473,329.38	1,011,013.04	999,500.00	1,034,174.96
Employee Expenses						
5105 - Staff Activities	616.34	1,387.37	63.98	2,000.00	2,000.00	2,000.00
5110 - Training Programs	8,325.86	10,776.34	6,848.33	12,000.00	12,000.00	13,000.00
5120 - Travel Allowance	1,094.53	1,529.84	364.45	4,000.00	4,000.00	4,000.00
5130 - Dues & Subscriptions	2,447.56	1,553.30	1,307.02	2,500.00	2,500.00	2,500.00
5140 - Uniforms & Cleaning	7,652.03	5,562.97	715.47	6,500.00	6,500.00	6,500.00
Total Employee Expenses	20,136.32	20,809.82	9,299.25	27,000.00	27,000.00	28,000.00
Professional Fees						
5210 - Prosecutor & Judge Services	22,050.00	0.00	0.00	0.00	0.00	0.00
5220 - School Crossing Guard Services	7,544.39	9,513.30	5,665.67	12,500.00	12,500.00	13,400.00
5225 - Mental Health Co-Responder	3,878.68	5,869.16	1,491.86	5,967.44	9,500.00	9,500.00
5230 - Animal Control Services	5,320.00	6,500.00	0.00	7,600.00	7,600.00	7,600.00
5240 - Municipal Court Costs	9,655.03	(878.50)	0.00	0.00	0.00	0.00
5295 - Professional Services - Other	871.00	1,071.00	72.70	4,400.00	4,400.00	21,400.00
Total Professional Fees	49,319.10	22,074.96	7,230.23	30,467.44	34,000.00	51,900.00
General Operating Expenses						
5310 - Office Supplies	(9.58)	1,210.43	503.17	2,000.00	2,000.00	2,000.00
5320 - Gas & Oil	14,050.51	12,820.10	5,767.13	17,000.00	21,000.00	21,000.00
5340 - Computer Expense	30,878.48	25,084.49	25,314.99	35,000.00	35,000.00	40,000.00
5345 - Postage	57.18	125.69	0.00	100.00	100.00	100.00
5350 - Printing	1,924.60	989.59	67.40	2,000.00	2,000.00	2,000.00
5370 - Operating Supplies - Other	9,698.02	7,771.14	3,063.16	7,000.00	7,000.00	7,000.00
Total General Operating Expenses	56,599.21	48,001.44	34,715.85	63,100.00	67,100.00	72,100.00
Utilities						
5415 - Telephone & Data Connections	2,858.72	3,021.16	1,557.22	4,500.00	4,500.00	4,500.00
Total Utilities	2,858.72	3,021.16	1,557.22	4,500.00	4,500.00	4,500.00
Equipment and Maintenance						
5515 - Repairs & Maint Vehicles	8,024.74	8,409.53	7,331.84	8,500.00	6,500.00	8,000.00
5525 - Repairs & Maint Other Equipment	2,585.42	2,237.26	440.66	3,000.00	3,000.00	3,000.00
5570 - Machinery & Equipment Purchase	0.00	1,133.12	0.00	1,000.00	1,000.00	1,000.00
Total Equipment and Maintenance	10,610.16	11,779.91	7,772.50	12,500.00	10,500.00	12,000.00
Park and Events						
5720 - Outside Agencies	0.00	1,100.00	1,229.46	1,300.00	1,200.00	1,500.00
Total Park and Events	0.00	1,100.00	1,229.46	1,300.00	1,200.00	1,500.00
Interfund Transfers						
5920 - Equipment Reserve Transfer	30,000.00	30,000.00	70,000.00	70,000.00	70,000.00	30,000.00
Total Interfund Transfers	30,000.00	30,000.00	70,000.00	70,000.00	70,000.00	30,000.00
TOTAL	1,160,156.36	1,117,389.32	605,133.89	1,219,880.48	1,213,800.00	1,234,174.96

General Fund – Parks & Recreation

- Budget largely anticipated to remain flat from FY 2024 – FY 2025
- Other Events is being reduced to pre 2024 levels, this line was increased in 2024 to provide for added expenses associated with the City's 75th Anniversary celebration

City of Westwood, Kansas
As of June 30, 2024
Department: Parks & Rec

General Operating Expenses
5370 - Operating Supplies - Other
Total General Operating Expenses
Utilities
5410 - Building Utilities
5420 - Street Light Utilities
5470 - Tree & Easement Care
5475 - Landscaping Maintenance
Total Utilities
Equipment and Maintenance
5525 - Repairs & Maint Other Equipment
Total Equipment and Maintenance
Park and Events
5740 - Oktoberfest
5750 - Fireworks
5760 - Other Events
5770 - Pool Pass Expenses
Total Park and Events

