



CITY OF WESTWOOD, KANSAS

CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, May 11, 2023 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 - 6:00 PM

- I. **CALL TO ORDER**
 - II. **WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS**
 - A. Preliminary FY 2024 Budget Discussion
 - 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**
 - A. Mayoral Proclamation of May 15 - 21, 2023 as National Police Week
- 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 April 13, 2023 City Council Meeting Minutes

[B.](#) Consider Appropriations Ordinance No. 750

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/Court Report (Police Chief Curt Mansell)

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

E. City Attorney Report (City Attorney Ryan Denk)

IX. OLD BUSINESS

X. NEW BUSINESS

[A.](#) Consider Resolution No. 117-2023 Adopting the 2024 to 2028 City of Westwood CARS Program

[B.](#) Consider Easement in Favor of Evergy Associated with Improvements at Woodside Club

[C.](#) Consider 2023 Addendum to the Contract for Building Official Services with the City of Mission Woods

[D.](#) Consider 2023 Addendum to the Contract for Building Official Services with the City of Westwood Hills

[E.](#) Consider Allowing the Consumption of Alcoholic Beverages in the City Park for 2023 City Events

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 June 8, 2023, 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](#)

FY 2024 Budget: Preliminary Discussion

May 11, 2023



Contextual Notes



The \$250,000 in ARPA funding the City received over the course of 2021 and 2022 has been claimed as revenue replacement and deposited into the General Fund; this one-time funding has inflated the General Fund balance but it is important to note that the higher fund balance in FY 2022 and projected in FY 2023 should not be considered as ongoing for operating needs as it was one-time funding



The City has far more operational, infrastructure, and maintenance needs than can be covered by the annual revenues at the current tax rates; having some flexibility to fund one-time projects when revenues perform well allows the City to cover unanticipated expenses and keep the mill levy flat during times of economic uncertainty and cost pressures for goods and services the City relies on



Revenue projections have been difficult to predict the past few years due to the pandemic and economic uncertainty but are starting to stabilize



Additional Contextual Notes



City staff is working with an outside professional team to engage the Mayor and City Council to formulate content for a community-wide statistically-valid survey to be conducted this summer, which data will then be used to create benchmarking and performance metrics aligned with Governing Body guidance, community input, and staff's operational knowledge and experience (Survey discussed and budgeted as part of the FY 2023 budget process)



The City Council will hold public hearings this summer, which will allow public input on budgetary spending

Fund Balance Analysis

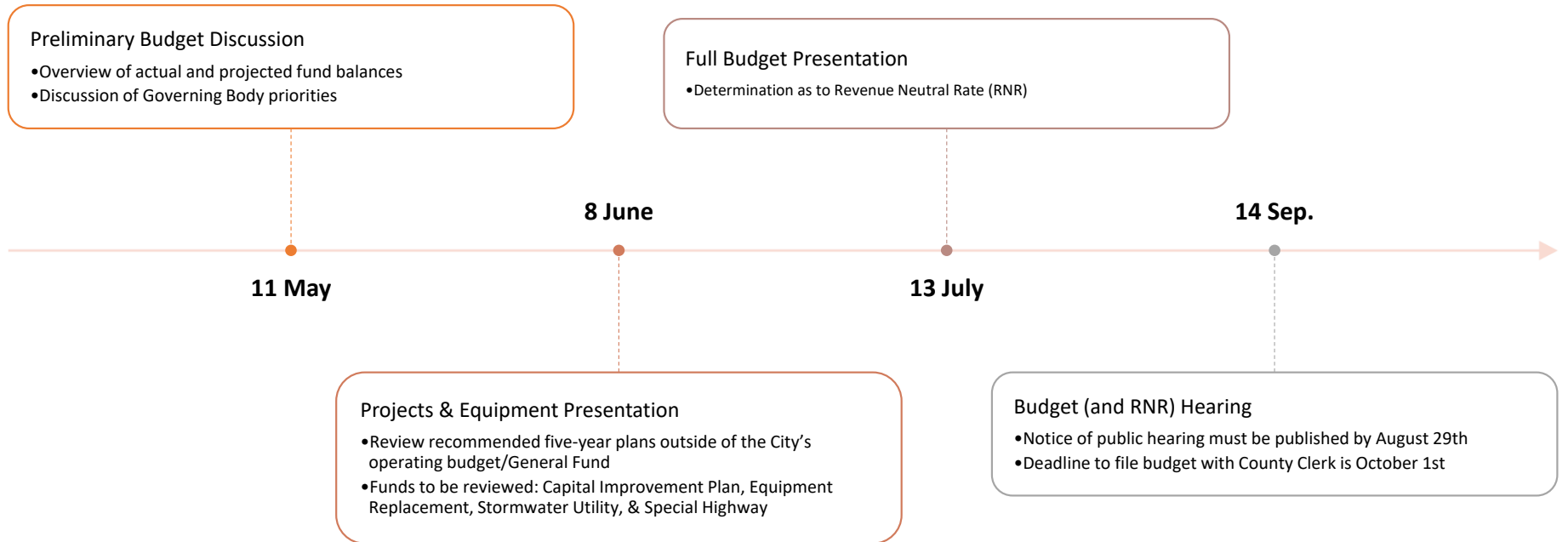


	General Fund	As % of revenues	Capital Improvement Fund	Equipment Reserve Fund	Special Highway Fund	Stormwater Utility Fund	Debt Service Fund	Woodside TIF/CID Fund
2020	\$ 873,232.00	32%	\$ 850,050.00	\$ 138,646.00	\$ 56,119.00	\$ 179,217.00	\$ 125,985.00	\$ 275,698.00
2021	\$ 1,147,486.00	38%	\$ 889,193.00	\$ 245,440.00	\$ 118,219.00	\$ 167,572.00	\$ 145,755.00	\$ 381,142.00
2022 (Unaudited)	\$ 1,380,347.45	46%	\$ (313,412.09)*	\$ 253,908.84	\$ 105,656.58	\$ 182,022.82	\$ 170,342.00	\$ 457,313.22
2023 (Forecasted Year End)	\$ 1,675,503.45	55%	\$ 347,072.00	\$ 324,640.00	\$ 164,959.00	\$ 61,944.00	\$ 134,695.25	\$ 441,121.00

*Intergovernmental reimbursements expected and budgeted in 2022 didn't come in until 2023



Budget Calendar



Governing Body Budget Goals Discussion

- Is there a high-level prioritization staff should keep in mind when building a FY 2024 budget to recommend to Council?
 - Beginning to chip 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?
 - Accelerate paying down the City's debt on the 2019 streets projects?
 - City property tax relief?
 - Providing direct programs or access to certain programs that the City is not currently providing?
 - Providing services or access to certain services that the City is not currently providing?
 - Conducting certain professional analyses or studies to ensure long-term community viability?
 - Increasing the City's competitiveness in the labor market with employee wages and benefits?



CITY OF WESTWOOD, KANSAS

PROCLAMATION

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the International Association of Chiefs of Police has declared police officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of the police department of the City of Westwood play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the men and woman of the police department of the City of Westwood unceasingly provide a vital public service;

NOW, THEREFORE, I, Mayor David E. Waters call upon all citizens of the City of Westwood and upon all patriotic, civil and educational organizations to observe the week of May 15 – May 21, 2023, as Police Week with appropriate ceremonies and observances in which our community may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

FURTHER call upon all citizens of the City of Westwood to observe May 15, 2023, as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

IN WITNESS WHEREOF, I have hereunto set my hand and have affixed the Official Seal of the City of Westwood this 11th day of May, 2023.

**PROCLAIMED BY THE MAYOR OF WESTWOOD, KANSAS
THIS 11TH DAY OF MAY, 2023.**

David E. Waters
Mayor

ATTEST:

Abby Schneweis
City Clerk

**City of Westwood, Kansas
City Council Meeting
April 13, 2023 – 7:00 p.m.**

Council Present: Jeff Harris, Council President
Andrew Buckman, Councilmember
Jason Hannaman, Councilmember
Laura Steele, Councilmember
Holly Wimer, Councilmember

Council Absent: David E. Waters, Mayor

Staff Present: Leslie Herring, City Administrator
Curtis Mansell, Police Chief – via Zoom
Marcus Burke, Police Sergeant
John Sullivan, Public Works Director
Ryan Denk, City Attorney
Abby Schneewis, City Clerk

Call to Order

Councilmember Harris presided over the meeting in Mayor Waters' absence. Councilmember Harris called the meeting to order at 7:00 p.m. on April 13, 2023. The City Clerk called the roll. A quorum was present. The evening's meeting was held in a hybrid manner, with attendees joining both in person and via Zoom.

