



CITY OF WESTWOOD, KANSAS
4700 RAINBOW BLVD.
WESTWOOD, KANSAS 66205

September 8, 2022

City Council Work Session: 6:00 PM
City Council Regular Meeting: 7:00 PM

Welcome to your Westwood City Council meeting. In an effort to mitigate the spread of COVID-19, 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

CITY COUNCIL WORK SESSION AGENDA

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

- I. CALL TO ORDER**
- II. WORK SESSION ITEMS/DISCUSSION OF UPCOMING MATTERS**
 - A. [Municipal Facilities Assessment and Feasibility Analysis Presentation](#)
- III. ADJOURNMENT TO REGULAR MEETING**

REGULAR MEETING AGENDA

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

- I. CALL TO ORDER**
- II. APPROVAL OF THE AGENDA**
- III. PUBLIC COMMENT**

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda, or about items on the regular agenda for which the Governing Body, at its discretion, accepts public comment. Public comment should be limited to 2-3 minutes and, unless the topic of public comment is before the Governing Body as part of its agenda, no action will be taken by the Governing Body on public comment items. Please state your name and address for the record. Persons attending virtually online will be able to make public comment by using the "raise hand" function on Zoom.
- IV. PUBLIC HEARING**
 - A. [Consider Resolution No. 109-2022 approving a tax rate in excess of the Revenue Neutral Rate for the 2023 budget year](#)
 - B. [Consider Resolution No. 110-2022 adopting the fiscal year 2023 annual budget](#)
- V. PRESENTATIONS AND PROCLAMATIONS**
- VI. 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 August 11, 2022 City Council Meeting Minutes](#)
- B. [Consider August 17, 2022 City Council & Planning Commission Joint Work Session Minutes](#)
- C. [Consider Appropriations Ordinance No. 742](#)

VII. MAYOR'S REPORT

VIII. CITY COUNCILMEMBER REPORTS

IX. STAFF REPORTS

- A. [Administrative Report \(City Clerk and Chief Administrative Officer Leslie Herring\)](#)
- B. [Public Works Report \(Public Works Director John Sullivan\)](#)
- C. [Police/Court Report \(Police Chief Curt Mansell\)](#)
- D. [City Treasurer Report \(City Treasurer Michelle Ryan\)](#)
- E. City Attorney Report (City Attorney Ryan Denk)

X. OLD BUSINESS

XI. NEW BUSINESS

- A. [Consider Employment Agreement with Leslie Herring for the Position of City Administrator and Administer Oath of Office](#)
- B. [Consider allowing the consumption of alcoholic beverages in the City park during the Oktoberfest event, to be held on Saturday, October 1, 2022](#)

XII. ANNOUNCEMENTS/GOVERNING BODY COMMENTS

XIII. EXECUTIVE SESSION

XIV. 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, October 14th, 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 REPORT

Meeting Date: September 8, 2022

Staff Contact: Leslie Herring, Chief Administrative Officer/City Clerk

Discussion Item: Receive presentation from Multistudio, consultant performing the 2022 Facilities Assessment and Feasibility Analysis

Background/Description of Item

In September 2021, the Governing Body held a work session to discuss a plan of action for determining the future of public lands in Westwood. As a result of that work session the following plan achieved consensus from the Governing Body and provided direction to staff to execute:

1. Engage the Urban Land Institute to conduct a follow-up [to the 2015] Technical Assistance Panel (TAP) to: (a) evaluate highest and best use for the corners of 47th & Rainbow and 50th & Rainbow Blvd. to maximize long-term economic and social impact for the community, (b) recommend the best location of municipal facilities, and (c) recommend ways in which Westwood could further the objectives of providing quality accessible and affordable housing. ***This was conducted and concluded in Fall 2021.***
2. Conduct a City facilities analysis of existing buildings, including an assessment and cost estimate of deferred maintenance and optimal site selection, if different from the current location of City facilities. ***This analysis commenced in June 2022 following consultant selection during the Spring of 2022. The final consultant presentation of findings is on tonight's work session calendar.***
3. Reconvene at the conclusion of the City facilities analysis in the Fall of 2022 to determine strategic direction for the southwest corner of 50th & Rainbow and the southwest corner of 47th & Rainbow. ***Formal plans have not yet been made for when and how this will be conducted by the Governing Body.***
4. Execute the plan of action, possibly including issuing RFP's for private development opportunities.

Staff Comments/Recommendation

In executing this plan of action, the Mayor convened a steering committee of eight (8) individuals to:

- a. Review and approve a study scope and Request for Qualifications (RFQ) for consultant teams, as prepared by City staff;
- b. Serve on the professional services firm interview and selection committee; and
- c. Guide the work of the retained professional services firm and provide input on their questions throughout the study period.

This steering committee is comprised of:

- Westwood Mayor – David Waters
- Westwood City Council – Holly Wimer

- Westwood Planning Commission – David Kelman
- Westwood Foundation – Sean O’Brien
- Westwood community at-large – Lisa Fielden
- Westwood City Administration – Leslie Herring
- Westwood Police – Chief Curt Mansell
- Westwood Public Works – Director John Sullivan

A timeline of the steering committee’s work to-date is as follows:

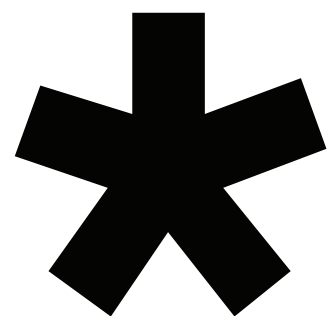
- February 4 – Convene to review draft RFQ and to provide direction to staff
- February 8 – Publish RFQ and invite respondents
- February 22 – Hold RFQ pre-proposal meeting to respond to questions from potential respondents
- March 2 – Host pre-proposal facilities tour for benefit of potential respondents
- March 11 – RFQ response period closes
- March 14 – Convene steering committee to review responses and to determine who to invite for interviews
- March 31 and April 4 – Hold firm interviews
- April 4 – Steering committee determines which firm to recommend to the City Council for consideration
- April 14 – Consideration of entering into an agreement for services with the consultant team recommended by steering committee
- May 11 – Execute professional services agreement following attorney review
- May 26 – Study process kick-off meeting with steering committee
- June 3 – 8 – Site evaluations and staff and steering committee interviews
- June 23 – Steering committee status meeting with consultant team
- July 13 – Community conversation and public information session to receive direction, questions, and concerns from the general public
- August 25 – Steering committee status meeting with consultant team
- **September 8 – Public presentation of study findings**

In total, eight (8) responses to the RFQ were received and four (4) teams were interviewed. The entire process was conducted in a manner that encouraged competitive bidding, certainty and transparency, and structured analysis of each team’s qualifications, experience, and approach to the objectives of the project. Ultimately, the steering committee recommended Multistudio (fka Gould Evans) to the City Council for consideration of an agreement to perform the work to achieve the Governing Body’s stated objective in the adopted plan of action and to build upon the work of the 2015 ULI TAP, the 2017 Master Plan, and the 2021 ULI TAP.

Multistudio firm representatives will be present at the Governing Body work session to present their findings to the City Council, City staff, and members of the public.

Suggested Motion

No action recommended.



Westwood

City Facilities Assessment & Feasibility Analysis

Council Presentation

September 8, 2022

Contents

Purpose of Study

Goals of 2017 Comprehensive Plan

Summary of Existing Facility Analysis

Facility Requirements & Program

Development Planning Scenarios

Summary of Findings

Appendix

Purpose of Study

The background of the slide is a photograph of the Westwood City Hall building, a curved brick structure with large windows. The image is overlaid with a semi-transparent green filter. The title 'Purpose of Study' is written in large, white, sans-serif font at the top left.

Need for existing facility reinvestment, renovation, and expansion.

Upcoming option to purchase current Westwood View School.

Interest in park improvements.

Understand potential development value of City Hall and park/school site properties.

Goals 2017 Comp Plan

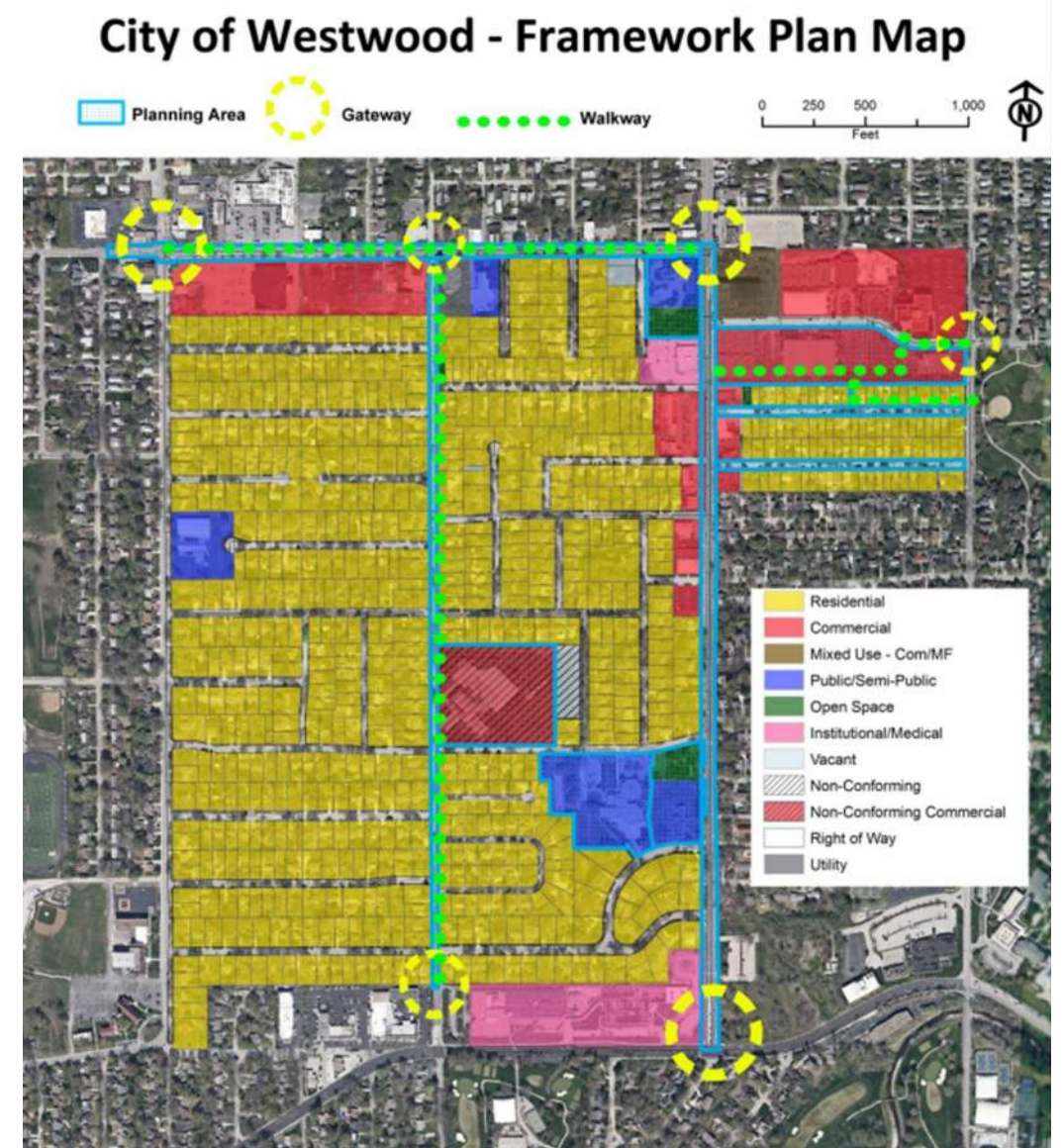
Make sure properties are well-maintained.

Represent a sense of place and unique identity.

Increase engagement and collaboration.

Support existing businesses and capitalize on redevelopment opportunities.

Increase investment in infrastructure and facilities.



Existing Facility Analysis

CITY HALL - IMAGES



Failing glazing units



Interior ceiling and finish damage due to roof leak



Mechanical units on original ballasted roof



Non-ADA compliant desk



Rusting metal roof



Damaged EIFS cladding



Leaking roof gutter

PUBLIC WORKS - IMAGES



Damaged concrete column foundations



Truck bay without exhaust ventilation system



Damaged insulation on wall panels



Crawl space on addition



Salt shed nearing end of life



Storage units in yard due to lack of space

Top Priorities Existing City Hall Facility

- Roof and gutters need replacement
- Window glazing is failing
- Council Chamber air handling unit needs replacement
- Multiple ADA and code deficiencies
- Public space finishes need to be refreshed.
- Need public family/all gender restroom
- Deficient evidence processing, storage, detainment security, and officer office space.