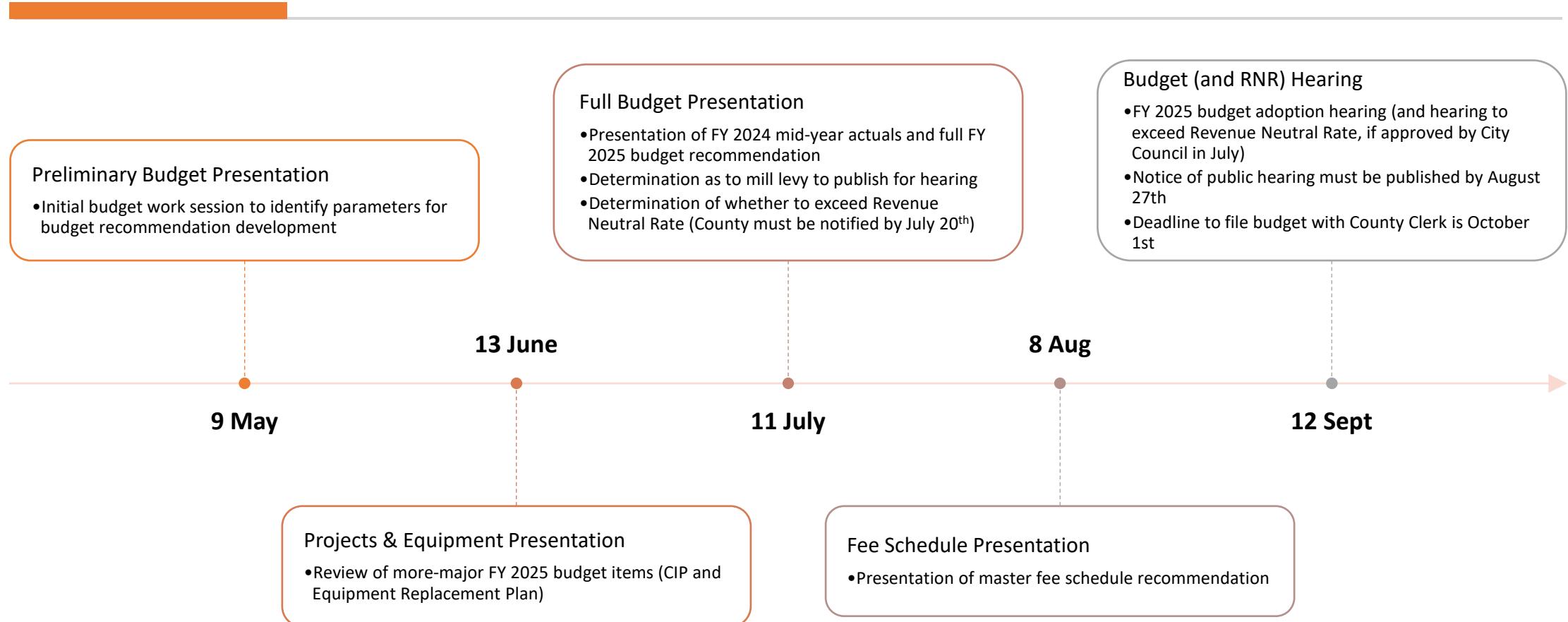
Year Ending 12/31/2022	Year Ending 12/31/2023	Year To Date 6/30/2024	Year Ending 12/31/2024	Current Year Budget		Next Year 2025
				Actual	Audited Actual	
2,746.81	2,220.00	904.95	3,000.00	3,000.00	3,000.00	3,000.00
2,746.81	2,220.00	904.95	3,000.00	3,000.00	3,000.00	3,000.00
4,780.36	4,425.79	2,555.42	10,000.00	10,000.00	10,000.00	10,000.00
19.53	0.00	0.00	0.00	0.00	0.00	0.00
2,578.39	8,531.90	1,061.32	10,000.00	10,000.00	10,000.00	10,000.00
9,001.05	10,996.64	2,854.74	10,000.00	10,000.00	10,000.00	10,000.00
16,379.33	23,954.33	6,471.48	30,000.00	30,000.00	30,000.00	30,000.00
7,241.90	15,392.98	2,258.28	10,000.00	10,000.00	10,000.00	10,000.00
7,241.90	15,392.98	2,258.28	10,000.00	10,000.00	10,000.00	10,000.00
7,023.74	7,653.75	0.00	7,000.00	7,000.00	7,000.00	7,000.00
4,251.39	5,680.03	1,795.29	5,500.00	5,500.00	5,500.00	5,500.00
2,468.63	2,012.88	12,627.00	15,000.00	15,000.00	15,000.00	2,500.00
2,361.63	918.65	184.05	184.05	750.00	750.00	750.00
16,105.39	16,265.31	14,606.34	27,684.05	28,250.00	28,250.00	15,750.00
TOTAL	42,473.43	57,832.62	24,241.05	70,684.05	71,250.00	58,750.00

Three-Year Full Fund Projections

- Staff recommends using General Fund reserves to fund the CIP, while maintaining around a 30% fund target
- Increased revenue streams or decreased spending in CIP will be required to balance the budget beginning in FY 2026