Approval of Agenda

Motion by Hannaman to approve the April 13, 2023, City Council meeting agenda as submitted. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Public Comment

No comments were made by members of the public.

Presentations and Proclamations

Mayoral Proclamation of April as National Donate Life Month

Councilmember Harris proclaimed April as National Donate Life Month in Westwood.

Mayoral Proclamation of Arbor Day in Westwood

Councilmember Harris proclaimed April 28, 2023 Arbor day in Westwood.

Consent Agenda

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

- A. Consider March 9, 2023, City Council Meeting Minutes
- B. Consider Appropriations Ordinance 749

Motion by Councilmember Hannaman to approve the Consent Agenda as submitted. Second by Councilmember Buckman. The City Clerk conducted a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

A Mayor's Report was not made during the meeting.

Councilmember Reports

Councilmember Harris noted the Communities for All Ages Task Force has completed a series of five meetings. Councilmember Harris also shared that the City has been recognized at the silver level of the Communities for All Ages designation program. Councilmember Harris and Mrs. Herring will share a report about the award and the program at the June 2023 City Council meeting.

Councilmember Harris said he toured Karbank Holdings, LLC. (Karbank)-owned properties at 1900 and 2000 Shawnee Mission Parkway after the presentation made by Karbank at the March 9, 2023 City Council meeting. Councilmember Harris encouraged the public to contact Karbank with any questions about the proposal.

Councilmember Wimer thanked City staff for their work on the Easter Egg Scramble held on April 8th in Joe D. Dennis Park.

Councilmember Steele said she, Councilmember Hannaman, and City staff made a presentation at Westwood View to third graders about local government.

Staff Reports

Administrative Report

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

Public Works Report

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

Public Safety Report

Sergeant Burke provided an overview of the March 2023 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

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

City Attorney's Report

Mr. Denk said that since Karbank's presentation at the March 9th meeting the City has met with Karbank representatives and has had meetings with the Shawnee Mission School District and the meetings have been productive. Mr. Denk said it is possible that there could be action items to begin the process of land acquisition of the former Westwood View Elementary site at 2511 W 50th Street on the City Council meeting agenda during the May City Council meeting. Mrs. Herring emphasized that the possible items on the May meeting agenda would be the beginnings of a land acquisition process, and would allow the City to conduct the public process to occur over the following months.

Old Business

No Old Business items were considered.

New Business

No New Business items were considered.

Announcements/Governing Body Comments

No announcements were made by the Governing Body.

Executive Session

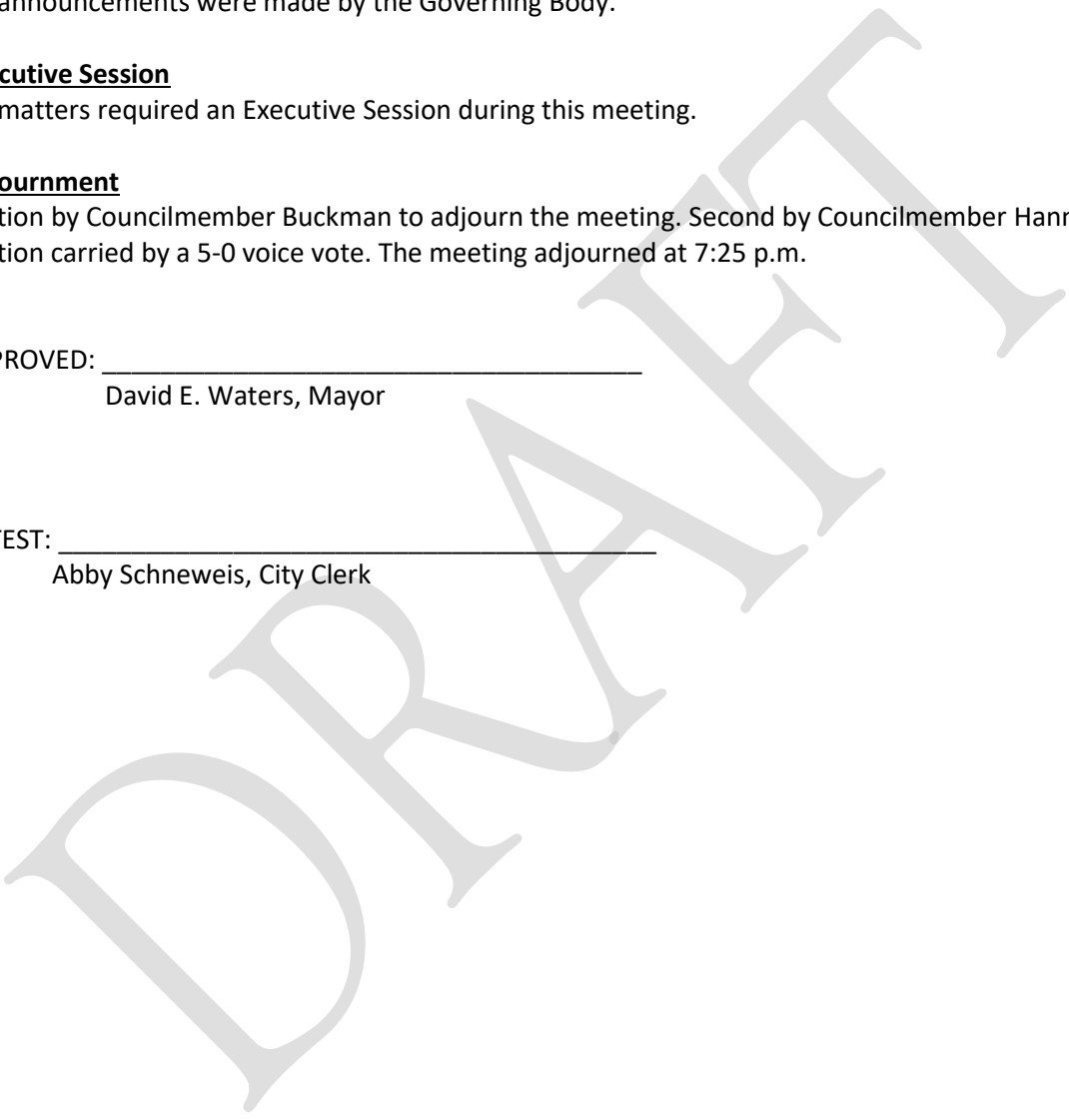
No matters required an Executive Session during this meeting.

Adjournment

Motion by Councilmember Buckman to adjourn the meeting. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote. The meeting adjourned at 7:25 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk



City of Westwood, Kansas
 Appropriation Ordinance No. 750

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF APRIL 1, 2023 - APRIL 30, 2023 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 4/30/2023	Capital Improvements Month Ending 4/30/2023	Equipment Reserve Month Ending 4/30/2023	Stormwater Month Ending 4/30/2023	Special Highway Month Ending 4/30/2023	Woodside TIF/CID Month Ending 4/30/2023	Debt Service Month Ending 4/30/2023	Total All Funds Month Ending 4/30/2023
Expenditures								
Salary & Benefits	168,072.64	0.00	0.00	0.00	0.00	0.00	0.00	168,072.64
Employee Expenses	2,494.73	0.00	0.00	0.00	0.00	0.00	0.00	2,494.73
Professional Fees	96,851.08	0.00	0.00	0.00	0.00	0.00	0.00	96,851.08
General Operating Expenses	16,365.18	0.00	0.00	0.00	0.00	0.00	0.00	16,365.18
Utilities	38,037.65	0.00	0.00	0.00	0.00	0.00	0.00	38,037.65
Equipment and Maintenance	6,146.06	3,570.00	0.00	0.00	0.00	0.00	0.00	9,716.06
Street and Stormwater	0.00	3,248.81	0.00	16.99	0.00	0.00	0.00	3,265.80
Park and Events	1,722.00	0.00	0.00	0.00	0.00	0.00	0.00	1,722.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	19,231.82	38,656.26	57,888.08
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	329,689.34	6,818.81	0.00	16.99	0.00	19,231.82	38,656.26	394,413.22

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

SECTION 1. The Claims included herein are hereby approved and allowed.

