



**CITY OF WESTWOOD**  
**City Council Meeting**  
**September 10, 2020 - 7:00 p.m.**

Note: In an effort to mitigate the spread of COVID19, this meeting will be held remotely via Zoom. As a result of the remote-holding of the City Council meeting, there will not be open Comment on Non-Agenda Items. Any comments for the City Council on non-agenda items must be submitted in writing to [abby.schneweis@westwoodks.org](mailto:abby.schneweis@westwoodks.org) prior to 5:00 PM on Thursday, September 10, 2020, to be shared at the meeting. Comments must be limited to five (5) minutes in length, as read.

Access Online

<https://us02web.zoom.us/j/81503792783?pwd=ZVhKdEw0bnYxckhJNS9vWStqQkxJUT09>

Password: 109062

or

Access by Phone

(312) 626-6799

Webinar ID: 815 0379 2783

Password: 109062

Agenda Items

- I. Call to Order – Mayor David E. Waters
- II. Presentations
- III. Comment on Non-Agenda Items
- IV. Approval of Meeting Minutes
  - A. [August 13, 2020 City Council Meeting](#)
- V. City Treasurer's Report – None
- VI. City Attorney Report – City Attorney Ryan Denk
- VII. Administrative Report – City Clerk Leslie Herring
- VIII. [Police/Court Report – Chief Greg O'Halloran](#)
- IX. [Public Works Report – Public Works Director John Sullivan](#)

- X. Committee Reports
  - A. Administration & Compensation Committee Report
  - B. Business & Community Affairs Committee Report
  - C. Public Safety Committee Report
  - D. Public Works Committee Report
  - E. Parks & Recreation Committee Report
  - F. Mayor's Report
- XI. Adjournment

## **City of Westwood, Kansas**

### **City Council Meeting**

**4700 Rainbow Boulevard**

**August 13, 2020 – 7:00 p.m.**

**Held Remotely Via Zoom**

Council Present: David E. Waters, Mayor  
Jeff Harris, Council President  
Lisa Cummins, Councilmember  
Jason Hannaman, Councilmember  
Laura Steele, Councilmember  
Holly Wimer, Councilmember

Council Absent: None

Staff Present: Leslie Herring, CAO/City Clerk  
Greg O'Halloran, Chief of Police  
John Sullivan, Director of Public Works  
Charles Mills, Outgoing City Treasurer  
Michelle Ryan, Incoming City Treasurer

### **Call to Order**

Mayor David E. Waters called the meeting to order at 7:04 p.m. on August 13, 2020. The City Clerk called the roll. A quorum was present. Mayor Waters amended the agenda to hear the fence variance directly following the Treasurer's Report and immediately before the budget hearing. No councilmembers voiced opposition.

### **Recognition of City Treasurer Charlie Mills**

Charles Mills has served as Westwood's City Treasurer for 28 years. Mayor Waters read a proclamation recognizing his years of service and presented a commemorative Westwood street sign. Mr. Mills thanked the Mayor, Council and staff for the opportunity to serve Westwood.

### **Comment on Non-Agenda Items**

William Pearson, 2806 W 48<sup>th</sup> Street, submitted a statement to the Governing Body. A copy of the comments are attached in Appendix A, page 2 of these minutes.

### **Approval of July 9, 2020 City Council Meeting Minutes**

Minutes from the July 9, 2020 city council meeting, the July 15, 2020 special city council meeting, and August 4, 2020 special city council meeting were included in the agenda packet. Motion by Councilmember Harris to approve all three minutes documents as submitted. Second by Councilmember Cummins. Motion carried by a 5-0 voice vote.

### **Treasurer's Report**

#### **Approval of Financial Statement – July 2020**

Mr. Mills referred to the July 2020 Treasurer's Report and offered to answer any questions. He stated that July 2020 revenues for the general fund were in the amount of \$147,067 and expenses for the month were in the amount of \$178,444 with a decrease of \$31,376 in the fund balance.

### **City Attorney Report**

No report was made.

