



CITY OF WESTWOOD, KANSAS

CITY COUNCIL MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Thursday, November 14, 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 - 6:00 PM**
 - II. **WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS**
 - A. Receive presentation from Port Architecture and Urbanism, LLC of park design community engagement activities and resulting design approaches
 - III. **ADJOURNMENT TO REGULAR MEETING**
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REGULAR MEETING AGENDA

- I. **CALL TO ORDER - 7:00 PM**
- II. **APPROVAL OF THE AGENDA**
- III. **PUBLIC COMMENT**

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda, or about items on the regular agenda for which the Governing Body, at its discretion, accepts public comment. Public comment should be limited to 2-3 minutes and, unless the topic of public comment is before the Governing Body as part of its agenda, no action will be taken by the Governing Body on public comment items. Please state your name and address for the record. Persons attending virtually online will be able to make public comment by using the "raise hand" function on Zoom.
- IV. **PRESENTATIONS AND PROCLAMATIONS**
 - A. 2025 UCS Human Services Fund presentation (Erika García Reyes, Director of Resource Allocation at United Community Services of Johnson County)

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 October 10, 2024 City Council meeting minutes

[B.](#) Consider approval of Appropriations Ordinance 768

VI. MAYOR'S REPORT

VII. CITY COUNCILMEMBER REPORTS

VIII. STAFF REPORTS

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

[B.](#) Public Works Report (Public Works Director John Sullivan)

[C.](#) Police Department Report (Police Chief Curt Mansell)

[D.](#) City Treasurer Report (City Treasurer Michelle Ryan)

[E.](#) City Attorney Report (City Attorney Ryan Denk)

IX. OLD BUSINESS

[A.](#) Consider Resolution No. 134-2024 adopting a 2025 Master Fee Schedule

X. NEW BUSINESS

[A.](#) Consider Resolution No. 135-2024 appointing Leslie Greathouse to the board of the Westwood Foundation

[B.](#) Consider fence variance for 4720 Rainbow Blvd. (KU Health System)

[C.](#) Consider approving Letter of Understanding with Johnson County for participation in the Utility Assistance Program for 2025

[D.](#) Consider Information Technology Services Agreement [renewal] with Johnson County, Kansas

[E.](#) Consider allowing alcohol provision and consumption on City property at 4700 Rainbow Blvd. on December 7, 2024 for holiday party

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

[B.](#) Consultation with the City Attorney on matters relating to real property located at and around 4700 Rainbow Blvd. which would be deemed privileged in the attorney-client relationship

- C. Matter of non-elected personnel relating to the annual performance review of the City Administrator

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, December 12, 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](#)

STAFF MEMO

Meeting Date: November 14, 2024

Staff Contact: Leslie Herring

Worksession Item: Receive presentation from Port Architecture and Urbanism, LLC of park design community engagement activities and resulting design approaches

Background/Description of Item

In January 2024, City staff presented a report detailing the history, current status, and future of creating a feature park in Westwood. [That report is available via this link to the January 11, 2024 City Council meeting packet.](#) In June 2024, the City Council approved an agreement with PORT Urbanism, LLC for professional services for park planning and design. [That staff report is available via this link to the June 13, 2024 City Council meeting packet.](#) Since that time, the process has run [generally] as detailed in that report and as reproduced here:

Full Planning Process

- 2024 Q1: Create park steering committee process, draft RFP for review by committee, determine and invite committee members
- 2024 Q2: Park steering committee and RFQ issuance for park planning professional services
- 2024 Q3 – Q4: Park planning and public engagement; park design development

Future steps in the park process are contingent on the City's ability to close on the sale of the City property and purchase of the Shawnee Mission School District property where the former Westwood View Elementary School sits. (Detailed background information is available here, on the City's website: <https://www.westwoodks.org/projects-and-plans/page/5000-rainbow>.) **If and only if** the property sale/purchase closes between the City, Karbank, and the Shawnee Mission School District, the following steps would then take place (the timeline would be modified depending on when the sale actually closes):

- 2025 Q1: Park design recommendation finalized and submitted to Planning Commission and City Council for acceptance
- 2025 Q2 – Q3: Engineering and site plan submitted for formal review and approval
- 2025 Q4 – 2026 Q1: Construction documents and building permits developed; construction contractor bidding
- 2026 Q2 - 2027 Q3: Construction (construction timeline depends on final design)
- Oktoberfest 2027: Ribbon cutting

The City has continued with park visioning and planning efforts in anticipation of a favorable ruling from the courts.

Staff Comments

The park design team has worked closely with the 15-member, community-led Park Planning Steering Committee for the past four (4) months guide the park planning and community engagement process. Throughout the month of October, community input was sought by PORT and, in November, design approaches have been created in response to the received input. Tonight's presentation by the PORT team will provide an overview of the work performed to-date to develop park design possibilities. Feedback and guidance on the designs will be sought by PORT and integrated into the next design iterations, to take place if, and only if, the property sale/purchase takes place between the City, Karbank, and the Shawnee Mission School District.

No formal action is sought at this worksession/community presentation.



United Community Services
of Johnson County

2025 Human Service Fund (HSF)

**Westwood City Council Meeting
November 14, 2024**

What is the Human Service Fund?

Item A, Section IV, Item

- A City-County partnership that supports priority health and human services and has been managed by UCS since 1990.
- General tax dollars are awarded to nonprofits which operate vital health and human service programs that meet needs of Johnson County residents who live with income at, below or near federal poverty level.
- Human Service Fund provides a direct benefit to local governments and taxpayers by reducing the need for more costly interventions at public expense – such as law enforcement, courts, and code enforcement.

- Programs that address well-being, personal safety and stability of Johnson County residents.
- Programs that fit within safety net investment components of basic needs, work and incomes supports, or health, wellness and personal safety.
- Primary beneficiaries are residents at or below 200% FPL (\$51,640 for a family of 3)
 - ~15% of the population in Johnson County

- Since 1990, over \$8M in funds awarded through HSF and households, jurisdictions, and communities continue to benefit.
- In 2023, jurisdictions committed \$439,040 to HSF.
- In 2023, over 58,000 Johnson County residents were able to access over 175,000 units of service — including nights of safe shelter, healthcare and mental health and behavioral healthcare, food, rental and utility assistance, job training, financial counseling and more; these programs are designed to offer support and create opportunities to build self-sufficiency and well-being.

Human Service Fund Support

Item A, Section IV, Item

JURISDICTION	2024	2025	JURISDICTION	2024	2025
Johnson County	\$162,500	\$162,500	Mission	\$10,500	\$10,500
De Soto	\$3,030	\$3,030	Olathe	\$70,000	\$77,000
Edgerton	\$3,000	\$5,000	Overland Park	\$99,000	\$99,000
Gardner	\$7,300	\$8,000	Prairie Village	\$10,500	\$10,500
Leawood	\$19,000	\$19,000	Roeland Park	\$6,360	\$6,360
Lenexa	\$23,500	\$23,500	Shawnee	\$33,000	\$33,000
Merriam	\$11,000	\$11,000	Spring Hill	\$2,500	\$2,750
			Westwood	\$2,000	\$2,000

	2024	2025
Total Contributions	\$463,190	\$473,140
UCS Administration	<u>- 28,500</u>	<u>-28,500</u>
Total Allocable Funds	\$434,690	\$444,640

- **21 total applications**
- Purpose of small grants of <\$5,000
 - Support small Johnson County nonprofits in growing footprint and grant writing capacity
- Small grants: \$9,900 recommended for 2 programs
 - New applicant: Fountain of Life supports health equity for Asian American Pacific Islanders families with seniors, by offering affordable counseling, free psychosocial education groups and family bonding activities.
 - Community Center of Shawnee supports employment through transportation assistance.

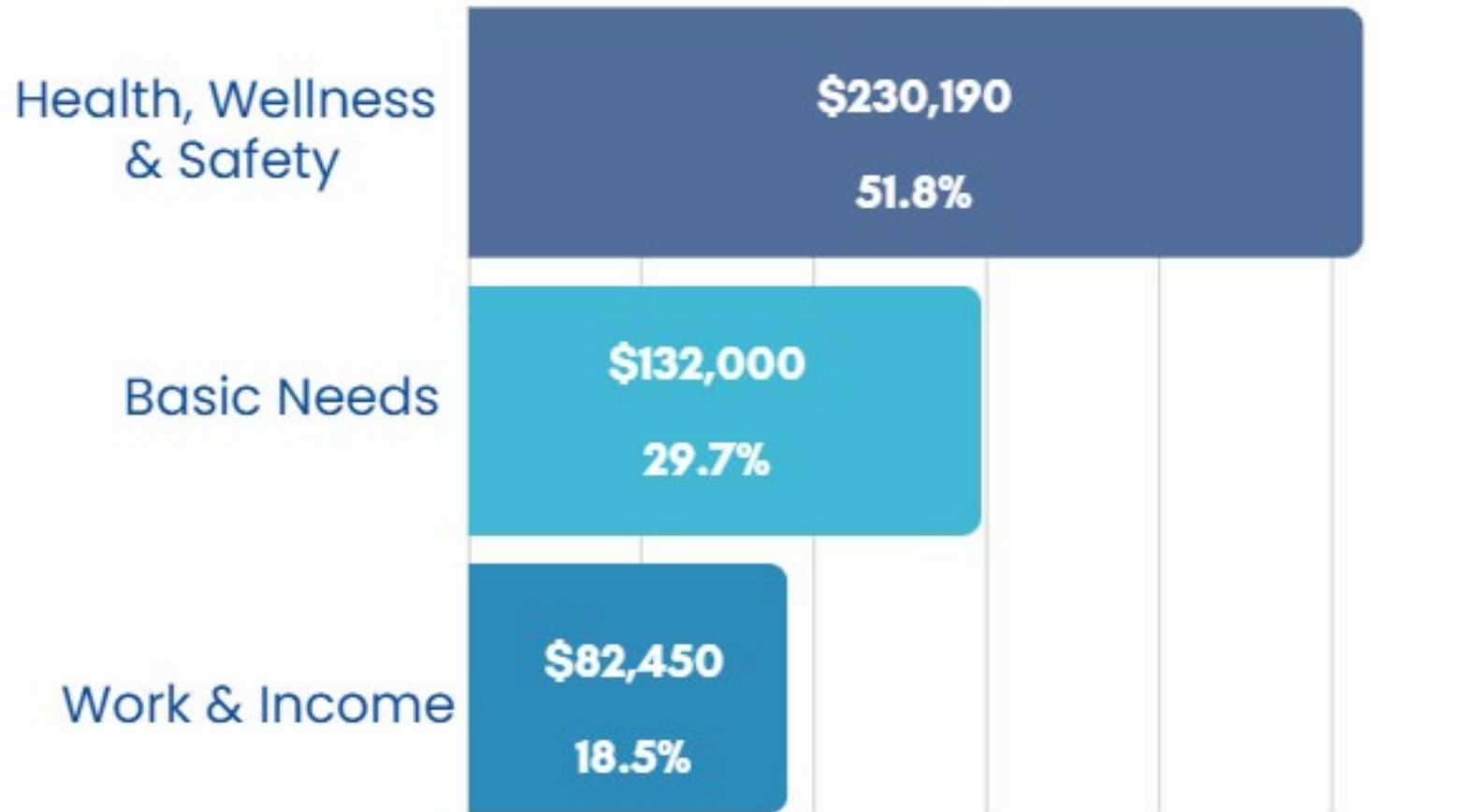
- Regular grants: \$434,740 recommended for 18 programs
 - Returning / new applicant: Inclusion Connections, supports adults with development disabilities to help secure and maintain employment.
 - Returning, established grantees/programs:
 - CASA, Catholic Charities, Center of Grace, El Centro, Foster Adopt Connect, Growing Futures, Health Partnership Clinic, Hillcrest Ministries, HopeBuilders, Kansas Children’s Service League, Kansas Parents as Teachers, KidsTLC, NCircle, Pathway to Hope, SafeHome, Salvation Army Family Lodge, and Sunflower House
 - Not recommended: ECKAN

2025 Human Service Fund Distribution

Item A, Section IV, Item

HSF Distribution by Program Type

Total allocated in 2025: \$444,640



Thank you!

Please direct additional questions to:

Erika García Reyes

Director of Resource Allocation

erikag@ucsjoco.org

(913) 689-2325 (Direct)

(913) 438-4764 (office)



United Community Services of Johnson County

2025 HUMAN SERVICE FUND RECOMMENDATIONS REPORT

Board Members

Robin Rollins Harrold,
President

Dr. Putul Allen, MD

Hon. Jenifer Ashford

Rev. Cheryl Jefferson Bell

David Brown

Joe Connor

Erik Erazo

Thomas Herzog

Stephen Kyle

Patty Markley

Dr. L. Michael McCloud, PhD

Hon. Eric Mikkelson

Rogeana Patterson-King

Hon. Donald Roberts

Jeff Short

Nolan Sunderman

Vicki Webster

Vanessa Vaughn West

Dave White

Council of Advisors

Mary Birch

Pat Colloton

Dr. Stuart Day

Hon. Peggy Dunn

Jeff Ellis

SuEllen Fried

Rev. Adam Hamilton

Ellen Hanson

Terrie Huntington

Audrey Langworthy

Hon. Mike Kelly

Penny Postoak Ferguson

Jill Quigley

Tom Robinett

Clint Robinson

Carol Sader

Brad Stratton

Charlie Sunderland

Hon. Stephen Tatum

David Warm

Executive Director

Kristy Baughman

Human service programs are vital to the well-being, safety, and stability of Johnson County residents. United Community Services (UCS) commends city and County government leaders for recognizing the important role of local government in supporting human service programs. Together, Johnson County Government and 14 cities have budgeted \$473,140 for the **Human Service Fund** (HSF) in 2025.

This is a highly competitive grant year; HSF received twenty-one applications requesting a total of \$544,030 in funding. Two applicants are welcomed through the Small Grants Program, which provides grants of less than \$5,000 for new, growing, and/or grassroots organizations working to build their footprint and grant capacity.

The HSF offers local governments a cost-efficient, accountable mechanism to support an array of services that help residents of every city and township who are facing difficult circumstances. Funding is competitive and is awarded to local nonprofit agencies which provide vital programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Priority is given to programs that address work support services, emergency aid and shelter, child/adult abuse, child welfare, and health care. (See Appendix B for all funding priorities.)

Agencies recommended for grants demonstrate positive outcomes and are working collaboratively with other organizations in the community. Funding recommendations represent the maximum HSF award for the calendar year(s), and UCS is not responsible for reductions in grant awards that may occur due to reduction in allocated funds by participating jurisdictions.

Thanks to your support, in 2023, programs receiving HSF grants provided over 175,000 units of service to more than 58,000 Johnson County residents. In 2023, “units of service” included medical and dental appointments, mental health supports, nights of safe housing, counseling and case management, emergency rental and utility assistance, food pantries, employment training and more. These programs benefit more than just the individual and their family; the entire community, including local government, benefits.

Without a strong human service infrastructure to address issues such as unemployment, lack of childcare and transportation, homelessness, child abuse and neglect, domestic violence, and untreated medical conditions, our community will experience higher crime rates and lower tax revenue, a decline in the standard of living, and weakened economic health.

Jurisdictions are asked to accept the funding recommendations by December 31, 2024.

2025 Human Service Fund Applicant History and Recommendations

Item A. Section IV, Item

<i>Small</i> /HSF Grant Applicant	2023 Grant	2024 Grant	2025 Recommended	HSF Small Grant Program Description
				Small grants new beginning in 2022, grants in amounts <\$5,000
Community Center of Shawnee	\$4,900	\$4,950	\$4,950	Food pantry, clothing, and emergency financial assistance for shelter, fuel, utilities, healthcare, and transportation to support basic needs, healthcare access, and employment in Johnson County.
Fountain of Life	-	-	\$4,950	Healthy GenerAsians (HG): supports health equity for Asian American and Pacific Islander seniors who are Limited English Proficient by offering affordable counseling and free psychosocial education groups.
Gateway of Hope	\$4,999	\$4,950	No Request	Sisters of Hope/Hermanas en la Esperanza: behavioral healthcare accessible to low income, under/uninsured teen girls and women in Johnson County through free and reduced fee services with services provided in English and Spanish.
Starfish	-	\$3,000	No Request	A Life With Dignity: provides necessities including clothing, hygiene products, meals, rent and utility assistance, and health screenings to families at or below poverty in Johnson County.

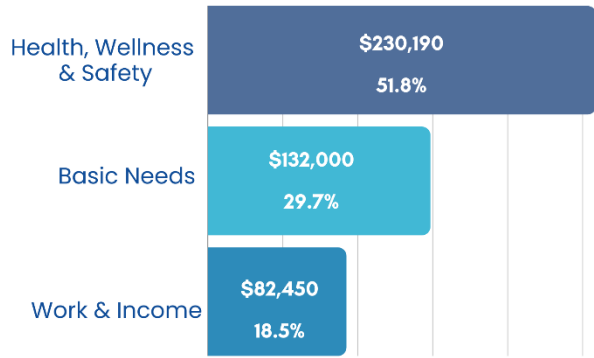
Regular HSF Grant Applicant	2023 Grant	2024 Grant	2025 Recommended	HSF Regular Grant Program Description
CASA of Johnson & Wyandotte*	\$45,000	\$50,000	\$45,000	Child Advocacy: court-ordered intervention by trained volunteers for children determined by a judge to be a "Child in Need of Care" due to abuse or neglect, or as high concern for safety and placement.
Catholic Charities of NE Kansas*	\$68,500	\$67,000	\$67,000	Emergency assistance and supportive housing, including case management to meet basic needs of low-income families and help them work towards self-sufficiency.
Center of Grace (CoG)	-	\$7,500	\$7,500	Free preschool for English language learner children, supporting caregivers as they attend JCCC classes at COG. COG is a community hub serving low-income, diverse families through emergency assistance, food, clothing, hygiene items, and connection to employment.
East Central Kansas Economic Opportunity Corporation	-	-	\$0	Emergency Rent and Utility Assistance provides emergency rent and utility payments, car repairs, gas vouchers, holiday assistance, school supplies, prescription, dental and medical vouchers, and case management supports to low-income residents facing poverty.
El Centro*	\$25,000	\$25,000	\$25,000	Johnson County Family Services Center supports low-income, under/uninsured households through economic empowerment (emergency assistance, financial literacy, assistance filing taxes), and access to healthcare (health navigation and health promotion).
FosterAdopt Connect	\$10,000	\$7,500	\$9,740	Community Connections YouThrive (CCYT): supports youth aging out of foster care by assigning specialists who offer guidance and connect them to necessary resources for a smoother transition into adulthood.
Growing Futures EEC*	\$19,398	\$20,000	\$20,000	Wrap-around Care: provides scholarships for pre-kindergarten childcare fees for low-income families, supporting full-time education/employment of caregivers, provides family support, and results in strong kindergarten preparedness.
Habitat for Humanity	\$5,000	\$5,000	No Request	Neighborhood Revitalization: minor home repair, critical home repair, and home weatherization projects for low-income clients, who provide "sweat equity," to support home retention and safe and adequate housing.
Health Partnership Clinic*	\$49,500	\$49,500	\$49,500	Free and sliding-scale health care, dental care, and behavioral healthcare, through a medical home model, for uninsured and low-income Johnson County residents.
Hillcrest Ministries*	\$10,000	\$10,000	\$10,000	Transitional housing for youth, single adults, and families experiencing homelessness; case management, budget counseling, and supportive services.