SECTION 2. That the payment of all claims and charges against the respective accounts and funds provided in the budget for the year 2023 are consistent with that budget and are hereby authorized, ratified and approved.

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

ADOPTED this 11th day of May, 2023.

 MAYOR

 ATTEST: CITY CLERK



City Administrator's Report

May 2023

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: May 11, 2023
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2023 through 3rd Quarter (September) 2023

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

- *Financial Review and Planning*
 - The 2022 fiscal year audit is underway and is expected to be completed and presented by the City's independent financial auditor at either the June 2023 regular City Council meeting.
 - The 2024 budget process is beginning and staff is working on a number of preparations to ensure a comprehensive and smooth Summer 2023 budget process, including:
 - Evaluation of City fees, possible recommendations of modifications, and establishment of a Master Fee Schedule
 - Creation of a comprehensive Capital Improvement Plan (CIP) now that the costs and timeline of the 47th Street Complete Streets project are known and in progress; this includes:
 - Integration of the City's 2018 Streetlighting Master Plan
 - Integration of the City's 2020 stormwater system condition inventory
 - Integration of the City's 2021 Complete Streets Plan, including sidewalk plan
 - Integration of the City's 2022 pavement condition inventory
 - Integration of a public input component, with a Summer 2023 community priorities survey

- *Rainbow Blvd. Complete Streets Traffic Management Plan*
 - The MARC Board approved the scope of work negotiated with the firm selected by the project steering/advisory committee of stakeholders but a Notice to Proceed has not yet been issued; although it is expected to be issued in May.
 - Work is expected to begin in May with a formal project kick-off. Public engagement is scheduled to take place from June – August, with final reporting out of recommendations and findings to take place in November, 2023.

- *Communities for All Ages – Gold Level Recognition*
 - ✓ Bronze level recognition – community awareness – was approved by the joint MARC First Suburbs Coalition and CFAA recognition review committee in November 2022.
 - ✓ Silver level recognition – community assessment – was approved by the joint MARC First Suburbs Coalition and CFAA recognition review committee in April 2023 and the official presentation by MARC was at the First Suburbs Coalition meeting on April 21, 2023, with a ceremonial presentation to the Westwood Governing Body planned for the June 8, 2023 regular City Council meeting.
 - Council President Jeff Harris and staff will work together to create a Communications Strategic Plan, including a content calendar for the City to best integrate the work of the Bronze and Silver level work. This document will be submitted to the joint MARC First Suburbs Coalition and CFAA recognition review committee in October 2023.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None

Commercial

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, April 2023
DATE: MAY 8, 2023

Some of the activities for Public Works in April 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:
7. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood regarding utilities and advised, when appropriate, the need to either get an excavation permit, building permit or fence permit. I provided the building official with a copy of the locate requests for follow-up for any building permits that may be required and answered any questions when asked.
8. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
9. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
10. Performed various clerical duties for the Public Works Department's daily functions.
11. I attended Public Works, City Council and Staff and Committee meetings as required.
12. Observed activities associated with ROW Permits.
13. We marked streetlight utilities when requested by the One-Call System.
14. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
15. Mitch attends monthly Safety Committee Meetings.
16. We repaired Streetlights as needed.
17. We patched potholes.
18. We swept streets.
19. We cleaned catch basin fronts.
20. Performed routine maintenance on equipment.
21. We attended the third grade class community exercise.
22. I am attending the weekly progress meetings on W. 47th Street.
23. We have a stone mason repairing the more extensive repairs.
24. We power washed the tennis court and patched the court in various locations. We installed one coat of surfacer. We will be installing an additional coat and

striping this week if weather permits.

25. We dyed the fountain at Joe Dennis Park green for "Donate Life Week" in conjunction with Midwest Transplant Network.

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

Westwood Public Works

To: Governing Body
From: John Sullivan, Director of Public Works
Date: May 8, 2023
Re: Monthly Status Report

- W. 47th Street Project: The Streetlight foundations and conduit are installed. The sidewalk is complete with exception of one small area at 47th and Adams. The site furniture is being installed. The topsoil is being installed. The irrigation is to be installed this week. The traffic lanes are expected to be shifted on May 15th.
- Westwood View School Project: The entire area in the back of the school is to be sodded in the next two weeks. They are installing riprap around the area inlet.
- 2023 F-550 and Equipment: The order has been placed for the truck and equipment. We have not been given a build date yet.
- CCLIP funding: I have resubmitted the project to KDOT.
- Forestry Grant: I have submitted a grant request for the purchase of a leaf vacuum and a watering trailer for 2024. I don't have any new information on this as of yet.
- CIP: Leslie and I are working on a comprehensive plan to include street work, sidewalks, street lights and stormwater. This should be ready for consideration in June.

WESTWOOD					
Apr-23					
ACTIVITIES / OFFENSE	THIS MONTH	23-YTD	22-YTD	23-Avg	CHANGE
<i>PART I CRIMES</i>					
MURDER					No Change
RAPE					No Change
ROBBERY					No Change
<u>BURGLARY</u>					
BUSINESS		1	2	0.25	-1
RESIDENTIAL		1	1	0.25	No Change
VEHICLE	1	8	14	2.00	-6
MOTOR VEH THEFT		3	2	0.75	1
LARCENY / THEFT	1	9	7	2.25	2
ASSAULT / BATTERY	1	2		0.50	2
<u>ARRESTS</u>					
FELONY		3		0.75	3
MISDEMEANOR	1	1	2	0.25	-1
TRAFFIC					No Change
DRUG		2	2	0.50	No Change
DUI		1		0.25	1
WARRANTS	6	27	16	6.75	11
CONFINED					No Change
<u>SUMMONS</u>					
HAZARD	25	49	65	12.25	-16
NON-HAZARD	85	217	253	54.25	-36
DUI		1		0.25	1
ORD. VIOLATION		8	1	2.00	7
PARKING	1	5	New Data	1.25	#VALUE!
<u>ACCIDENTS</u>					
NON-INJURY	2	4	11	1.00	-7
INJURY	2	3	4	0.75	-1
PRIVATE PROPERTY	2	5	5	1.25	No Change
<u>CALLS</u>					
ADMIN.DUTIES-PD	57	273	222	68.25	51
ADMIN.DUTIES - CITY	7	21	98	5.25	-77
ALARM	6	26	20	6.50	6
ANIMAL	12	15	7	3.75	8
ASSIST - POLICE	10	50	53	12.50	-3
ASSIST - PUB MOTOR	23	76	61	19.00	15
BLD. CHECK-SHAKE		1		0.25	1
BLD. CHECK-PATROL	1085	4810	2645	1202.50	2165
BUSINESS CHECK	242	1288	52	322.00	1236
CHECK LIGHTS			New data		#VALUE!
CIVIL MATTER	1	1	5	0.25	-4
CRIMINAL DAMAGE	2	8	1	2.00	7
CRIMINAL THREAT		1	New Data	0.25	#VALUE!
DISTURBANCE	3	12	1	3.00	11
DISORDERLY CONDUCT			New Data		#VALUE!
DOMESTIC VIOLENCE			New Data		#VALUE!
FIELD INTERVIEW					No Change
FIRE	2	11	3	2.75	8
FOLLOW UP	15	57	36	14.25	21
INFO / INVESTIGATION	3	9	8	2.25	1

WESTWOOD					
Apr-23					
ACTIVITIES / OFFENSE	THIS MONTH	23-YTD	22-YTD	23-Avg	CHANGE
INVOLUNTARY COMMITMENT					No Change
JUVENILE		1	2	0.25	-1
MEDICAL	14	63	37	15.75	26
MENTAL HEALTH		1	New Data	0.25	#VALUE!
MISSING PERSON			New Data		#VALUE!
NATURE UNKNOWN			1		-1
NOISE COMPLAINT	1	1	1	0.25	No Change
OPEN DOOR	1	9	8	2.25	1
ORD VIOLATION WARNING					No Change
PROWLER			New Data		#VALUE!
PED CHECK		1	2	0.25	-1
PUBLIC SERVICE	12	58	33	14.5	25
RECOVERED PROPERTY		3	3	0.75	No Change
RESIDENCE CHECK	33	221		55.25	221
RUNAWAY		1	New Data	0.25	#VALUE!
SUICIDE					No Change
SUICIDE ATTEMPT					No Change
SUSPICIOUS SUBJECT	5	16	19	4	-3
SUS VEHICLE OCC	1	6	2	1.5	4
SUS VEHICLE UNOCC	7	25	4	6.25	21
TELE HARRASSMENT		1		0.25	1
TELE THREAT					No Change
TRAFFIC COMPLAINT		11	19	2.75	-8
TRESPASS			New Data		#VALUE!
UNKNOWN 911		6	New Data	1.5	#VALUE!
UNATTENDED DEATH		1		0.25	1
WELL BEING CHECK	4	7	New Data	1.75	#VALUE!