		General	CIP	Equipment Reserve	Stormwater	Special Highway	Woodside TIF	Debt Service	Item A. Section X, Item
		Forecasted Beginning Cash	\$ 1,505,391	\$ 306,230	\$ 460,754	\$ 189,217	\$ 169,094	\$ 602,143	\$ 19,551
		Estimated Revenues	\$ 3,639,996	\$ 353,625	\$ 23,385	\$ 240,177	\$ 59,220	\$ 851,043	\$ 19,551
		Estimated Expenditures	\$ (3,121,222)	\$ (160,861)	\$ (437,501)	\$ (26,000)	\$ (10,000)	\$ (746,289)	\$ (231,838)
			\$ (18,830)		\$ 325,000				\$ 18,830
			\$ (325,000)		\$ 100,000	\$ (100,000)			
		Transfers		\$ 50,000			\$ (50,000)		
				\$ (175,000)					\$ 175,000
			\$ (200,000)	\$ 200,000					
				\$ 25,000		\$ (25,000)			
					\$ (43,516)				\$ 43,516
		Fund Balance	\$ 1,480,334	\$ 598,994	\$ 471,638	\$ 234,878	\$ 168,314	\$ 707,418	\$ 169,615
		Fund Reserve Target	41%	\$ 48,258.30		\$ 3,900.00	N/A	N/A	N/A
		Forecasted Beginning Cash	\$ 1,480,334	\$ 598,994	\$ 471,638	\$ 234,878	\$ 168,314	\$ 707,418	\$ 169,615
		Estimated Revenues	\$ 3,277,833	\$ 337,883	\$ -	\$ 240,000	\$ 59,820	\$ 876,574	\$ 23,487
		Estimated Expenditures	\$ (3,224,519)	\$ (1,459,951)	\$ (88,250)	\$ (26,000)	\$ (60,000)	\$ (768,677)	\$ (231,938)
			\$ (23,487)						\$ 23,487
			\$ (75,000)		\$ 75,000				
		Transfers		\$ 50,000			\$ (50,000)		
				\$ (175,000)					\$ 175,000
			\$ (350,000)	\$ 350,000					
				\$ 100,000		\$ (100,000)			
					\$ (43,516)				\$ 43,516
		Fund Balance	\$ 1,085,161	\$ (198,074)	\$ 458,388	\$ 305,362	\$ 118,134	\$ 815,315	\$ 203,167
		Fund Reserve Target	33%	\$ 437,985.43		\$ 3,900.00	N/A	N/A	N/A
		Forecasted Beginning Cash	\$ 1,085,161	\$ (198,074)	\$ 458,388	\$ 305,362	\$ 118,134	\$ 815,315	\$ 203,167
		Estimated Revenues	\$ 3,343,389	\$ 310,000	\$ -	\$ 240,000	\$ 59,820	\$ 902,872	\$ 24,192
		Estimated Expenditures	\$ (3,272,886)	\$ (2,215,016)	\$ (16,500)	\$ (26,000)	\$ (10,000)	\$ (791,738)	\$ (497,238)
			\$ (24,192)						\$ 24,192
			\$ (75,000)		\$ 75,000				
		Transfers		\$ 50,000			\$ (50,000)		
				\$ (175,000)					\$ 175,000
			\$ (200,000)	\$ 200,000					
				\$ 100,000		\$ (100,000)			
					\$ (43,516)				\$ 43,516
		Fund Balance	\$ 856,472	\$ (1,928,090)	\$ 516,888	\$ 375,846	\$ 117,954	\$ 926,449	\$ (27,170)
		Fund Reserve Target	26%	\$ 664,504.84		\$ 3,900.00	N/A	N/A	N/A
		Forecasted Beginning Cash	\$ 856,472	\$ (1,928,090)	\$ 516,888	\$ 375,846	\$ 117,954	\$ 926,449	\$ (27,170)
		Estimated Revenues	\$ 3,410,257	\$ 310,000	\$ -	\$ 240,000	\$ 59,820	\$ 929,958	\$ (27,270)
		Estimated Expenditures	\$ (3,321,980)	\$ (1,277,851)	\$ (112,200)	\$ (26,000)	\$ (110,000)	\$ (815,490)	\$ (212,363)
			\$ (24,918)						\$ 24,918
			\$ (75,000)		\$ 75,000				
		Transfers		\$ 50,000			\$ (50,000)		
				\$ (175,000)					\$ 175,000
			\$ (200,000)	\$ 200,000					
				\$ 100,000		\$ (100,000)			
					\$ (43,516)				\$ 43,516
		Fund Balance	\$ 644,832	\$ (2,720,941)	\$ 479,688	\$ 446,330	\$ 17,774	\$ 1,040,917	\$ (23,370)
		Fund Reserve Target	19%	\$ 383,355.30		\$ 3,900.00	N/A	N/A	N/A

Budget Calendar



COUNCIL ACTION FORM

Meeting Date: July 11, 2024

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Resolution No. 131-2024 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

Background/Description of Item

Over the last several months staff have worked to develop the 2025 budget. The 2025 budget maintains the same level of services as the 2024 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 utility costs. Funding the recommended 2025 budget does not require an increase to the mill levy rate, but it does exceed the revenue neutral rate due to increased revenue that will be received from increased property valuations.