### **Administrative Report**

#### **Fence Variance Request – 2520 W 50<sup>th</sup> Place**

William Tschudy, who purchased the house at 2520 W 50<sup>th</sup> Place (northeast corner of Belinder Avenue and W 50<sup>th</sup> Place) in August 2015 is requesting a fence variance to increase the height of a 4-foot tall wood fence to that of a 6-foot tall wood privacy fence and also to enclose an approximately 12' x 14' area of the yard closer to Belinder Avenue than the residence with 6-foot tall wood privacy fence. The current fence is 22 feet from the east right-of-way along Belinder Avenue and the proposed new fence would be 10 feet from that right-of-way. The proposed 6-foot tall privacy fence will be both replacement and new fence sections on this subject property. The proposed replacement portions of fence will be in the designated corner lot rear-yard and side-yard areas of the 2520 W 50<sup>th</sup> Place property. The proposed new portions of fence will be in the designated corner lot front yard area, closer to the street than much of the structure line is to Belinder Avenue. The proposed fence is to be 6-feet tall. The Westwood fence zoning standards require a side-yard fence to be only 4-feet tall. The existing house structure is setback about 22 feet from Belinder Avenue, and about 32 feet from 50<sup>th</sup> Place. No driver sight lines will be impaired, including in the owner's driveway. There is no plan to remove any trees for the fence. The neighbor to the north has been notified of the proposed fence. City staff has requested written documentation of notification to the neighbor but, at the time of publishing this meeting agenda, has not yet received such documentation.

William Tschudy, 2520 W 50<sup>th</sup> Place, explained that the existing fence was installed by the previous owner and is not in good condition. Mr. Tschudy said he and his wife are planning to replace the fence and are looking to increase enclosed yard space and privacy for their property.

Councilmember Harris thanked Mr. Tschudy for attending the meeting. Councilmember Harris said he was concerned that the proposed location of the new fence would extend closer to the street line than the adjacent front yard setback of the property directly north of Mr. Tschudy's property, and this was one of the criteria set out by the Westwood Zoning Code for the Council to consider during a fence variance request. Councilmember Harris said the language of the zoning code prohibits the council from granting the variance request.

Motion by Councilmember Cummins to approve the proposed fence at 2520 W 50<sup>th</sup> Place to allow the six-foot-tall wooden privacy fence in the front and side yard areas of the property.

Councilmember Wimer asked Mrs. Herring if it had been verified that the neighbor immediately to the north of Mr. Tschudy's property was contacted and aware of the proposed fence. Mrs. Herring said the neighbor had been notified of the planned fence in an informal manner and did not object to it, but Mr. Tschudy has not been able to get formal confirmation from the neighbor. Councilmember Wimer said she would want to see some sort of written confirmation that the neighbor is aware of Mr. Tschudy's plans.

Councilmember Hannaman seconded Councilmember's Cummins' motion. City Clerk Herring performed a roll call vote. Councilmembers Cummins, Hannaman and Wimer voting to approve the variance request, and Councilmembers Harris and Steele voting against. Motion failed, as a fence variance must be approved by at least four of the five members of the Governing Body.

## **Public Hearing – 2021 Budget**

Mr. Waters opened the floor for a public hearing regarding the 2021 Westwood City Budget at 8:05 pm.

Following the July 15, 2020 City Council budget work session, a public hearing, pursuant to K.S.A. 79-2933 is held to allow the City to adopt its 2021 budget and to levy taxes in the coming year. Publication of such budget hearing was included in The Legal Record on July 28, 2020 and proof of that publication is included in the meeting packet.

The FY 2021 budget reflects a commitment by the City, which was ratified by Westwood voters in May 2018, to provide increased funding levels for needed city infrastructure improvement projects. In 2019, over \$3 million in capital projects were constructed in Westwood. \$3,559,913 in General Obligation Improvement Bonds, Series 2020A were issued in March of 2020 to pay for these needed capital projects over a longer period of time. The proposed FY 2021 budget reflects the bond payments for these projects.

Starting with the FY 2020 budget, several different revenue sources were planned for utilization in the Debt Service Fund to cover expenditures. The revenue stream for the Debt Service Fund is structured as a multi-funding approach as a means of diversifying future funding source risks to the City. The proposed FY 2021 budget includes \$16,460.50 of ad valorem property tax revenues specifically for the Debt Service Fund, which equates to a ½ mill, based on the June 2020 preliminary valuation estimate for Westwood. The proposed FY 2021 budget also includes \$15,000 in General Fund revenue transfers into the Debt Service Fund. Altogether, this equates to just under 1 mill of property tax revenues going into the fund. Stormwater Utility Funds will also be transferred into the Debt Service Fund to pay for Debt Service Fund expenditures: \$15,000 was budgeted in 2020 and future year transfers were initially recommended at a rate of \$50,000 annually. Revenue from the City's special ½-cent sales tax will be transferred from the Capital Improvement Fund to service part of the final bond debt payments at varying rates, depending on current need and projections.