TOTAL CALLS			
Total Activity	1555	Last Year - YTD Activity	3258
Year to Date Activity	7127	Difference in Activity	3869
Total Monthly Summons	111		
Hazardous Summons Percentage	23%		

WESTWOOD
INCIDENT SUMMARY

Item C. Section VIII, Item

BURGLARY TO AUTO

CASE NO: 20230099 LOCATION: 4757 Mission Rd
DATE : 04/06/2023
ACTIVITY: Unknown suspect(s) attempted to gain entry into the vehicle by damaging the passenger window seal. No loss was reported.

LARCENY / THEFT

CASE NO: 20230127 LOCATION: 2200 W 47 Pl
DATE : 04/27/2023
ACTIVITY: Unknown suspect used the victim's identity to borrow money to purchase a vehicle without permission.

CASE NO: LOCATION:
DATE :
ACTIVITY:

ASSAULT / BATTERY

CASE NO: 20230120 LOCATION: EB Shawnee N
DATE : 04/22/2023
ACTIVITY: During a traffic incident, the victim stated that the suspect held a gun outside of the window pointed to the ground.

WESTWOOD
COURT SUMMARY
APRIL, 2023

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
April 07, 2023	38	04	\$ 5,035.00	11	02
April 21, 2023	16	02	\$ 4,160.00	00	05
TOTALS					
April 2023	54	06	\$ 9,195.00	11	07
April 2022	40	09	\$ 6,425.00	22	20
			TOTAL (\$ 9,195.00) less		
			* Kansas DL fees: \$ 0.00		
			* Judges Training Fund: \$ 20.00		
			* LET Training Fund: \$445.00		
			* Seat Belt Fund: \$ 40.00		
April 2023 TOTAL:					\$8,690.00

Y.T.D. TOTALS 2023		Y.T.D. TOTALS 2022	
ARRAIGNMENTS:	205	ARRAIGNMENTS:	153
TRIALS	49	TRIALS:	27
LETTERS:	69	LETTERS:	84
WARRANTS:	70	WARRANTS:	65
FINES:	\$24,964.00	FINES:	\$22,292.50
KS DL FEES:	\$284.00	KS DL FEES:	\$681.00
JUDGES FUND:	\$53.00	JUDGES FUND:	\$48.50
L.E.T.FUND:	\$1,205.00	L.E.T FUND:	\$1,100.00
COMM CORRECTIONS:	\$0.00	COMM CORRECTIONS:	\$0.00
SEAT BELT FUND:	\$60.00	SEAT BELT FUND:	\$20.00

**City of Westwood
Treasurer's Report
4/30/2023**

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
 - a. Ending unencumbered cash through 4/30/2023 of \$2,818,978.35 and remains up from year end by \$486,700.
2. Cash Flow – shows beginning cash by fund and associated revenues and expenditures for each fund in a more summarized format.
3. Statement of Operations – General Fund
 - a. Revenue received for the month of \$165,093. Revenue received year to date of \$1,265,294 compared to the prior year to date of \$1,132,740 which is up by \$132K.
 - i. Taxes – overall up \$82K from prior year which is no significant change from March.
 - ii. Fees and Licenses – up year to date by \$14,623 which is an increase in the franchise fees for the year to date.
 - iii. Building Permits – up by \$23,806 through April.
 - iv. Intergovernmental Fees are down by \$6,543 for the year.
 - b. April Expenditures totaled \$329,689. Year to Date Expenditures through April were \$970,138. This is an increase of \$112,854 from the prior year to date.
 - i. Administrative expenditures were \$52,196 for the month. Overall expenditures in Admin increased by \$74,790. The increase is due to moving the Court Clerk and related expenditures of the municipal court from the Police Department.
 - ii. Utilities in the General Fund are up by \$14,725 for the year. In addition, the professional fess are up by \$24,910 over the prior year – this is due to an increase in legal fees of \$5K and insurance and bond premiums paid by \$16K.
 - iii. Public Works total expenditures were \$37,881 for the month. The year to date expenditures are down by \$8,285K from the prior year. Salary and Benefits down 32K. Equipment is down by \$3.5K.
 - iv. Police expenditures are \$99,191 this month. The total expenditures are down from prior year by \$12,349. A portion of this decrease is due to the Court Clerk and expenditures being moved to administrative expenses. The computer expenses in April were \$8,483 and the overall salary and benefits for the month were \$80,149 which year to date the expenditures in this category are only \$\$4K less than a year ago.
 - v. Parks and Rec total expenditures of \$4,626 for the month, spending is nominal to date.
 - c. Net Receipts Over (Under) Expenditures in the General Fund are \$34,246 positive for the month, year to date Receipts Over Expenditures is positive at \$459,752 which is up from the prior year to date by \$131K.
4. Other Funds – Current Month and Year to Date
 - a. CIP – April collection of Sales Tax Revenue totaled \$26,329. Expended \$6,819 for stone wall repairs and street and water capital improvement.
 - b. Special Highway fund collected special highway state funding of \$14,485.
 - c. Debt Service – Made a bond payment for \$19,232 in April.

I am happy to answer any questions upon request.

Michelle Ryan
City of Westwood Treasurer

ACCOUNTANTS' COMPILATION REPORT

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

Management is responsible for the accompanying financial statements of **City of Westwood, Kansas** (a municipal entity), which comprises the statement of assets, liabilities and fund balance by fund – regulatory basis, statement of cash flow – regulatory basis, and statement of receipts and expenditures – regulatory basis as of and for the one month ended April 30, 2023, in accordance with the regulatory basis of accounting, and for determining that the regulatory basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

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

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

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

Adams Brown, LLC

ADAMSBROWN, LLC
Certified Public Accountants
Overland Park, Kansas

May 9, 2023



City of Westwood, Kansas
Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis
 As of April 30, 2023

	General Fund 04/30/2023	Capital Improvements Fund 04/30/2023	Equipment Reserve Fund 04/30/2023	Stormwater Fund 04/30/2023	Special Highway Fund 04/30/2023	Woodside TIF/CID Fund 04/30/2023	Debt Service Fund 04/30/2023	All Funds 04/30/2023
Assets								
Current Assets								
Cash In Bank	1,663,949.72	(107,192.00)	253,908.84	243,876.86	154,763.84	477,564.50	82,337.68	2,769,209.44
Cash In Bank - Bond Fund	36,834.24	0.00	0.00	0.00	0.00	0.00	0.00	36,834.24
Cash In Bank - Woodside Village Acct	9.40	0.00	0.00	0.00	0.00	0.00	0.00	9.40
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Undeposited Funds	12,586.27	0.00	0.00	0.00	0.00	0.00	0.00	12,586.27
Total Current Assets	1,713,718.63	(107,192.00)	253,908.84	243,876.86	154,763.84	477,564.50	82,337.68	2,818,978.35
Total Assets	\$ 1,713,718.63	\$ (107,192.00)	\$ 253,908.84	\$ 243,876.86	\$ 154,763.84	\$ 477,564.50	\$ 82,337.68	\$ 2,818,978.35
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	36,719.99	0.00	0.00	0.00	0.00	0.00	0.00	36,719.99
Great West 457 Payable	1,486.00	0.00	0.00	0.00	0.00	0.00	0.00	1,486.00
Total Current Liabilities	38,215.18	0.00	0.00	0.00	0.00	0.00	0.00	38,215.18
Total Liabilities	38,215.18	0.00	0.00	0.00	0.00	0.00	0.00	38,215.18
Fund Balance								
Fund Balance	1,380,347.45	(313,412.09)	253,908.84	182,022.82	105,656.58	457,313.22	170,342.00	2,236,178.82
Fund Balance - Current Year	295,156.00	206,220.09	0.00	61,854.04	49,107.26	20,251.28	(88,004.32)	544,584.35
Total Fund Balance	1,675,503.45	(107,192.00)	253,908.84	243,876.86	154,763.84	477,564.50	82,337.68	2,780,763.17
Total Liabilities and Fund Balance	\$ 1,713,718.63	\$ (107,192.00)	\$ 253,908.84	\$ 243,876.86	\$ 154,763.84	\$ 477,564.50	\$ 82,337.68	\$ 2,818,978.35

See accountants' compilation report.