HopeBuilders	-	\$5,000	\$5,000	Supports adequate housing and retention of affordable housing stock by providing accessibility modifications and home repair for individuals living with disabilities in Johnson County.
JoCo IHN	\$8,000	\$8,000	No Request	Case management, including shelter for single women and families with children experiencing homelessness.
Inclusion Connection	-	-	\$10,000	PawsAbilities: supports adults with development disabilities secure and sustain meaningful, competitive jobs, through personalized coaching and transportation support.
Ks Children's Service League*	\$20,340	\$20,000	\$20,000	Healthy Families: Home-based education and family support for new parents whose children are at-risk for child abuse and neglect.
Kansas Parents as Teachers	\$5,000	\$5,000	\$5,000	Bright Futures: an in-home assistance program providing developmental, social-emotional, and health screenings for children and resources for families to support family health and reduce the need for foster care.
KidsTLC	\$17,500	\$17,500	\$25,000	Thriving Communities: Crisis counseling, parent education, and assistance navigating health and mental healthcare, housing, and resources to support positive family outcomes.
NCircle	\$19,696	\$23,790	\$30,000	Intensive, on-site 30 day cognitive and behavioral therapy, skills training, financial literacy, and job placement assistance for clients in Department of Corrections custody assessed as at high risk of recidivism and unprepared to obtain/maintain employment.
Pathway to Hope	\$4,999	\$5,000	\$10,000	Reclamation Clubhouse empowers adults diagnosed with serious mental illness to secure and maintain stable employment and self-sufficiency through job training, transportation, work tools and attire, and employment support.
SAFEHOME*	\$22,310	\$24,000	\$24,000	Case management services for clients of the domestic violence shelter, including emergency shelter, housing assistance, therapy, legal services, and advocacy.
Salvation Army Family Lodge*	\$25,000	\$25,000	\$25,000	Olathe Family Lodge: transitional housing for families in Johnson County experiencing homelessness, including related services and comprehensive case management utilizing strengths-based case management.
Sunflower House*	\$46,898	\$47,000	\$47,000	Personal safety, education and prevention programs for children and youth. Prevention and education programs for childcare professionals and caregivers, including mandated reporters, provided both online and in-person.
Subtotal Regular HSF	\$397,142	\$421,790	\$434,740	
Subtotal Small HSF	\$14,898	\$12,900	\$9,900	
Administration	\$27,000	\$28,500	\$28,500	Fee for administration of HSF.
Total	\$439,040	\$463,190	\$473,140	The 2024 federal poverty level for a family of three is \$25,820

Item A. Section IV, Item

*Applicants are returning grantees with established programs for which jurisdictions approved a two-year funding recommendation for 2024 and 2025 and the returning grantee met requirements of continued performance, timely semi-annual reporting, and affirmed that it wishes to continue substantially the same program at the same level of funding in calendar year 2025.

HSF Funding Recommendations by Program Type



The HSF funding priorities are determined every year to reflect the needs of the community. Components of the safety net investment that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness, and personal safety. Programs funded change year over year. The image on the left provides a visual illustration of how the funding was distributed in this cycle.

2025 HSF Small Grants Recommendations

HSF Small Grants were developed and launched in 2022 after consultation with contributing jurisdictions. HSF Small Grants are for amounts less than \$5,000 for agencies that are new, growing, and/or grassroots and working to build their footprint and grant capacity in Johnson County. Like regular HSF applicants, these nonprofits must meet Human Service Fund guidelines (see Appendix B), including funding priorities, eligibility criteria, and reporting requirements. A total of \$9,900 is recommended for these applicants in 2025.

Community Center of Shawnee

\$4,950

Recommendation

Funding is recommended to support transportation assistance and food pantry services to decrease food insecurity and increase self-sufficiency of Johnson County’s low-income residents as part of the emergency assistance program, which includes food, clothing, holiday meals, school supplies, and transportation assistance. Transportation is a recognized barrier to employment and healthcare access in Johnson County.

2025 Results Projected: Reduction of food insecurity through the provision of food; and increase in transportation supporting employment, housing and employment retention, and access to healthcare by serving monthly 30 Johnson County households.

Outcomes Achieved 2023: 8,105 individuals, including 3,132 Johnson County residents, were served in 2023. Food boxes were provided for 300 families during Thanksgiving and 325 families at Christmas. To assist with transportation needs, the Center provided \$30 gas gift cards to an average of 60 households per month and assistance to 6 households with car repairs. Transportation assistance supported households in maintaining employment, accessing healthcare, and securing shelter.

Fountain of Life Inc.

\$4,950

Recommendation

Funding is recommended for a new applicant, Fountain of Life, which provides affordable counseling, free psychosocial education groups, and family bonding experiences. All participants, caregivers and children, are English language learners. Target low to medium income Asian American and Pacific Islanders seniors (60+ years); serving a gap of affordable mental health care in a linguistic and culturally relevant manner.

2025 Results Projected: During 2025, Fountain of Life expects to serve 75 Johnson County residents through this program. Program results include increased mental health and wellness in Asian American and Pacific Islander families.

2025 HSF Regular Grants Recommendations

Note: applicants designated with an asterisk (*) are returning grantees with established programs for which jurisdictions approved a two-year funding recommendation for 2024 and 2025. The two-year funding recommendation is contingent on: continued agency performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it wishes to continue substantially the same program at the same level of funding from HSF in 2025.

CASA of Johnson and Wyandotte Counties*

\$ 45,000
Recommendation

Funding is recommended for the Child Advocacy Program, a court-ordered program that serves children from birth to age 18. Most children in the program are those whom a Juvenile Court Judge has determined to be a “Child in Need of Care” due to abuse or neglect by parent or caretaker (commonly placed in foster care). Children may also be referred by a Family Court Judge when child safety and placement are of great concern in a high conflict divorce or separation. In these cases, the judge determines if the child can reside in a safe placement without having to be placed in state custody (foster care). A trained CASA volunteer advocate regularly meets with the child and focuses on the child’s situation, including safety, mental health, education needs, etc. The volunteer also gathers information from the parents, foster parents, social workers, attorneys, and teachers, then with the CASA supervisor, identifies service needs. CASA submits a report to the judge which includes information about the child’s statements, behavior, and interaction with parents; these reports support judges’ critical decisions about where children should live and what services should be court-ordered.

2025 Results Projected: CASA anticipates serving 425 Johnson County children during 2025. 95% of children will be safe from additional findings of abuse or neglect. 98% of children will have a stable adult presence in their lives through their CASA volunteer, and 80% will graduate from high school.

Outcomes achieved during 2023: 488 Johnson County children were served. The presence of a stable adult is a key factor in building resilience from a history of trauma. 98% of children served by CASA had the same CASA volunteer advocate throughout their court involvement. While assigned to a CASA advocate, 100% of children served did not have an additional affirmed or substantiated report of abuse to Kansas Department for Children and Families. Of the CASA-served youth eligible for graduation or working towards obtaining a GED, 100% were successful (graduated or awarded a GED). This percentage for academic milestones far exceeds the state average for children in foster care.

Catholic Charities of Northeast Kansas*

\$67,000
Recommendation

Second year funding is recommended for the Emergency Assistance and Supportive Housing program which operates out of two locations in Johnson County. The program provides direct assistance and strengths-based case management, without regard to religious affiliation, to families living at or below 150% of federal poverty guidelines. Emergency Assistance services include those that meet residents’ basic needs such as food, clothing, and shelter, as well as financial assistance with prescription medication and medical supplies, utilities, childcare, and transportation. The case management delivery model emphasizes practices to achieve self-sufficiency, including asset development/financial literacy, workforce development and job-seeking assistance, life skills, and referrals to other available community resources.

2025 Results Projected: The agency anticipates serving 17,950 Johnson County residents with assistance that includes food and/or financial support to maintain housing and utilities. Every client who receives financial assistance will maintain stable housing for 30 days. 80% of households receiving direct financial assistance will receive referrals to other services and 40% are assisted in accessing other public benefits like WIC, SNAP, Medicaid and more. 90% of households receiving direct financial services will demonstrate an increase in financial knowledge during case management meetings.

Outcomes achieved during 2023: 21,339 Johnson County residents were served through 53,941 service encounters. The program far exceeded the anticipated number of clients served and units of service, increasing by 51% over 2022 levels. Direct financial assistance enabled 658 individuals to maintain safe housing for at least 30 days; and 887 individuals benefited from utility service assistance which enabled them to sustain utility services for 30 days. 98% of households receiving direct financial assistance completed a financial assessment with their case manager, and 76% increased their financial well-being and capability through program activities.

Center of Grace Funding is recommended for Center of Grace’s English Language Learner Preschool, which provides free preschool classes to children while their caregiver(s) are attending Johnson County Community College (JCCC) English and workforce classes at the Center of Grace campus. All participants, caregivers and children, are English language learners. 85% of families are at or below 130% of the Federal Poverty Level. This is the only JCCC location that offers an English language learner preschool. Center of Grace also serves as a community hub supporting low-income Johnson County families through emergency assistance, food, clothing, hygiene items, dental care, childcare and connection to employment.

\$7,500
Recommendation

2025 Results Projected: During 2025, Center of Grace expects to serve 98 Johnson County residents through this program. Program results include increased parental engagement in their child’s education and development, students will improve notably in their academic performance, and students will make substantial progress in language acquisition.

El Centro, Inc.* Second year funding is recommended for El Centro’s Johnson County Family Services Center located in Olathe where a set of safety-net services are provided to low-income and/or under/uninsured Johnson County individuals and families. Services promote self-sufficiency, well-being, and health. The Family Services Center provides economic empowerment supports through emergency assistance, financial literacy classes, assistance filing taxes; access to healthcare through health navigation and promotion, and support filing for benefits, like Medicaid, and policy education.

\$25,000
Recommendation

2025 Results Projected: During 2025, El Centro expects to serve 2,500 Johnson County residents at the Olathe office. Results include meeting clients’ basic needs (sustain housing and utility services, completion of financial classes), assisting clients with work and income supports (filing taxes, obtaining an Individual Tax Identification Number if needed) and clients leading healthier lives (successful access of community healthcare resources and increased knowledge of chronic disease prevention and healthy consumer behaviors).

Outcomes achieved during 2023: 2,298 unduplicated Johnson County residents were served through 3,357 service encounters. Clients’ immediate basic needs were met: 75 households received utility assistance, and 74 households received rent assistance. 200 individuals completed financial coaching to support long-term financial stability. 102 people were assisted with Individual Tax Identification Number requests; 1,214 people were assisted in filing their taxes. 189 individuals were assisted with applying for the Supplemental Nutrition Assistance Program (SNAP) and received benefits; 512 enrolled in KanCare with assistance. 639 individuals were referred to a community healthcare resource. 152 individuals completed a class about eating healthy on a budget.

FosterAdopt Connect

\$9,740
Recommendation

An increase of \$2,240 in funding, for a total of \$9,740, is recommended to support families participating in the Community Connections YouThrive (CCYT) program at FosterAdopt Connect. CCYT is designed to address the challenges faced by youth aging out of foster care. The program assigns specialists to provide guidance and connection to ensure that the individual transitions successfully into adulthood.

2025 Results Projected: In 2025, FosterAdopt anticipates serving 30 Johnson County residents through 859 hours of service. 90% of children during services will maintain placement stability, 90% of families will be offered access to direct services, and 80% of parents who complete initial, and post assessments will show improvement in parenting skills.

Outcomes achieved during 2023: In 2023, HSF funded a different program at FosterAdopt Connect – Fostering Prevention; 100% of Fostering Prevention children living with their parent/caregiver during the service period-maintained placement stability. 80% of parents who completed an initial and post (Adult Adolescent Parenting Inventory) Assessment improved their parenting skills in one domain by an increase of at least 1 point.

Growing Futures Early Education Center*

\$20,000
Recommendation

Second year funding is recommended for Growing Futures’ Scholarship Assistance for the Wrap Around Care (WAC) Program. WAC complements the Head Start program, providing full-day care and education from 7 a.m. to 5:30 p.m. Families served by Growing Futures are living at or below federal poverty guidelines. The majority of Growing Futures families speak English as a second language, and half of families are single parent households. Through the HSF grant, childcare scholarships help low-income families experiencing financial hardships who are unable to pay their share of childcare fees and who are working or going to school for at least 30 hours per week. Scholarships allow for continuity of early childhood care and education while parents are working or attending school. Growing Futures also provides resources and support for the family to support self-sufficiency including connection to health, nutrition, social services, mental health services, parental education and parenting events. Affordable, quality childcare is an acute need in Johnson County.

2025 Results Projected: Through the extended WAC program, Growing Futures will provide over 4,700 hours of care for enrolled children, serving an estimated 120 Johnson County residents. Children will maintain daily attendance rates of 85%, supporting

caregivers in maintaining employment and/or education. Families will engage in family counseling and support with Growing Futures, resulting in 80% of families achieving at least one large family goal, based upon family determined strengths and needs. Despite the financial hardship of families, fewer than 10% of children will leave the program due to inability to pay tuition, ensuring that children obtain a high quality HeadStart education.

Outcomes achieved during 2023: A total of 233 residents through 4,530 hours of care. Average 2023 attendance in WAC was 82.3%. Two children left the program because they were unable to pay; one was transferred to another Growing Futures program and only one left completely. 60% of the assisted families achieved steps toward the completion of a large family goal, such as maintaining employment, learning English, purchasing a first home, or working toward a GED.

Health Partnership Clinic (HPC)*

\$49,500
Recommendation

Second year funding is recommended for primary and preventative medical care, which are provided at Health Partnership Clinic’s office in Olathe, a pediatric clinic in Shawnee Mission, and a school-based clinic in Merriam. Funding helps to support a Nurse Practitioner providing care to uninsured patients at the Olathe Clinic. HPC’s patients are primarily low-income, and the majority are uninsured or publicly insured. HPC is Johnson County’s largest safety-net clinic and only Federally Qualified Health Center; it utilizes a medical home model which emphasizes prevention and health maintenance while providing a broad scope of services including care for patients with chronic diseases. HPC also provides dental and behavioral health services, and works in partnership with homeless shelters, delivering onsite health care services and case management. Specialty care is provided through a network of providers.

2025 Results Projected: Anticipated program results include access to a medical and dental home for low-income and uninsured residents; patients achieve better health outcomes and are satisfied with services they receive; and patients continue to utilize HPC as their health home. During 2025 HPC anticipates serving 9,394 Johnson County residents through 25,251 patient office visits or encounters.

Outcomes achieved during 2023: 8,245 Johnson County residents were served through 19,575 patient office visits and/or clinical encounters. HPC quality indicators include 60.3% of diabetic patients have an A1c level of 9.0 or below and 51.3% of patients diagnosed with hypertension have blood pressure readings less than 140/90. HPC participates with the American Heart Association on a National Hypertension Collaborative and is planning to utilize self-monitoring blood pressure devices to assist patients in improving results. HPC’s dental outreach program also provides a significant service to the community, providing screening services to 5,321 students during the 2022-2023 school year. Over 93% of patients surveyed indicated they were either satisfied or very satisfied with the overall care they received as a patient.

Hillcrest Ministries of MidAmerica* Second year funding is recommended for Hillcrest’s Transitional Housing – Homeless Youth and Families Program. Transitional housing for homeless youth, up to the age of 24, families with children, and single adults will be provided in seven apartments located in Johnson County. Hillcrest uses either the U.S. Housing and Urban Development or McKinney-Vento definition of homeless and clients are at or below federal poverty guidelines. The program provides housing and food, case management, budget counseling and connection to community services to address immediate and ongoing needs, such as medical, dental, vision, mental health, substance abuse treatment, employment training, tutoring, and mentoring.

\$ 10,000
Recommendation

2025 Results Projected: 26 homeless children, youth, and adults will be provided transitional housing and achieve at least one goal from their assessment plan. Homeless youth will work toward achieving an education goal and adults will maintain or improve employment.

Outcomes achieved during 2023: In 2023, 17 residents of Johnson County were served through 1,213 nights of transitional housing. Five homeless youth and 8 homeless adults have received an individual assessment and have achieved at least one goal from their assessment plan. Three youth applied to and were accepted into college/trade school. Four adult households completed the program and moved on to permanent housing. Four youth have worked toward their educational goals. Over the course of the year, 10 adults have maintained employment, and 5 of 10 improved employment/received better wages. Over 12,000 volunteer hours were recorded, and \$30,000 in-kind donations were received in 2023.

HopeBuilders Funding is recommended for HopeBuilders’ home repair/home accessibility program. HopeBuilders provides free home repair, modification, and home accessibility projects for low-income older adults and individuals with disabilities. Projects include critical home repairs as well as home modifications that make it possible for individuals to remain in their homes safely. A recommendation of the 2021 Johnson County Community Housing Study, home modification and repair are an important component of maintaining existing housing stock in our region.

\$5,000
Recommendation

2025 Results Projected: During 2025, HopeBuilders expects to serve 30 residents. HopeBuilders will continue to expand its footprint in Johnson County, providing additional home safety, accessibility and mobility repairs and modifications to support low-income, older adults and individuals with disabilities remaining safely in their own homes. Clients will report a 75% reduction in falls and 100% will report feeling safer in their homes.

Inclusion Connections Funding is recommended for a returning applicant, Inclusion Connection’s PawsAbilities Employment Program, that supports job coaching services to adults with developmental disabilities to achieve long-lasting paid employment. The program supports individuals in obtaining and maintaining competitive integrated employment through coaching, skill development and transportation.

\$10,000
Recommendation

2025 Results Projected: During 2025, Inclusion Connections expects to serve 220 Johnson County residents through this program. Program results include 85% reported improved quality of life and 90% job retention for jobholders in the program.