The 2025 proposed budget has a total mill rate of 21.199, flat with the actual tax rates levied for the 2024 budget. Per Senate Bill 13, the proposed budget will require a Revenue Neutral Rate hearing to exceed the revenue neutral rate provided by the County Clerk. During the 2021 legislative session, the tax lid was removed and the legislature enacted SB13 and HB2104, establishing new notice and public hearing requirements if the 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 19.435 mills. Since the proposed budget requires 21.199 mills, 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 occur between August 20th and September 20th. The public hearing is proposed for the City Council's regular meeting on Thursday, September 12, 2024. The budget public hearing and adoption of the 2025 budget will follow the revenue neutral rate hearing on that meeting agenda.

Staff Comments/Recommendation

Approve Resolution No. 131-2024 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.

Suggested Motion

I move to approve Resolution No. 131-2024 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.

RESOLUTION NO. 131-2024

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS, OF THE CITY'S INTENT TO EXCEED ITS "REVENUE NEUTRAL RATE", ESTABLISHING THE DATE AND TIME OF A PUBLIC HEARING ON SUCH MATTER, AND PROVIDING FOR THE GIVING OF NOTICE OF SUCH PUBLIC HEARING.

WHEREAS, pursuant to K.S.A. 79-2988 (the "Act"), the Clerk of Johnson County, Kansas, has calculated and notified the City of Westwood, Kansas (the "City") that, for the City's 2025 budget year, the City's "revenue neutral rate" (as such term is defined by the Act) is 19.435 mills (for informational purposes only, one mill is equal to 1/1000th of a Dollar of assessed value);

WHEREAS, the Act further provides that no tax rate in excess of the revenue neutral rate shall be levied by the Governing Body of the City except in accordance with procedures established under the Act; and

WHEREAS, it is the intent of the Governing Body to exceed the revenue neutral rate, and the City desires to call and conduct a public hearing under the provisions of the Act and to provide notice of the City's proposed tax rate.

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

Section 1. Intent to Exceed Revenue Neutral Rate; Proposed Tax Rate. Pursuant to K.S.A. 79-2988(b), the City, by and through its Governing Body, hereby declares its intent to exceed the revenue neutral rate. The City's proposed tax/mill levy rate for the 2025 budget year is 21.199 mills.

Section 2. Public Hearing. Notice is hereby given that a public hearing will be held by the Governing Body to consider exceeding the revenue neutral rate on September 12, 2024, at Westwood City Hall, 4700 Rainbow Boulevard, Westwood, Kansas, 66205, the public hearing to commence at 7:00 p.m. or as soon thereafter as the Governing Body can hear the matter. At the public hearing, the Governing Body shall provide interested taxpayers desiring to be heard an opportunity to present oral testimony within reasonable time limits and without unreasonable restriction on the number of individuals allowed to make public comment.

Section 3. Notice of Public Hearing—County. The City Clerk is hereby authorized and directed to notify the Johnson County Clerk, on or before July 20, 2024, of the City's proposed intent to exceed the revenue neutral rate and to provide the date, time, and location of the public hearing. The Johnson County Clerk shall transmit such notice in accordance with the procedures set forth in the Act.

Section 4. Notice of Public Hearing—City. The City Clerk is further hereby authorized and directed to publish notice of the City's proposed intent to exceed the revenue neutral rate by publishing notice at least ten (10) days in advance of the public hearing:

- (A) on the website of the City; and
- (B) in a weekly or daily newspaper of Johnson County, Kansas, having a general circulation therein.

Such notice published by the City Clerk shall include, but not be limited to, the City's proposed tax rate (as set forth in this Resolution), its revenue neutral rate, and the date, time, and location of the

public hearing.

Section 5. Further Action. The Mayor, City Clerk, and other officials and employees of the City are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution.

Section 6. Effective Date. This resolution shall be effective upon its adoption by the Governing Body of the City of Westwood, Kansas.

ADOPTED this 11th day of July, 2024.

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

COUNCIL ACTION FORM

Meeting Date: July 11, 2024

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Second Amendment to CDBG and HOME Cooperation Agreement between the City and Johnson County

Background/Description of Item

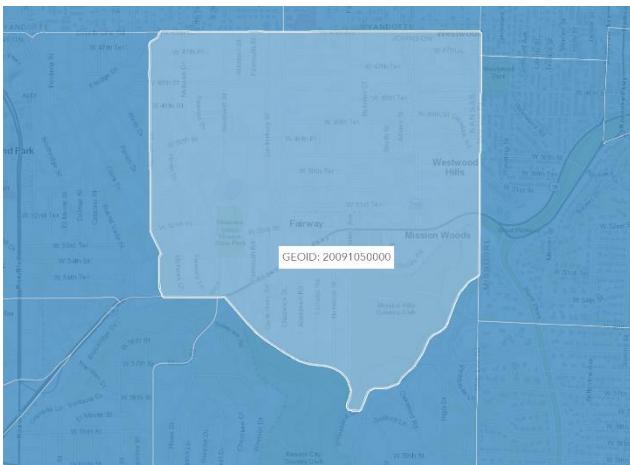
Johnson County Government participates in HUD by administering federal funding through both the CDBG and HOME Rehabilitation program to the cities in the county which don't qualify as entitlement communities (entitled to their own direct apportionment of HUD funds). Johnson County completed its Urban County requalification in 2021, and seventeen cities – including Westwood – chose to participate in Johnson County entitlement program, which permits them to participate in Johnson County's CDBG and HOME Investment Partnership programs. All cities entered Cooperation Agreements with Johnson County in 2004 and executed the first amendment in 2015; Lenexa later joined in 2021. The Cooperation Agreements included an automatic renewal provision, that Johnson County Legal Counsel re-reviews as a requirement of the Urban County Requalification process every three years, to ensure compliance.