The proposed FY 2021 Westwood city budget also continues to sufficiently fund daily operational expenses for desired city service, while addressing other long-term expense matters, like on-going staff compensation needs. The proposed FY 2021 budget is based on a conservative estimate of anticipated on-going revenue sources, and it proposes to hold the overall ad valorem tax mill rate level at 21.307.

Due to COVID-19, sales tax revenues, building permit fees, utility franchise fees, and liquor tax revenues have declined and are anticipated to remain flat from 2020 to 2021; however, based on the most current revenue distribution reports, the City may not see a sharp negative impact to its overall revenues picture. The real, future impacts of COVID-19 remain to be seen and so the 2021 budget is overall conservative related to both revenues and anticipates keeping expenses relatively flat outside of recommended increases in employee salaries and benefits, in line with past adopted budgets.

No comments by the public were made and the public hearing was closed.

Motion by Councilmember Hannaman to adopt the proposed 2021 Budget as presented. Second by Councilmember Cummins. Motion carried by a 5-0 voice vote.

### **Waiver of Generally Accepted Accounting Principles (GAAP) Requirement**

In years past the audit for the City of Westwood and its financial statements were based on Generally Accepted Accounting Principles (GAAP), which is becoming very cumbersome and expensive accounting standard to comply for smaller municipalities.

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

Motion by Councilmember Harris to pass resolution No. 84-2020 waiving the requirements of K.S.A. 75-1120A(A) as they apply to the City of Westwood for the fiscal year that ended December 31, 2019. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

### **Acceptance of the 2019 Financial Audit**

John Martin, Higdon and Hale, reported that the city received a clean opinion during the FY 2019 audit. Mr. Martin noted that there were no disagreements with staff or management on any issues with accounting records.

### **Cereal Malt Beverage License – Walmart Stores, Inc – 4701 Mission Road**

Chapter 3, Article 2 of the Westwood City Code establishes the standards and processes for the retail sales of cereal malt beverages. An annual license is issued each calendar year to each retail location in Westwood that sells cereal malt beverages. Walmart Stores, Inc has applied to renew its Cereal Malt Beverage License for the Neighborhood Market Store location at 4701 Mission Road in Westwood. The current Cereal Malt Beverage license for the store expired on July 31, 2020.

Following the required background and reference check on the application and the listed contacts by the Westwood Police Department, no issues were identified. This subject property does comply with the location restrictions per Section 3-206 of the city code. As such, City staff recommends approval of the CMB license retroactive to August 1st.

Motion by Councilmember Cummins to approve the Cereal Malt Beverage License for Walmart Stores, Inc. at 4701 Mission Road for August 1, 2020 to July 31, 2021. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

### **Public Safety Report**

Chief O'Halloran referred to the July 2020 Public Safety report and offered to answer any questions.

### **Standard Traffic Ordinance 2020 Edition**

Motion by Councilmember Harris to adopt Ordinance 1009 incorporating by reference the Standard Traffic Ordinance for Kansas Cities, 2020 edition and repeal Ordinance 1002. Second by Councilmember Wimer. Mrs. Herring performed a roll call vote, motion passed by a 5-0 vote.

### **Uniform Public Offense Code 2020 Edition**

Motion by councilmember Cummins to adopt Ordinance 1010 incorporating by reference the Uniform Public Offense Code for Kansas Cities, 2020 edition and repeal Ordinance 1003. Second by Councilmember Hannaman. Mrs. Herring performed a roll call vote, motion passed by a 5-0 vote.

### **Public Works Report**

Mr. Sullivan referred to the July 2020 Public Works report and offered to answer any questions.

### **Committee Reports**

#### **a. Administration & Compensation Committee**

Councilmember Hannaman noted that he is continuing to work with staff and the team from Adams, Brown, Beran & Ball to work through implementing new accounting software.

#### **b. Business & Community Affairs Committee**

Councilmember Cummins noted she met with Councilmember Steele and Mrs. Herring on September 4<sup>th</sup> to discuss alternative events for the Community during the COVID-19 pandemic.

#### **c. Public Safety Committee**

Councilmember Harris had nothing additional to report.

#### **d. Public Works Committee**

Councilmember Steele noted that the Committee met at the end of July to discuss the 47<sup>th</sup> Street stripe only project and how to convey information about the project to businesses in the corridor, residents, and neighboring cities.