Kansas Children’s Service League (KCSL)*

\$ 20,000
Recommendation

Second year funding is recommended for Healthy Families Johnson County, a child abuse prevention program which provides intensive home-based education and family support services to parents who are experiencing extreme stress and are “at-risk” for abuse and neglect. Eligibility is based upon risk factors, not income, however, most of the families are low-income. Participants receive routine at-home visits, case management, referrals to community resources and services, child development and parent education, and linkage to health care services. Parent engagement includes Parent Cafés, parent support groups, and a parent advisory group.

2025 Results Projected: During 2025, 250 Johnson County individuals are expected to be served. Anticipated outcomes include: 95% of families will not have any substantiated child abuse or neglect while in the program; 90% of children will be covered by health insurance; and 90% of children will have had a developmental screen in the last six months.

Outcomes achieved during 2023: 150 Johnson County residents were served. 95% of families served by the program remained free from substantiated abuse and neglect while in the program. By the end of the year, 97% of children enrolled in the program for at least six months had health insurance and 91% of currently enrolled children had a developmental screening within the past 6 months, supporting immediate and long-term health and educational attainment of the children and families.

Kansas Parents as Teachers Association (KPATA)

\$5,000
Recommendation

Funding is recommended for the Bright Futures program, an intensive in-home program providing developmental, social-emotional, and health screenings for children and supports and connection to resources for at-risk families referred by the Department of Children and Families. Regular home visits provide over 105 hours of in-home support per year per family. This program supports family health, helps alleviate poverty, and reduces child abuse and family displacement, reducing the burden on the foster care system, reducing costs to the legal system of increased Child in Need of Care cases, and resulting in better outcomes for families and children.

2025 Results Projected: During 2025, 28 Johnson County families (estimated 100 individuals) will be served through approximately 780 home visits. As a result of this intensive program, children will be able to maintain housing placement and families will complete home visits and have increased access to needed services. Parents will set and complete a goal within 120 days of enrollment.

Outcomes achieved during 2023: 18 residents and 575 client visits. 75% of children enrolled in Bright Futures were screened on the Ages and Stages Questionnaire (ASQ3) within 90 days of enrollment. 50% of families connected with one resource given by their Bright Futures parent educator within 60 days of enrollment. 31% of families set and achieved a goal within 120 days of program enrollment.

KidsTLC
\$25,000
Recommendation

A \$7,500 increase in funding, for a total of \$25,000, is recommended for KidsTLC Thriving Communities program which offers resource referral, parent support groups, and health care navigation to families who face behavioral and mental health issues with their children. The program serves families in the community and families who have children in one of KidsTLC’s programs. Eligibility is not based upon income, however, most of the families are low-income (75% of KidsTLC’s clients are on Medicaid). The program serves as the navigation arm for the agency, helping families find mental health/health care, housing, and community resources/support. It also provides education and support to Spanish-speaking families, partly through the Que Onda Familias program. The program receives referrals from the Greater Kansas City Hispanic Collaborative, health clinics, mental health centers, school districts and additional programs which serve youth and families who are at-risk for homelessness. The goal of Thriving Communities is to educate families about health issues, trauma, and raising healthy children; and, to provide health navigation resources so parents can raise healthy children.

2025 Results Projected: KidsTLC estimates serving 200 Johnson County residents through this program. Anticipated outcomes include: 90% of families will indicate they feel they have better access to community resources to assist their child and 90% will report satisfaction with services.

Outcomes achieved during 2023: 282 residents served with 833 service encounters. 100% of new KidsTLC clients completed an intake/evaluation upon program admission. 84% of clients referred to outpatient medication or behavioral management treatment kept their initial appointment. 70% of clients referred to a health provider remained in services for 30 days. 51% of clients were receiving public assistance benefits by year end.

NCircle
\$30,000
Recommendation

A \$6,210 increase in funding, for a total of \$30,000, is recommended for NCircle’s Reentry Program. The new Reentry Program will require staff 5 days a week, onsite, at the Johnson County Adult Residential Center (ARC). The Reentry program is an intensive 30-day program with clients enrolling at regular intervals. The new program will require additional staff time to support a more intensive program, offered on-site at the ARC. This program is for individuals in custody who are scheduled for release and have been assessed as at high risk of recidivism and unprepared to obtain or maintain employment. The focus of the program is to break the cycle of incarceration and support clients in successful reintegration. Staffed by certified Offender Workforce Development Specialists (OWDS) the program provides critical cognitive and behavioral therapy to support employment readiness as well as career track assessment, Essential Skills for Workplace Advancement (10 hours/week), job coaching (10 hours/week), Lifeskills (3 hours/week). Program participants will demonstrate an increased rate of employment, increased income, and decreased recidivism, as compared to nonparticipants, resulting in costs savings for local government and judicial system.

2025 Results Projected: NCircle plans to serve 50 Johnson County residents through this program. Participants will obtain employment prior to release from program, improve their job stability, exhibit improved career readiness skills, as indicated by the Employment Readiness Assessment (ERS), and reduce recidivism rates (tracked over three years) as compared to nonparticipants.

Outcomes Achieved in 2023: In 2023, HSF funded NCircle’s College of Trades program in which the organization served 90 individuals through 6,027 hours of training and case management. Clients who have participated in the College of Trades show marked improvement in Employment Readiness as indicated by pre/post Employment Readiness Scale assessment. Assessments indicate a 27% client improvement in career decision-making, a 29% increase in their ability to do a job search, and 20% increase in clients’ ability to effectively manage their career even when unexpected changes happen. In 2023, 64 Johnson County clients received a total of 107 trade certificates. 443 Johnson County residents took and passed tests for Northstar. Pre/Post Employment Readiness Scale indicates clients showed a 25% improvement over the pretest in Self Efficacy, a 25% improvement in understanding social networks and supports, and a 19% improvement in understanding what it takes to keep and maintain employment.

Pathway to Hope
 \$10,000
 Recommendation

A \$5,000 increase in funding, for a total of \$10,000, is recommended to support the Pathway to Hope’s Reclamation Clubhouse, the local chapter of a national program, which provides a day program and free education and employment training as well as work tools, clothing, and transportation for adults with a diagnosis of serious mental illness to support stable employment and self-sufficiency. HSF funding will support club members in addressing specific work and housing-related needs that serve as a barrier to employment and housing stability.

2025 Results Projected: In 2025, 170 Johnson County residents will be served by Pathway to Hope. Clients will report increased confidence in themselves and will show positive steps toward becoming employed, gaining knowledge towards work goals, maintaining employment, maintaining and/or improving housing. 10 members will seek RC help in communicating with their employers through Supported Employment. 20 members will interact with their employers without the need for support in communicating with their supervisor from Reclamation Clubhouse staff. 15 clubhouse members will receive housing support, including resources such as Pathway to Hope House, finding homes or apartments that promote environmental wellness such as that are clean and affordable, paying rent, deposits, utilities or moving expenses in financial hardships.

Outcomes achieved during 2023: In 2023, Pathway to Hope served 166 Johnson County residents through 11,590 hours of support. 15 clients are participating in supported or independent employment. 35 members participated in Reclamation Clubhouse’s work-ordered job simulation.

Safehome*
 \$24,000
 Recommendation

Second year funding is recommended for Safehome’s shelter. Safehome provides shelter, case management, and other assistance to survivors of domestic violence living in its emergency shelter. Safehome clients are provided case management as well as therapy, legal services, hospital advocacy, and a hotline. Employment assistance and financial literacy will continue to be supported through case management services for shelter clients.

2025 Results Projected: Safehome will provide emergency shelter to 110 Johnson County residents for a total of 6,770 bed nights. 30% of residents will transition from Safehome to permanent housing, 60% for those at the shelter for at least 90 days and 60% will remain

housed 6 months after leaving. 50% of residents will report looking for work, 80% will work on a budget with a case manager, and 65% of those in the shelter for at least 4 weeks will make a plan to pay off past due bills. 85% of clients in the shelter for at least 2 weeks will know more about a plan for safety and domestic violence, and 50% in therapy for 4+ sessions will show an average decrease in symptoms by 5%.

Outcomes achieved during 2023: 99 residents with 6,589 nights of shelter and service encounters. In 2023, 73% of Safehome clients reported looking for work while in shelter, 72% of clients in residence for at least four weeks working on a budget and 73% making a plan to pay off past due bills. 92% of clients in shelter reported knowing more ways to plan for their safety and 68% of clients who spent at least four sessions in therapy showed a decrease in symptoms, based on the PHQ-SADS Screener. 79% of clients who resided at Safehome for at least 90 days transitioned from the shelter and into permanent housing, with 33% of those clients reported remaining housed six months later.

**Salvation Army
Family Lodge –
Olathe***

\$25,000
Recommendation

Second year funding is recommended to assist low and very-low-income homeless families in Johnson County with food and shelter at the Salvation Army Family Lodge in Olathe. In most cases, the Lodge provides up to 90 days of shelter (with a maximum stay of 180 days in some circumstances). Residents meet weekly with a case manager who utilizes the strengths-based case management model. Classes and/or skill building opportunities include parenting, financial literacy, maintaining employment, housing searches, daily living/life skills, developing a support system, and navigating mainstream resources.

2025 Results Projected: The Family Lodge anticipates serving 125 Johnson County residents in 2025. 90% of those who exit the program will enter permanent or transitional housing, 80% will increase income or decrease housing barrier debt. 10 children will receive financial assistance for daycare services as a work support for guardians and 5 families will receive financial assistance for past utility or eviction debt, employment barriers, car repairs, required shoes or uniforms and more.

Outcomes achieved during 2023: The Family Lodge provided 20,265 nights of shelter, meals, and hygiene kits to 88 Johnson County residents. 95% of families transitioned from the Family Lodge into permanent housing, and 96% of families increased their income and decreased their housing debt to support living in permanent housing. Ten children were served through childcare tuition supports.

**Sunflower
House***

\$47,000
Recommendation

Second year funding is recommended to support the Personal Safety Education Program, a child abuse prevention education program. Sunflower House provides child-based education and mandated reporter training free of charge; without grant support, these programs are not sustainable. The program includes: 1) *Happy Bear*, an interactive drama in Spanish and English for children ages four to seven enrolled in public and private early childhood centers and elementary schools; 2) *Think First and Stay Safe*, a curriculum for grades PreK-5 that reinforces personal and digital boundaries and emphasizes that bullying and sexual abuse are against the law; 3) *E-Safety*, provides middle school students with information about how to protect themselves from online predators, and includes safety topics such as sexting, bullying, child exploitation, and social networking; 4) *Keeping Kids*

Safe Online, a workshop for parents and caregivers provided in partnership with the FBI Cyber Crimes Unit; 5) *Stewards of Children*, a child sexual abuse prevention and education training for adults; 6) *Mandated Reporter Training* which teaches attendees to recognize signs of sexual abuse, correct procedures/laws for reporting, and how to handle a child's disclosure; and, 7) *Child Protection Project*, a presentation designed to raise the awareness of child sexual abuse among parents and caregivers, and give them tools needed to be proactive in protecting children.

2025 Results Projected: The agency anticipates reaching 29,000 Johnson County residents during 2025. Age-appropriate person safety/abuse education will be provided to at least 30,000 children; 8,000 adults will be educated on child abuse indicators and reporting abuse, 95% will indicate that they gained new information; youth and adults will increase their knowledge of online crimes against children, including online safety steps and proper reporting. 95% of adults indicate they will more closely monitor electronic communications of children in their care. Sunflower House has added Spanish-based mandated reporting and has developed an online training academy to provide mandated reporter training to local school districts and other agencies, such as Girl Scouts.

Outcomes achieved during 2023: 21,853 Johnson County residents were served. In 2023, the Sunflower House Education Team secured MOUs with several school districts for the 2023-24 school year and began a new partnership with the Girls Scouts of NE KS/NW MO. Throughout the year, 33,089 children received personal safety information. A total of 4,224 adults, including 1,174 within the special needs community, received child abuse prevention education, and 98% of participants indicated they gained new information from the training. 95% of adults who attended Keeping Kids Safe Online indicated they will more closely monitor the electronic communications of children in their care.

APPENDIX A: 2025 HSF PARTICIPATING JURISDICTIONS AND GRANT COMMITTEE

JURISDICTION	CONTRIBUTION
Johnson County	\$162,500
De Soto	\$3,030
Edgerton	\$5,000
Gardner	\$8,000
Leawood	\$19,000
Lenexa	\$23,500
Merriam	\$11,000
Mission	\$10,500
Olathe	\$77,000
Overland Park	\$99,000
Prairie Village	\$10,500
Roeland Park	\$6,360
Shawnee	\$33,000
Spring Hill	\$2,750
Westwood	\$2,000
Total from County Government & Cities	\$473,140
UCS Administration	\$28,500
Total Available to Allocate	\$444,640

2025 HUMAN SERVICE FUND GRANT REVIEW COMMITTEE

UCS Board Members

- Don Roberts, *Committee Chair*, City of Edgerton
- Rogeana Patterson-King, Kairos Global Legacy LLC
- Dr. Putul Allen, Children’s Mercy
- David Brown, Haystax
- Vicki Webster, GEHA Inc.
- Cheryl Bell, Church of the Resurrection

UCS Council of Advisors

- Pat Colloton

Community Volunteers

- Katie Werner, Black & Veatch
- Jennifer Pozzuolo, Garmin
- Josh Hill, Foulston Siefkin

Staff support: Erika García Reyes, UCS Director of Resource Allocation and Jackie Gildo, Special Projects Intern

APPENDIX B

2025 HUMAN SERVICE FUND GUIDELINES

The Human Service Fund is a competitive process that awards grants to nonprofit organizations for operating health and human service programs that promote self-sufficiency, well-being and/or personal safety of Johnson County residents who live with income at or near the federal poverty level. Funded programs provide pathways and opportunities for building a healthy community where every resident is empowered to reach their full potential. Components of the safety net investment that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness, and personal safety.

FUNDING PRIORITIES 2025

Health and human service programs funded by the Human Service Fund must:

- promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, education/training, work, and income supports, or health.
- offer county-wide services or fill a gap which results in county-wide benefit.
- offer equal access to all clients and prospective clients who could benefit from the program.
- deliver measurable outcomes which benefit county residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

Priority is given to programs that:

- address emergency aid and shelter, adequate housing, child/adult abuse, child welfare, health and mental health, work support services such as transportation, childcare and early childhood development, and job training.
- serve individuals and/or families with income below or near the federal poverty level.
- demonstrate innovation and/or collaboration in program delivery.
- are consistent with an evidence-based program, best practices, or promising practices, or replicate a successful model.
- build the capacity of neighborhoods and local jurisdictions to support equity in the social determinants of health.

ELIGIBILITY

- Applicants must deliver direct services to Johnson County residents, be recognized by the IRS under section §501(c)(3), provide health and human services programming as their primary mission, and be in good standing in Kansas or Missouri as a nonprofit corporation, i.e., may not be an entity of city or county government.
- Agency must provide most recent IRS form 990 and, if requesting \$5,000 or greater in HSF funds, an independent certified audit of the previous year's financial records, or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year. Upon request, the agency may need to provide additional financial information.
- The applicant complies with Agency Standards.

- Applicant affirms compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Human Service Fund.
- Funded program must:
 - promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, work and income supports, or health.
 - primarily serve Johnson County, Kansas residents who live with income at or near federal poverty level. However, programs that do not meet this criterion may still be eligible if the program addresses child/adult abuse, and/or leads to the prevention of poverty, and primarily serves Johnson County residents.
 - clearly define and measure outcomes for participants.
 - benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
 - offer county-wide services or fill a gap which results in county-wide benefit.
 - offer equal access to all clients and prospective clients who could benefit from the program.
- Only one HSF application may be submitted by an agency. Applications will not be accepted for both the HSF and Substance Use Continuum of Care Fund (SUF, managed by Drug and Alcoholism Council, a program of UCS) for the same program during the same funding cycle. However, applications may be submitted for both funds by the same agency or department for discrete programs during the same funding cycle. Criteria of discrete programs include, but are not limited to, programs for which expenses are recorded separately for purposes of functional accounting, programs that, if serving a population targeted by another program, serve a distinct need of that population, and/or employ distinct strategies and projected outcomes.
- Applications for substance abuse programs are not accepted and should be directed to the SUF.



United Community Services of Johnson County

October 4, 2024

To: Leslie Herring, City Administrator
From: Kristy Baughman, Executive Director
RE: 2025 Human Service Fund Recommendation Report

The United Community Services (UCS) Board of Directors has prepared its 2025 Human Service Fund allocation recommendations. An electronic version of the 2025 Human Service Fund Recommendation Report is attached. Print copies are available upon request.

UCS is sincerely grateful for the funding from the participating jurisdictions which resulted in total funding of approximately \$473,140. This was a highly competitive grant year, with requests of nearly \$100,000 over available funds. During 2025, HSF allocations will benefit Johnson County residents who will be served through 20 programs recommended for grants. Thanks to your support, in 2023, programs receiving Human Service Fund grants provided over 175,000 units of service to more than 58,000 Johnson County residents.

The Human Service Fund agreement gives participating jurisdictions the authority and responsibility for approving UCS' recommendations for Human Service Fund grants. **The city of Westwood is requested to approve the recommendations and notify UCS no later than December 31, 2024.** After that date, the recommendations will stand as presented.

If you have any questions about the recommendations or process, please contact Erika García Reyes at erikag@ucsjoco.org or (913) 689-2325. We appreciate your support of this county-wide partnership. Thank you.

CC: Abby Schneweis
Enclosure: 2025 Human Service Fund Recommendations Report

Board Members

- Robin Rollins Harrold, President
- Dr. Putul Allen, MD
- Hon. Jenifer Ashford
- Rev. Cheryl Jefferson Bell
- David Brown
- Joe Connor
- Erik Erazo
- Thomas Herzog
- Stephen Kyle
- Patty Markley
- Dr. L. Michael McCloud, PhD
- Hon. Eric Mikkelson
- Rogeana Patterson-King
- Hon. Donald Roberts
- Jeff Short
- Nolan Sunderman
- Vicki Webster
- Vanessa Vaughn West
- Dave White

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- Ellen Hanson
- Terrie Huntington
- Audrey Langworthy
- Hon. Mike Kelly
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- Tom Robinett
- Clint Robinson
- Carol Sader
- Brad Stratton
- Charlie Sunderland
- Hon. Stephen Tatum
- David Warm

Executive Director

Kristy Baughman

**City of Westwood, Kansas
City Council Meeting
October 10, 2024 – 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
Ryan Denk, City Attorney
Abby Schneweis, City Clerk
John Sullivan, Public Works Director

Call to Order

Councilmember Harris called the meeting to order at 7:00 p.m. on October 10, 2024. Ms. Schneweis called the roll. A quorum was present. Councilmember Harris presided over the evening's meeting in Mayor Waters's absence. The evening's meeting was held in a hybrid manner, with attendees joining both in person and via Zoom.