City of Westwood, Kansas
Statement of Cash Flow - Regulatory Basis
 For the One Month Ended April 30, 2023

	General Fund Month Ending 04/30/2023	Capital Improvements Fund Month Ending 04/30/2023	Equipment Reserve Fund Month Ending 04/30/2023	Stormwater Fund Month Ending 04/30/2023	Special Highway Fund Month Ending 04/30/2023	Woodside TIF/CID Fund Month Ending 04/30/2023	Debt Service Fund Month Ending 04/30/2023	All Funds Month Ending 04/30/2023
Unencumbered Cash, Beginning Period	1,882,325.48	(126,701.94)	253,908.84	243,893.85	140,278.99	474,433.87	120,993.94	2,989,133.03
Receipts								
Taxes	81,105.08	26,328.75	0.00	0.00	0.00	0.00	0.00	107,433.83
Fees and Licenses	40,270.78	0.00	0.00	0.00	0.00	0.00	0.00	40,270.78
Building Permits	6,110.00	0.00	0.00	0.00	0.00	0.00	0.00	6,110.00
Intergovernmental	26,619.24	0.00	0.00	0.00	0.00	0.00	0.00	26,619.24
Restricted Use	0.00	0.00	0.00	0.00	14,484.85	22,362.45	0.00	36,847.30
Fines	7,253.00	0.00	0.00	0.00	0.00	0.00	0.00	7,253.00
Miscellaneous	3,734.85	0.00	0.00	0.00	0.00	0.00	0.00	3,734.85
Total Receipts	165,092.95	26,328.75	0.00	0.00	14,484.85	22,362.45	0.00	228,269.00
Expenditures								
Salary & Benefits	168,072.64	0.00	0.00	0.00	0.00	0.00	0.00	168,072.64
Employee Expenses	2,494.73	0.00	0.00	0.00	0.00	0.00	0.00	2,494.73
Professional Fees	96,851.08	0.00	0.00	0.00	0.00	0.00	0.00	96,851.08
General Operating Expenses	16,365.18	0.00	0.00	0.00	0.00	0.00	0.00	16,365.18
Utilities	38,037.65	0.00	0.00	0.00	0.00	0.00	0.00	38,037.65
Equipment and Maintenance	6,146.06	3,570.00	0.00	0.00	0.00	0.00	0.00	9,716.06
Street and Stormwater	0.00	3,248.81	0.00	16.99	0.00	0.00	0.00	3,265.80
Park and Events	1,722.00	0.00	0.00	0.00	0.00	0.00	0.00	1,722.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	19,231.82	38,656.26	57,888.08
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	329,689.34	6,818.81	0.00	16.99	0.00	19,231.82	38,656.26	394,413.22
Adjustments								
Increase / (Decrease) in Payables	(3,250.46)	0.00	0.00	0.00	0.00	0.00	0.00	(3,250.46)
Increase / (Decrease) in Refundable Bond Deposits	(760.00)	0.00	0.00	0.00	0.00	0.00	0.00	(760.00)
Total Adjustments	4,010.46	0.00	0.00	0.00	0.00	0.00	0.00	4,010.46
Ending Cash	\$ 1,713,718.63	\$ (107,192.00)	\$ 253,908.84	\$ 243,876.86	\$ 154,763.84	\$ 477,564.50	\$ 82,337.68	\$ 2,818,978.35



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 General Fund
 For The Four Months Ended April 30, 2023 and 2022

	<u>Month Ending</u> <u>04/30/2023</u> <small>Actual</small>	<u>Year To Date</u> <u>04/30/2023</u> <small>Actual</small>	<u>Year To Date</u> <u>04/30/2022</u> <small>Prior Year</small>	<u>Year Ending</u> <u>12/31/2023</u> <small>Current Budget</small>	<u>Over/(Under) Budget</u>
Receipts					
Taxes	\$ 81,105.08	\$ 905,780.46	\$ 823,589.20	\$ 2,113,906.00	(1,208,125.54)
Fees and Licenses	40,270.78	168,394.07	153,770.90	447,200.00	(278,805.93)
Building Permits	6,110.00	39,222.00	15,415.88	70,000.00	(30,778.00)
Intergovernmental	26,619.24	104,935.73	111,478.89	323,885.00	(218,949.27)
Fines	7,253.00	22,950.00	21,630.25	90,000.00	(67,050.00)
Reimbursements	0.00	0.00	1,692.00	0.00	0.00
Miscellaneous	3,734.85	24,012.12	5,163.00	4,250.00	19,762.12
Total Receipts	<u>165,092.95</u>	<u>1,265,294.38</u>	<u>1,132,740.12</u>	<u>3,049,241.00</u>	<u>(1,783,946.62)</u>
Expenditures					
General Overhead					
Salary & Benefits	4,543.98	13,984.68	7,775.11	38,450.00	(24,465.32)
Employee Expenses	0.00	2,267.67	5,477.29	8,000.00	(5,732.33)
Professional Fees	92,466.64	148,626.48	123,715.97	240,250.00	(91,623.52)
General Operating Expenses	1,662.30	9,360.59	3,594.63	20,000.00	(10,639.41)
Utilities	34,154.65	71,644.34	56,948.75	252,850.00	(181,205.66)
Park and Events	1,722.00	5,866.24	2,021.43	14,750.00	(8,883.76)
Miscellaneous	0.00	0.00	0.00	30,000.00	(30,000.00)
Intergovernmental	0.00	0.00	0.00	20,000.00	(20,000.00)
Interfund Transfers	0.00	0.00	0.00	128,830.00	(128,830.00)
Total General Overhead	<u>134,549.57</u>	<u>251,750.00</u>	<u>199,533.18</u>	<u>753,130.00</u>	<u>(501,380.00)</u>
Administrative					
Salary & Benefits	52,196.30	178,974.82	104,184.87	456,653.00	(277,678.18)
Employee Expenses	560.75	1,270.57	968.33	14,500.00	(13,229.43)
Professional Fees	915.58	6,574.62	175.00	48,000.00	(41,425.38)
General Operating Expenses	493.13	964.20	1,003.72	2,500.00	(1,535.80)
Interfund Transfers	0.00	0.00	0.00	5,000.00	(5,000.00)
Total Administrative	<u>54,165.76</u>	<u>187,784.21</u>	<u>106,331.92</u>	<u>526,653.00</u>	<u>(338,868.79)</u>
Public Works					
Salary & Benefits	31,906.96	137,041.07	140,410.19	438,117.00	(301,075.93)
Employee Expenses	115.24	2,431.85	3,293.09	7,900.00	(5,468.15)
Professional Fees	0.00	0.00	0.00	17,000.00	(17,000.00)
General Operating Expenses	1,361.72	6,732.63	8,896.35	27,550.00	(20,817.37)
Utilities	1,667.98	4,556.83	3,524.50	14,000.00	(9,443.17)
Equipment and Maintenance	2,828.68	10,347.77	13,270.46	60,500.00	(50,152.23)
Interfund Transfers	0.00	0.00	0.00	50,000.00	(50,000.00)
Total Public Works	<u>37,880.58</u>	<u>161,110.15</u>	<u>169,394.59</u>	<u>615,067.00</u>	<u>(453,956.85)</u>
Police					
Salary & Benefits	80,149.08	331,875.89	334,881.21	985,422.00	(653,546.11)
Employee Expenses	1,818.74	7,294.09	7,484.10	27,000.00	(19,705.91)
Professional Fees	3,468.86	9,353.78	13,666.46	30,000.00	(20,646.22)
General Operating Expenses	12,292.13	16,056.65	16,600.23	58,100.00	(42,043.35)
Utilities	228.14	692.58	776.32	4,500.00	(3,807.42)

See accountants' compilation report.