#### **e. Parks & Recreation Committee**

Councilmember Wimer noted the Committee will be meeting on August 17<sup>th</sup> at 4pm to discuss fall events.

### **Mayor's Report**

Mayor Waters said the quarterly newsletter should be mailed to residents and businesses within Westwood. Mayor Waters noted that the League of Kansas Municipalities handbook is available at City Hall for Council to take home and review.

### **Adjournment**

Motion by Councilmember Cummins to adjourn the meeting. Second by Councilmember Harris. Motion carried by a 5-0 voice vote. The meeting adjourned at 9:31 pm.

APPROVED: \_\_\_\_\_

David E. Waters, Mayor

ATTEST: \_\_\_\_\_

Leslie Herring, City Clerk

City of Westwood, Kansas  
City Council Meeting  
4700 Rainbow Boulevard  
June 11, 2020 – 7:00 p.m.  
Held Remotely Via Zoom

**Appendix A**

**Comment on Non-Agenda Items**

Please see next page.

DRAFT



Last year (2019) the city of Westwood replaced the street & curbs on the block which I live. In doing so the street was raised. Prior to this project, my driveway sloped toward the street. Afterwards, now, it slopes toward my house. This really concerned me, so last September the Public Works Department installed a 3 inch drain line. But this year water entered my garage & rec-room twice already because the drain could not handle the rainfall. I request that this situation be remedied immediately, since the city is clearly responsible. I have lived at this location for 64 years and this problem has never occurred until this year.

William Pearson 2806 W. 48<sup>th</sup> ST  
8/10/20 Westwood, KS

# WESTWOOD

AUGUST 2020

ACTIVITIES / OFFENSE	THIS MONTH	20-YTD	19-YTD	20-Avg	CHANGE
<b>PART I CRIMES</b>					
MURDER					No Change
RAPE		1		0.13	1
ROBBERY			1		-1
<b>BURGLARY</b>					
BUSINESS					No Change
RESIDENTIAL			1	0.13	-1
VEHICLE	4	15	6	0.75	9
MOTOR VEH THEFT		4	1	0.50	3
LARCENY / THEFT	4	16	16	2.00	No Change
ASSAULT / BATTERY	2	5	1	0.63	4
<b>ARRESTS</b>					
FELONY	1	3	4	0.38	-1
MISDEMEANOR	1	1	6	0.13	-5
TRAFFIC		3	2	0.38	1
DRUG	2	7	6	0.88	1
DUI					No Change
WARRANTS	2	2	43	0.25	-41
CONFINED			12		-12
<b>SUMMONS</b>					
HAZARD	67	379	443	47.38	-64
NON-HAZARD	110	863	1259	107.88	-396
DUI		1		0.13	1
ORD. VIOLATION	21	23	7	2.88	16
<b>ACCIDENTS</b>					
NON-INJURY		8	16	1.00	-8
INJURY	1	4	2	0.50	2
PRIVATE PROPERTY					No Change
ADMIN.DUTIES-PD	80	214	209	26.75	5
ADMIN.DUTIES - CITY	19	24	3	3.00	21
ALARM	3	24	15	3.00	9
ANIMAL		7	6	0.88	1
ASSIST - POLICE	25	42	45	5.25	-3
ASSIST - PUB MOTOR	25	63	53	7.88	10
BLD. CHECK-SHAKE	2	8	43	1.00	-35
BLD. CHECK-PATROL	1201	9211	10010	1151.38	-799
BUSINESS CHECK	36	218	168	27.25	50
CIVIL MATTER		2	7	0.25	-5
EXTRA PATROL HAZARD					
EXTRA PATROL NON HAZ	3	3			
EXTRA PATROL DUI					
EXTRA PATROL ORD.					