Approval of Agenda

Motion by Councilmember Hannaman to approve the October 10, 2024 City Council meeting agenda as submitted. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Public Comment

No comments were made by the public.

Presentations and Proclamations

No presentations or proclamations were made.

Consent Agenda

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

- A. Consider September 12, 2024, City Council Meeting Minutes
- B. Consider Appropriations Ordinance 767

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

Mayor's Report

No Mayor's report was made.

Councilmember Reports

Councilmember Wimer thanked staff for their work on planning and executing Oktoberfest on October 5th.

Staff Reports**Administrative Report**

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

Public Works Report

Mr. Sullivan provided an overview of the September and October 2024 Public Works Reports included in the agenda packet and offered to answer questions.

Public Safety Report

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

Treasurer's Report

The September 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 Agreement with the City of Roeland Park and Fairway, Kansas for Public Improvement of Mission Road from 47th Street to 53rd Street**

The Mission Road corridor is the City boundary between Westwood and Roeland Park, with Fairway bordering both cities to the south. All three cities desire to construct public improvements to Mission Road to include public sidewalks where required, curb & gutter improvements where required, a mill & overlay within the project limits, pavement marking, stormwater improvements, street lighting and other related work, including adding Complete Streets elements (painted bike lanes, new and improved pedestrian crossings, sidewalk lighting, etc.). In September 2023, Roeland Park and Westwood entered into an original Interlocal Agreement between themselves, in substantially similar form as is now being presented. The exception to that substantial similarity is the cost split now that Fairway is being included in the improvements; the cost was to be split 50/50 between the two cities and will now be split proportionally between the cities based on improvements in and to each city, respectively.

The Public Works Directors of Fairway, Roeland Park, and Westwood are currently working with the utility companies through this current design engineering phase of the project. There are still several unknowns and uncertainties that are being addressed one-by-one as utility companies cut into the ground to see what is where. This could result in necessary changes to the plan; however, all three cities are working hard to execute the plans as previously reviewed and accepted by each Governing Body. Staff recommends Council authorize the Mayor to sign the Agreement.

As of the date of this Agreement, the estimated cost of construction and engineering services for the Improvements covered by this Agreement, exclusive of the cost of right-of-way or easement acquisition is \$2,485,278. Pursuant to the CARS Agreement, the maximum amount of County CARS funding to help pay a portion of the cost of the improvements is \$1,283,000, and is currently estimated at \$1,156,339.00.

Westwood has \$571,524 budgeted in the Capital Improvement (CIP) Fund for this project between 2024 design engineering and 2025 construction. Westwood's most updated estimated portion of the project cost is \$570,129, as identified in the Agreement before the Council for consideration.

Motion by Councilmember Wimer to authorize the Mayor to execute the Agreement with the City of Roeland Park and Fairway, Kansas for Public Improvement of Mission Road from 47th Street to 53rd Street. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Consider Contract for Code Enforcement Services with Roeland Park

As of August 29th, the City has been unexpectedly without a Building Official/Codes Administrator and the City Clerk and City Administrator have been covering the duties with outside assistance from the City of Roeland Park through an active mutual aid agreement for Building Official services. Although the City has an existing on-call professional services agreement with both GBA and IBTS to provide on-call Building Official services, the City Administrator recommends entering into a contract with the City of Roeland Park for Codes Enforcement Services on an as-needed basis (no retainer nor flat fee is being recommended at this time). This relationship is expected to continue through the end of the year and will be monitored and assessed to determine long-term feasibility of contracting for services.

Westwood currently provides Codes Enforcement services to the cities of Mission Woods and Westwood Hills, which are invoiced monthly at an hourly rate. These relationships are being reconsidered in light of the possibility that Westwood does not currently have an in-house Codes Administrator (Codes Enforcement Officer) and is exploring indefinitely contracting-out this work. Effective immediately – and for at least the remainder of 2024 – Mission Woods and Westwood Hills have been directed by the Westwood City Administrator to contract directly with Roeland Park or another service provider of their choice for these services.

The budgeted and approved seasonal/part-time position in the Administration Department is being crafted with this change in personnel in mind. It is expected this seasonal/part-time position will be developed in 2024 Q4 and posted and hired in 2025 Q1.

The budget impact of this change in staffing is currently unknown. The City Administrator intends to consider 2024 Q4 (October – December 2024) as a trial or pilot period and will assess in 2025 Q1 (January – March) the actual and forecasted budget impact of continuing with a fully-contracted Codes Enforcement Officer.

Motion by Councilmember Buckman to authorize the Mayor to enter into a Contract for Code Enforcement Services with the City of Roeland Park as approved by the City Attorney and presented in the meeting materials. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Consider renewal of Public Safety Services Agreement with Mission Woods

Westwood provides public safety and municipal court services to the City of Mission Woods and has done so for at least the past 40 years. The current Agreement between the cities is dated September

2015. Mission Woods desires – and Westwood assents – to continuing to contract for the provision of police services to Mission Woods for a fee.

The Agreement was last renewed in September 2015 and, at that time, the fee was adjusted to a flat fee of \$125,000 per year. As there was and is no annual automatic adjustment to the fee amount, this flat fee has remained static for the past 10 years, and has not accounted for increases in the true cost to operate a police department borne by Westwood, specifically relating to increases in wages, benefits, gas, and associated other materials and labor.

It is the intention of Westwood to begin to conduct an annual review and renewal of the Agreement, with the next review planned for Spring 2025, in preparation for the 2026 fiscal year budget preparation.

The proposed change to the annual flat fee reflects a 15% increase from the current [10-year-old] rate and would increase the rate from \$125,000 to \$143,750 for fiscal year 2025. This proposed adjustment is intended to begin an annually recurring incremental step-up of the fee amount to more accurately reflect the true cost to Westwood to provide police and court services.

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

Consider Renewal of Public Safety Services Agreement with Westwood Hills

Westwood provides public safety and municipal court services to the City of Westwood Hills and has done so for at least the past 30 years. The current Agreement between the cities is dated November 11, 2020. Westwood Hills desires – and Westwood assents – to continuing to contract for the provision of police services to Westwood Hills for a fee.

The Agreement was last renewed in November 2020 and, at that time, the fee was adjusted to a flat fee of \$163,000 per year. As there was and is no annual automatic adjustment to the fee amount, this flat fee has remained static for the past 4 years, and has not accounted for increases in the true cost to operate a police department borne by Westwood, specifically relating to increases in wages, benefits, gas, and associated other materials and labor. It is the intention of Westwood to begin to conduct an annual review and renewal of the Agreement, with the next review planned for Spring 2025, in preparation for the 2026 fiscal year budget preparation.

The proposed change to the annual flat fee reflects a 15% increase from the current [4-year-old] rate and would increase the rate from \$163,000 to \$187,450 for fiscal year 2025. This proposed adjustment is intended to begin an annually recurring incremental step-up of the fee amount to more accurately reflect the true cost to Westwood to provide police and court services.

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

Consider Resolution No. 134-2024 Adopting a Master Fee Schedule

In January 2023 the City engaged in a recodification process for the City Code. As part of the recodification process, which is expected to conclude before the end of 2024, all fee amounts have been removed and language has been added to adopt such fees by Resolution.

Currently there is no comprehensive document listing various fees collected by the City. The change in the language in the City Code to adopt fees by a Resolution will allow the City to update fees on a more regular basis and keep up with the local market.

Staff have been researching fee schedules for neighboring cities to prepare the proposed fee schedule. If approved, the fee schedule would be effective starting January 1, 2025. Staff plans to review and update the fee schedule on a yearly basis during the budget adoption process.

A copy of Resolution No. 134-2024 and proposed 2025 fee schedule was included in the packet for the Governing body to review and provide comments to help finalize the fee schedule. A final version of these materials will be considered for adoption at the November City Council meeting.

Councilmember Harris asked Ms. Schneweis if there were any fees that the City was further behind on than other surrounding cities. Ms. Schneweis said community room rental fees had fallen behind, and the hourly rates for rentals are often not covering staffing for the event. Ms. Herring said the higher value building permit fees will see an increase that puts them in line with the market.

Councilmember Harris asked if there were any new fees on the fee schedule that had not been assessed in the past. Ms. Schneweis said that fingerprinting and notary services for non-Westwood residents have been added.

Ms. Herring asked the Governing Body if there was any consternation about raising pool pass fees. Councilmember Harris asked when was the last increase in pool pass fees, Ms. Schneweis said around 2014. Councilmembers Buckman, Harris and Wimer said they were not opposed to the pool pass fee increase. Councilmember Hannaman said he did not want to increase the pool pass fees, but recognized that small increases over time would be preferable than a large increase in the future to remain in line with market values.

Announcements/Governing Body Comments

Councilmember Hannaman thanked Councilmember Steele for her work on Walk and Bike to School Day on October 2nd. Councilmember Hannaman said the turnout was great and events like this help community members consider walking and biking to school more.

Executive Session

No executive session was held.

Adjournment

Motion by Councilmember Hannaman to adjourn the meeting. Second by Councilmember Steele. Motion carried by a 5-0 voice vote. The meeting was adjourned at 7:52 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk

DRAFT

**City of Westwood, Kansas
Appropriation Ordinance No. 768**

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2024 - OCTOBER 31, 2024 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 10/31/2024	Capital Improvements Month Ending 10/31/2024	Equipment Reserve Month Ending 10/31/2024	Stormwater Month Ending 10/31/2024	Special Highway Month Ending 10/31/2024	Woodside TIF/CID Month Ending 10/31/2024	Debt Service Month Ending 10/31/2024	Total All Funds Month Ending 10/31/2024
Expenditures								
Salary & Benefits	158,437.02	0.00	0.00	0.00	0.00	0.00	0.00	158,437.02
Employee Expenses	3,951.47	0.00	0.00	0.00	0.00	0.00	0.00	3,951.47
Professional Fees	25,498.61	0.00	0.00	0.00	0.00	0.00	0.00	25,498.61
General Operating Expenses	14,186.07	0.00	0.00	0.00	0.00	0.00	0.00	14,186.07
Utilities	34,995.11	0.00	0.00	0.00	0.00	0.00	0.00	34,995.11
Equipment and Maintenance	7,462.67	0.00	1,379.07	0.00	0.00	0.00	0.00	8,841.74
Street and Stormwater	0.00	0.00	0.00	2,849.26	0.00	0.00	0.00	2,849.26
Park and Events	8,209.32	0.00	0.00	0.00	0.00	0.00	0.00	8,209.32
Miscellaneous	0.00	0.00	0.00	0.00	0.00	37,923.75	176,293.76	214,217.51
Interfund Transfers	19,395.00	175,000.00	0.00	43,516.00	0.00	0.00	0.00	237,911.00
Total Expenditures	272,135.27	175,000.00	1,379.07	46,365.26	0.00	37,923.75	176,293.76	709,097.11

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

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

SECTION 2. That the payment of all claims and charges against the respective accounts and funds provided in the budget for the year 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 14th day of November, 2024.

MAYOR

ATTEST: CITY CLERK



City Administrator's Report

November 2024

To: Mayor and City Council
From: Leslie Herring, City Administrator
Date: November 14, 2024
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

4th Quarter (October) 2024 through 1st Quarter (March) 2025

- *Select Prime Developer 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 was provided in draft form to the City Council and was posted to invite responses on Monday, July 15th.
 - ✓ The RFQ Review Committee interviewed four team in September and invited all to move forward to the RFP phase of the selection process.
 - ✓ RFP responses were received in October and team interviews were conducted the first week of November. A recommendation is being prepared by the RFQ/P Review Committee for City Council consideration.
 - It is anticipated that a public presentation by the successful team will be held at either the December or January regular City Council meeting.
- *Formally Adopt and Deploy Communications Strategic Plan*
 - ✓ The City's Strategic Communications Plan was drafted and presented to the City Council in Fall 2023 and has been awaiting the conclusion of the 2024 communitywide survey and creation of the City Council goals stemming from the Governing Body Strategic Plan, currently being crafted.
 - Staff plans to begin this process once the Governing Body's Strategic Plan has been developed and adopted, likely at the December 2024 regular City Council meeting.
- *Develop and Implement Interim Plan for Vacant Building Official/Codes Administrator Position*
 - ✓ As of August 29th, the City has been unexpectedly without a Building Official/Codes Administrator and the City Clerk and City Administrator have been covering the duties with outside assistance from the City of Roeland Park through an active mutual aid agreement.
 - ✓ As of September 26th, the City Administrator engaged GBA, though an existing on-call professional services agreement to take over plan review and inspections. This relationship is expected to continue through the end of the year and will be monitored and assessed to determine long-term feasibility of contracting for services.
 - ✓ An agreement with Roeland Park for Code Enforcement services was executed in October 2024. This relationship is expected to continue through the end of the year and

will be monitored and assessed to determine long-term feasibility of contracting for services.

- Westwood currently provides Building Official and Codes Enforcement services to the cities of Mission Woods and Westwood Hills through a formal agreement. These relationships are being reconsidered in light of the possibility that Westwood does not currently have an in-house Building Official/Codes Administrator and is exploring indefinitely contracting-out this work.
- The budgeted and approved seasonal/part-time position in the Administration Department is being crafted with this personnel development in mind. It is expected this position will be developed in Q4 and posted and hired in Q1.
- Building Official services are finally now working smoothly with GBA and the City of Roeland Park. There has been interest from three (3) individuals to fill the vacant Building Official position. None of these individuals is certified nor has experience as a building inspector/official and would have to be trained on-the-job. Posting the position and conducting on-the-job training is a possible outcome to be pursued over the next month.

Priorities Closing Out

- *Create and Adopt Governing Body Strategic Plan*
 - ✓ The survey tool for both residents and businesses was opened in digital form from May 15 – July 12, 2024.
 - ✓ The survey results were presented by ETC and PorchLight Insights at the August 2024 meeting of the City Council and the Governing Body retreat to create the resulting Strategic Plan with PorchLight Insights was held on Saturday, August 24, 2024 from 8 AM – 12:30 PM at Woodside, 2000 W. 47th Place.
 - PorchLight Insights called for Governing Body input on the first draft of the Governing Body Strategic Plan and is now working again with staff to arrive at a final draft of the Plan as well as key performance metrics. It is anticipated that this will be on the City Council's December 2024 regular meeting agenda for consideration and adoption.
- *Create Vision for New Feature Park*
 - ✓ The Park Planning Steering Committee issued the RFQ for park design services in Spring 2024 and recommended to Council PORT Urbanism in June.
 - ✓ The park visioning and design process began in July and continued through October. The month-long public engagement campaign began on September 25th and continued throughout October.
 - ✓ A final report of the engagement and visioning outcomes from the professionally-facilitated process will be delivered to the Park Planning Steering Committee in late October.
 - ✓ Tonight, the park design team will present its work performed to-date to the Governing Body and community.

- *Recodify Municipal Code*
 - ✓ In January 2023, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
 - ✓ In February 2024, City staff received the Code sections for review and have since been working with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.
 - ✓ In October 2024, the City role in review of the Code sections has concluded and CivicPlus has all they need to finalize the Municipal Code for consideration and adoption by the Governing Body.
 - Based on previously approved timelines, CivicPlus should have the final product to the City by December for formal City action. The Code should be active on the City’s website within 2025 Q1.
 - UPDATE: A status update from CivicPlus indicates that proofs of the recodified code will not be available until the end of January 2025.

Lingering Priorities

- *Close on Sale of 5000 Rainbow*
 - The Kansas Court of Appeals hearing was held on October 15, 2024. There is no indication of when a ruling will be issued.
- *Implement Rainbow Blvd. Complete Streets Plan*
 - Both KDOT and KU Health Systems are engaging additional engineering study before committing to the scope of implementation of the recommendations of the planning study that concluded in June 2024. This additional engineering study is anticipated to be completed by the end of 2024.
 - UPDATE: Updated information from both KDOT and KUHS indicates that the engineering review will be completed within the first quarter of 2025.
- *Implement Mission Rd. Complete Streets Plan*
 - The Public Works Directors of Fairway, Roeland Park, and Westwood are currently working with the utility companies through this current design engineering phase of the project. There are still several unknowns and uncertainties that are being addressed one-by-one as utility companies cut into the ground to see what is where.

Building Permits

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

Residential

New Construction:

- 2207 W. 47th Ter. – Construct new single family house
- 1903 W. 47th Ter. – Construct new single family house

Additions:

- 4837 Booth St. – Add on to first floor kitchen, laundry room, and half bathroom; add on to second floor to create more bedroom space

Alterations – None

Demolition:

- 2207 W. 47th Ter. – Demolish single family house
- 2023 W. 48th St. – Demolish single family house (Waiver/Exception application public hearing on December 2024 Planning Commission agenda)
- 2614 W. 51st Ter. – Demolish single family house (Waiver/Exception application public hearing on January 2025 Planning Commission agenda)

Misc:

- 4836 Belinder Ct. – Driveway replacement
- 2914 W. 50th Ter. – Driveway repair
- 3015 W. 50th St. – Deck replacement

Commercial – None

WESTWOOD
COURT SUMMARY
OCTOBER, 2024

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
October 04, 2024	42	03	\$ 4,485.00	14	17
October 18, 2024	46	02	\$ 5,720.00	15	06
TOTALS					
October, 2024	88	05	\$ 10,205.00	29	23
October, 2023	87	08	\$ 6,905.00	48	30
			TOTAL (10,205.00) less		
			* Kansas DL fees:		\$ 0.00
			* Judges Training Fund:		\$37.00
			* LET Training Fund:		\$ 810.00
			* Comm Corrections Fund:		\$ 0.00
			* Seat Belt Safety Fund:		\$ 60.00
			October, 2024 TOTAL:	\$9,298.00	

Y.T.D. TOTALS 2024		Y.T.D. TOTALS 2023	
ARRAIGNMENTS:	789	ARRAIGNMENTS:	724
TRIALS	113	TRIALS:	82
LETTERS:	270	LETTERS:	319
WARRANTS:	246	WARRANTS:	227
FINES:	\$90,571.00	FINES:	\$81,355.00
KS DL FEES:	\$447.00	KS DL FEES:	\$690.00
JUDGES FUND:	\$280.50	JUDGES FUND:	\$164.00
L.E.T.FUND:	\$6,225.00	L.E.T FUND:	\$3,680.00
COMM CORRECT FUND:	\$0.00	COMM CORRECT FUND:	\$250.00
SEATBELT SAFETY FUND:	\$1080.00	SEATBELT SAFETY FUND:	\$460.00

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, OCTOBER 2024
DATE: NOVEMBER 12, 2024

Some of the activities for Public Works in October 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:
 - STP Meeting – Virtual – 2 hrs.
 - Johnson County BOCC Meeting – In person – 2 hrs.
 - STP Meeting – Virtual – 2 hrs.
 - UPROW Committee Meeting – Virtual – 1 hr.
 - OGI Meeting – Virtual – 1.5 hrs.
 - Turkey & Brush Creek 2D Modeling Meeting – Virtual - .5 hrs.
 - 5600 Meeting – In person – 1.5 hrs.
 - KCMMB Asphalt Meeting – In person – 1.5 hrs.
 - 2026 FWC Transportation Meeting – Virtual – 1.3 hrs.
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 mowed, trimmed and edged various city properties on a weekly basis.
19. We swept the streets in Westwood.
20. We prepped for Oktoberfest and staffed the event.
21. We removed graffiti on poles and benches along W. 47th Street.
22. We shut down and winterized the fountain at 47th & Mission.
23. We painted the crosswalk at W. 47th Place in front of Woodside and installed in street crosswalk signs.
24. We delivered barricades for 4 block party events.
25. We started our annual leaf pickup program.