Top Priorities Existing Public Work Facility

- Column foundation repairs needed
- Addition is damaged and does not meet current code
- No exhaust or cooling in the main garage
- Inadequate drainage in truck bays
- Restrooms not accessible per code
- Salt Shed is undersized and structure is failing
- Inadequate materials and equipment storage
- Undersized yard for truck movement
- Significant damage on exterior metal cladding
- Mechanical systems are nearing end of service life

Facility Requirements

CITY HALL, POLICE, MUNICIPAL COURT FACILITY REQUIREMENTS

CURRENT CITY HALL PROGRAM

Basement			
Room Number	Room Name	Area (SF)	Department
B000	Stair 1	155	Support/Circ
B100	Corridor	185	Support/Circ
B101	Janitor	35	Support/Circ
B102	Women's Locker	180	Police
B103	Men's Locker	245	Police
B104	Firearms Storage	40	Police
B105	Evidence Storage	100	Police
B106	Property Storage	100	Police
B107	Storage	150	Police
B108	Storage	3,920	Support/Circ
B109	Electrical Equipment	290	Support/Circ
Total Area		5,400	
Basement Total		5,940	Gross Factor 10%
Main Level			
Room Number	Room Name	Area (SF)	Department
101	Vestibule	70	Circulation
102	Lobby	750	Circulation
103	Court/Council Chamber	1,430	City Hall
104	Gallery	525	Community
105	Multipurpose	1,640	Community
106	Kitchen	130	Community
107	Storage	110	Community
108	Storage	100	Community
109	Janitor	30	Support/Circ
110	Men	160	Support/Circ
111	Women	175	Support/Circ
112	Waiting	240	Support/Circ
113	Reception	305	City Hall
114	Mayor	200	City Hall
115	Workstations	330	City Hall
116	Copy	200	City Hall
117	Court Clerk	240	Police
118	Conference	270	Police
119	Work Area	300	Police
120	Stair	185	Support/Circ
121	Police Chief	170	Police
122	Squad Room	430	Police
124	Booking	260	Police
125	Cell	40	Police
126	Cell	40	Police
127	Bond Payment	20	Police
128	Salley Port	990	Police
129	Vesibule	60	Police
Total Area		9,400	
Main Level		10,340	Gross Factor 10%
By Department		Includes Gross Factor	
City Hall Municipal		2,712	
City Hall Community		2,756	
Police		3,999	
Support / Circulation		6,815	

NEW-ADDITIONAL PROGRAM & FEATURES: CITY HALL

- Garage doors to open to outside events
- Be able to rent out multipurpose space with an outdoor component
- More flexible use of council chambers
- Visual connection to entry of chamber but secure
- A/V system for hybrid meetings
- Conference room for digital plan reviews
- Add single occupancy family restroom
- DOB needs more plans storage and a review table

NEW-ADDITIONAL PROGRAM & FEATURES: POLICE

- 2 lane shooting range – 25-yard
- Need soft interview room separate from conference room
- Separate City Clerk from PD
- Controlled security
- Ability to conduct video court
- Conference room for public defender
- More file storage
- Sergeants need their own offices
- Backup generator for building
- Separate out the evidence packaging from squad room
- Covered car port for squad cars
- Juveniles need a separate detention room
- Sally port needs space for 4 cars with additional bay for evidence storage
- Expanded evidence room

PUBLIC WORKS - FACILITY REQUIREMENTS

CURRENT PUBLIC WORKS PROGRAM

Main Level		
Room Name	Area (SF)	Department
Conference Room/Office	200	Administration
Storage	150	Storage
Truck Bay	3,200	Work area
Storage	300	Storage
Break Room	150	Administration
Kitchen	150	Administration
Locker Room	200	Administration
Salt Shed	800	Storage
Restrooms	150	Administration
Total Area	5,300	
Main Level	5,830	Gross Factor 10%
BUILDING TOTAL		#REF!
By Department		Includes Gross Factor
Storage	1,375	
Administration	935	
Work Area	3,520	
	5,830	

NEW-ADDITIONAL PROGRAM & FEATURES

- More records and material storage
- Warehouse style material and equipment storage
- 4 high bay truck slots with exhaust evacuation system and full bay trench drains
- 250-ton salt shed
- Expanded yard for truck maneuverability
- Covered storage options
- Solar panels for electricity generation and infrastructure for future EV fleet
- Fire protection system

PARK - IMPROVEMENTS

CURRENT PARK PROGRAM & FEATURE

- Tennis Courts (needs restoration)
- Play Ground & Equipment
- Fountain Water Feature
- Seating Areas
- Informal Play Field



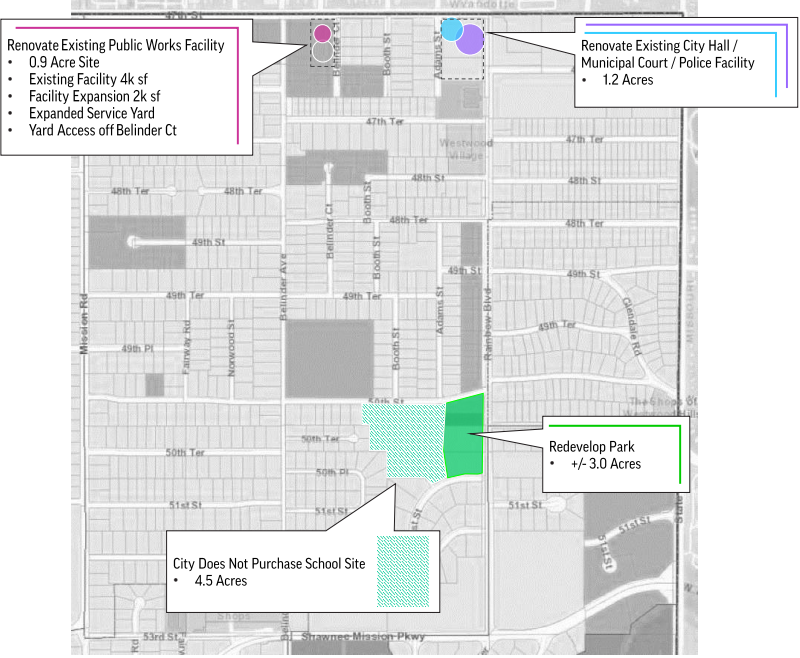
NEW-ADDITIONAL PROGRAM & FEATURES

- Community Pavilion (Farmers Market, Events)
- Restrooms
- Picnic Shelter Pavilion (Rental, Events)
- Plaza Area (Food Trucks, Events)
- Adventure Playground
- Walking Paths
- Outdoor Fitness Equipment
- Pickle Ball Court (with New Tennis Court)
- Parking (On-Street / Off-Street)
- Small Dog Park
- Sledding Hill (Integrated with existing slope)
- Garden (with Irrigation)
- Band Stand - Stage (Symphony, Bands, Movies)

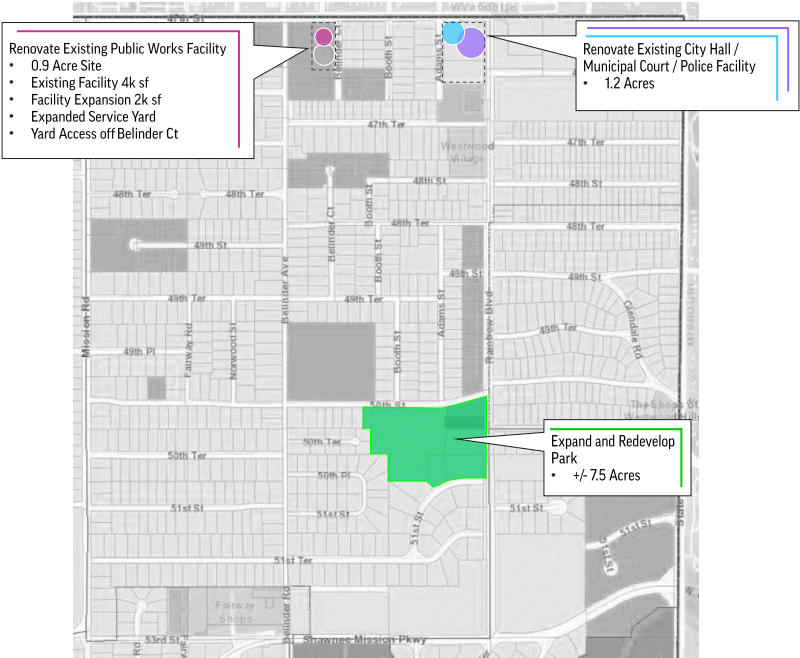
Development Scenarios

SCENARIO OVERVIEW

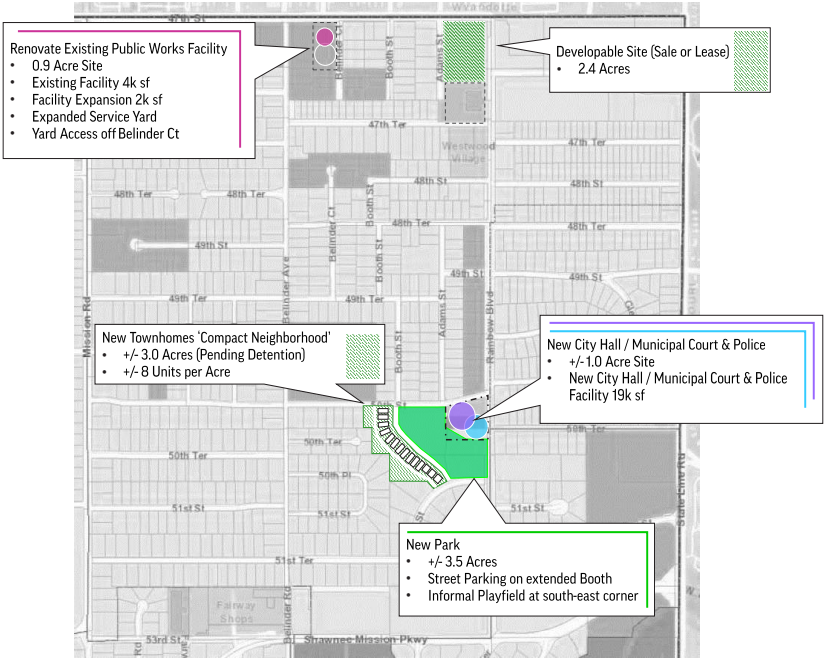
Baseline



Baseline Expanded



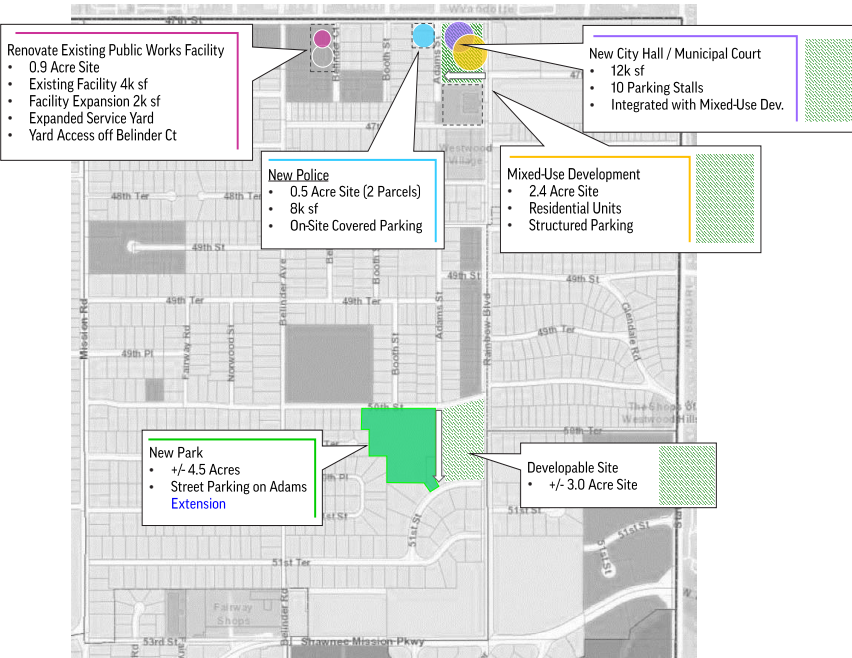
Scenario A



Scenario B



Scenario C



Scenario D



BASELINE

OVERVIEW

Don't acquire school site, but control development

Redevelop Joe D. Dennis Park and add pavilion and restrooms.

Renovate City Hall and expand as needed to prepare for the next twenty years.

Renovate Public Works and expand as needed for the next twenty years.

CONSIDERATIONS

Remaining debt from Church site acquisition.