# WESTWOOD

AUGUST 2020

ACTIVITIES / OFFENSE	THIS MONTH	20-YTD	19-YTD	20-Avg	CHANGE
CRIMINAL DAMAGE		4	1	0.50	3
DISTURBANCE	7	24	16	3.00	8
DISORDERLY CONDUCT					No Change
FIELD INTERVIEW FORM	1	1		0.13	1
FIRE		4	7	0.50	-3
FOLLOW UP	9	10		1.25	10
INFO / INVEST	6	34	40	4.25	-6
JUVENILE		2	3	0.25	-1
<b>MENTAL HEALTH</b>					
SUICIDE					No Change
ATT SUICIDE	1	1		0.125	1
INVOLUNTARY COMMITTAL					No Change
ALL OTHER MENTAL HEALTH	1	3		0.375	3
MEDICAL CALL	15	48	31	6	17
NATURE UNKNOWN	2	3	3	0.38	No Change
NOISE COMPLAINT	1	6	16	0.75	-10
OPEN DOOR	3	21	2	2.63	19
ORD. COMPLAINT					No Change
ORD. VIOL WARNING		1	3	0.13	-2
ORD. VIOL LETTER					No Change
OTHER			1		-1
PED. CHECK	4	4		0.50	4
PUBLIC SERVICE	25	85	84	10.63	1
RECOVERED PROP	2	6	3	0.75	3
RESIDENCE CHECK	38	205	339		-134
SUSPICIOUS SUBJECT	10	31	21	3.88	10
VEH CHECK OCCUPIED	3	12	9	1.50	3
VEH CHECK UNOCCUPIED	4	28	25	3.50	3
TELE. CALL HARASS					No Change
TELE. CALL THREAT			1		-1
TRAFFIC COMPLAINT	5	10	27	1.25	-17
TRAFFIC WARNING	32	155	246	19.38	-91
UNATTENDED DEATH					No Change

Total Activity

1539

Last Year - YTD Activity

11234

Year to Date Activity

10409

Difference in Activity

-825

Total Monthly Summons

201

Hazardous Summons Percentage

33%

**WESTWOOD  
INCIDENT SUMMARY**

**BURGLARY TO AUTO**

<b>CASE NO:</b>	20-0202	<b>LOCATION:</b>	4929 Adams St
<b>DATE :</b>	8/2/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Unknown suspect broke into work truck and stole tools without permission.			

<b>CASE NO:</b>	20-0218	<b>LOCATION:</b>	4943 Booth St
<b>DATE :</b>	8/22/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Unknown suspect entered the unlocked vehicle and rummaged through the vehicle and took the garage door opener.			

<b>CASE NO:</b>	20-0219	<b>LOCATION:</b>	2002 W 48th St
<b>DATE :</b>	8/22/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Unknown suspect entered the unlocked vehicle and removed an Ipod touch.			

<b>CASE NO:</b>	20-0225	<b>LOCATION:</b>	2000 W 47th Pl
<b>DATE :</b>	8/24/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Unknown suspect gained access into the vehicle and removed 2 credit cards and some cash without permission.			

<b>CASE NO:</b>		<b>LOCATION:</b>	
<b>DATE :</b>		<b>VICTIM:</b>	
<b>ACTIVITY:</b>			

**LARCENY / THEFT**

<b>CASE NO:</b>	20-0210	<b>LOCATION:</b>	2000 Shawnee Msn Pkwy
<b>DATE :</b>	8/7/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Known suspect used the victim's personal information during a traffic stop.			

<b>CASE NO:</b>	20-0212	<b>LOCATION:</b>	2820 W 50th St
<b>DATE :</b>	8/9/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Unknown suspect removed a political sign from front yard without permission.			

<b>CASE NO:</b>	20-0217	<b>LOCATION:</b>	2200 W 47th Pl
<b>DATE :</b>	8/20/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Known suspect didn't return a work issued cell phone back to the company when they requested it.			

**WESTWOOD  
INCIDENT SUMMARY**

<b>CASE NO:</b> 20-0229	<b>LOCATION:</b> 2000 W 47th Pl	
<b>DATE :</b> 8/25/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Victim accidentally left a laptop in a case near the pool at the club when leaving. Unknown suspect can be seen taking the laptop on video.		

<b>CASE NO:</b>	<b>LOCATION:</b>	
<b>DATE:</b>	<b>VICTIM:</b>	
<b>ACTIVITY:</b>		

**ASSAULT / BATTERY**

<b>CASE NO:</b> 20-0230	<b>LOCATION:</b> 4720 Rainbow Blvd	
<b>DATE:</b> 8/26/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Victim felt threatened by other party during a conversation.		

<b>CASE NO:</b> 20-0231	<b>LOCATION:</b> 1902 W 47th Terr	
<b>DATE:</b> 8/27/2020	<b>VICTIM:</b>	
<b>ACTIVITY:</b> Victim was battered by boyfriend.		