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

Westwood Public Works

To: Governing Body
From: John Sullivan, Director of Public Works
Date: November 12, 2024
Re: Monthly Status Report

- CCLIP funding: The Unified Government of Kansas City Kansas/Wyandotte County is developing the interlocal agreement for this project.
- Storm Debris Removal: This project is complete. Further disposal information has been submitted to the EPA and we are awaiting a decision on the outcome of the disposal site.
- Stone wall damage and light pole damage: The Medallion had been replaced.
- Public Works Replacement Vehicle: I still have the warning lights to install.
- Street Light Replacement, Belinder Court & Booth: These will be installed with a future 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. 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. We still have not received the parts.
- Street Light Pole Knockdown, 4700 Rainbow Blvd.: We have successfully applied for and received reimbursement for the damaged light pole and our labor to install the pole and light fixture from the insured's insurance company. We have ordered the light pole and fixture and will install it once received. We still have not received the pole and fixture.
- Street Striping: We installed the crosswalk in street signage and painted the crosswalk. We did not get the other striping completed as planned.
- Void under street: This project is complete.
- Rapid Flash Pedestrian Signal at W. 47th Street and Fisher: A tractor trailer loaded with asphalt paving equipment tried to make a right-hand turn from Fisher onto W. 47th Street and destroyed the entire signal and the pole base to the streetlight. I have received payment for the damage and the parts are ordered. A contractor is under contract to make the repairs once the parts arrive.

- Leaf Pickup Program: We started the program a week earlier than usual because we have become more acquainted with the operation of the new truck. We have had a few bugs to work out but we are up and running at full speed this week. The new equipment is a much friendlier operation for the employees. We are also able to run the street sweeper at the same time as the leaf vacuum because we only require one employee to operate the vacuum. We are also much more efficient in the operation of the removal of leaves in that the new truck is able to dump at Missouri Organic down on Roe Lane instead of dumping at the PW facility and then having to reload into 40-yard roll off containers. The roll off containers cost about 6 to 7 hundred dollars each to dump as the 25-yard leaf vacuum costs 125 dollars to dump and we aren't expending additional labor to load them twice. The vacuum also chops up the leaves so the 25 yards in the truck is most likely closer to the 40 yards we were dumping in the roll off containers.

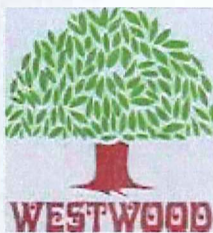
Westwood Police Department
Westwood City Council Report

Item C. Section VIII, Item

10/1/2024



10/31/2024



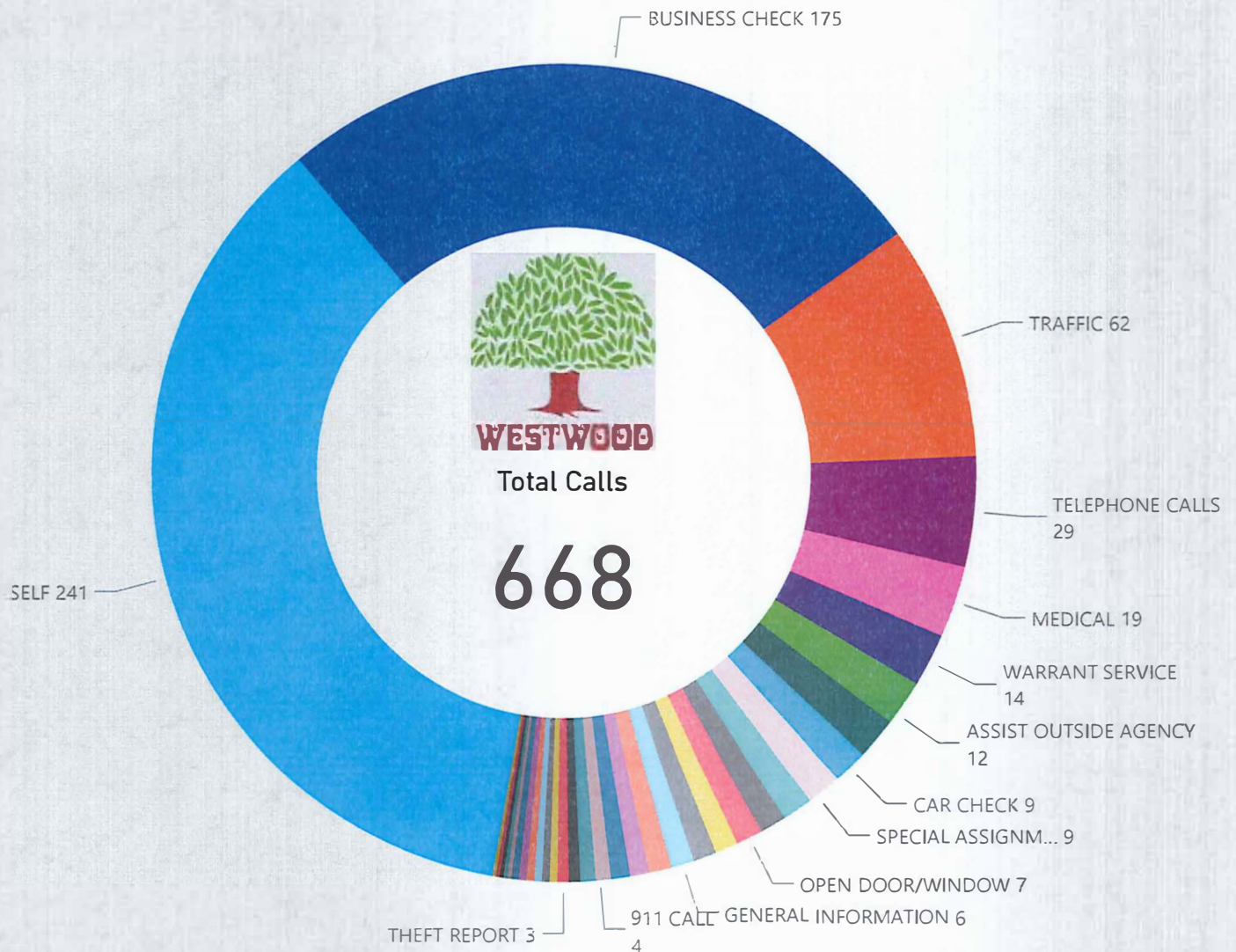
Westwood Police Department City Council Report

Item C. Section VIII, Item

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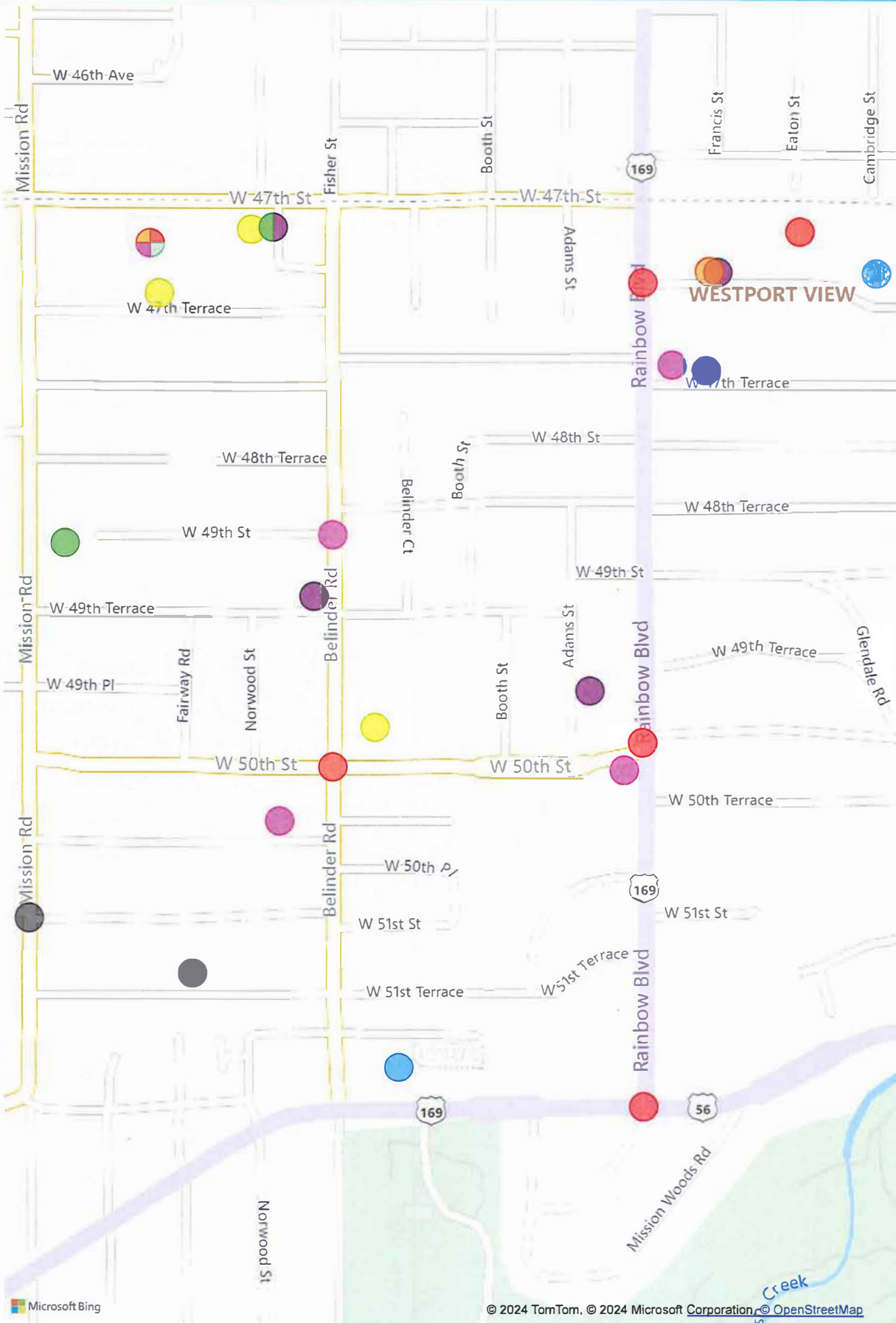
Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2024



10/31/2024



Nature of Call

- 911 CALL
- ACCIDENT
- AUTO THEFT REPORT
- BATTERY
- BURGLARY
- DISTURBANCE
- NOISE COMPLAINT
- SUSPICIOUS
- THEFT REPORT
- TRESPASSING

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2024



10/31/2024



Case Number	Nature of Call	Summary
20240391	TELEPHONE CALLS	The reporting officer transported an individual with a Mission Woods warrant to Olathe ADC.
20240392	THEFT REPORT	The reporting officer took a theft report. A suspect description was given but there are no leads for identification.
20240393	ACCIDENT	V2 was parked in a parking stall at 4701 Mission Rd and V1 backed into him. D1 did not want to wait for the police to come and left the scene before PD arrived.
20240394	BURGLARY	An unknown male broke into the laundromat office and attempted to break into the back of the coin machines
20240395	FOLLOW UP	Officer went to address to conduct a follow up for a report. When officer arrived the reporting parties ex wife was there and showed to have a valid Johnson County warrant. Subject was arrested and transported to Olathe ADC.
20240396	BATTERY	Officer responded to a theft and battery call. Officer was told the suspect bought some items using her EBT card, but had hidden some items in her purse. When she past all points of sale, LP tried to stop her. Suspect then fought with LP hitting and pushing him. Suspect then left the scene in a vehicle.
20240399	CAR CHECK	Reporting officer found and recovered a stolen auto out of Kansas City, Missouri. Vehicle owner was contacted and it was towed by Kidds Towing.
20240400	ACCIDENT	The light at the intersection was malfunctioning and vehicle 1 turning south from 50th St was struck by vehicle 2 traveling north on Rainbow.
20240401	WARRANT SERVICE	Lenexa had contact with the offender during a traffic stop and he had a Westwood warrant.
20240402	TRAFFIC	Traffic stop in Westwood with warrants from 3 different JoCo agencies. Leawood PD came to serve their warrant.
20240403	ASSIST OUTSIDE AGENCY	Reporting officer faxed a Westwood warrant to Olathe ADC to be served.
20240404	ACCIDENT	V1 was traveling eastbound on W 47th St. approaching Belinder Ave. V2 was turning east onto W. 47th St. from Belinder Ave.
20240405	BURGLARY	Reporting officer took a burglary report for the victim who had left her home for a short time. The rear door appeared to have forced entry, items were in disorder but, nothing could be determined to have been stolen at time of report.
20240408	WARRANT SERVICE	Reporting officer served a Westwood warrant to an individual who arrived at city hall.
20240411	WARRANT SERVICE	Reporting officer responded to the station to serve a Westwood warrant. Subject posted a cash bond and was given a new court.
20240412	THEFT REPORT	Reporting officer responded to a previous auto burglary that occurred overnight. A passenger rear window was broken and items were taken. No suspect info or investigative property were obtained.
20240413	WARRANT SERVICE	Reporting officer was dispatched to contact Olathe ADC booking for a subject that was in custody for unrelated charge that had an active Westwood warrant. Reporting officer faxed out a copy of the warrant service request form to ADC so they could serve the confirmed warrant on the subject.
20240415	STATION REPORT	RP left his wallet at the laundromat and someone stole it, then used his credit and debit cards
20240416	ACCIDENT	Both vehicles crossed the intersection at the same time and V1 northbound on Belinder and broadsided V2 that was traveling eastbound on 50th St.

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2024



10/31/2024



Case Number	Nature of Call	Summary
20240417	AUTO THEFT REPORT	Officer responded to a report of an auto burglary. Officer arrived and discovered there was no theft but unknown subject tried to steal the vehicle by punching out the driver's side door lock and damaged the steering column and dash.
20240418	WARRANT SERVICE	Reporting officer was contacted by the Johnson County Courts in reference to a Westwood Warrant. The subject was in distict court. Warrant was confirmed and faxed to Olathe ADC to be served.
20240419	ACCIDENT	V1 was northbound Rainbow Blvd approaching W 47th Pl. V2 was southbound Rainbow Blvd at W 47th Pl and made a left hand turn eastbound onto W 47th Pl in front off V1. V1 struck V2.
20240420	PEDESTRIAN CHECK	Officer responded to a call of a suspicious person in the area of W 50th St and Belinder in Westwood KS. Officer arrived and contacted the subject who was hard to understand. Rapid ID check showed him to be a missing endangered person out of KCMO. Mobile Crisis team called, and was determined he needed to be committed to the hospital. Subject taken to KU Med and proper authorities were notified.
20240421	WARRANT SERVICE	Was dispatched to contact Olathe ADC in regards to a subject in custody that had a confirmed Westwood warrant. I faxed out a copy of the warrant with a service request form to central booking.
20240422	ABANDONED VEHICLE	Officer was conducting area check of the city and found a vehicle illegally parked in front of a residence. Tried to notify the owner with no results. The officer had the vehicle towed so resident could enter and ext their driveway.
20240425	WARRANT SERVICE	Shawnee stoped a subject with a Westwood warrant and I responded to their scene and served the warrant. He paid the fine and was released.

Westwood Police Department Westwood City Council Report

Item C. Section VIII, Item

10/1/2024

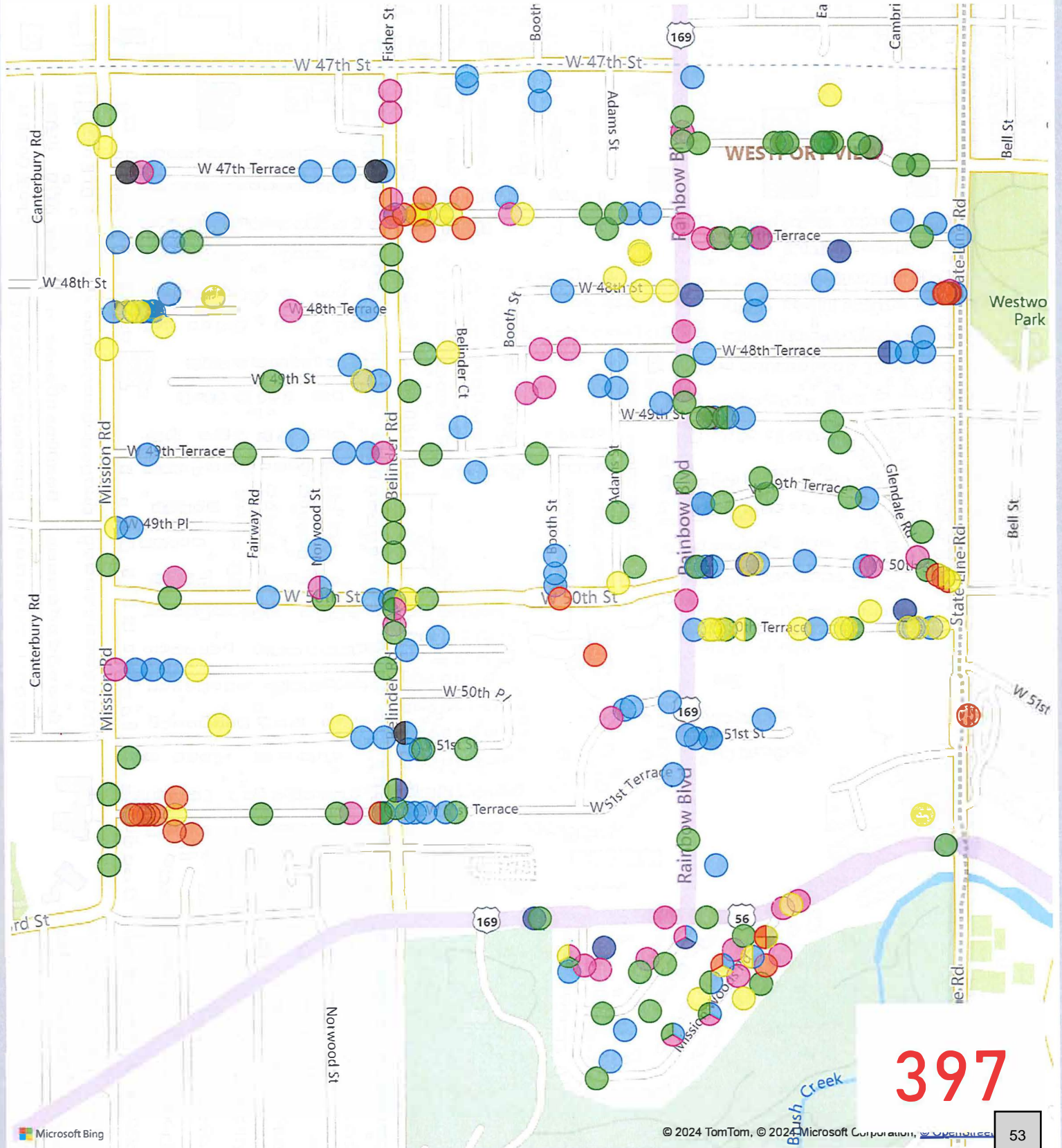


10/31/2024



Area Checks by Officer

● CHASE METCALF ● CHRISTOPHER BI... ● GIANFRANCO ... ● KURTIS STONE ● MARCUS BU... ● SHARON T... ● TIMOTHY FIL...