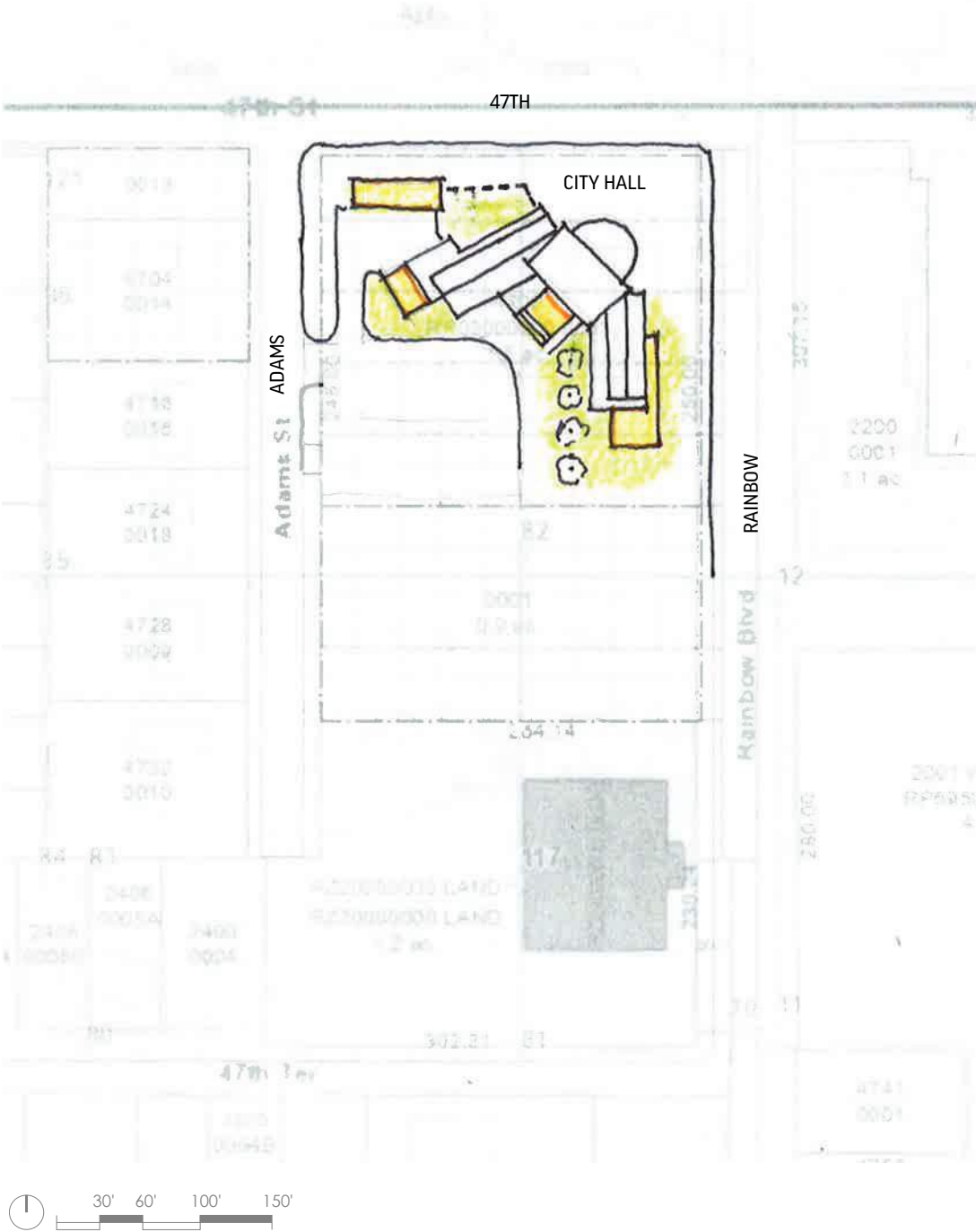
Debt associated with purchase of Old Westwood View.

Limited new revenue (property taxes)

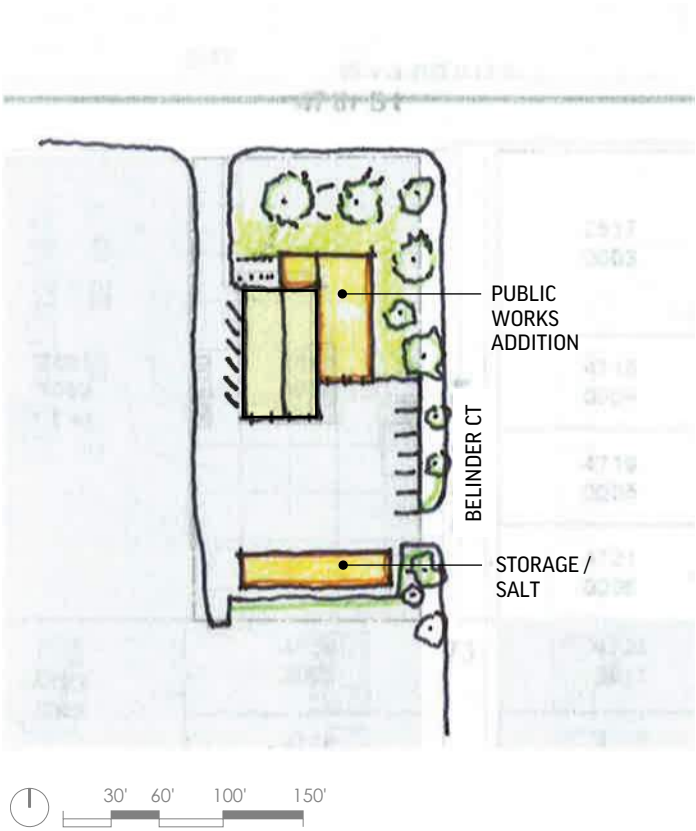
Additional operational costs associated with expanded park.



BASELINE - 47th RAINBOW



BASELINE - PUBLIC WORKS



BASELINE - PARK / 50th RAINBOW



BASELINE (REPAIRS ONLY)

BASELINE IMPROVEMENTS	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
Repair "as is" and refresh finishes for next 30 years	\$ 1,800,000	\$ 2,400,000		
Add for renovating for updated uses				
Add for expanded Sallyport and Patio				
Public Works				
Repair "as is" and refresh finishes for next 30 years	\$ 425,000	\$ 550,000		
Add for expanding by 2,000 GSF				
Expand Yard				
Park Site				
Balance due for church site	\$ 325,000	\$ 325,000		
Redevelop Joe Dennis Park 3.0 Acre Park	\$ 1,500,000	\$ 1,800,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 4,050,000	\$ 5,075,000

BASELINE (IMPROVED)

BASELINE IMPROVEMENTS	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
Repair "as is" and refresh finishes for next 30 years	\$ 1,800,000	\$ 2,400,000		
Add for renovating for updated uses	\$ 1,200,000	\$ 1,600,000		
Add for expanded Sallyport and Patio	\$ 325,000	\$ 425,000		
Public Works				
Repair "as is" and refresh finishes for next 30 years	\$ 425,000	\$ 550,000		
Add for expanding by 2,000 GSF	\$ 1,125,000	\$ 1,500,000		
Expand Yard	\$ 575,000	\$ 750,000		
Park Site				
Balance due for church site	\$ 325,000	\$ 325,000		
Redevelop Joe Dennis Park 3.0 Acre Park	\$ 1,500,000	\$ 1,800,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 7,275,000	\$ 9,350,000

BASELINE EXPANDED

OVERVIEW

Acquire & redevelop school site.

Buy and tear down the school and invest in a large community park.

Renovate City Hall, expand as needed to prepare for the next twenty years.

Renovate Public Works and expand as needed for next twenty years.

Potential development site south 1.2 acres of City Hall site

CONSIDERATIONS

Remaining debt from Church site acquisition.

Debt associated with purchase of Old Westwood View.

No new revenue.

Additional operational costs associated with expanded park.

Renovate Existing Public Works Facility

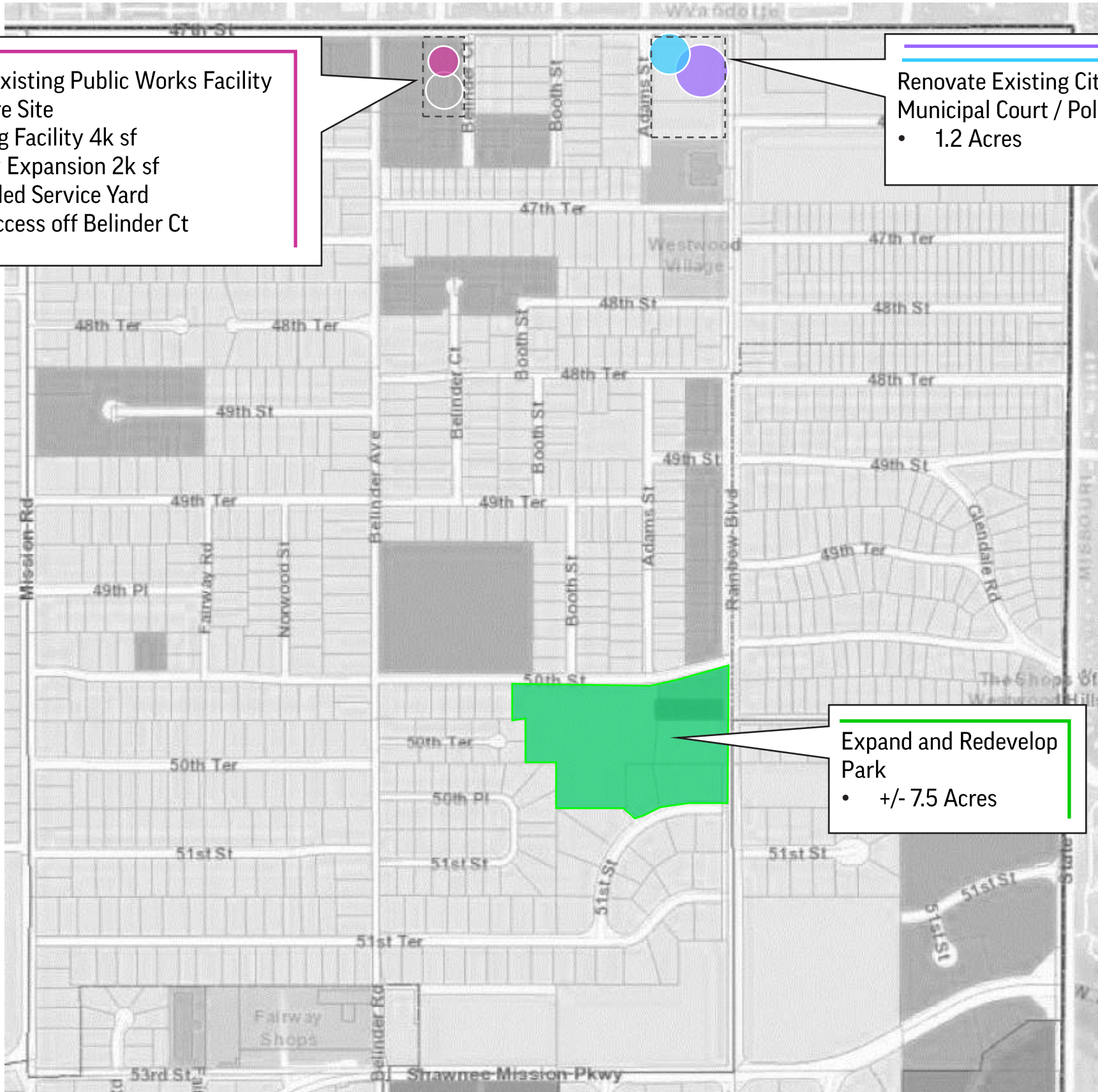
- 0.9 Acre Site
- Existing Facility 4k sf
- Facility Expansion 2k sf
- Expanded Service Yard
- Yard Access off Belinder Ct

Renovate Existing City Hall / Municipal Court / Police Facility

- 1.2 Acres

Expand and Redevelop Park

- +/- 7.5 Acres



BASELINE EXPANDED - 7.5 ACRE PARK @ 50th RAINBOW



BASELINE EXPANDED

BASE IMPROVEMENTS with EXPANDED PARK	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
Repair "as is" and refresh finishes for next 30 years	\$ 1,800,000	\$ 2,400,000		
Renovate for current uses	\$ 1,200,000	\$ 1,600,000		
Add for expanded Sallyport and Patio	\$ 325,000	\$ 425,000		
Public Works				
Repair "as is" and refresh finishes for next 30 years	\$ 425,000	\$ 550,000		
Repair, refresh, and expand by 2,000 gsf	\$ 1,125,000	\$ 1,500,000		
Expand Yard	\$ 575,000	\$ 750,000		
Park Site				
Balance due for church site	\$ 325,000	\$ 3,250,000		
Purchase Old Westwood View Elementary	\$ 3,000,000	\$ 3,000,000		
Demo school building, parking, etc., finish grade and sod	\$ 1,700,000	\$ 2,000,000		
7.5 Acre Park	\$ 4,000,000	\$ 4,800,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 14,475,000	\$ 20,275,000

SCENARIO: A

OVERVIEW

Acquire & redevelop school site for park, municipal services and private development.

Relocate City Hall / Municipal Court & Police to Joe Dennis Park site.

Renovate Public Works and expand as needed for the next twenty years.

New Mixed-Use site at 47th & Rainbow.

Private development might be 'compact-neighborhood' along extension of Booth Street

New park west of existing Joe Dennis Park, informal play field remains at Church Site.