On May 6, 2024, HUD issued CPD Notice 2024-02 (the "Urban County Notice"), establishing the requirements, procedures, and deadlines for the requalification process. The Urban County Notice included language that needs to be added to the Cooperation Agreements, which will auto-renew on December 31, 2024, to remain compliant for the above noted programs. The updated language includes specific instructions for termination of the Cooperation Agreement if the participating city wishes to be excluded from the Urban County's Entitlement Program, as well as references to the implementing Code of Federal Regulations citations, the incorporating of Section 504 of the Rehabilitation Act of 1973, Title 11 of the Americans with Disabilities Act of 1974, the Age Discrimination Act of 1975, Section 3 of the Housing and Urban Development Act of 1968.

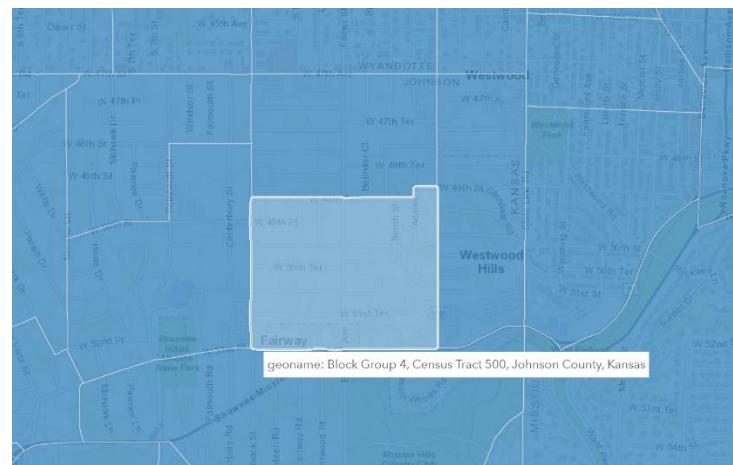
Staff Comments/Recommendation

Currently, the City of Westwood is not perfectly situated within its own Census Tract nor Block Groups, as illustrated by the maps below. Westwood shares a Census Tract with parts of four other cities and, although two Block Groups are entirely Westwood, the third Westwood Block Group is share with the Cities of Westwood Hills and Mission Woods.

2020 Census Tract



2020 Block Groups



Only Census Tracts or Block Groups with a low to moderate income (LMI) population of 38.6% are eligible for CDBG program funding. Neither the Census Tract nor any of the Block Groups currently meet the LMI eligibility requirement. As of the 2020 Census, our Census Tract is 20.13% LMI and the three Block Groups in Westwood range from 22.86% to 25.55% LMI.

Item C. Section X, Item

The City has in the past tapped into HUD CDBG funding for public projects, but those awards were made from 1989 – 1997, when the City had qualifying areas. Even though Westwood does not currently have any eligible areas, the County recommends the City still amend the Cooperation Agreement in the event the City does meet the eligibility in the future.

Regarding the HOME program, the County's website currently provides the following information:

The HOME Rehabilitation program assists eligible homeowners of Johnson County, Kansas with rehabilitation needs of their owner-occupied homes. Health and safety, accessibility and curing local code citations may be addressed through the HOME Rehabilitation program.

Assistance is provided as a deferred payment loan (at 0% interest and is forgiven 10% per year for 10 years.) The loan instrument is recorded with the Johnson County Register of Deeds Office. If at any time the property changes ownership, the remaining amount of the loan must be repaid.

Income Guidelines

Income limits are based on HUD published median income guidelines for the Kansas City Metropolitan area (MSA: Kansas City, MO-KS):

Household Size and Income Limit

- 1 person: \$57,750
- 2 person: \$66,000
- 3 person: \$74,250
- 4 person: \$82,500
- 5 person: \$89,100
- 6 person: \$95,700
- 7 person: \$102,300
- 8 person: \$108,900

Should Westwood residents desire to apply for funding through the HOME program, they would work directly with Johnson County.

By amending the Cooperation Agreement, Westwood residents are able to leverage the HOME program's HUD funds. Although the City has not been notified in recent years of Westwood residents trying to access the program, in the event Westwood residents would apply to the program, the County would likely notify the City and a financial contribution from the City would be sought to match in some way the grant awarded.

Budget Impact

Approval of the second amendment to the Cooperation Agreements does not require any city financial commitment.

Suggested Motion

I move to authorize the Mayor to execute the Second Amendment to CDBG and HOME Cooperation Agreement between the City and Johnson County.