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 October 31, 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
Certified Public Accountants
Overland Park, Kansas

November 12, 2024



City of Westwood, Kansas
Statement of Assets, Liabilities and Fund Balance by Fund - Regulatory Basis
 As of October 31, 2024

	General Fund	Capital Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund	All Funds
	10/31/2024	10/31/2024	10/31/2024	10/31/2024	10/31/2024	10/31/2024	10/31/2024	10/31/2024
Assets								
Current Assets								
Cash In Bank	469,478.18	183,880.38	27,072.85	282,868.92	230,636.08	375,998.42	170,739.39	1,740,674.22
Cash In Bank - Bond Fund	35,245.25	0.00	0.00	0.00	0.00	0.00	0.00	35,245.25
Cash In Bank - Woodside Village Acct	9.61	0.00	0.00	0.00	0.00	0.00	0.00	9.61
Petty Cash	339.00	0.00	0.00	0.00	0.00	0.00	0.00	339.00
Cash Charles Schwab 2843	700.82	0.00	0.00	0.00	0.00	0.00	0.00	700.82
Cash Charles Schwab 3099	610.92	1,832.78	610.92	305.46	0.00	1,221.84	0.00	4,581.92
Investment Charles Schwab 2843	1,010,344.32	0.00	0.00	0.00	0.00	0.00	0.00	1,010,344.32
Investment Charles Schwab 3099	199,525.00	600,318.60	200,106.20	100,053.10	0.00	400,212.40	0.00	1,500,215.30
Total Current Assets	1,716,253.10	786,031.76	227,789.97	383,227.48	230,636.08	777,432.66	170,739.39	4,292,110.44
Total Assets	\$ 1,716,253.10	\$ 786,031.76	\$ 227,789.97	\$ 383,227.48	\$ 230,636.08	\$ 777,432.66	\$ 170,739.39	\$ 4,292,110.44
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	34,349.99	0.00	0.00	0.00	0.00	0.00	0.00	34,349.99
Total Current Liabilities	34,359.18	0.00	0.00	0.00	0.00	0.00	0.00	34,359.18
Total Liabilities	34,359.18	0.00	0.00	0.00	0.00	0.00	0.00	34,359.18
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	176,504.86	479,801.82	(118,698.87)	194,010.06	61,543.29	174,767.00	26,183.22	994,111.38
Total Fund Balance	1,681,893.92	786,031.76	227,789.97	383,227.48	230,636.08	777,432.66	170,739.39	4,257,751.26
Total Liabilities and Fund Balance	\$ 1,716,253.10	\$ 786,031.76	\$ 227,789.97	\$ 383,227.48	\$ 230,636.08	\$ 777,432.66	\$ 170,739.39	\$ 4,292,110.44

See accountants' compilation report.



City of Westwood, Kansas

Statement of Cash Flow - Regulatory Basis

For the One Month Ended October 31, 2024

	General Fund Month Ending 10/31/2024	Capital Improvements Fund Month Ending 10/31/2024	Equipment Reserve Fund Month Ending 10/31/2024	Stormwater Fund Month Ending 10/31/2024	Special Highway Fund Month Ending 10/31/2024	Woodside TIF/CID Fund Month Ending 10/31/2024	Debt Service Fund Month Ending 10/31/2024	All Funds Month Ending 10/31/2024
Unencumbered Cash, Beginning Period	1,769,638.10	929,353.94	229,025.44	429,196.20	215,002.93	783,340.70	108,917.80	4,464,475.11
Receipts								
Taxes	106,386.10	31,247.00	0.00	0.00	0.00	0.00	204.35	137,837.45
Fees and Licenses	38,489.98	0.00	0.00	0.00	0.00	0.00	0.00	38,489.98
Building Permits	35,256.00	0.00	0.00	0.00	0.00	0.00	0.00	35,256.00
Intergovernmental	25,925.55	0.00	0.00	0.00	0.00	0.00	0.00	25,925.55
Restricted Use	0.00	0.00	0.00	324.74	15,633.15	31,728.50	0.00	47,686.39
Fines	9,220.00	0.00	0.00	0.00	0.00	0.00	0.00	9,220.00
Interest Earnings	4,669.90	430.82	143.60	71.80	0.00	287.21	0.00	5,603.33
Miscellaneous	92.74	0.00	0.00	0.00	0.00	0.00	0.00	92.74
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	237,911.00	237,911.00
Total Receipts	220,040.27	31,677.82	143.60	396.54	15,633.15	32,015.71	238,115.35	538,022.44
Expenditures								
Salary & Benefits	158,437.02	0.00	0.00	0.00	0.00	0.00	0.00	158,437.02
Employee Expenses	3,951.47	0.00	0.00	0.00	0.00	0.00	0.00	3,951.47
Professional Fees	25,498.61	0.00	0.00	0.00	0.00	0.00	0.00	25,498.61
General Operating Expenses	14,186.07	0.00	0.00	0.00	0.00	0.00	0.00	14,186.07
Utilities	34,995.11	0.00	0.00	0.00	0.00	0.00	0.00	34,995.11
Equipment and Maintenance	7,462.67	0.00	1,379.07	0.00	0.00	0.00	0.00	8,841.74
Street and Stormwater	0.00	0.00	0.00	2,849.26	0.00	0.00	0.00	2,849.26
Park and Events	8,209.32	0.00	0.00	0.00	0.00	0.00	0.00	8,209.32
Miscellaneous	0.00	0.00	0.00	0.00	0.00	37,923.75	176,293.76	214,217.51
Interfund Transfers	19,395.00	175,000.00	0.00	43,516.00	0.00	0.00	0.00	237,911.00
Total Expenditures	272,135.27	175,000.00	1,379.07	46,365.26	0.00	37,923.75	176,293.76	709,097.11
Adjustments								
Increase / (Decrease) in Refundable Bond Deposits	(1,290.00)	0.00	0.00	0.00	0.00	0.00	0.00	(1,290.00)
Total Adjustments	(1,290.00)	0.00	0.00	0.00	0.00	0.00	0.00	(1,290.00)
Ending Cash	\$ 1,716,253.10	\$ 786,031.76	\$ 227,789.97	\$ 383,227.48	\$ 230,636.08	\$ 777,432.66	\$ 170,739.39	\$ 4,292,110.44

CITY OF WESTWOOD, KANSAS

Supplementary Information



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 General Fund
 For The Ten Months Ended October 31, 2024 and 2023

	Month Ending	Year To Date	Year To Date	Year Ending	
	10/31/2024	10/31/2024	10/31/2023	12/31/2024	12/31/2024
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Receipts					
Taxes	\$ 106,386.10	\$ 2,010,248.34	\$ 1,942,136.82	\$ 2,110,854.00	\$ (100,605.66)
Fees and Licenses	38,489.98	368,489.05	411,065.89	472,200.00	(103,710.95)
Building Permits	35,256.00	85,505.86	65,360.36	160,000.00	(74,494.14)
Intergovernmental	25,925.55	269,063.54	256,382.90	325,100.00	(56,036.46)
Restricted Use	0.00	345,242.10	0.00	0.00	345,242.10
Fines	9,220.00	92,694.00	80,255.33	80,000.00	12,694.00
Reimbursements	0.00	5,945.88	498.67	0.00	5,945.88
Interest Earnings	4,669.90	47,677.06	35,676.99	50,000.00	(2,322.94)
Miscellaneous	92.74	34,102.71	76,676.64	5,250.00	28,852.71
Interfund Transfers	0.00	1,938.05	0.00	0.00	1,938.05
Total Receipts	220,040.27	3,260,906.59	2,868,053.60	3,203,404.00	57,502.59
Expenditures					
General Overhead					
Salary & Benefits	2,524.20	29,334.85	35,728.39	45,940.68	(16,605.83)
Employee Expenses	492.50	4,701.31	3,457.40	9,000.00	(4,298.69)
Professional Fees	18,248.68	235,422.28	221,549.39	260,250.00	(24,827.72)
General Operating Expenses	4,243.72	51,714.68	21,721.89	30,000.00	21,714.68
Utilities	28,642.83	208,540.57	191,992.54	287,295.60	(78,755.03)
Equipment and Maintenance	2,153.70	2,153.70	286.84	0.00	2,153.70
Park and Events	1,385.68	7,437.62	12,589.66	14,750.00	(7,312.38)
Miscellaneous	0.00	50,346.24	0.00	30,000.00	20,346.24
Intergovernmental	0.00	0.00	18,434.00	20,000.00	(20,000.00)
Interfund Transfers	19,395.00	414,637.10	0.00	268,830.00	145,807.10
Total General Overhead	77,086.31	1,004,288.35	505,760.11	966,066.28	38,222.07
Administrative					
Salary & Benefits	34,975.61	376,205.52	442,504.74	480,100.00	(103,894.48)
Employee Expenses	2,765.39	13,583.45	5,120.40	14,500.00	(916.55)
Professional Fees	4,587.63	36,805.85	29,791.66	48,000.00	(11,194.15)
General Operating Expenses	32.58	1,367.95	2,949.41	2,500.00	(1,132.05)
Interfund Transfers	0.00	5,000.00	0.00	5,000.00	0.00
Total Administrative	42,361.21	432,962.77	480,366.21	550,100.00	(117,137.23)
Public Works					
Salary & Benefits	41,912.05	356,998.69	335,041.45	432,000.00	(75,001.31)
Employee Expenses	161.35	6,751.85	3,739.06	7,900.00	(1,148.15)
Professional Fees	150.00	1,180.00	28,055.00	17,000.00	(15,820.00)
General Operating Expenses	3,080.46	16,522.33	17,670.38	27,550.00	(11,027.67)
Utilities	957.96	7,877.00	14,242.99	19,580.00	(11,703.00)
Equipment and Maintenance	4,703.88	37,706.10	26,804.71	60,500.00	(22,793.90)
Interfund Transfers	0.00	200,000.00	0.00	200,000.00	0.00
Total Public Works	50,965.70	627,035.97	425,553.59	764,530.00	(137,494.03)
Police					
Salary & Benefits	79,025.16	811,587.99	789,724.67	999,500.00	(187,912.01)

See accountants' compilation report.



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 General Fund
 For The Ten Months Ended October 31, 2024 and 2023

	Month Ending	Year To Date	Year To Date	Year Ending	
	10/31/2024	10/31/2024	10/31/2023	12/31/2024	12/31/2024
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Employee Expenses	532.23	11,632.53	18,342.62	27,000.00	(15,367.47)
Professional Fees	2,512.30	12,055.58	10,766.86	34,000.00	(21,944.42)
General Operating Expenses	6,829.31	49,014.79	37,418.72	67,100.00	(18,085.21)
Utilities	255.42	2,323.46	2,231.96	4,500.00	(2,176.54)
Equipment and Maintenance	74.80	12,101.79	8,556.96	10,500.00	1,601.79
Park and Events	0.00	1,229.46	1,100.00	1,200.00	29.46
Interfund Transfers	0.00	70,000.00	0.00	70,000.00	0.00
Total Police	89,229.22	969,945.60	868,141.79	1,213,800.00	(243,854.40)
Parks & Rec					
General Operating Expenses	0.00	1,141.46	2,220.00	3,000.00	(1,858.54)
Utilities	5,138.90	20,350.70	22,109.10	30,000.00	(9,649.30)
Equipment and Maintenance	530.29	2,797.47	13,848.66	10,000.00	(7,202.53)
Park and Events	6,823.64	25,879.41	15,265.82	28,250.00	(2,370.59)
Total Parks & Rec	12,492.83	50,169.04	53,443.58	71,250.00	(21,080.96)
Non-Departmental					
Salary & Benefits	0.00	0.00	(8,854.64)	0.00	0.00
Equipment and Maintenance	0.00	0.00	(1,475.00)	0.00	0.00
Street and Stormwater	0.00	0.00	(4,868.00)	0.00	0.00
Miscellaneous	0.00	0.00	26,038.73	0.00	0.00
Total Non-Departmental	0.00	0.00	10,841.09	0.00	0.00
Total Expenditures	272,135.27	3,084,401.73	2,344,106.37	3,565,746.28	(481,344.55)
Receipts Over (Under) Expenditures	\$ (52,095.00)	\$ 176,504.86	\$ 523,947.23	\$ (362,342.28)	\$ 538,847.14

See accountants' compilation report.



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The One Month Ended October 31, 2024

Other Funds

	Capital Improvements Fund Month To Date 10/31/2024 Actual	Equipment Reserve Fund Month To Date 10/31/2024 Actual	Stormwater Fund Month To Date 10/31/2024 Actual	Special Highway Fund Month To Date 10/31/2024 Actual	Woodside TIF/CID Fund Month To Date 10/31/2024 Actual	Debt Service Fund Month To Date 10/31/2024 Actual
Receipts						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33.17
City Sales & Use Tax - Special	31,247.00	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	171.18
Total Taxes	31,247.00	0.00	0.00	0.00	0.00	204.35
Restricted Use						
Stormwater Utility Fee	0.00	0.00	324.74	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	3,725.25	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	11,907.90	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	20,265.98	0.00
WV CID-2	0.00	0.00	0.00	0.00	11,462.52	0.00
Interest Earnings	430.82	143.60	71.80	0.00	287.21	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	237,911.00
Total Receipts	31,677.82	143.60	396.54	15,633.15	32,015.71	238,115.35
Expenditures						
Equipment and Maintenance						
Machinery & Equipment Purchase	0.00	1,379.07	0.00	0.00	0.00	0.00
Street and Stormwater						
Stormwater Expense	0.00	0.00	2,849.26	0.00	0.00	0.00
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	37,923.75	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	36,293.76
Principal on GO Bond	0.00	0.00	0.00	0.00	0.00	140,000.00
Interfund Transfers	175,000.00	0.00	43,516.00	0.00	0.00	0.00
Total Expenditures	175,000.00	1,379.07	46,365.26	0.00	37,923.75	176,293.76
Receipts Over (Under) Expenditures	\$ (143,322.18)	\$ (1,235.47)	\$ (45,968.72)	\$ 15,633.15	\$ (5,908.04)	\$ 61,821.59

See accountants' compilation report.



City of Westwood, Kansas
Statement of Receipts and Expenditures - Regulatory Basis
 Other Funds
 For The Ten Months Ended October 31, 2024

Other Funds

	Capital Improvements Fund Year To Date 10/31/2024 Actual	Equipment Reserve Fund Year To Date 10/31/2024 Actual	Stormwater Fund Year To Date 10/31/2024 Actual	Special Highway Fund Year To Date 10/31/2024 Actual	Woodside TIF/CID Fund Year To Date 10/31/2024 Actual	Debt Service Fund Year To Date 10/31/2024 Actual
Receipts						
Taxes						
Ad Valorem Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,181.65
City Sales & Use Tax - Special	310,052.34	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	1,478.09
Restricted Use						
Stormwater Utility Fee	0.00	0.00	244,006.18	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	14,830.20	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	46,974.47	0.00	0.00
WV Ad Valorem Tax	0.00	0.00	0.00	0.00	488,381.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	228,487.11	0.00
WV CID-2	0.00	0.00	0.00	0.00	102,220.10	0.00
Reimbursements	9,786.00	0.00	0.00	0.00	0.00	0.00
Interest Earnings	3,045.86	1,015.28	507.64	0.00	2,030.57	0.00
Interfund Transfers	345,242.10	325,000.00	0.00	0.00	0.00	237,911.00
Total Receipts	668,126.30	326,015.28	244,513.82	61,804.67	821,118.78	258,570.74
Expenditures						
Professional Fees	1,050.00	0.00	0.00	0.00	0.00	0.00
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	213.15	0.00	0.00	0.00
Repairs & Maint Streets	0.00	0.00	0.00	261.38	0.00	0.00
Stone Wall Repairs	11,380.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment Purchase	0.00	444,415.99	0.00	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	0.00	0.00	0.00	0.00	0.00	19,800.00
Stormwater Expense	0.00	0.00	6,625.53	0.00	0.00	0.00
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	454,134.33	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	191,621.12	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	72,587.52
Principal on GO Bond	0.00	0.00	0.00	0.00	0.00	140,000.00
Interfund Transfers	175,894.48	298.16	43,665.08	0.00	596.33	0.00
Total Expenditures	188,324.48	444,714.15	50,503.76	261.38	646,351.78	232,387.52
Receipts Over (Under) Expenditures	\$ 479,801.82	\$ (118,698.87)	\$ 194,010.06	\$ 61,543.29	\$ 174,767.00	\$ 26,183.22

See accountants' compilation report.

COUNCIL ACTION FORM

Meeting Date: November 14, 2024
Staff Contact: Abby Schneweis, City Clerk

Agenda Item: Consider Resolution No. 134-2024 adopting a 2025 Master Fee Schedule

Background / Description of Item

In January 2023 the City engaged in a recodification process for the City Code. As part of the recodification process, which is expected to conclude within the next few months, all fee amounts have been removed and language has been added to adopt such fees by Resolution.

Staff Comments

Currently there is no comprehensive document listing various fees collected by the City. The change in the language in the City Code to adopt fees by a Resolution will allow the City to update fees on a more regular basis and keep up with the local market.