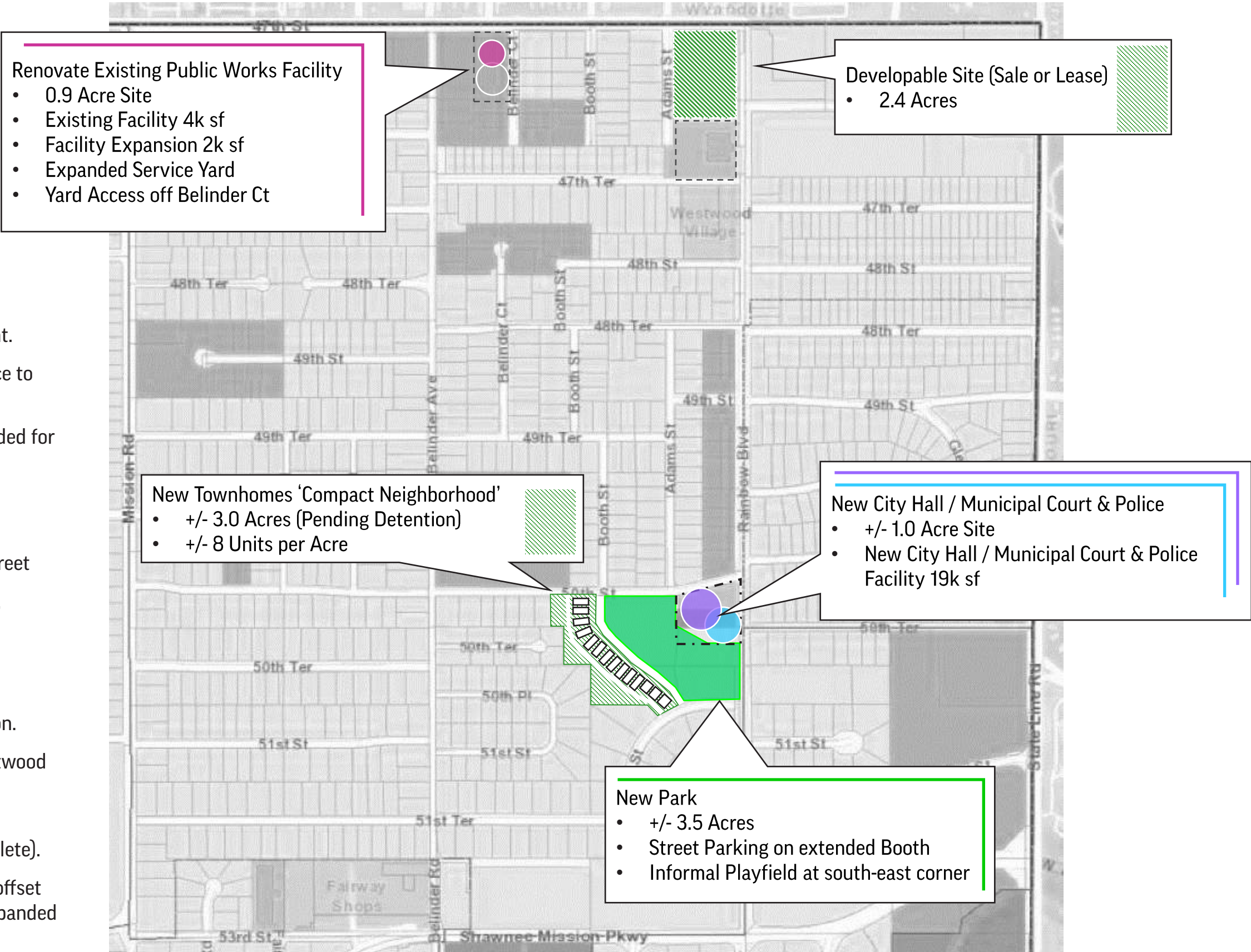
CONSIDERATIONS

Remaining debt from Church site acquisition.

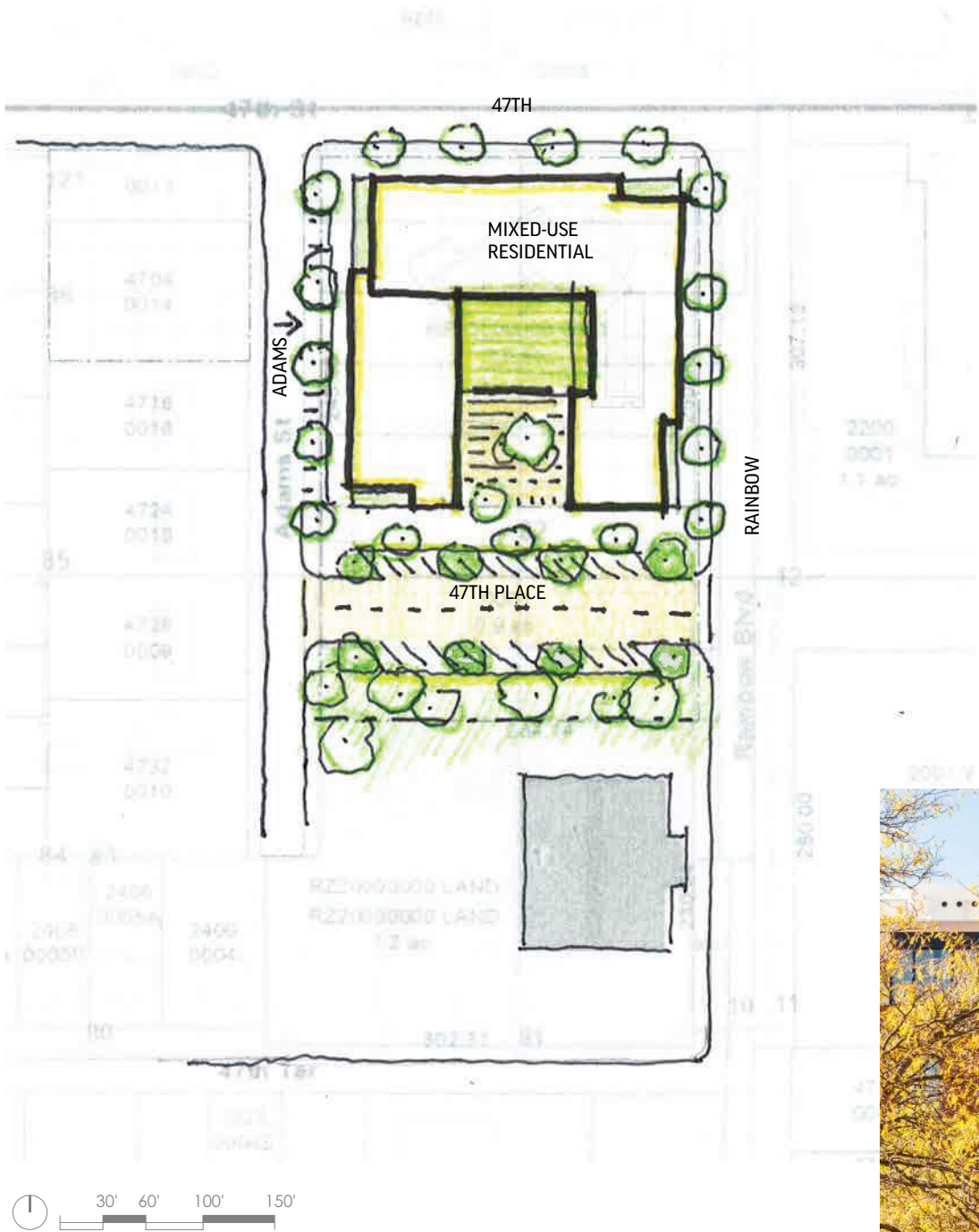
Debt associated with purchase of Old Westwood View.

Allows for sequencing / logistics (City Hall remains open until new buildings are complete).

Increased development revenue may help offset costs associated with new facilities and expanded park.



SCENARIO: A - 47th RAINBOW



SCENARIO: A - PARK / 50th RAINBOW



SCENARIO: A

SCENARIO A: New City Hall/Police Station in Park	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
New City Hall / Municipal Court / Police Station at Park (1 acre)	\$ 15,750,000	\$ 21,000,000		
Public Works				
Repair "as is" and refresh finishes for next 30 years	\$ 425,000	\$ 550,000		
Repair, refresh, and expand by 2,000 gsf	\$ 1,125,000	\$ 1,500,000		
Expand Yard	\$ 575,000	\$ 750,000		
Park Site				
Balance due for church site	\$ 325,000	\$ 325,000		
Purchase Old Westwood View Elementary	\$ 3,000,000	\$ 3,000,000		
Demo school building, parking, etc., finish grade and sod	\$ 1,700,000	\$ 2,000,000		
3.5 Acre Park	\$ 2,000,000	\$ 2,500,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 24,900,000	\$ 31,625,000
Revenue				
Capital from land sale City Hall site (2.4 acres)	\$ 3,300,000	\$ 4,000,000		
Capital from land sale Townhomes (3 acres)	\$ 3,500,000	\$ 4,300,000		
Estimated property and sales taxes (annual basis)	\$ 360,000	\$ 440,000		
Estimated property and sales taxes (over 20 years)	\$ 7,200,000	\$ 8,800,000		
TOTAL ESTIMATED REVENUES			\$ 14,000,000	\$ 17,100,000
BASELINE IMPROVEMENT COSTS			\$ 7,275,000	\$ 9,350,000
TOTAL ESTIMATED NET COST ABOVE BASELINE			\$ 3,625,000	\$ 5,175,000

SCENARIO: A - REVENUE ASSUMPTIONS

Land Value Assumption - equivalent to \$35 per square foot of land @ Rainbow & 47th Street and \$30 per square foot on the current Joe D Dennis Park

Property Tax Assumption -

Residential Values -

Multifamily - \$275,000/unit appraised value X 180 Units

Townhomes - \$425,000/unit appraised value X 30 Units

Commercial Values - \$300 PSF Appraised Value X 10,000 SF

Residential Taxes - Appraised Value X 11.5% assessment rate X 11.98% Tax Rate

Commercial Taxes - Appraised Value X 25% assessment rate X 11.98% Tax Rate

Economic Benefit Assumption -

From New Apartment Residents - assumes 1.15 persons per dwelling unit with discretionary income of \$35,000 will spend 60% of their income in Westwood, which collects 1.5% sales tax on these expenditures

From New Retail Development - assumes retail sales of \$600 PSF of new retail space, with Westwood receiving 1.5% sales tax

Additional 1% Sales Tax - assumes additional 1% sales tax imposed on new retail development at \$600 PSF of sales

SCENARIO: B

OVERVIEW

Acquire & redevelop school site for City Hall and private development.

New expanded park integrated with City Hall / Municipal Court and community space.

New Public Works facility at existing Site

New Police Facility at south west corner of 47th and Adams.

New Development Site at 47th & Rainbow

New Development Site at 50th & Rainbow

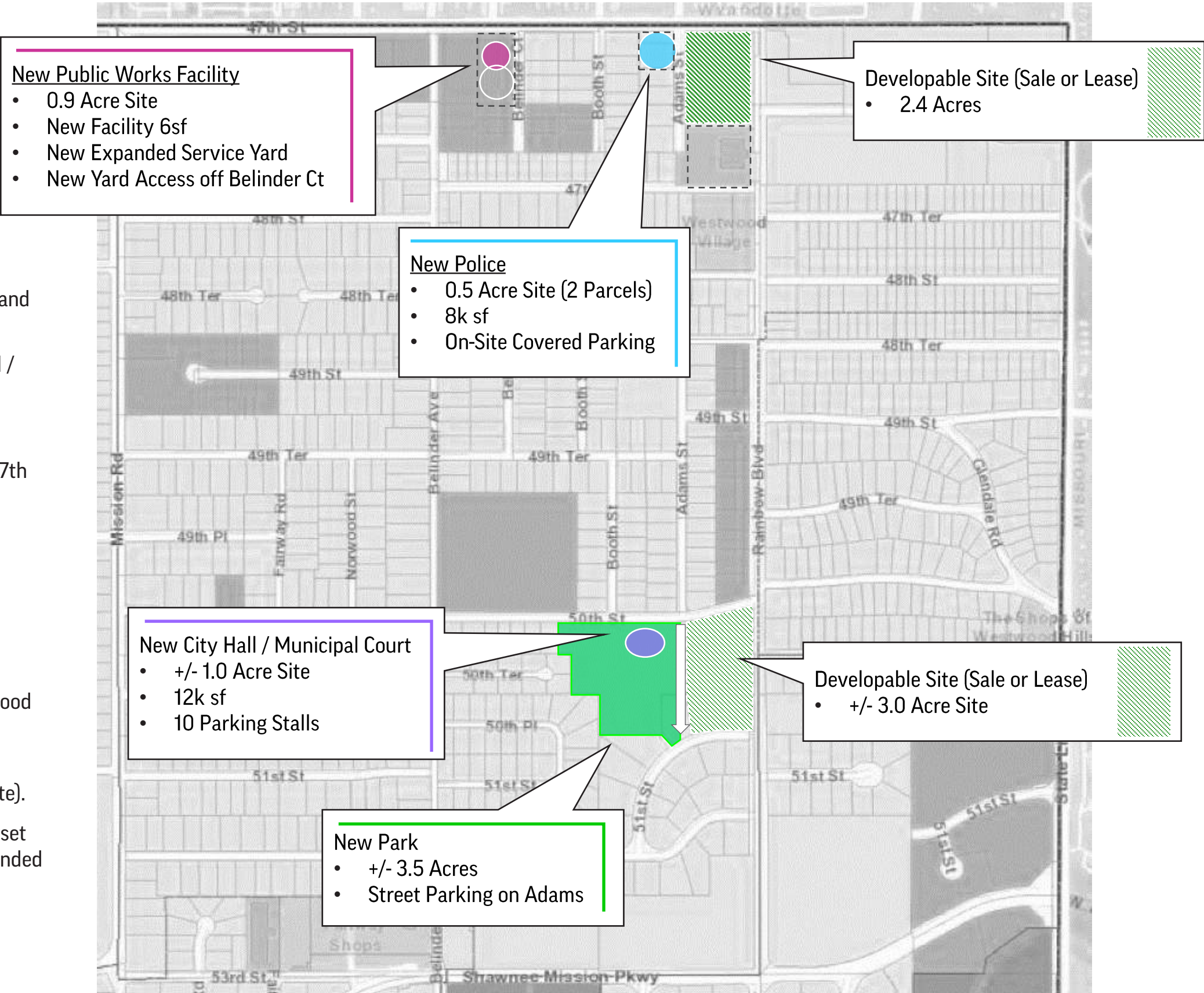
CONSIDERATIONS

Remaining debt from Church site acquisition.