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

For The Four Months Ended April 30, 2023 and 2022

	Month Ending 04/30/2023	Year To Date 04/30/2023	Year To Date 04/30/2022	Year Ending 12/31/2023	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Equipment and Maintenance	1,233.58	2,509.24	6,822.61	10,500.00	(7,990.76)
Park and Events	0.00	1,100.00	1,000.00	1,000.00	100.00
Interfund Transfers	0.00	0.00	0.00	30,000.00	(30,000.00)
Total Police	99,190.53	368,882.23	381,230.93	1,146,522.00	(777,639.77)
Parks & Rec					
General Operating Expenses	555.90	998.49	43.94	2,000.00	(1,001.51)
Utilities	1,986.88	2,928.15	482.82	30,000.00	(27,071.85)
Equipment and Maintenance	2,083.80	2,136.19	0.00	6,000.00	(3,863.81)
Park and Events	0.00	270.00	266.72	13,250.00	(12,980.00)
Total Parks & Rec	4,626.58	6,332.83	793.48	51,250.00	(44,917.17)
Non-Departmental					
Salary & Benefits	(723.68)	(5,721.04)	0.00	0.00	(5,721.04)
Total Non-Departmental	(723.68)	(5,721.04)	0.00	0.00	(5,721.04)
Total Expenditures	329,689.34	970,138.38	857,284.10	3,092,622.00	(2,122,483.62)
Receipts Over (Under) Expenditures	\$ (164,596.39)	\$ 295,156.00	\$ 275,456.02	\$ (43,381.00)	338,537.00



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The One Month Ended April 30, 2023

Other Funds

	Capital Improvements Fund Month To Date 04/30/2023 Actual	Equipment Reserve Fund Month To Date 04/30/2023 Actual	Stormwater Fund Month To Date 04/30/2023 Actual	Special Highway Fund Month To Date 04/30/2023 Actual	Woodside TIF/CID Fund Month To Date 04/30/2023 Actual	Debt Service Fund Month To Date 04/30/2023 Actual
Receipts						
Taxes						
City Sales & Use Tax - Special	\$ 26,328.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Taxes	26,328.75	0.00	0.00	0.00	0.00	0.00
Restricted Use						
State Hwy Maintenance	0.00	0.00	0.00	10,830.60	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	3,654.25	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	15,178.87	0.00
WV CID-2	0.00	0.00	0.00	0.00	7,183.58	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	26,328.75	0.00	0.00	14,484.85	22,362.45	0.00
Expenditures						
Equipment and Maintenance						
Stone Wall Repairs	3,570.00	0.00	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	3,570.00	0.00	0.00	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	3,248.81	0.00	0.00	0.00	0.00	0.00
Stormwater Expense	0.00	0.00	16.99	0.00	0.00	0.00
Total Street and Stormwater	3,248.81	0.00	16.99	0.00	0.00	0.00
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	19,231.82	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	38,656.26
Total Miscellaneous	0.00	0.00	0.00	0.00	19,231.82	38,656.26
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	6,818.81	0.00	16.99	0.00	19,231.82	38,656.26
Receipts Over (Under) Expenditures	\$ 19,509.94	\$ 0.00	\$ (16.99)	\$ 14,484.85	\$ 3,130.63	\$ (38,656.26)

See accountants' compilation report.



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The Four Months Ended April 30, 2023

Other Funds

	Capital Improvements Fund Year To Date 04/30/2023 Actual	Equipment Reserve Fund Year To Date 04/30/2023 Actual	Stormwater Fund Year To Date 04/30/2023 Actual	Special Highway Fund Year To Date 04/30/2023 Actual	Woodside TIF/CID Fund Year To Date 04/30/2023 Actual	Debt Service Fund Year To Date 04/30/2023 Actual
Receipts						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,979.58
City Sales & Use Tax - Special	119,063.28	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	341.11
Total Taxes	119,063.28	0.00	0.00	0.00	0.00	10,320.69
Restricted Use						
Stormwater Utility Fee	0.00	0.00	64,899.92	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	41,866.74	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	7,389.70	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	129,226.27	0.00
WV CID-2	0.00	0.00	0.00	0.00	29,534.05	0.00
Reimbursements	95,626.62	0.00	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	214,689.90	0.00	64,899.92	49,256.44	158,760.32	10,320.69
Expenditures						
Professional Fees	406.00	0.00	0.00	0.00	0.00	3,000.00
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	54.99	0.00	0.00	0.00
Stone Wall Repairs	3,570.00	0.00	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	3,570.00	0.00	54.99	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	4,493.81	0.00	0.00	0.00	0.00	56,668.75
Special Highway Expense	0.00	0.00	0.00	149.18	0.00	0.00
Stormwater Expense	0.00	0.00	2,990.89	0.00	0.00	0.00
Total Street and Stormwater	4,493.81	0.00	2,990.89	149.18	0.00	56,668.75
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	37,204.78	0.00
WV TIF 40% Sales Tax	0.00	0.00	0.00	0.00	26,038.73	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	75,265.53	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	38,656.26
Total Miscellaneous	0.00	0.00	0.00	0.00	138,509.04	38,656.26
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	8,469.81	0.00	3,045.88	149.18	138,509.04	98,325.01
Receipts Over (Under) Expenditures	\$ 206,220.09	\$ 0.00	\$ 61,854.04	\$ 49,107.26	\$ 20,251.28	\$ (88,004.32)

See accountants' compilation report.



City of Westwood, Kansas
Summary of Expenditures - Actual and Budget
Regulatory Basis
For The Year Ended April 30, 2023

	Certified Budget	Expenditures Chargeable to Current Year	Difference Over/(Under)
Expenditures			
General Fund	3,092,622.00	970,138.38	(2,122,483.62)
Capital Improvements Fund	219,000.00	8,469.81	(210,530.19)
Equipment Reserve Fund	10,000.00	0.00	(10,000.00)
Stormwater Fund	119,516.00	3,045.88	(116,470.12)
Special Highway Fund	10,000.00	149.18	(9,850.82)
Woodside TIF/CID Fund	600,000.00	138,509.04	(461,490.96)
Debt Service Fund	337,312.50	98,325.01	(238,987.49)
Total Expenditures	4,388,450.50	1,218,637.30	(3,169,813.20)

See accountants' compilation report.

COUNCIL ACTION FORM

Meeting Date: May 11, 2023

Staff Contact: John Sullivan, Public Works Director

Agenda Item: Consider a Resolution to adopt the 2024 to 2028 City of Westwood CARS Program

Background / Description of Item:

The City of Westwood on an annual basis adopts by resolution a proposed five-year County Assistance Road System (CARS) Program Project Plan. The CARS Program is administered by Johnson County to allocate the distribution of motor fuel taxes within the County to be used on specific designated roads.

The recommended roadways for the City of Westwood for calendar years 2024 to 2028 is as follows:

<u>Year</u>	<u>Project</u>
2025	Mission Road, W. 53 rd Street to W. 47 th Street

Staff Recommendation:

Adopt Resolution No. 117-2023 approving the 2024 to 2028 County Assistance Road System Program for road improvements with the City of Westwood

Suggested Motion:

I move to adopt Resolution No. 117-2023 approving the 2024 to 2028 County Assistance Road System Program for road improvements in the City of Westwood.