Staff have been researching fee schedules for neighboring cities to prepare the proposed fee schedule. If approved, the fee schedule would be effective starting January 1, 2025. Staff plans to review and update the fee schedule on a yearly basis during the budget adoption process.

Staff Recommendation

Following the City Council's review of proposed fee schedule at its October 10, 2024 regular meeting, consider approving Resolution 134-2024 with attached fee schedule.

Suggested Motion:

I move to approve Resolution No. 134-2024 adopting A e Fee Schedule for Fiscal Year 2025.

RESOLUTION NO. 134-2024

A RESOLUTION ADOPTING A 2025 MASTER FEE SCHEDULE.

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

WHEREAS, the City Council has reviewed and approved a new comprehensive fee schedule;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westwood, Kansas, that the new comprehensive fee schedule, attached hereto as Exhibit A, is hereby adopted; and

BE IT FURTHER RESOLVED, that the new fee schedule shall become effective on January 1, 2025; and

BE IT FURTHER RESOLVED, that if any section, subsection, sentence, clause, or phrase of this resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution.

PASSED, APPROVED AND ADOPTED by the Governing Body of the City of Westwood, Kansas on this 14th day of November, 2024.

David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk

APPROVED AS TO FORM:

Ryan Denk City Attorney

**RESOLUTION 134-2024
EXHIBIT A**



City of Westwood Kansas
Schedule of Fees
Effective January 1, 2025

Administration Office

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

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

Building, Planning, & Zoning

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

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

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

	Multiple Vehicles (each), valid only for permitted date	\$500.00	
Hauling	Required for each load of 26,000 lbs. gross, valid only for permitted date	\$120.00	
Right-of-Way Permits			
Driveway Approach Permit	Application	\$90.00	
	Reinspection (each)	\$22.50	
Right of Way Excavation (Individual Site)	Application	\$90.00	
	Reinspection (each)	\$22.50	
Right of Way Excavation (Multiple Sites)	Application	\$180.00	
	Reinspection (per .25 hours)	\$45.00	
Routine Maintenance Disruption/Obstruction		\$120.00	
Abatements			
Mowing	Non-Residential	\$200.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower	N/A
	Residential	\$50.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower	N/A
Failure to abate	Health and welfare nuisance	\$100.00	N/A
	Motor vehicle nuisance	\$100.00	N/A
Miscellaneous Violations			
Storm water management	Violation of approved plan/permit	\$100.00/offense/day	N/A
Zoning regulations	Violation of submitted, approved plan	< \$500/offense/day	N/A
Subdivision regulations	Violation of same	< \$500.00	N/A

Parks & Recreation Department

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

Police Department

Police Records		
Police Report		\$10.00 each
Video		\$25.00 each
Services		
Fingerprinting Services	Resident	No Fee
	Non-Resident w/ Fingerprinting Card	\$10.00
	Non-Resident w/o Fingerprinting Card	\$25.00
Research Fee		Actual Staff Time
Return Check		\$30.00
Photo Copies		\$0.50 per page
Mailing		USPS Rate
Alarms	Registration	No Charge
	False Alarm – first three alarms within a 12-month period	No Charge
	False Alarm – all proceeding alarms within a 12-month period	\$50.00 per alarm

Off Duty Security		\$65.00/hour
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COUNCIL ACTION FORM

Meeting Date: November 14, 2024

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Resolution No. 135-2024 Appointing Leslie Greathouse to the Westwood Foundation Board

Background

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.

Mayoral Recommendation

Following Robert Thompson’s move outside of Westwood earlier this year, 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 Leslie Greathouse.

Leslie Greathouse is a 12-year resident of Westwood. She is an attorney, specializing in business law, and is able to bring that important expertise to the Foundation. She has served in a variety of board roles including most recently on the Kansas Bar Association’s Ethics Advisory Committee and on her firm’s charitable giving committee, where she supports the arts in Kansas City and regularly reviews local art grant requests. Her son was a previous recipient of the Westwood Foundation scholarship.

Staff Comments

With the adoption of Resolution No. 135-2024, the Westwood Foundation Board of Directors would be as follows:

Westwood Foundation Board of Directors	Date Appointed	Term Expiration Date
Justin Bridges	May 2021	May 2025
Mary Bosco Heinrich	June 2024	May 2025
Sean O’Brien	April 2013	May 2027
Kumud Pyakuryal	September 2013	February 2027
Thomas Scott	May 2021	May 2025
Leslie Greathouse	November 2024	May 2027
Rita Zeller	May 2021	May 2025

Budget Impact

N/A

Suggested Motion

I move to adopt Resolution No. 135-2024 confirming the appointment of Leslie Greathouse to the Westwood Foundation Board of Directors.

**CITY OF WESTWOOD, KANSAS
RESOLUTION NO 135-2024**

**A RESOLUTION OF APPOINTMENT OF A
BOARD MEMBER TO THE WESTWOOD FOUNDATION**

WHEREAS, the Westwood Foundation is an Kansas not-for-profit corporation organized and existing as an instrumentally 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, and

WHEREAS, 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 on the Westwood Foundation Board of Directors, and

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

Section 1. That Leslie Greathouse, 4939 Fairway Rd., shall serve on the Westwood Foundation Board of Directors for a term that expires May 31, 2027.

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 NOVEMBER 14, 2024.

(Seal)

David E. Waters, Mayor

ATTEST:

Abby Schneweis, City Clerk

APPROVED AS TO FORM:

Ryan Denk, City Attorney

COUNCIL ACTION FORM

Meeting Date: November 14, 2024
 Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Fence Variance Request – 4720 Rainbow Blvd., University of Kansas Health System would like to replace an existing 6' wood privacy fence with an 8' wood privacy fence

Background / Description of Item

On October 28, 2024, City staff received an application for a fence variance at 4720 Rainbow Blvd. Gaylyn Gorup, Director of Facilities, for University of Kansas Health System, has applied for a building permit to replace an existing 6' wood privacy fence with an 8' wood privacy fence which is separating the medical office from the residence at 2400 W. 47th Ter. This is illustrated on the next page of this staff report.

This application requires a variance for:

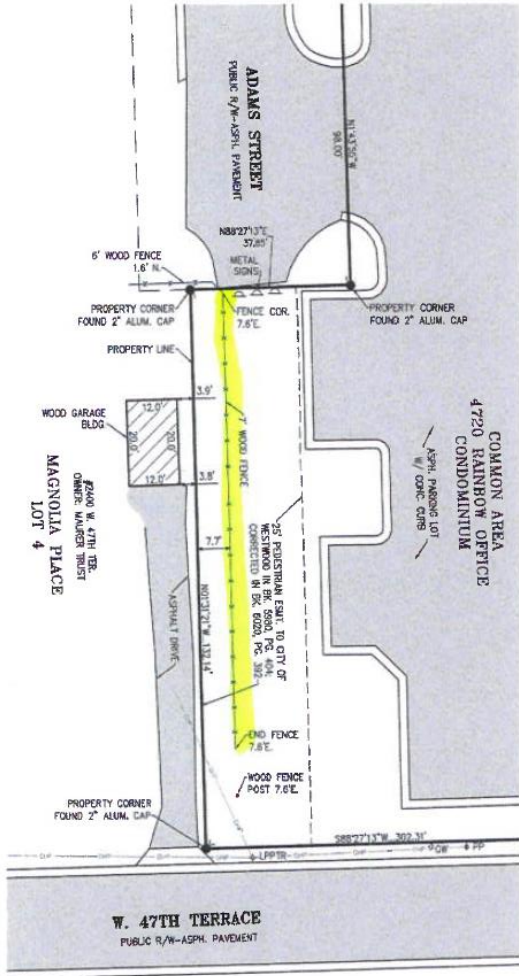
Westwood Zoning Ordinance 4.3.9.B.1. limiting fences to 6' in height.

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

- F. *Fences or walls which would fail to comply with any other requirement of this Ordinance may be constructed and maintained, contingent upon the following:*
1. *Application shall be made to the Governing Body, which shall study said application to determine the following:*
 - a. *the fence or wall will not adversely affect the general welfare of the immediate neighborhood in which the fence or wall is to be erected, taking into consideration factors including, but not limited to, the value of the property and the safety of residences in said neighborhood;*
 - b. *the appearance, location, and purpose of the proposed fence or wall;*
 - c. *the effect on adjoining properties;*
 - d. *the size of the area to be enclosed; and*
 - e. *the desirability of open views with regard to beauty, value and safety of the neighborhood; and*
 - f. *with respect to any fence on a lot adjacent to a street, a variance shall not be granted if the proposed fence would interfere with a safe view of the street for vehicular traffic, or would impair the view from any nearby driveway, or would extend closer to the street than the adjacent front yard setbacks.*
 2. *Said application must be approved by at least four of the five members of the Governing Body.*

Fence Location

An illustration of the location of the proposed fence is provided below.



Existing Fence

Photos of the existing fence to be replaced are provide below.



Staff Comments/Recommendation

The applicant desires to modify the existing fence, which is already 6' tall, by replacing it with an 8' tall fence to prevent vehicle headlights from shining into the resident's house.

A strict application of this Zoning Ordinance provision would require that the fence not exceed the 6' in height that it is currently.

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

- a. Neighbor acknowledgement/consent – The fence lines only one property, that of the 2400 W. 47th Ter.; this resident has complained to KUHS that headlights are shining into his home
- b. ROW impediment – No;
- c. Established tree impact/removal –No; and
- d. Resulting sight lines issues - No.

I do not have any objections to the requested variance. The modified fence would provide better shielding of headlights.

Suggested Motion

I move to approve the requested fence variance at 4720 Rainbow Blvd. to allow an 8' high fence on the property as described in the application.

Application for a Fence Variance RECEIVED



OCT 28 2024

City of Westwood KS

City of Westwood
4700 Rainbow Blvd
Westwood, Kansas 66205
Phone: (913) 362-1550
www.westwoodks.org

TO THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS:

The undersigned hereby affirms:

- That he/she is the owner/duly authorized agent of the owner of the following described real property located at 4720 Rainbow Blvd in the City of Westwood, with the Legal Description

- That said premises are now located in a Westwood City District, and zoned accordingly under the Zoning Ordinances of the City of Westwood.

- That said premises are now being used as follows: Healthcare Ambulatory

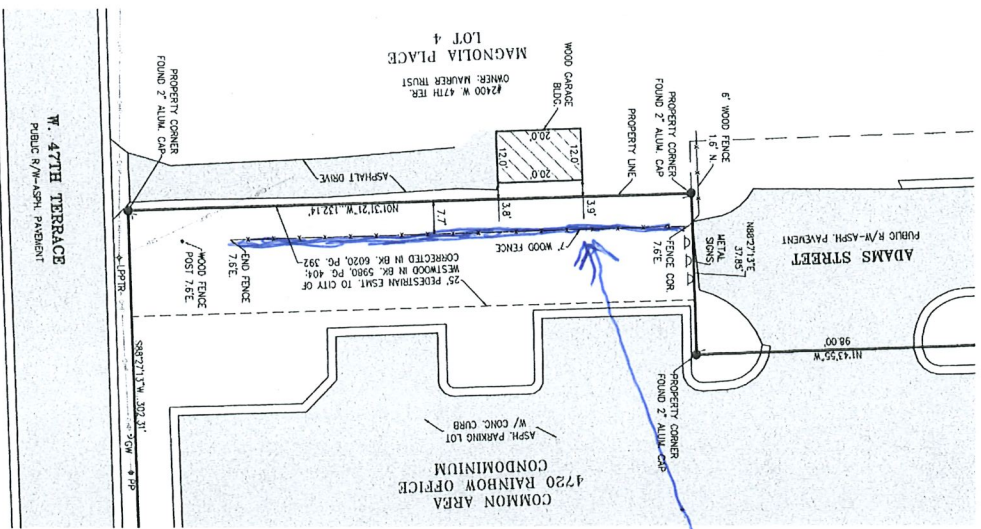
- That the petitioner desires to erect a fence on said premises, as follows (also give reasons which, in the opinion of the petitioner, justify issuance of a fence variance): The Health System needs to Replace the fence on the west side of the property. We request the fence to be 8' high to prevent car lights from shining on neighbors house

Wherefore, petitioner hereby applies for a variance to allow erection of a fence as follows: Modify fence to 8' to provide more privacy to neighbors

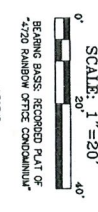
Date Filed 10/28/24
Accepted by Leslie Herringer City Clerk
Date of Hearing 11/14/24
Decision
CITY OF WESTWOOD USE

Cayln Gorup
Owner-Agent Printed Name
Owner-Agent Signature
913-269-3393
Phone Number

Item B, Section X, Item



Request 8 1/4\"/>



- LEGEND
- FOUND SURVEY MONUMENT
 - CITY WIRE
 - LIGHT POLE W/ TRANSFORMER
 - OVERHEAD POWER LINE
 - POWER POLE

WORK REFERENCED:
 PARTIAL BOUNDARY AND IMPROVEMENT SURVEY ALONG THE WEST LINE OF THE COMMON AREA OF WESTWOOD JOHNSON COUNTY A CONDOMINIUM SUBDIVISION IN THE CITY OF WESTWOOD JOHNSON COUNTY, KANSAS.
 NO THE INFORMATION WAS FORWARDED, THE BOUNDARY AND DISTANCES SHOWN WERE TAKEN FROM THE CONDOMINIUM PLAN RECORDED IN BOOK 38190A AT PAGE 007723.

I, SCOTT D. CONER, HEREBY CERTIFY THAT I OR SOMEONE UNDER MY DIRECT SUPERVISION HAVE MADE A SURVEY OF THE ABOVE DESCRIBED TRACT OF LAND AND THE RESULTS OF SAID SURVEY ARE CORRECTLY REPRESENTED ON THIS PLAT.

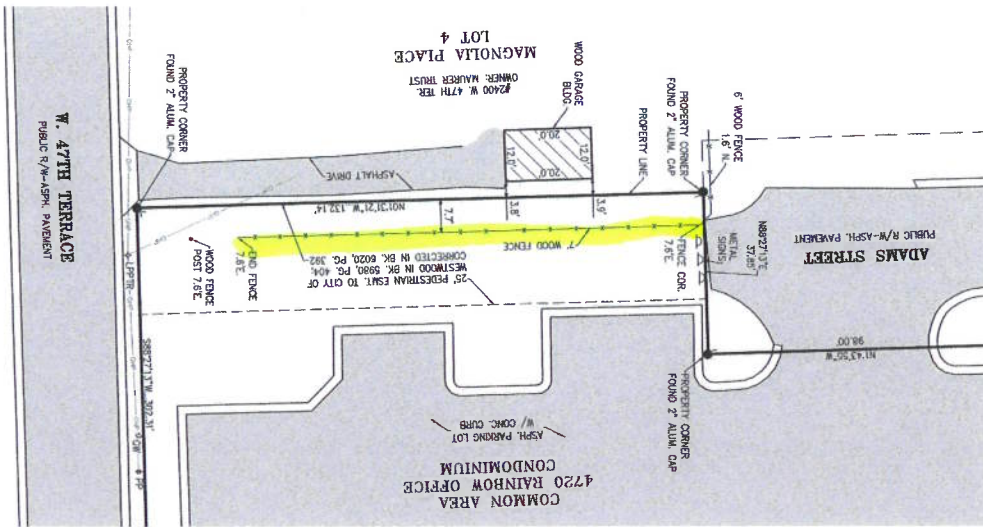


PROJECT NO. 240726
 DATE: 8/20/24
 DRAWN: AJM
 CERTIFICATE OF AUTHORIZATION
 LAND SURVEYING - 15-82
 ENGINEERING - 1-361
 CERTIFICATE OF AUTHORIZATION
 LAND SURVEYING-2007001128
 ENGINEERING-2007005658

CERTIFICATE OF SURVEY
 4720 RAINBOW OFFICE CONDOMINIUM
 WESTWOOD, JOHNSON COUNTY, KANSAS
 ADDRESS: 4720 RAINBOW BLVD.

PEI
 PHELPS ENGINEERING, INC
 PLANNING
 ENGINEERING
 IMPLEMENTATION:
 1270 N. Winchester
 Olathe, Kansas 66060
 (913) 393-1155
 Fax (913) 393-1166
 www.phelpsengineering.com
 © 2023 Phelps Engineering, Inc.

SHEET
 1
 OF 1



SCALE: 1"=20'
 0' 20' 40'

- LEGEND
- FOUND SURVEY MONUMENT
 - GUY WIRE
 - LIGHT POLE W/ TRANSFORMER
 - OVERHEAD POWER LINE
 - POWER POLE

WORK RECORDED:
 PARTIAL BOUNDARY AND APPROPRIATE SURVEY ALONG THE WEST LINE OF THE COMMON AREA, 4720 RAINBOW OFFICE CONDOMINIUM, A CONDOMINIUM SUBDIVISION IN THE CITY OF WESTWOOD, JOHNSON COUNTY, KANSAS.
 NO TITLE INFORMATION WAS FURNISHED. THE BOUNDARY AND EASEMENTS SHOWN WERE TAKEN FROM THE CONDOMINIUM PLAT RECORDED IN BOOK 201008 AT PAGE 007757.

I, SCOTT D. CONFER, HEREBY CERTIFY THAT I OR SOMEONE UNDER MY DIRECT SUPERVISION AND IN MY PRESENCE HAVE PERSONALLY CONDUCTED THE SURVEY AND THE RESULTS OF SAID SURVEY ARE CORRECTLY REPRESENTED ON THIS PLAT.



BY: SCOTT D. CONFER KS. LS.-1234

CERTIFICATE OF SURVEY
 4720 RAINBOW OFFICE CONDOMINIUM
 WESTWOOD, JOHNSON COUNTY, KANSAS
 ADDRESS: 4720 RAINBOW BLVD.



PHelps ENGINEERING, INC
 1270 N. Winchester
 Olathe, Kansas 66061
 (913) 393-1155
 Fax (913) 393-1166
 www.phelpsengineering.com
 © 2023 Phelps Engineering, Inc.

PROJECT NO. 240726
 DATE: 8/20/24
 DRAWN: AJM
 CERTIFICATE OF AUTHORIZATION
 LAND SURVEYING - LS-82
 ENGINEERING - E-1-C-01
 CERTIFICATE OF AUTHORIZATION
 LAND SURVEYING - 2007001128
 ENGINEERING - 2007000088

SHEET
 1
 OF 1

COUNCIL ACTION FORM

Meeting Date: November 14, 2024
 Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider approving Letter of Understanding with Johnson County for participation in the Utility Assistance Program for 2025

Background/Description of Item

Johnson County, through its Department of Aging and Human Services, provides the Utility Assistance Program to county residents. This program provides financial assistance to avoid utility disconnection to income-qualifying residents. The assistance is available for past due utility bills or assistance with payment plans and the amount is a limited dollar amount annually per household and varies based on funding levels. The assistance is available for electric, water, gas, wastewater and propane utility bills and is not on-going.