Debt associated with purchase of Old Westwood View.

Allows for sequencing / logistics (City Hall remains open until new buildings are complete).

Increased development revenue may help offset costs associated with new facilities and expanded park.



SCENARIO: B - PARK & CITY HALL, 50th RAINBOW



SCENARIO: B

SCENARIO B: New City Hall in Park	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
New City Hall / Municipal Court at Park	\$ 9,500,000	\$ 12,750,000		
Purchase of SW corner of 47th and Adams	\$ -	\$ -		
New Police Station SW corner of 47th and Adams	\$ 7,350,000	\$ 9,800,000		
Public Works				
New Public Works Building, parking and yard	\$ 4,000,000	\$ 5,350,000		
Park Site				
Balance due for church site	\$ 325,000	\$ 325,000		
Purchase Old Westwood View Elementary	\$ 3,000,000	\$ 3,000,000		
Demo school building, parking, etc., finish grade and sod	\$ 1,700,000	\$ 2,000,000		
3.5 Acre Park	\$ 2,000,000	\$ 2,500,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 27,875,000	\$ 35,725,000
Revenue				
Capital from land sale City Hall site	\$ 3,300,000	\$ 4,000,000		
Capital from land sale Rainbow frontage along park site (3 acres)	\$ 3,500,000	\$ 4,300,000		
Estimated property and sales taxes (annual basis)	\$ 650,000	\$ 800,000		
Estimated property and sales taxes (over 20 years)	\$ 13,000,000	\$ 16,000,000		
TOTAL ESTIMATED REVENUES			\$ 19,800,000	\$ 24,300,000
BASELINE IMPROVEMENT COSTS			\$ 7,275,000	\$ 9,350,000
TOTAL ESTIMATED NET COST ABOVE BASELINE			\$ 800,000	\$ 2,075,000

SCENARIO: B - REVENUE ASSUMPTIONS

Land Value Assumption - equivalent to \$35 per square foot of land @ Rainbow & 47th Street and \$30 per square foot on the current Joe D Dennis Park

Property Tax Assumption -

Residential Values -

Multifamily 1 - \$275,000/unit appraised value X 180 Units

Multifamily 2 - \$275,000/unit appraised value X 200 Units

Commercial Values - \$300 PSF Appraised Value X 10,000 SF X 2

Residential Taxes - Appraised Value X 11.5% assessment rate X 11.98% Tax Rate

Commercial Taxes - Appraised Value X 25% assessment rate X 11.98% Tax Rate

Economic Benefit Assumption -

From New Apartment Residents - assumes 1.15 persons per dwelling unit with discretionary income of \$35,000 will spend 60% of their income in Westwood, which collects 1.5% sales tax on these expenditures

From New Retail Development - assumes retail sales of \$600 PSF of new retail space, with Westwood receiving 1.5% sales tax

Additional 1% Sales Tax - assumes additional 1% sales tax imposed on new retail development at \$600 PSF of sales

SCENARIO: C

OVERVIEW

Acquire & redevelop school site.

Redevelop 47th and Rainbow into mixed-use building with integrated City Hall / Municipal Court

New Police Facility at south west corner of 47th and Adams.

Renovate Public Works facility at current location.

New Development Site at 50th & Rainbow

New / Expanded Park at old school site -West of Adams extension.

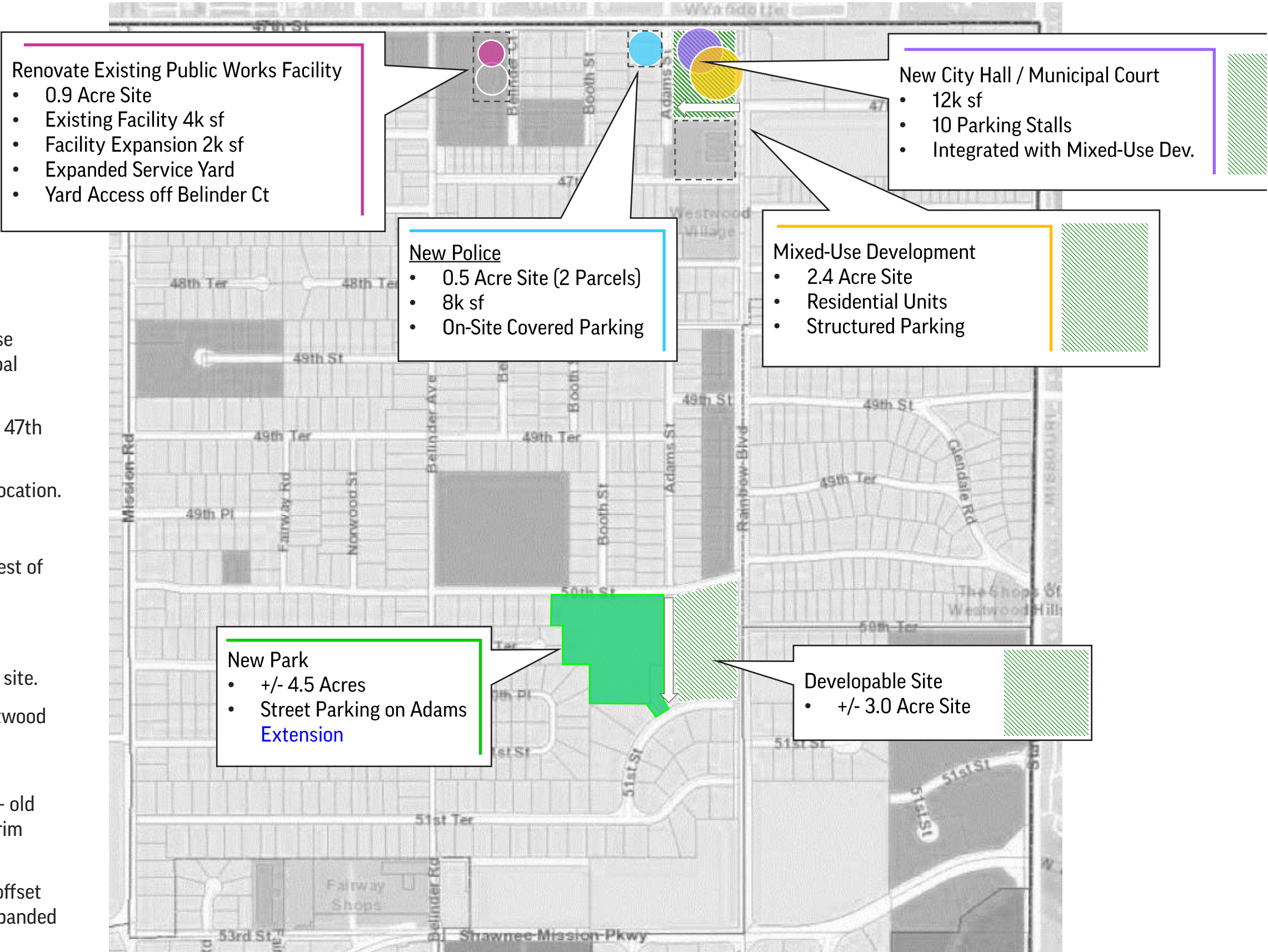
CONSIDERATIONS

Remaining debt from acquisition of Church site.

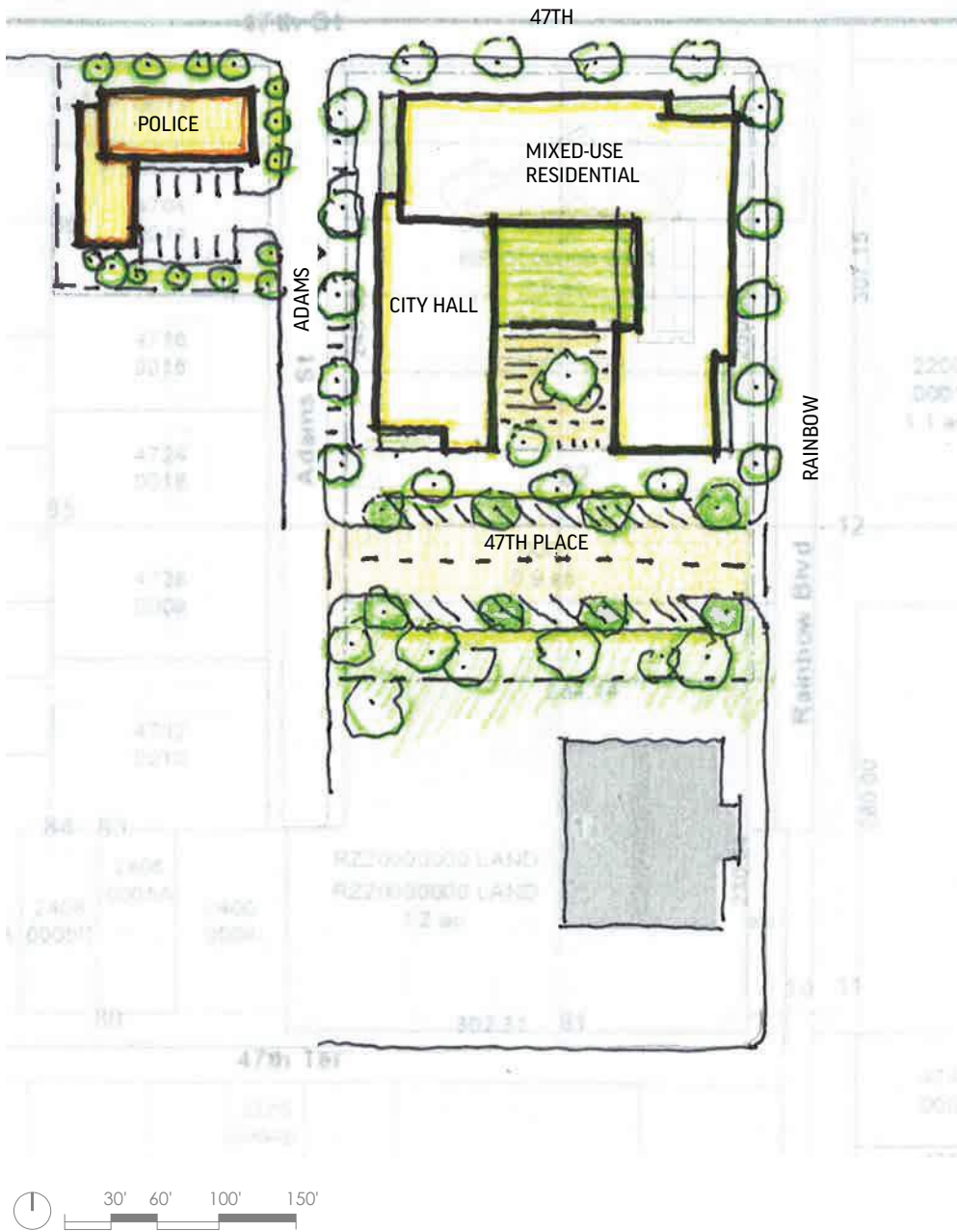
Debt associated with purchase of Old Westwood View.

Sequencing & Logistics of City Hall during construction would need to be considered – old Westwood school could be used as an interim facility.

Increased development revenue may help offset costs associated with new facilities and expanded park.