June 27, 2024

Mayor David Waters
City of Westwood
4700 Rainbow Blvd
Westwood, KS 66205

Dear Mayor Waters:

The Cooperation Agreement between the City and Johnson County for Fiscal Years 2004-2006 contained a provision that both the County and City agreed to "to adopt any amendment(s) to this Agreement incorporating changes that are necessary to meet HUD requirements for cooperation agreements set forth in any future Urban County Qualification Notice(s) that apply to a subsequent three-year urban county qualification period".

The County must incorporate additional language to provisions V (B) and VII in the Cooperation Agreement detailing specific instructions for if the City or County wish to terminate the agreement the "terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD's Urban County Qualification Notice." The County must also add references to the implementing Code of Federal Regulations citations, as well incorporate the following: Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1974, the Age Discrimination Act of 1975, Section 3 of the Housing and Urban Development Act of 1968.

Due to a timeline established by HUD, we are requesting that the City take action on the amendment as soon as practicable. For the county to satisfy HUD's requirements for requalification, we must receive the executed amendment and a certified copy of the Council Minutes no later than **July 25, 2024**. If you have any questions related to this matter, I can be reached at 913-715-2245 or by email at leslie.davis@jocogov.org.

Thank you for your attention to this matter.

Sincerely,



Leslie Davis
Community Development Coordinator

**AMENDMENT #2 TO CDBG AND HOME COOPERATION AGREEMENT –
PARTICIPATION IN THE JOHNSON COUNTY URBAN COUNTY AND THE
COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT
PARTNERSHIPS PROGRAMS DATED JUNE 5, 2003**

THIS SECOND AMENDMENT to the Cooperation Agreement – Participation in the Johnson County Urban County and Community Development Block Grant (“CDBG”) and HOME Investment Partnerships (“HOME”) dated June 5, 2003 for Federal Fiscal Years 2004-2006, as amended on June 25, 2015 (the “Agreement”), is entered the date of last signature below (the “Effective Date”) by and between the Board of County Commissioners of Johnson County, Kansas, by and through the Planning, Housing, and Community Development Department, a body corporate and political subdivision of the State of Kansas (“County”) and the City of Westwood (“City”) (collectively, the “Parties”).

RECITALS

- A.** Johnson County, as Lead Entity for the Johnson County Urban County, has entered into a Cooperation Agreement with the City’s for participation in the CDBG and HOME programs.
- B.** On May 6, 2024, the U.S. Department of Housing and Urban Development (“HUD”) issued CPD Notice 24-02 Instructions for Urban County Qualifications for Participation in the Community Development Block Grant (CDBG) Program for Fiscal Years (FYs) 2025-27 (the “Urban County Notice”).
- C.** The Urban County Notice requires that subrecipient agreements comply with the federal laws and regulations specified in HUD’s Urban County Notice.
- D.** The Urban County Notice also recommends including a provision that if a party elects to terminates the Agreement at a new qualification period, the terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD’s Urban County Qualification Notice.
- E.** The Parties wish to amend their Agreement to address these two points.

In consideration of the above, the Parties agree to amend the Cooperation Agreement as follows:

1.0 Section V(B) of the Cooperation Agreement is amended to add additional language. The new language is in *italics*. Amended Section V(B) shall be and read as follows:

By the date specified in HUD's Urban County Qualification Notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate. *The terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD's Urban County Qualification Notice.*

2.0 Section VII of the Cooperation Agreement is amended to add additional language. The Cooperation Agreement is amended to add additional language to VII. Language to be deleted is ~~struck out~~. New language is in *italics*. Amended Section VII shall be and read as follows:

The COUNTY and CITY agree to take all required actions necessary to assure compliance with the COUNTY's urban county certification ~~required by and~~:

- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, ~~including~~
- Title VI of the Civil Rights Act of 1964, as amended, *(and the implementing regulations at 24 CFR Part 1);*
- the Fair Housing Act, *(Title VIII of the Civil Rights Act of 1968), and the implementing regulations at 24 CFR Part 100 and the duty to affirmatively further fair housing;*
- Section 109 of Title I of the Housing and Community Development Act of 1974 *and the implementing regulations at 24 CFR Part 6, which incorporates:*
 - *Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR Part 8;*
 - *Title II of the Americans with Disabilities Act of 1974, and the implementing regulations at 28 CFR Part 35;*
 - *the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR Part 146; and*

- *Section 3 of the Housing and Urban Development Act of 1968,*
and
- All other applicable laws.

3.0 All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

The Parties have caused their duly authorized representatives to execute the above and foregoing Amendment to the Agreement on the date of last signature below.

**BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY KANSAS THROUGH
THE DEPARTMENT OF PLANNING,
HOUSING, AND COMMUNITY
DEVELOPMENT**

Jay C. Leipzig, Director of Planning,
Housing, and Community Development

Date: _____

ATTEST:

Lynda Sader, Deputy County Clerk

APPROVED AS TO FORM



Betsey Lasister, Ass't County Counselor

CITY OF WESTWOOD

Printed Name: David E. Waters
Title: Mayor

Date: _____

ATTEST:

Abby Schneweis, City Clerk

APPROVED AS TO FORM

Ryan Denk, City Attorney

COOPERATION AGREEMENT

A COOPERATION AGREEMENT BETWEEN THE CITY OF WESTWOOD, KANSAS AND THE BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS, FOR THE PURPOSE OF RENEWING PARTICIPATION IN THE JOHNSON COUNTY URBAN COUNTY FOR PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAMS BEGINNING WITH FEDERAL FISCAL YEARS 2004, 2005, 2006.