Staff Comments/Recommendation

Data provided by Johnson County's Department of Aging and Human Services indicates that Westwood residents have been participating in this program even though the City has not been contributing financially. In 2024 alone, four (4) Westwood households received assistance through the program, with a total of \$2,191 being distributed in the city. Assistance was provided for electricity, gas, wastewater, and water bills. From data older than 2024, in general this program serves two to four Westwood residents per year. By the City contributing matching funds to the program, the County is able to distribute more financial assistance within Westwood by using both County and City funds.

Budget Impact

Given the City's survey findings this summer that suggest a majority of residents would welcome programs to help reduce the cost burden of owning and maintaining their home¹, and the City's FY2025 earmark of \$1,312.81 for the proposed Homelessness Services Center (HSC) (which proposal has since been abandoned), City staff recommend redirecting the amount set aside in the 2025 City budget for the HSC to the Utility Assistance Fund. Signing a Letter of Understanding for 2025 does not commit the City to participate in the program in future years, and the amount the City desires to contribute as a match for Westwood residents receiving assistance can vary from year to year, based on usage rates and City budget capacity.

Suggested Motion

I move to authorize the City Administrator to execute the Letter of Understanding with the Johnson County Aging & Human Services for administration of the Utility Assistance Program for the 2025 program year.

¹ 55% of survey respondents say they would participate in a program that rebates a portion of City property taxes and 52% say they would participate in a program that would provide grants for making housing improvements. The cost/price of housing in Westwood was further identified as an area of lower ratings when asked about feelings of quality of life.

Letter of Understanding
JOHNSON COUNTY UTILITY ASSISTANCE PROGRAM
2025 Program Year

This Letter of Understanding is entered into by and between Johnson County Aging & Human Services (“Aging & Human Services”) and the City of Westwood, Kansas (“City”) for administration of the **Utility Assistance Program**.

The parties do mutually agree as follows:

ELIGIBILITY

Aging & Human Services will determine eligibility using the following factors:

1. Verify that the applicant is a resident of the City and that the name of the applicant, spouse, or another adult age 18 or older living in the household is on the utility bill.
2. Verify that the applicant’s household for the past 30 days has a gross income at or below 200% of the Poverty Guidelines as published in the Federal Register. Exceptions will be considered on a case-by-case basis if extraordinary circumstances warrant it. (For income sources and allowable documentation, refer to attached “Utility Assistance – Master Guidelines & Procedures.”)
3. Verify that the utility account is past due, has a disconnect notice, or is already disconnected from service.

BENEFITS & SERVICES PROVIDED

In providing utility assistance benefits to eligible City applicants, Aging & Human Services will:

1. Determine the amount of payment to be made to the utility, based on the amount of arrearage or the maximum benefit, whichever is lower.
2. Supplement City funds with matching County funds on a per household, per calendar year basis.
3. Process payments to the utility vendors through the County’s voucher system.
4. Provide quarterly reports to the City on the funds expended and balance.

CONSIDERATION

In consideration of the above provisions, the City will contribute \$1,312.81 for the services listed in this Letter of Understanding for calendar year of 2025. The City will make a one-time contribution on or about January 1 of the program year. At the end of the program year, any City contributed unobligated funds will automatically be rolled over to the next program year or, upon request, returned to the City.

SPECIAL PROVISIONS

1. Any exceptions to the above procedures will be discussed and mutually agreed upon by a designated representative of the City and Aging & Human Services.

2. The benefit amount to City residents will be reduced when either City or County funds have been exhausted.
3. This letter of understanding may be terminated by either party upon thirty days written notice.

Executed in duplicate and on the date listed below:

City of Westwood, Kansas

Johnson County Aging & Human Services

Leslie Herring, City Administrator

Timothy Wholf, Director

Date _____

Date _____

Johnson County Aging & Human Services

Multi-Service Centers

Mission

“Providing essential human services as a safety net, targeting older adults, people with a disability, and low-income residents, in order to support independence, dignity, and self-sufficiency.”



Two Divisions

Area Agency on Aging



Outreach Services



Multi-Service Centers (MSC)

Multi-Service Centers partner with the community to bring services to the neighborhood level, adding to the overall quality of life and enhancing independence and self-sufficiency for low-income residents.

Community Partnerships

- AccessKC
- Catholic Charities
- El Centro
- Jewish Family Services
- Salvation Army
- Faith Based Organizations
- School Districts

School District Partnerships

- **Project HOME**

Housing Opportunities Move Everyone

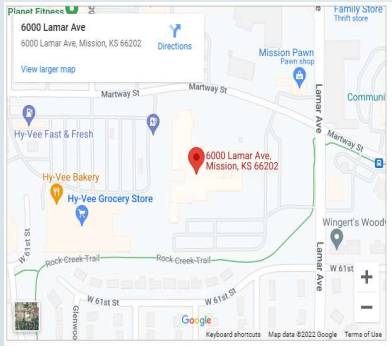
- Launched in 2016 school year
- Shawnee Mission School District

- **Impact Olathe**

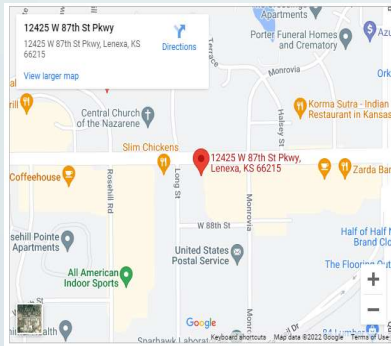
- Launched in 2017 school year
- Olathe School District

- Identifies & assists families who are homeless or at-risk for homelessness
- Provides opportunity for families to meet with officials from various agencies.
- Local agencies collaborate to connect families with resources related to housing, finance, utilities, food, employment, healthcare, etc.
- Meet twice a month

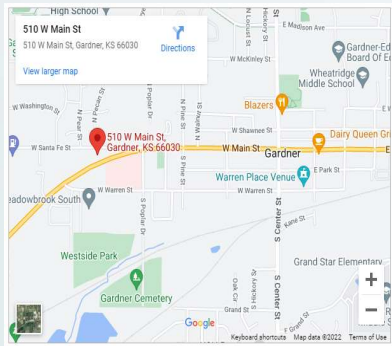
Multi-Service Center Locations



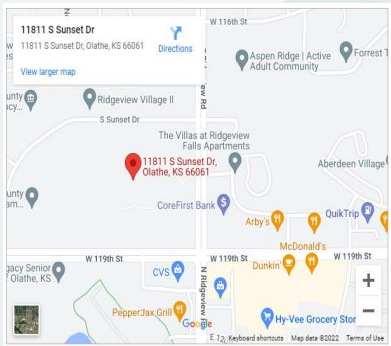
Northeast MSC
Mission



Northcentral MSC
Lenexa



Southwest MSC
Gardner



Central MSC
Olathe
****No Food Pantry**

Stabilization Services

- Multi-Service Centers provide stabilization assistance.
- Assistance funds are available to help qualifying residents with utility assistance, medical needs, food pantry, limited rental assistance and other special needs.



Qualifications for Assistance

- Applicants must be a Johnson County resident
- Applicants' gross income must be at or below the 200% of the federal poverty level.
 - Income documentation is required for the previous 30 day period for all members in the household 18+
- Provide documentation:
 - Social Security cards for all members 18+ in the household
 - Driver's licenses for all members 18+ in the household
 - Additional documentation may be required for different types of services

FY 2024 200% Poverty Guidelines



PERSONS	Monthly
1	\$2,510
2	\$3,407
3	\$4,303
4	\$5,200
5	\$6,097
6	\$6,993
7	\$7,890
8	\$8,787



Utility Assistance

- Financial assistance to avoid utility disconnection
- Assistance available for electric, water, gas, wastewater and propane utility bills
- Assistance available for past due utility bills or assistance with payment plans
- Limited dollar amount annually per household, varies based on funding
- Not on-going assistance



Food Pantry

- Includes non-perishable food and hygiene products
- Once certified, resident can visit every thirty days
- Meant to be supplemental to free up funds for household budget (childcare, gas, rent, etc.)
- Food pantries located at North Central (Lenexa), North East (Mission), and Southwest (Gardner) locations.



AccessKC

- AccessKC is a program that provides short term emergency medical assistance for those in need.
- Medical assistance
 - Emergency dental care (fillings and extractions)
 - Diabetic supplies
 - Durable medical equipment (including hearing aids)
 - Prescriptions (no controlled substances)
 - Vision exam and eyeglasses
- MSC issues vouchers
- Medical services are not provided on-site



Rental Assistance

- Financial assistance to prevent eviction
- Limited funding available for partial rent payment
- Appointments are based on funding and staff availability
- Resident can not owe more than one month's rent
- Rent assistance is available for past due rent; no down payments, deposits or application fees
- MSC's do not have hotel vouchers
- One time assistance



Rent Assistance

- Provided by and limited to the following six municipalities
 - Overland Park
 - Prairie Village
 - Shawnee
 - Roeland Park
 - Merriam
 - Gardner

Scheduling an Appointment

- All services are provided by appointment only.
- Calls answered 8:30 am -4:30 pm, Monday - Friday by a live team member
- Applicant will provide basic demographic information.
 - Name, address, zip code, how many people in household
- Applicant will provide basic income information.
 - Gross income from all sources including child support, Social Security, disability, wages, income tax returns
- If scheduling an appointment for Utility Assistance:
 - Applicant must provide name of utility, how much is past due, date of last payment, due date
- Appointments are typically scheduled within 2-3 business days.
 - Rent appointments are not scheduled during a phone screening. A case manager will call back the applicant to collect additional information to determine if applicant qualifies for rent assistance.
- Staff will provide applicant a verbal list of required documents
 - An email will follow with appointment reminder and list of required documents

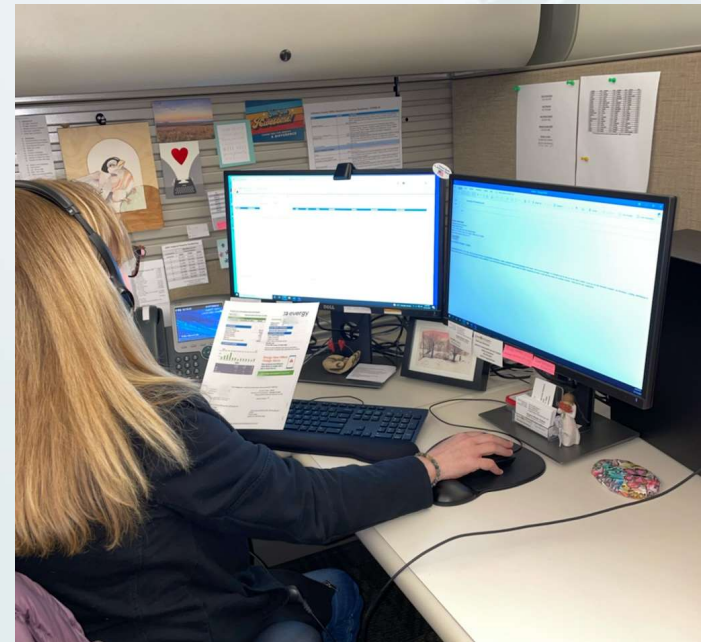
Preparing for an Appointment

- Applicants must gather all required documents prior to the scheduled appointment.
- Applicant can email documents prior to the appointment by replying to the appointment reminder email.
- If applicant has any questions about documentation, please call Multi-Service Center phone line or visit website: <https://www.jocogov.org/department/aging-and-human-services/outreach-services/preparing-your-appointment>
- Most appointments are scheduled for 90 minutes.
- MSC services are provided on-site by appointment only.



After Appointment

- Pledges (payments) are made directly to the utility company for utility assistance.
- Payments are made directly to the landlord for rental assistance.
- Allow 2-4 weeks for payments to post to utility account or to landlord.
- If additional assistance is needed for future services, a new appointment must be scheduled.



Additional Resources

- MyRC is an online platform that connects individuals who require assistance with the resources they need to meet their needs.
 - Housing
 - Transportation
 - Food
 - Employment
 - Healthcare
- Each Multi-Service Center has the following resources on-site:
 - Job/Employment Boards
 - Education Resources (continuing education, GED, or finishing high school)
 - Mental Health Resources
 - Domestic Violence Resources
 - Food Pantry Resources

<https://ims.jocogov.org/rc/>

Contact Information



**Johnson County
Multi-Service Centers**
(913) 715-6653

COUNCIL ACTION FORM

Meeting Date: November 14, 2024

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Consider Renewal of IT Services Agreement with Johnson County Government

Background/Description of Item

Since January 2016, the City of Westwood has contracted with Johnson County's Department of Technology and Innovation (DTI) for technology support services for the Police Department, alone. The Administration and Public Works Departments were added to the support services agreement in 2023, with implementation completed in 2024.

Budget Impact

The 2025 contract amount is \$30,198.92¹. This is 9.5% above the 2024 contract amount of \$27,371.71, which was 7.5% above the 2023 contract amount of \$25,335.44. This amount has been budgeted in the FY 2025 General Fund.

Staff Comments/Recommendation

Pursuant to the City's Financial and Purchasing Policy, since this agreement commits more than \$25,000, staff is bringing it before the Governing Body for review and approval.

Suggested Motion

I move to authorize the City Administrator to execute the Renewal of Information Technology Services Agreement between the Board of County Commissioners of Johnson County, Kansas and the City of Westwood for the 2025 calendar year.

¹ This amount is \$187.50 less than the total reflected on Exhibit A due to a calculation error on the cost of the software licenses (\$180 error on Checkpoint licenses and \$7.50 on Lansweeper licenses). Johnson County has been asked to provide a corrected Exhibit A.

INFORMATION TECHNOLOGY SERVICES
AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS AND THE CITY OF WESTWOOD, KANSAS

THIS INFORMATION TECHNOLOGY SERVICES AGREEMENT entered into this 7th day of December, 2023, by and between the City of Westwood, Kansas (“City”) and the Board of County Commissioners of Johnson County, Kansas (“County”).

WITNESSETH:

WHEREAS, the CITY is located within Johnson County, Kansas, organized and existing under the laws of the State of Kansas; and

WHEREAS, the County is a municipal government organized and existing under the laws of the State of Kansas; and

WHEREAS, the CITY desires to engage the services of the County for the purpose of providing information technology services; and

WHEREAS, the CITY and the County are authorized by K.S.A. 12-2908 to enter into an agreement with each other for the performance of a governmental service, activity, or undertaking; and

WHEREAS, the County’s Chief Information Officer has been authorized by the Board of County Commissioners to execute this Tech Agreement under Resolution No. 110-23; and

WHEREAS, the CITY and the County hereby agree to accept the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual promises and covenants hereinafter given, and pursuant to and in accordance with the statutory authority vested in the CITY and the County, the parties hereto agree as follows:

1. The CITY and the County hereby agree that the Agreement shall be, and hereby is, renewed and extended for an additional term from January 1, 2025 through December 31, 2025 (“Term”).
2. The CITY has requested Information Technology Services from the County. The Master Service Agreement provides service offerings, scope and support model, services response times, City responsibilities, County responsibilities, and the terms and conditions. The Master Service Agreement can be found here <https://www.jocogov.org/media/johnson-county-it-master-services-agreement>
3. The County shall provide the CITY the services as set forth in Exhibit A (“Services”), which is attached hereto and incorporated herein by reference.

- 4. The CITY agrees to share the costs of those services by paying the amounts set forth in Exhibit A, which are the annual costs of the services. The prices stated in Exhibit A are based on the number of supported employees stated therein. If the total number of supported employees increases or decreases by 4 or more, then the total cost of this Agreement will be adjusted for the remainder of the contract period (pro-rated at the rate of \$1,060 per employee per year plus the cost of licenses).
- 5. As indicated in the Master Service Agreement, CITY must comply with the County standards in order to receive hardware and software support as indicated in Exhibit A. The County Standards can be found here <https://www.jocogov.org/media/hardware-standards>

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be executed in two (2) counterparts by their duly authorized representatives and made effective the day and year first above written.

CITY OF WESTWOOD, KANSAS

By _____
Leslie Herring, City Administrator

Date _____

BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS

By _____
William P. Nixon, Jr. Chief Information Officer

Date _____

APPROVED AS TO FORM:

Ryan Haga, Assistant County Counselor

Date _____

[Remainder of page intentionally left blank]

City of Westwood & Police Department Services

# of FT Users	Police Department	City of Westwood
# of PT Users	9	7
# of Devices	4	6
# of Servers	14	18
	3	3

Locations: City Hall and Administration & PD - 4700 Rainbow Blvd
Public Works - 2545 W. 47th St.

Support Services:		
Systems	\$5,669.00	\$4,294.70
Network	\$2,688.71	\$2,036.90
Security	\$3,448.76	\$2,612.70
End User Support	\$3,476.75	\$2,633.90
Sub-total Support Services	\$15,283.22	\$11,578.20
Support Services Total	\$26,861.42	

Application Support	DTI will interface with the Jayhawker and Midas support to assist with problem resolution and/or application upgrades.
Data Management	DTI will provide regular monitoring of the Jayhawker and Midas database backups and identify problems as they occur. DTI will work with Jayhawker and Midas support to assist with problem resolution.

Software:	Check Point Licenses - 26 @ \$30 and 5 @ \$5	\$435.00	\$550.00
	Lansweeper License - 26 @ \$1.25	\$17.50	\$22.50
Hardware:	Servers (VM): Domain Controller & File/Print - \$500 ea per yr	\$1,000.00	\$1,000.00
Other:	Contract Administration Fee	\$250.00	\$250.00
Total Managed Services		\$16,985.72	\$13,400.70
Total Combined Managed Services		\$30,386.42	

COUNCIL ACTION FORM

Meeting Date: November 14, 2024
Staff Contact: Abby Schneweis, City Clerk

Agenda Item: Consider Allowing the Consumption of Alcoholic Beverages at City Hall for 2024 Staff Holiday Dinner

Background/Description of Item

City staff members have been working to plan a holiday dinner at City Hall on Saturday, December 7th. The evening will include a catered meal in the Community Room at City Hall. Guests for this gathering will include staff, the Governing Body, and their guests. A request has been made by the planning team to allow staff members to bring their own alcoholic beverages to the gathering.

Staff Comments/Recommendation

Article 12-206(3) of the Westwood Municipal Code allows for alcoholic beverages on City grounds 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 4700 Rainbow Blvd. on Saturday, December 7th from 5:00 PM to 9:00 PM for a staff holiday party at City Hall.