**CITY OF WESTWOOD, KANSAS
RESOLUTION NO 117-2023**

**A RESOLUTION APPROVING A FIVE-YEAR PROGRAM FOR ROAD
IMPROVEMENTS FOR 2024-2028 WITHIN THE CITY OF WESTWOOD**

WHEREAS, the Board of County Commissioners of Johnson County Kansas has established by resolution a County Assistance Road System (CARS) program, and

WHEREAS, the Board of County Commissioners requires each participating City to establish a five-year program for proposed improvements to roads eligible under the CARS program, and

WHEREAS, certain roads eligible for funding under the program fall within the City Limits of Westwood, Kansas;

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

Section 1. The Governing Body of the City of Westwood, Kansas, has hereby reviewed and approved the following roads for inclusion in the CARS program:

2025 Mission Road, West 53rd Street to West 47th Street

Section 2. This Resolution shall take effect and be in force from and after its adoption by the Governing Body.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS, ON MAY 11, 2023.

(Seal)

ATTEST:

David E. Waters, Mayor

Abby Schneweis, City Clerk

APPROVED AS TO FORM:

Ryan Denk, City Attorney

COUNCIL ACTION FORM

Meeting Date: May 11, 2023

Staff Contact: Ryan Denk

Agenda Item: Easement in favor of Evergy associated with improvements at Woodside Club

Background/Description of Item: The City owns and leases to Woodside the real estate upon which the Club is situated on both the North and South sides of 47th Place. The Club's South facilities have been under renovation for several months now. Associated with these improvements Woodside has determined the need for new electrical connections to the Evergy lines which run immediately South of the Club parcel. Associated with this new electrical connection, Woodside and Evergy have requested that the City grant an easement from the Evergy lines to the new connection point with the Club facilities.

Staff Comments/Recommendation: Staff recommends approval.

Budget Impact: N/A

Suggested Motion

I move to approve the easement in favor of Evergy associated with improvements at Woodside Club.

S 02 /NW QQ/Q
T 12 Johnson County
R 25 Kansas State

EASEMENT CONVEYANCE

THIS **EASEMENT** made and entered into this _____ day of _____, 2023, by and between **City of Westwood**, a political subdivision of the State of Kansas, "**GRANTOR**" and **Evergy Metro, Inc., a Missouri corporation**, whose mailing address is PO Box 418679, Kansas City, MO. 64141-9679, and its and their affiliates, lessees, licensees, designees, successors and assigns, of Jackson County, Missouri "**GRANTEE**".

After recording mail to: **Evergy**
Evone Simon
Field Design & Planning Dept. JOCO
PO Box 418679
Kansas City, MO 64141-9679

Legal Description: See Exhibit A

KNOW ALL MEN BY THESE PRESENTS: That the undersigned, Grantor, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby GRANTS, BARGAINS, SELLS AND CONVEYS to Grantee, its lessees, successors and assigns, the right, privilege and perpetual non-exclusive easement to enter upon the "Grantor Real Property" as described below, to patrol, alter, conduct surveys, construct, erect, inspect, install, maintain, operate, rebuild, reconstruct, relocate, remove, renew, repair and replace electric and communication transmission and distribution lines and their appurtenances under varying conditions of operation, including the poles, towers, anchors, guys, crossarms, insulators, conductors, conduit, ducts, cables, and other fixtures and equipment appurtenant thereto for the transmission and/or distribution of electric energy and communications in, along, under, across, and over the Grantor Real Property, and in and upon all streets, roadways or highways abutting said lands, as described ("Easement Tract") in Exhibit "A" attached hereto and incorporated by reference herein (individually and in any combination referred to as the "Rights"), together with the right of ingress to and egress to and from the Easement Tract on the Grantor Real Property and contiguous land owned by Grantor for the purpose of Grantee exercising the Rights ("Access Rights"). Grantee shall exercise the Rights and Access Rights in a reasonable and appropriate manner as

determined in its good faith and when practicable, use existing roads and lanes. The "Grantor Real Property" is that certain real property owned by Grantor and described in Book 111 at Page 9 in the Johnson County Recorder of Deeds office.

In the exercise of the Rights and Access Rights, Grantee shall have the further right to erect and use gates in all fences that cross or obstruct the Access Rights or that shall hereafter cross or obstruct the Access Rights on the Grantor Real Property or contiguous land owned by Grantor, and also have the right to trim, remove, eradicate, cut and clear away any trees, limbs, brush and vines ("Woody Vegetation") on or adjoining the Easement Tract or on routes exercised as Access Rights now or at any future time whenever in its judgment such Woody Vegetation will interfere with or endanger the exercise of the Rights or the Access Rights. All such Woody Vegetation shall be burned or removed by Grantee unless otherwise mutually agreed to by Grantor and Grantee. In the event Grantee causes damage to Grantor or the Grantor Real Property from the exercise of the Rights or Access Rights, Grantee shall either cause the physical, material damage to be repaired or pay Grantor the reasonable cost of such work.

Grantor, its heirs, successors, assigns and lessees, may cultivate, use and enjoy the Easement Tract, provided such use shall not, in the judgment of Grantee, interfere with or endanger the Rights, and provided further that no improvements, buildings or structures shall be located, constructed or otherwise placed on the Easement Tract.

In the event that Grantee shall remove its facilities or cease to use its facilities installed pursuant to this Easement Conveyance for a period of twenty-four (24) consecutive months, then all rights granted to Grantee hereunder shall cease and terminate; provided that in the case of a cease of use of its facilities, Grantee will be given written notice and a reasonable opportunity to remove its facilities

LANDSCAPE CLAUSE

Grantor agrees to plant, install and maintain any and all landscaping required by city ordinance to screen utility structures located on the property.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

TO HAVE AND TO HOLD said easement and rights aforesaid with all and singular, the rights, privileges, appurtenances, and immunities thereto belonging or in anyway appertaining unto Grantee its lessees, licensee, successors or assigns forever. This easement conveyance shall run with the land and shall be binding upon Grantor and Grantor's heirs, administrators, executors, successors and assigns. Grantor hereby covenants that Grantor is the owner(s) of the above-described land, subject to existing liens and right-of-way easements of record.

SIGNATURES ON FOLLOWING PAGE

IN TESTIMONY WHEREOF, Grantor has hereunto executed this Easement on the date first above written.

City of Westwood

By: _____

ATTEST: _____

CLERK

Print Name: _____

Title: _____

SEAL _____

ACKNOWLEDGEMENT

State of _____)
) SS.
County of _____)

On this _____ day of _____, 2023, before me a Notary Public, appeared _____ to me personally known, (or proved to me on the basis of satisfactory evidence) to be the person(s) described in and who executed the foregoing instrument, and acknowledged that he/she is the _____ of _____, and that seal affixed to the forgoing instrument is the corporate seal of said municipality and that said instrument was signed and sealed on behalf of said municipality by authority of its board pursuant to Ordinance No. _____ duly adopted and passed on _____ and the said _____ acknowledged _____ said instrument to be the free act and deed of said municipality, executed for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year aforesaid.

My Commission Expires: _____

Notary Public _____

WR#: WR 1079805 Validation by: yes

COUNCIL ACTION FORM

Meeting Date: May 11, 2023

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider 2023 Addendum to the Contract for Building Official Services
with the City of Mission Woods

Background/Description of Item

The Contract for Building Official Services with the City of Mission Woods provides for an annual review of rates. The last time the Building Official's contractual hourly rate was adjusted was in December 2020, with an effective date of January 1, 2021. The rate adjustment at that time was from \$35/hour to \$40/hour. The cost to the City of Westwood for providing for a Building Official has increased since December 2020 and, as such, a rate increase for the City's contracting services is warranted.

Staff Comments/Recommendation

The City of Westwood's cost for providing for a Building Official based on 2023 wages, benefits, and necessary insurance coverage is \$46/hour. As such, staff recommends the City Council authorize the Mayor to execute the 2023 Addendum to the Contract for Building Official Services with the City of Mission Woods to increase the hourly contract rate from \$40/hour to \$46/hour.

The City of Westwood will begin assessing the adjusted hourly rate on its invoice to Westwood Hills for May 2023 services.

Budget Impact

The budget impact of this increase will be nominally felt by both Westwood and Mission Woods. In 2022, the City of Westwood collected less than \$500 in revenue from Mission Woods for Building Official services, which services are assessed in quarter-hour increments.

Suggested Motion

I move to authorize the Mayor to execute the 2023 Addendum to the Contract for Building Official Services with the City of Mission Woods.