<b>CASE NO:</b>	<b>LOCATION:</b>	
<b>DATE:</b>	<b>VICTIM:</b>	
<b>ACTIVITY:</b>		

<b>CASE NO:</b>	<b>LOCATION:</b>	
<b>DATE:</b>	<b>VICTIM:</b>	
<b>ACTIVITY:</b>		

<b>CASE NO:</b>	<b>LOCATION:</b>	
<b>DATE:</b>	<b>VICTIM:</b>	
<b>ACTIVITY:</b>		

WESTWOOD  
COURT SUMMARY  
AUGUST, 2020

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
August 07, 2020	07	01	\$ 2,775.00	03	00
August 21, 2020	98	10	\$ 4,802.50	30	78
August 28, 2020	41	18	\$ 2,183.75	08	41
<b>TOTALS</b>					
August, 2020	146	29	\$ 9,761.25	41	119
August, 2019	192	15	\$17,615.00	93	51
<b>TOTAL (9,761.25) less</b>					
* Kansas DL fees:					\$ 0.00
* Judges Training Fund:					\$ 36.00
* LET Training Fund:					\$810.00
* Seat Belt Fund:					\$20.00
<b>August, 2020 TOTAL:</b>					<b>\$8,895.25</b>

Y.T.D. TOTALS 2020		Y.T.D. TOTALS 2019	
ARRAIGNMENTS:	1326	ARRAIGNMENTS:	1175
TRIALS	183	TRIALS:	140
LETTERS:	1478	LETTERS:	522
WARRANTS:	187	WARRANTS:	228
FINES:	\$104,857.90	FINES:	\$144,300.68
KS DL FEES:	\$1194.00	KS DL FEES:	\$1506.00
JUDGES FUND:	\$391.00	JUDGES FUND:	\$681.50
L.E.T.FUND:	\$7,294.00	L.E.T FUND:	\$9,582.50
SEAT BELT FUND:	\$180.00	SEAT BELT FUND:	\$660.00

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, AUGUST 2020**  
**DATE: SEPTEMBER 8, 2020**

Some of the activities for Public Works in August 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 – Via Zoom – 1.5 hrs.
7. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood in regard to 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 patched potholes in various locations.
15. I attended briefings related to COVID 19 pandemic via Zoom.
16. We are performing COVID 19 related sanitation at City Hall related to court.
17. We are performing code violation related cleanup at 4810 Booth as required.
18. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
19. Mitch is attending monthly Safety Committee Meetings.

20. Managed the 5050 Rainbow Demolition project.
21. Developed RFP for 2022 STP Project. Sent out to 13 consultants. Developed project calendar.
22. Managed paint only project.
23. We gathered stone from the 5050 demolition and stored at Public Works.

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



To: Governing Body  
From: John Sullivan, Director of Public Works  
Date: September 8, 2020  
Re: Monthly Status Report

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- 2019 (formerly 2018) Street and Storm water Improvement Projects: I will be meeting with the General Contractor on the Punchlist Items.
- W. 47<sup>th</sup> Street Project: The RFP for the Project has been sent to 13 consultants. We will be receiving them on the 15<sup>th</sup> of September. We will be reviewing the submissions individually and meeting on the 21<sup>st</sup> to narrow the list to 3. We will invite those 3 for individual presentations on the 28<sup>th</sup> and make a selection. The contract will be developed and signed by the consultant for presentation at the October 8<sup>th</sup> Council Meeting.
- Stone Wall Veneer, 4800 Building: Leslie and I met with the owners. The owners have denied any effort to work out an equitable solution. We draft, request Ryan's and David's review, and send a response letter to the property owners to notify them that in the absence of an equitable approach toward resolution of the veneer, will be removing the stone that is within the ROW in the coming weeks.
- Storm Water Infrastructure Survey: I have received the data and will be reviewing in preparation to send in a request to SMAC for reimbursement funds.
- KU Crosswalk: This project started today and should be complete in about 3 weeks.
- Paint Only Project on W. 47<sup>th</sup> Street: The handicap ramps are installed and the bus pads have been installed. The traffic signal equipment has not arrived yet. The sign post bases will be going in this week.
- Belinder CARS Project, UBAS with additional streets: The Project is complete. I am processing the paperwork for reimbursement from the CARS Program.

- Annex Street Preliminary Design: In the 2021 Budget Process the scope of the project has been reduced to a mill & overlay. This will be bid with the State Line CARS Project. I will have an engineering agreement for presentation and consideration at the October 8<sup>th</sup> Council meeting.
- 5050 Rainbow Demolition Plan: The Demolition is complete. The site cleanup and seeding is complete. I will be getting bids for the fence and installing the yard hydrant followed by the drive approach removals.