SCENARIO: C - 47th ADAMS - POLICE FACILITY



SCENARIO: C - PARK & 50th RAINBOW



SCENARIO: C

SCENARIO C: City Hall at "Main Street" Mixed Use

	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
City Hall lease (20 years)	\$ 8,010,000	\$ 9,790,000		
Purchase of SW corner of 47th and Adams	\$ -	\$ -		
New Police Station SW corner of 47th and Adams	\$ 7,350,000	\$ 9,800,000		
Public Works				
Repair "as is" and refresh finishes for next 30 years	\$ 425,000	\$ 550,000		
Repair, refresh, and expand by 2,000 gsf	\$ 1,125,000	\$ 1,500,000		
Expand Yard	\$ 575,000	\$ 750,000		
Park Site				
Balance due for church site	\$ 325,000	\$ 325,000		
Purchase Old Westwood View Elementary	\$ 3,000,000	\$ 3,000,000		
Demo school building, parking, etc., finish grade and sod	\$ 1,700,000	\$ 2,000,000		
4.5 Acre Park	\$ 2,600,000	\$ 3,200,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 25,110,000	\$ 30,915,000
Revenue				
Capital from land sale City Hall site	\$ 3,300,000	\$ 4,000,000		
Capital from land sale Rainbow frontage along park site (3 acres)	\$ 3,500,000	\$ 4,300,000		
Estimated property and sales taxes (annual basis)	\$ 650,000	\$ 800,000		
Estimated property and sales taxes (over 20 years)	\$ 13,000,000	\$ 16,000,000		
TOTAL ESTIMATED REVENUES			\$ 19,800,000	\$ 24,300,000
BASELINE IMPROVEMENT COSTS			\$ 7,275,000	\$ 9,350,000
TOTAL ESTIMATED NET COST ABOVE BASELINE			\$ (1,965,000)	\$ (2,735,000)

SCENARIO: C - REVENUE ASSUMPTIONS

Land Value Assumption - equivalent to \$35 per square foot of land @ Rainbow & 47th Street and \$30 per square foot on the current Joe D Dennis Park

Property Tax Assumption -

Residential Values -

Multifamily 1 - \$275,000/unit appraised value X 180 Units

Multifamily 2 - \$275,000/unit appraised value X 200 Units

Commercial Values - \$300 PSF Appraised Value X 10,000 SF X 2

Residential Taxes - Appraised Value X 11.5% assessment rate X 11.98% Tax Rate

Commercial Taxes - Appraised Value X 25% assessment rate X 11.98% Tax Rate

Economic Benefit Assumption -

From New Apartment Residents - assumes 1.15 persons per dwelling unit with discretionary income of \$35,000 will spend 60% of their income in Westwood, which collects 1.5% sales tax on these expenditures

From New Retail Development - assumes retail sales of \$600 PSF of new retail space, with Westwood receiving 1.5% sales tax

Additional 1% Sales Tax - assumes additional 1% sales tax imposed on new retail development at \$600 PSF of sales

City Hall Rent - \$35 psf gross rent (base year expense stop) - assumes appropriation language is not in lease

SCENARIO: D

OVERVIEW

Acquire & redevelop school site as an improved 4.5 acre park

Renovate and improve existing City Hall and Police facility.

Reconfigure City Hall parking and sell 1.2 Acre site to the south for development.

Renovate Public Works and expand as needed for the next twenty years.

Sell Joe Dennis park / 3.0 acres frontage along rainbow for development.

CONSIDERATIONS

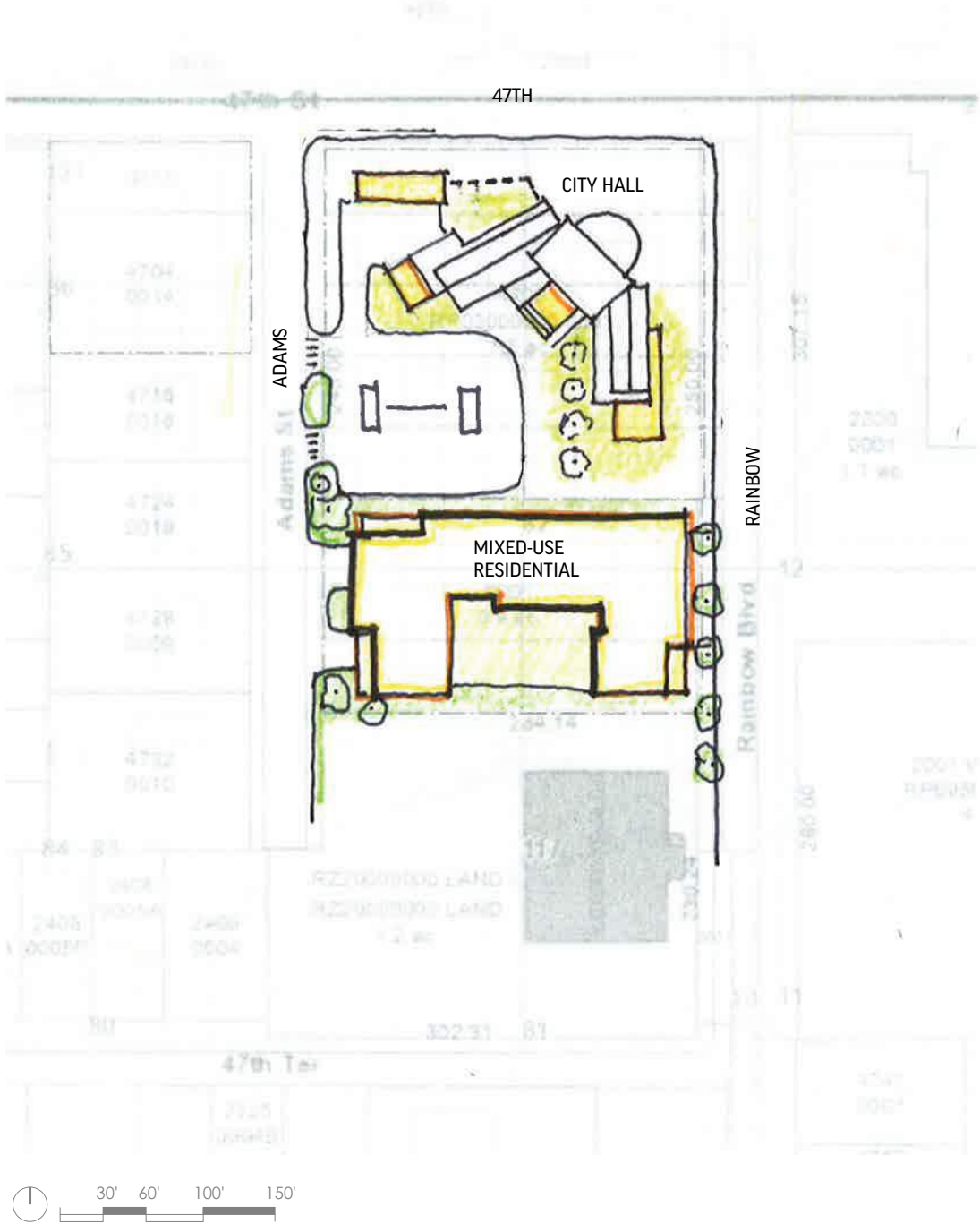
Remaining debt from Church site acquisition.

Debt associated with purchase of Old Westwood View.

Increased development revenue helps offset costs associated with renovating facilities and building a new-larger park that is buffered by development along Rainbow.



SCENARIO D - 47th Place - Development



SCENARIO: D

SCENARIO D: Renovate Existing, New Park	LINE ITEM ESTIMATES		TOTAL RANGE ESTIMATE	
	Lower	Upper	Lower	Upper
City Hall / Police				
Repair "as is" and refresh finishes for next 30 years	\$ 1,800,000	\$ 2,400,000		
Renovate for current uses	\$ 1,200,000	\$ 1,600,000		
Add for expanded Sallyport and Patio	\$ 325,000	\$ 425,000		
Public Works				
Repair "as is" and refresh finishes for next 30 years	\$ 425,000	\$ 550,000		
Add for expanding by 2,000 GSF	\$ 1,125,000	\$ 1,500,000		
Expand Yard	\$ 575,000	\$ 750,000		
Park Site				
Balance due for church site	\$ 325,000	\$ 325,000		
Purchase Old Westwood View Elementary	\$ 3,000,000	\$ 3,000,000		
Demo school building, parking, etc., finish grade and sod	\$ 1,700,000	\$ 2,000,000		
4.5 Acre Park	\$ 2,600,000	\$ 3,200,000		
TOTAL ESTIMATED PROJECT COSTS			\$ 13,075,000	\$ 15,750,000
Revenue				
Capital from land sale, south 1.2 acres City Hall site	\$ 1,400,000	\$ 1,700,000		
Capital from land sale Rainbow frontage along park site (3 acres)	\$ 3,500,000	\$ 4,300,000		
Estimated property and sales taxes (annual basis)	\$ 520,000	\$ 640,000		
Estimated property and sales taxes (over 20 years)	\$ 10,400,000	\$ 12,800,000		
TOTAL ESTIMATED REVENUES			\$ 15,300,000	\$ 18,800,000
BASELINE IMPROVEMENT COSTS			\$ 7,275,000	\$ 9,350,000
TOTAL ESTIMATED NET COST ABOVE BASELINE			\$ (9,500,000)	\$ (12,400,000)

SCENARIO: D - REVENUE ASSUMPTIONS

Land Value Assumption - equivalent to \$30 per square foot of land south of existing City Hall and \$30 per square foot on the current Joe D Dennis Park

Property Tax Assumption -

Residential Values -

Multifamily 1 - \$275,000/unit appraised value X 100 Units

Multifamily 2 - \$275,000/unit appraised value X 200 Units

Commercial Values - \$300 PSF Appraised Value X 10,000 SF X 2

Residential Taxes - Appraised Value X 11.5% assessment rate X 11.98% Tax Rate

Commercial Taxes - Appraised Value X 25% assessment rate X 11.98% Tax Rate

Economic Benefit Assumption -

From New Apartment Residents - assumes 1.15 persons per dwelling unit with discretionary income of \$35,000 will spend 60% of their income in Westwood, which collects 1.5% sales tax on these expenditures

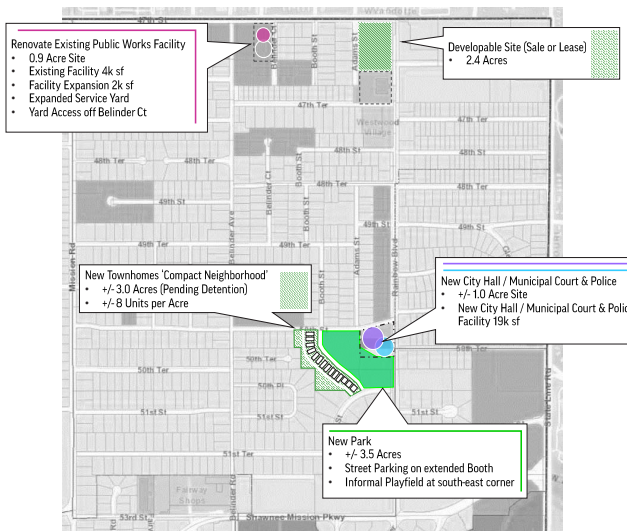
From New Retail Development - assumes retail sales of \$600 PSF of new retail space, with Westwood receiving 1.5% sales tax

Additional 1% Sales Tax - assumes additional 1% sales tax imposed on new retail development at \$600 PSF of sales

SCENARIO SUMMARY

	ESTIMATED PROJECT COST LESS REVENUE		ESTIMATED NET COST ABOVE BASELINE	
	Lower	Upper	Lower	Upper
BASELINE IMPROVEMENTS				
Repair Only	\$ 4,050,000	\$ 5,075,000		
Repair, Renovate, and Expand for Next 20 Years of Use	\$ 7,275,000	\$ 9,350,000		
Add for School Purchase and 7.5 Acre Park	\$ 14,475,000	\$ 20,275,000		
SCENARIO A: Sell City Hall Site; Renovate Public Works; New City Hall + Police, Townhomes at School Site; Improve 3 Acre Park				
	\$ 10,900,000	\$ 14,525,000		
			\$ 3,625,000	\$ 5,175,000
SCENARIO B: Sell City Hall Site; New Public Works; New Police; 3.5 Acre Park and New City Hall at School Site; Sell Existing Park + Church Site				
	\$ 8,075,000	\$ 11,425,000		
			\$ 800,000	\$ 2,075,000
SCENARIO C: Lease Space at City Hall Site; Renovate Public Works; New Police; 4.5 Acre Park at School Site; Sell Existing Park + Church Site				
	\$ 5,310,000	\$ 6,615,000		
			\$ (1,965,000)	\$ (2,735,000)
SCENARIO D: Update Existing Facilities; Sell 1.2 Acres; Purchase School and Build New 4.5 Acre Park; Sell Existing Park + Church Site				
	\$ (2,225,000)	\$ (3,050,000)		
			\$ (9,500,000)	\$ (12,400,000)

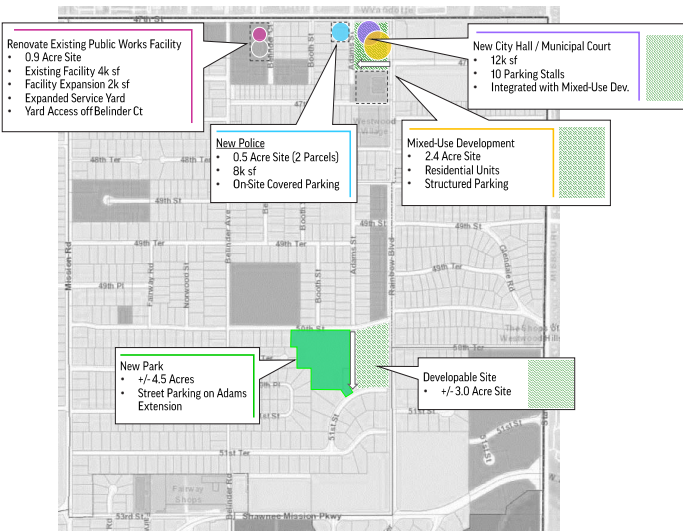
Scenario A



Scenario B



Scenario C



Scenario D



Summary of Findings

Estimated improvements to existing City Hall, Public Works, and Park range from \$7,275,000 to \$9,350,000.