THIS AGREEMENT is made and entered into by and between the **BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS**, hereinafter referred to as "COUNTY" and the **CITY OF WESTWOOD, KANSAS**, hereinafter referred to as "CITY", each party having been duly organized and now existing under the laws of the State of Kansas.

WITNESSETH:

WHEREAS, the parties hereto have determined that it is in the best interests of the public health, safety and welfare to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, the U.S. Department of Housing and Urban Development, hereinafter referred to as "HUD", has determined that the COUNTY is eligible to conduct essential community development and housing assistance activities and qualify for an entitlement Community Development Block Grant as an urban county beginning with Federal Fiscal Years 2004, 2005, 2006; and

WHEREAS, the CITY is a unit of general local government located within the COUNTY and desires to be eligible for participation in the COUNTY's Community Development Block Grant, hereinafter referred to as "CDBG Program" and HOME Investment Partnerships Program,

hereinafter referred to as "HOME Program", during the COUNTY's urban county qualification period; and

WHEREAS, K.S.A. 12-2908, and amendments thereto, authorizes the parties hereto to cooperate in such governmental undertaking; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement for the aforesaid public purpose and undertaking as authorized and provided for by K.S.A. 12-2908, and amendments thereto; and

WHEREAS, the governing body of the CITY did approve and authorize its mayor to execute this agreement by official action of said governing body on the 10 of APRIL, 2003; and

WHEREAS, the governing body of the COUNTY did approve and authorize its chairman to execute this Agreement by official action of said governing body on the 5 of JUNE, 2003.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual covenants and agreements herein contained, and for the other good and valuable considerations, the parities hereto agree as follows:

I. PURPOSE

The COUNTY and CITY hereby expressly agree that the purpose of this Agreement is to cooperate to undertake, or assist in undertaking, essential community revitalization and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, funded from annual CDBG Program and HOME Program appropriations for the federal fiscal years for which the COUNTY qualifies for entitlement as an urban county and from any program income generated from the expenditure of such funds.

II. URBAN COUNTY QUALIFICATION

The COUNTY and CITY acknowledge that HUD has notified the COUNTY that:

- A. The COUNTY may qualify for "urban county status" under the CDBG Program of the Housing and Community Development Act of 1974 (ACT), as amended, and the HOME Program authorized by Title II of the Cranston-Gonzales National Affordable Housing Act (ACT) of 1990 (42 U.S.C. 12701 et seq.); and
- B. That such qualification would make the COUNTY eligible to receive a CDBG Program and HOME Program entitlement under these ACTS for the triennial federal fiscal period beginning Federal Fiscal Years 2004, 2005, 2006.

III. NOTIFICATION OF ELIGIBILITY

The CITY represents that the COUNTY has notified the CITY, in writing, of its intention to seek qualification for CDBG Program and HOME Program entitlement funding as an urban county; and that such notification advised the City:

- A. That the CITY was eligible to elect to have its population excluded from that of the urban county for the purposes of the CDBG Program and HOME Program; and
- B. That the CITY's election or failure to make an election shall be effective for the full three year period for which the COUNTY qualifies to receive a CDBG Program and HOME Program entitlement as an urban county under the ACTS; and
- C. That the CITY, in becoming part of the urban county, would not be eligible to apply for grants under the HUD-Administered Small Cities or State CDBG programs while the CITY is a part of the urban county; and
- D. That the CITY, in becoming a part of the urban county, automatically participates in the HOME Program if the urban county receives HOME Program funding, although this

does not preclude the urban county or a unit of local government within the urban county from applying for State HOME funds.

IV. PERIOD OF QUALIFICATION

- A.** The COUNTY and CITY acknowledge that the COUNTY's qualification by HUD as an urban county shall remain effective for three (3) consecutive Federal Fiscal years, 2004, 2005, 2006, regardless of changes in its population or boundary or population changes in any communities contained within the urban county during that period, except as otherwise provided by 24 C.F.R. Part 570.307(f).
- B.** The COUNTY and CITY acknowledge that, for grant calculation purposes, during the period of urban county qualification, the CITY, as an included unit of general local government, may not withdraw from the urban county unless the COUNTY does not receive a grant for any year during such period of qualification.
- C.** The COUNTY and CITY acknowledge that any unincorporated portion of the county that incorporates during the urban county qualification period will remain part of the urban county through the end of the three-year qualification period.
- D.** The CITY further understands and acknowledges that it is ineligible to apply for grants under the HUD-Administered Small Cities or State CDBG Programs during the period in which it is participating with the COUNTY under the CDBG Program of the ACT.
- E.** The CITY also understands that it will be a participant in the COUNTY's HOME Program and may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME Program formula allocation. This does not preclude the urban county or a unit of local government participating with the urban county from applying for State HOME Program funds.