ADDENDUM No.1 TO
CONTRACT FOR BUILDING OFFICIAL SERVICES

This Addendum No. 1 to Contract for Building Official Services (the "Addendum") is made and executed effective as of May 1, 2023, between the City of Westwood, Kansas, a municipal corporation (herein "Westwood"), and the City of Mission Woods, Kansas, a municipal corporation (herein "Mission Woods").

WHEREAS, in the opinion of the governing bodies of Westwood and Mission Woods, it is to the mutual benefit and general welfare of the persons and properties of both municipalities to cooperate and consolidate in the provision of construction and building inspection services for the two cities; and

WHEREAS, Westwood and Mission Woods entered into the Contract for Building Official Services (the "Agreement") on December 15, 2020, with an effective date of January 1, 2021, which Agreement has been renewed in accordance with its terms for successive one year periods and which Agreement is currently in effect; and

WHEREAS, the parties now wish to amend certain terms and provisions of the Agreement as set forth herein.

NOW THEREFORE, in consideration of the above and foregoing, their mutual promises, covenants, and agreements set forth in the Agreement and in this Addendum, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Westwood and Mission Woods have agreed, and by these presents do agree, as follows:

I.

Section 2 of the Agreement shall be deleted in its entirety, and the following shall be substituted in lieu thereof:

2. Cost of Services. Construction and building inspection services and property maintenance and enforcement services shall be performed by the Building Official and the Property Maintenance Inspector, respectively, of the City of Westwood at the following charges:

- a) Mission Woods shall pay to Westwood the sum of \$46.00 per hour, or Westwood's actual costs, for construction and building inspection services.
- b) Mission Woods shall pay to Westwood the sum of \$46.00 per hour, or Westwood's actual costs, for property maintenance inspection and enforcement services, including any time spent in attendance upon municipal court matters.

II.

Except as herein modified and amended, all terms and provisions of the Agreement shall remain unchanged and in full force and effect and are hereby ratified and affirmed by the parties hereto.

IN WITNESS WHEREOF, the Mayor of Westwood, Kansas, has signed this Addendum on behalf of the City of Westwood, Kansas, and the Mayor of the City of Mission Woods, Kansas, has signed such Addendum on behalf of the City of Mission Woods, Kansas.

CITY OF WESTWOOD, KANSAS

CITY OF MISSION WOODS, KANSAS

By: _____
David E. Waters, Mayor

By: _____
Keith Mays, Mayor

ATTEST:

ATTEST:

Abby Schneweis, City Clerk

Shelley Floyd, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Ryan B. Denk, City Attorney

Steven Mauer

COUNCIL ACTION FORM

Meeting Date: May 11, 2023

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider 2023 Addendum to the Contract for Building Official Services
with the City of Westwood Hills

Background/Description of Item

The Contract for Building Official Services with the City of Westwood Hills provides for an annual review of rates. The last time the Building Official's contractual hourly rate was adjusted was in December 2020, with an effective date of January 1, 2021. The rate adjustment at that time was from \$35/hour to \$40/hour. The cost to the City of Westwood for providing for a Building Official has increased since December 2020 and, as such, a rate increase for the City's contracting services is warranted.

Staff Comments/Recommendation

The City of Westwood's cost for providing for a Building Official based on 2023 wages, benefits, and necessary insurance coverage is \$46/hour. As such, staff recommends the City Council authorize the Mayor to execute the 2023 Addendum to the Contract for Building Official Services with the City of Westwood Hills to increase the hourly contract rate from \$40/hour to \$46/hour. The Addendum was approved by the Westwood Hills Governing Body at its March 13, 2023 meeting.

The City of Westwood will begin assessing the adjusted hourly rate on its invoice to Westwood Hills for May 2023 services.

Budget Impact

The budget impact of this increase will be nominally felt by both Westwood and Westwood Hills. In 2022, the City of Westwood collected less than \$500 in revenue from Westwood Hills for Building Official services, which services are assessed in quarter-hour increments.

Suggested Motion

I move to authorize the Mayor to execute the 2023 Addendum to the Contract for Building Official Services with the City of Westwood Hills.

ADDENDUM NO. 1 TO
CONTRACT FOR BUILDING OFFICIAL SERVICES

This Addendum No. 1 to Contract for Building Official Services (the “Addendum”) is made and executed effective as of January 1, 2023, between the City of Westwood, Kansas, a municipal corporation (herein “Westwood”), and the City of Westwood Hills, Kansas, a municipal corporation (herein “Westwood Hills”).

WHEREAS, in the opinion of the governing bodies of Westwood and Westwood Hills, it is to the mutual benefit and general welfare of the persons and properties of both municipalities to cooperate and consolidate in the provision of construction and building inspection services for the two cities; and

WHEREAS, Westwood and Westwood Hills entered into the Contract for Building Official Services (the “Agreement”) on February 9, 2015, with an effective date of January 1, 2015, which Agreement has been renewed in accordance with its terms for successive one year periods and which Agreement is currently in effect; and

WHEREAS, the parties now wish to amend certain terms and provisions of the Agreement as set forth herein.

NOW THEREFORE, in consideration of the above and foregoing, their mutual promises, covenants, and agreements set forth in the Agreement and in this Addendum, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Westwood and Westwood Hills have agreed, and by these presents do agree, as follows:

I.

Section 2 of the Agreement shall be deleted in its entirety, and the following shall be substituted in lieu thereof:

2. Cost of Services. Construction and building inspection services shall be performed by the Building Official of the City of Westwood. For construction and building inspection services provided to Westwood Hills, Westwood Hills shall pay to Westwood the sum of \$46.00 per hour.

II.

Except as herein modified and amended, all terms and provisions of the Agreement shall remain unchanged and in full force and effect and are hereby ratified and affirmed by the parties hereto.

IN WITNESS WHEREOF, the Mayor of Westwood, Kansas, has signed this Addendum on behalf of the City of Westwood, Kansas, and the Mayor of the City of Westwood Hills, Kansas, has signed such Addendum on behalf of the City of Westwood Hills, Kansas.

CITY OF WESTWOOD, KANSAS

CITY OF WESTWOOD HILLS, KANSAS

By: _____
David Waters, Mayor

By: Rosemary Podrebarac
Rosemary Podrebarac, Mayor

ATTEST:

ATTEST:

~~-Leslie Herring, City Clerk-~~
Abby Schneeweis, City Clerk

Beth O'Bryan
Beth O'Bryan, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Ryan B. Denk, City Attorney

James R. Orr
James R. Orr, City Attorney

COUNCIL ACTION FORM

Meeting Date: May 11, 2023

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Allowing the Consumption of Alcoholic Beverages in the City Park for 2023 City Events

Background/Description of Item

City staff has been directed to prepare and bring forward an action for Council consideration to allow alcoholic beverages to be possessed and consumed during certain City-sponsored events this year.

The following events have been identified for City Council consideration to allow the consumption of alcoholic beverages at Joe D. Dennis Park, 50th and Rainbow Blvd.:

- a. Movie in the Park on Friday, June 23, 2023 from 8:00 to 11:00 PM
- b. Music in the Park on Thursday, July 20, 2023 from 6:00- 8:00 PM
- c. Oktoberfest on Saturday, October 7, 2023 from 4:00 to 8:00 PM
- d. Oktoberfest rainout date, if necessary, on October 14, 2023 from 4:00 to 8:00 PM

Staff Comments/Recommendation

Article 12-206(3) of the Westwood Municipal Code allows for alcoholic beverages inside the park with the approval of the Governing Body. Staff recommends that the City Council grant a special exception to allow the provision and consumption of alcoholic beverages on City grounds on the dates identified above.

Budget Impact

None

Suggested Motion

I move to approve the possession and consumption of alcoholic beverages on City-owned property at 5000 and 5050 Rainbow Blvd. on:

- a. Friday, June 23, 2023 from 8:00 to 11:00 PM for Movie in the Park;*
- b. Thursday, July 20, 2023 from 6:00- 8:00 PM for Music in the Park;*
- c. Saturday, October 7, 2023 from 4:00 to 8:00 PM for Oktoberfest; and*
- d. October 14, 2023 from 4:00 to 8:00 PM, in the event Oktoberfest is rescheduled.*