Purchasing the school to create a 7.5 acre park is estimated to cost another \$7,200,000 to \$10,925,000.

Developing the City Hall site and building a new City Hall requires over 20 years of tax revenue capture to be similar in cost to renovating the existing City Hall.

Purchasing the school and selling the 3 acres of current park frontage along Rainbow may be the most cost effective way to build a new 4.5 acre park and renovate City Hall and Public Works.

Appendix

Existing Facility Analysis Details

CITY HALL - FACILITY CONDITIONS

Introduction

The existing one-story building consists of approximately 15,000sf of multipurpose community room, city hall chambers, city administrative offices and police department spaces for the City of Westwood, Kansas. A partial basement includes police functions and general building storage.

Exterior Envelope Observations

The exterior envelope is composed of a variety of EIFS, face brick, metal trim and glazed storefront for the vertical walls. A combination of pitched standing seam metal roof and ballasted flat roofing membrane make up the roofs. Existing foundations and slabs are made of concrete.

EIFS – The existing EIFS system has multiple locations where the outer finish layer is pitting and has eroded and the fiber backup scrim is visible. This is particularly noticeable at corners and control joints. The bottom of the finish system does have a metal flashing installed and it was noted as being wet during inspection. This is an indication that moisture has penetrated the EIFS outer layer but has reached the drainage plane, so the wall did appear to be draining properly. Most of the sealant joints at the perimeter of the EIFS were dry and cracked, which is a location for water intrusion.

Base Recommendations: All noticeable pitting and fiber exposure should be repaired back to original condition. If this is not possible then the finish system should be replaced. Care should be taken to ensure that wall continues to back vent and drain properly. All sealant joints should be scraped, cleaned and re-sealed. Any damaged flashing should be repaired/installed new.

Expanded Recommendations: Replace all EIFS cladding back to studs.

Face Brick – The first floor is primarily made up of red face brick. Existing drawings indicate that this brick is supported by a CMU back up wall. In general, no leaking of this wall was observed or noted by facilities. There were a few locations, especially at the Police Sally Port base, where mortar has started to degrade and some efflorescence of brick was noticed. Most joints between other materials had sealant that was cracking and has reached the end of its useful life. Brick overall appearance was dirty with a few locations of minor biological growth. Weep holes were visible at bottom of walls.

Base Recommendations: All existing mortar joints that are deteriorating should be re-pointed. Damaged/worn bricks should be replaced to match. Bricks should be cleaned with as gentle of an agent as possible to remove biological growth and dirt. All weep holes should be cleaned of any blockages.

Glazing – The storefront glazing system has multiple IGU units with broken seals and therefore condensation is inside of the units. Facilities noted that quite a few units have already been replaced. Due to the small size of IGUs in the chamber room this means that there are a lot of chances for units to fail. The aluminum storefront system itself appears to be in decent shape but several snap caps have fallen off. Several sealant joints are dried and cracking at system perimeters.

Base Recommendations: All failing IGUs should be repaired; if repair is not possible units should be replaced. Replace all missing snap caps to match. All sealant joints should be scraped, cleaned and redone.

Expanded Recommendations: replace bay window assembly in Police Chief office. Replace all IGUs and snap caps

Metal Roofing – Sloped roofs are made of standing seam metal. This is the original roof and had multiple seam battens that were coming off. Several scratches were noticed in the roofing material and they had started to rust. These roofs drain into a stainless-steel gutter system which had several clogs visible. Facilities noted that these gutters clog all the time and have been a constant source of leaks on the inside of the building. Both drain and overflow drain exit on to a ballasted flat roof.

Base Recommendations: Existing battens which are failing should be removed and replaced. Damaged roof panels should also be replaced. If they cannot be repaired, then the entire metal roof should be replaced. Alternate solution should be designed at stainless-steel gutter/overflow to prevent leaks.

Expanded Recommendations: Replace metal roof in its entirety.

Ballasted Flat Roofing – The original flat roof is a ballasted modified-bitumen roof. No leaks were observed, and facilities stated the only leaks they have noticed are when pitch pockets on the mechanical roof start to dry out and crack. When properly maintained these roofs have a typical life expectancy of 20 years or more.

Base Recommendations: The original roof is in average condition but will need replacement soon. It is recommended to do so along with other exterior repairs.

Foundations/Slabs – Existing foundations and slabs are made of concrete and overall appear to be in good shape with no major cracking. No issues were noted by facilities with leaks other than where fiber optic cable enters the basement as noted in mechanical report.

Base Recommendations: Completely investigate leak in basement and remediate to stop leaking into electrical room.

CITY HALL - FACILITY CONDITIONS

Interior Observations

Many of the existing interior finishes are original to the construction of the building. These include floor tile and carpet, wood casework and trim, painted walls, and lay-in ceilings. While most light fixtures are original, all the light bulbs have been replaced with screw-in LED bulbs.

Flooring – The ceramic tile flooring in the entry lobby appears to be original to the building and while its aesthetics are dated, it is in overall good condition. The carpet in the council chamber is worn and has reached the end of its useful life. The carpet between the chamber and lobby appears to have been replaced at some point and is in average condition. Flooring in the police station is well-worn and the stair down to the basement has many cracked and damaged tiles.

Recommendations: If aesthetics are of concern, all flooring in project should be replaced. Existing lobby flooring could remain as it is in functionally good shape. Carpet in chamber is in especially bad shape and durability should be of high importance when replacing. See floor plans for detailed recommendations.

Walls and Trim – Existing walls are in varying states of conditions; most are in good shape considering the age of the building. Wood trim and casework also appears to be in good condition given the age; a few pieces are scratched but easily repaired. Wall tile in restrooms is dated but is in good condition. Where leaks in exterior envelope have occurred, there is damage noticeable to interior finishes.

Recommendations: All walls should be cleaned and repainted. Repair damage as necessary. Wood trim and casework should be refinished as needed. Restroom finishes are dated and should be replaced. All damage to finishes due to leaks should be repaired/replaced. See floor plans for detailed recommendations.

Ceilings – Most lay-in ceilings are in overall average condition. Where leaks have occurred overhead, some tiles are stained and tiles near HVAC registers are dirty.

Recommendations: At a minimum all damaged and dirty tiles should be replaced. If a suitable match is not possible all ceiling tiles should be replaced to provide uniformity. All gypsum board ceilings should be repainted. See floor plans for detailed recommendations.

ADA Deficiencies

A high-level view of ADA regulations indicates that there are several deficiencies which are noted below.

1. There is no accessible route to the council member seating platform.

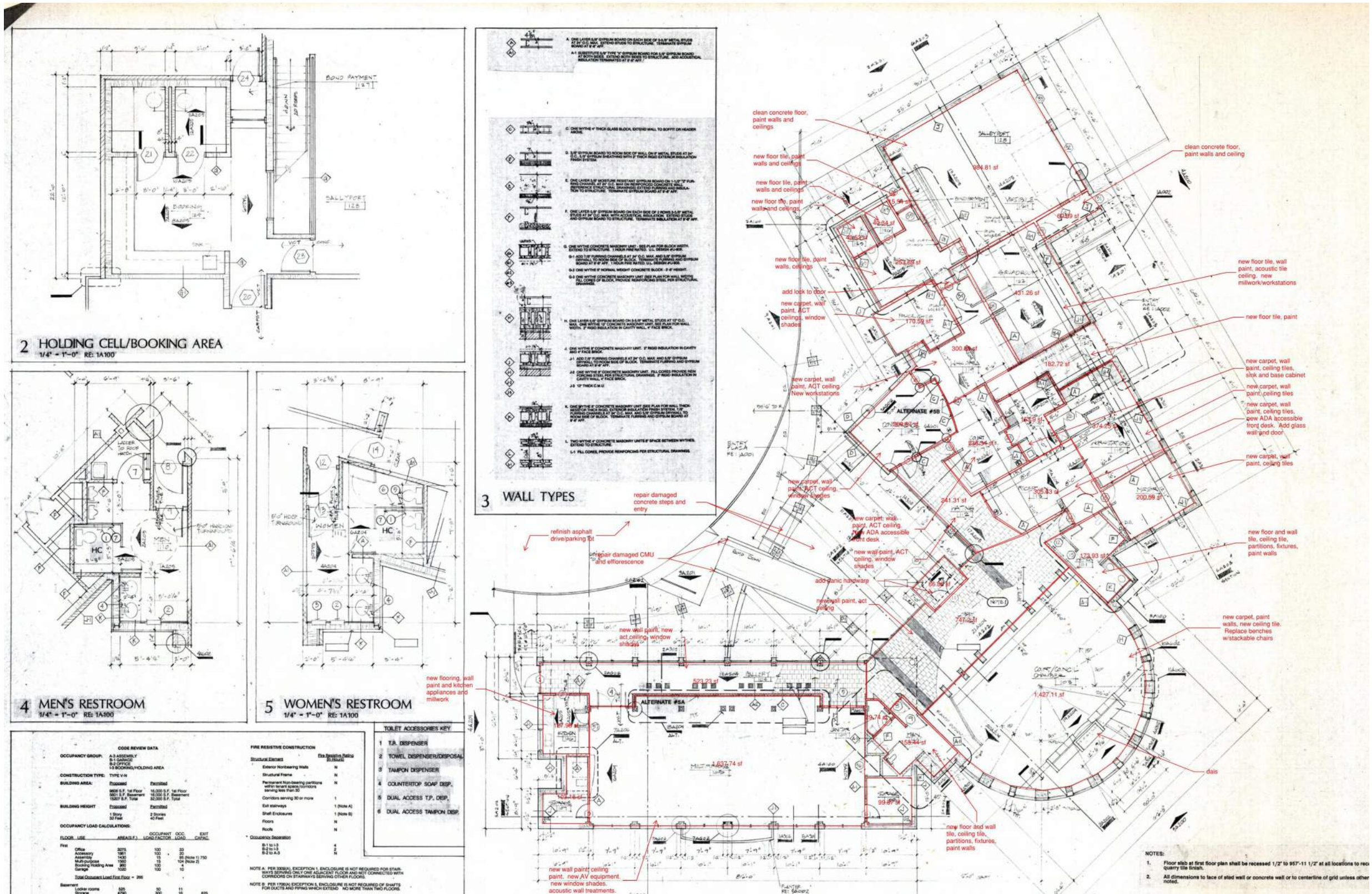
2. While they have been removed, the two interior doors to the restrooms do not meet ADA standards for spacing.
3. There is no accessible portion of countertop for the codes reception desk.
4. Utility sink in office does not appear to allow for ADA pull-in access
5. Multiple doors throughout the building, including into the administration and police departments, do not have adequate push/pull jamb clearances.
6. All countertop heights should be checked to ensure they meet ADA; several were not in compliance.
7. There is no ADA access to the basement, which includes locker rooms.