F. The CITY understands and acknowledges that it will continue to be included in the urban county for the urban count's qualification period, even if its population surpasses 50,000 during that period and that it cannot become eligible for an entitlement grant as a metropolitan city while participating in the COUNTY's triennial period of qualification as an urban county under the ACT.

V. AUTOMATIC RENEWAL PROVISION

A. The COUNTY and CITY agree that this agreement will renew automatically at the end of each three-year qualification period, unless the county or the participating unit of general local government provides written notice it elects not to participate in a new qualification period.

B. By the date specified in HUD's Urban County Qualification Notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate.

C. The COUNTY and CITY agree:

1. To adopt any amendment(s) to this Agreement incorporating changes that are necessary to meet HUD requirements for cooperation agreements set forth in any future Urban County Qualification Notice(s) that apply to a subsequent three-year urban county qualification period; and
2. To submit such amendment(s) to HUD as provided in the applicable Urban County Qualification Notice; and
3. That failure to comply with these requirements shall void the automatic renewal for such qualification period.

VI. RESPONSIBILITIES

For the duration of this Agreement the COUNTY and CITY agree:

- A.** That the COUNTY is authorized to carry out any and all activities which shall receive federal funding from the annual CDBG Program and HOME Program for Federal Fiscal Years 2004, 2005 and 2006, and during each triennial period thereafter, and
- B.** That the COUNTY has ultimate responsibility for selecting activities under the CDBG Program and HOME Program, and
- C.** That the COUNTY is responsible for annually submitting the Johnson County Consolidated Plan or Annual Action Plan, and all other reports as required by HUD; and
- D.** That the COUNTY, as the CDBG grant recipient for the urban county, has full responsibility for the execution of the community development program, for following its Consolidated Plan, and for meeting the requirements of other applicable laws.

VII. REQUIRED ACTIONS

The COUNTY and CITY agree to take all required actions necessary to assure compliance with the COUNTY's urban county certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, as amended, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, and all other applicable laws.

VIII. FAIR HOUSING ACTIVITIES

- A.** The COUNTY and CITY acknowledge and agree that the COUNTY and CITY are required to take steps to affirmatively further fair housing.
- B.** The COUNTY and CITY acknowledge and agree that urban county CDBG Program and HOME Program funding shall not be permitted or made available for activities in or in

support of the CITY if it is determined that the CITY does not affirmatively further fair housing within its own jurisdiction or impedes the COUNTY's actions to comply with its fair housing certification.

IX. CIVIL RIGHTS POLICIES

The COUNTY and CITY acknowledge and represent to the other that they have adopted and are enforcing the following policies:

- A.** A policy prohibiting the use of excessive force by law enforcement agencies within their respective jurisdictions against any individuals engaged in non-violent civil rights demonstrations; and
- B.** A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within the jurisdiction.

X. REQUIREMENTS APPLICABLE TO SUBRECIPIENTS

The COUNTY and CITY acknowledge and agree that, pursuant to 24 C.F.R. 570.501(b), the CITY shall be subject to the same requirements applicable to subrecipients, including the requirement for a written agreement as set forth in 24 CFR 570.503.

XI. CONSOLIDATED PLAN

- A.** The COUNTY and CITY acknowledge and understand that a Consolidated Plan including a comprehensive affordable housing strategy is required of the COUNTY, as an urban county, and that the Consolidated Plan must be submitted to and approved by HUD.

B. The COUNTY and CITY agree that neither party, during the period covered by this Agreement, shall obstruct the implementation of the Consolidated Plan as approved by HUD.

XII. DURATION OF AGREEMENT

A. The COUNTY and CITY acknowledge that this Agreement shall remain in full force and effect for the period beginning with Federal Fiscal Year 2004 until CDBG Program and HOME Program funds and program income received with respect to activities carried out during the three-year qualification period, and any successive periods thereafter, are expended and the funded activities are completed.

B. The COUNTY and CITY agree that for the duration of each urban county qualification period covered by this Agreement, neither party may terminate, cancel, withdraw from, or, in any way, impair this Agreement.

XIII. LEGAL AUTHORITY

The COUNTY represents that counsel for the COUNTY has reviewed the terms and provisions of this Agreement, and amendments thereto, and that said counsel has determined that the terms and provisions of this Agreement are fully authorized under State law, as provided by K.S.A. 12-2908, as well as local law, and that the Agreement provides full legal authority for the COUNTY to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing, consistent with the CDBG Program and HOME Program.

IN WITNESS WHEREOF, the parties hereto have caused the above and foregoing Cooperation Agreement to be executed in triplicate by their respective and duly authorized officers.

CITY OF WESTWOOD, KANSAS

William Hatum
Mayor

ATTEST



Kathleen McShanen
City Clerk

APPROVED AS TO FORM:

D. R. O.
City Attorney



ATTEST:

John Bartolac
John A. Bartolac
County Clerk

APPROVED AS TO FORM:

Nicholas Saldan
Nicholas Saldan
Deputy County Counselor

BOARD OF COUNTY COMMISSIONERS
OF JOHNSON COUNTY, KANSAS

Annabeth Surbaugh
Annabeth Surbaugh, Chairman