Building Code Deficiencies

While building codes have changed since the original building was constructed there were several deficiencies which are noted below:

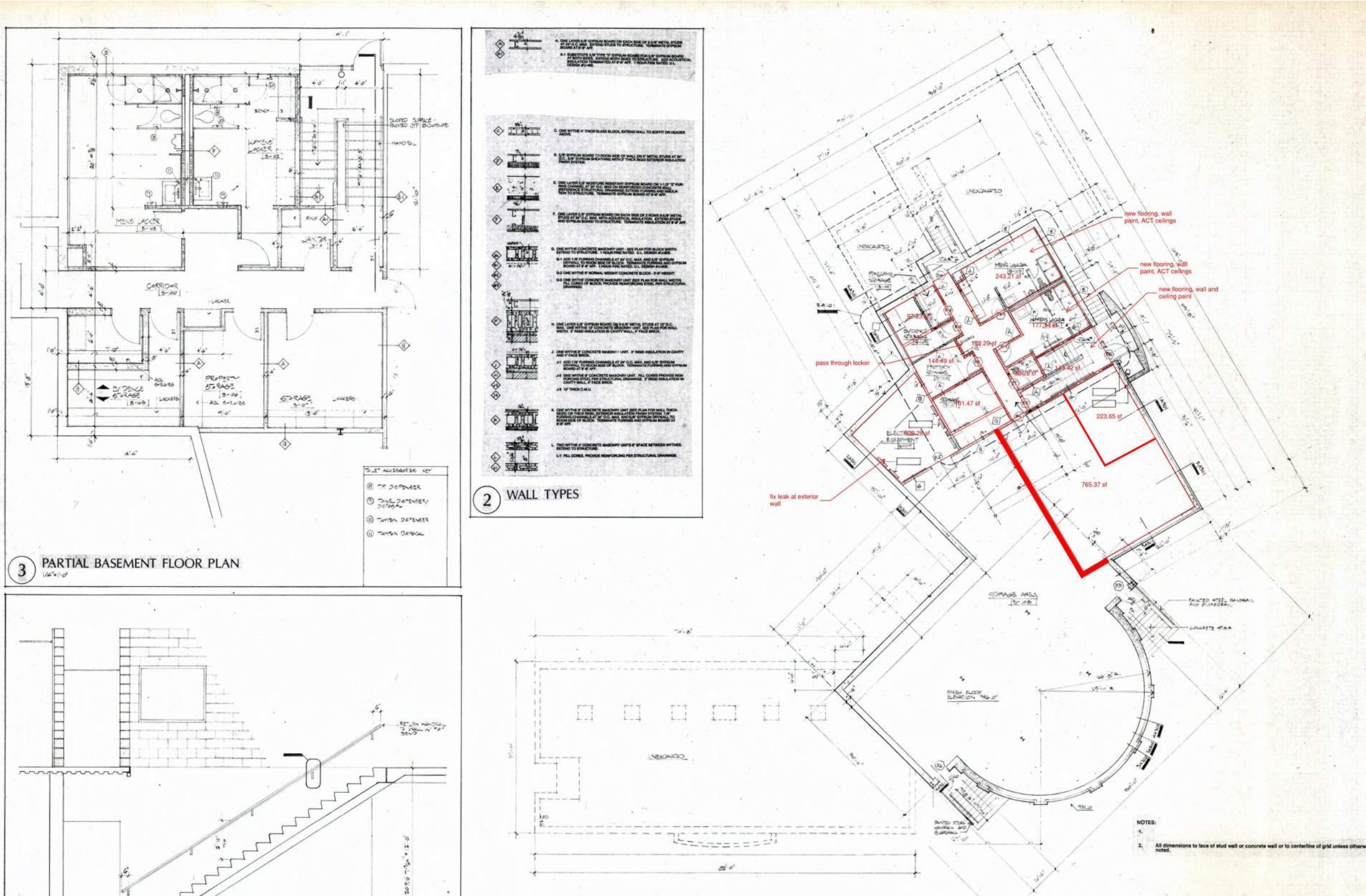
1. Panic devices (aka crash bars) are not installed on the main lobby exit doors.

CITY HALL - BASE RECOMMENDATIONS



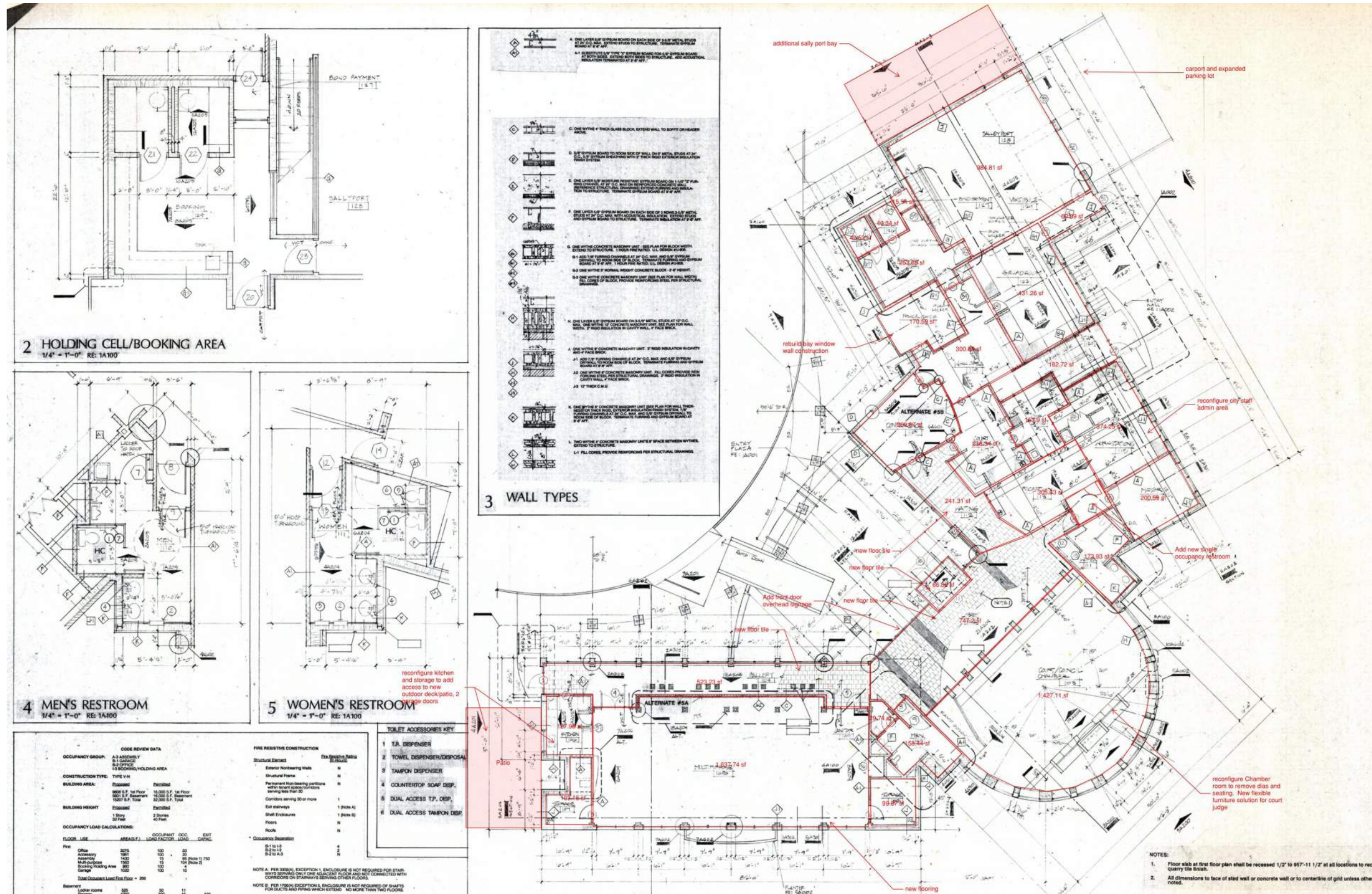
Ground Floor Plan

CITY HALL - BASE RECOMMENDATIONS



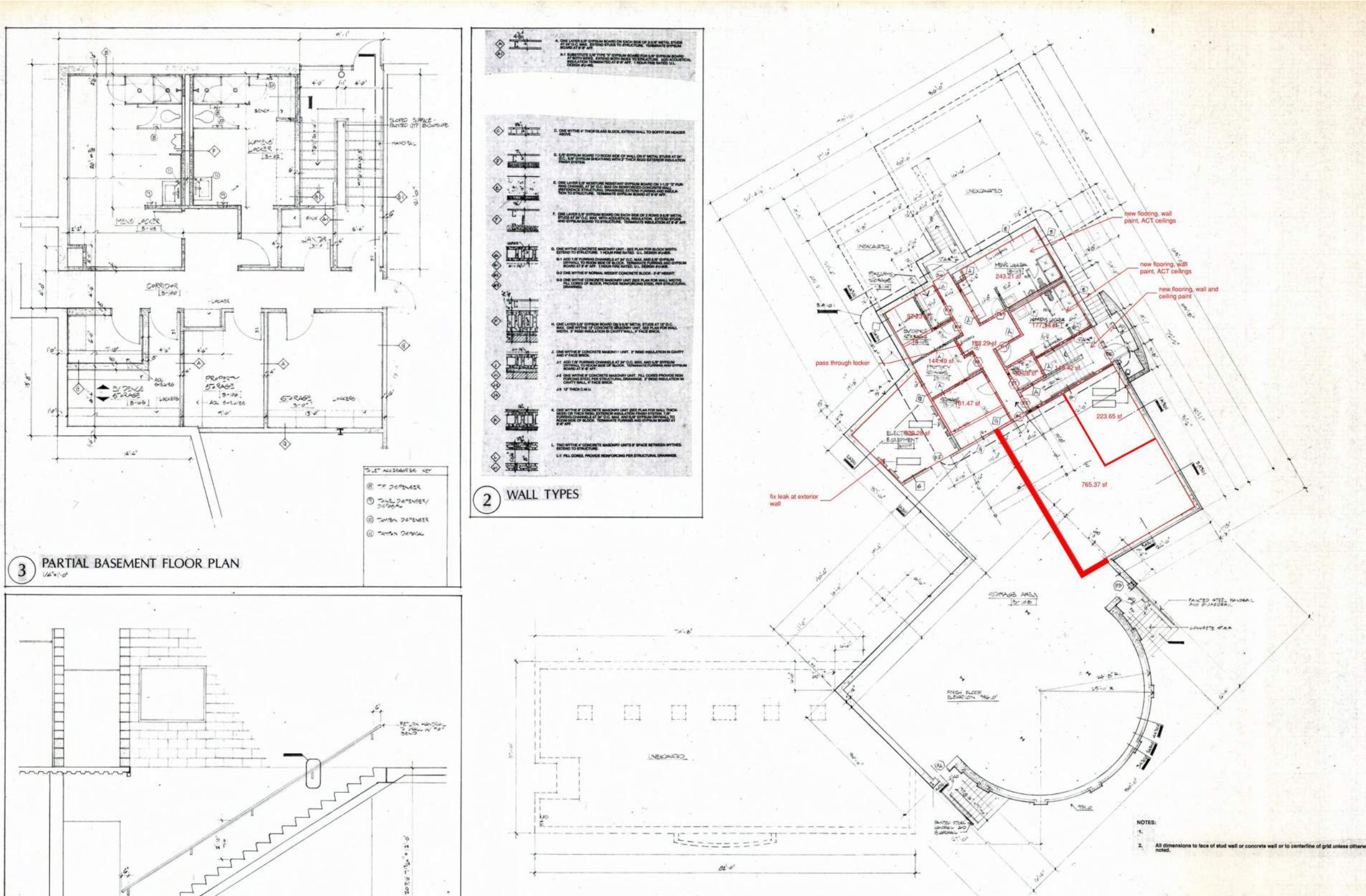
Basement Floor Plan

CITY HALL - RENOVATIONS AND ADDITIONS



Ground Floor Plan

CITY HALL - RENOVATIONS AND ADDITIONS



Basement Floor Plan

FACILITY ANALYSIS - CITY HALL MEP

Summary of Existing Electrical Systems

The existing electrical service is made up of one 600A, 120/240V., three phase, 4-wire service from the utility with one (1) utility meter. The utility transformer is pad mounted on the building's southeast side with the service feeders routed underground into the electrical room located in the basement. The peak electrical demand since February 2016 was recorded at 69 kilowatts (166 amperes), or about 35% of the capacity of the existing electrical service.

A 200A, 3-pole, 3 position (on-off-on) disconnect switch has been installed in the basement electrical room to allow for the connection of a mobile generator. The disconnect is connected to a utility source on one position and connected to a pin and sleeve connector located in the Sally Port, for a mobile generator to connect to on a second position. The "off" position is the third position. This disconnect is then connected to a panel board that serves mostly the police station offices and support areas.

Summary of Existing Mechanical Systems

The entry lobby/corridors are served by two DX/gas-fired packaged rooftop units. The units are located on the flat roof and duct down to serve air devices within the space. Refer to the existing HVAC information table at the bottom of this section. Restrooms are served from the nearest rooftop unit with a dedicated, roof-mounted exhaust fan for each restroom.

The community room is served by a DX/gas-fired packaged rooftop unit. The unit is located on the flat roof and ducts down to serve duct-mounted air devices within the space. Refer to the existing HVAC information table at the bottom of this section. The community room kitchen contains a general exhaust fan interlocked to a light switch to provide general kitchen exhaust.

The council chamber is served by a DX/gas-fired packaged rooftop unit. The unit is located on the flat roof and ducts down to serve air devices within the space. Refer to the existing HVAC information table at the bottom of this section.

The office areas are served by two residential split systems with DX cooling and electric heat. The indoor units are located within the plenum space with condensing units on the roof. Ductwork is routed within the plenum space to serve multiple office spaces in the building. Outdoor air connections for the units are noted on the existing drawings but were not confirmed in field.

The sally port contains a gas-fired unit heater and an exhaust fan operated by light switch. The exhaust fan serving the sally port also serves the evidence room on the floor below.

The basement consists of locker rooms, IT/electrical room, evidence room fitness room, and general storage. Per the existing drawings, the locker rooms are served from the floor above by the office units and are not exhausted. The IT/electrical room is served by a dedicated ductless split system. The fitness room and general storage area are unconditioned with a small transfer fan exhausting the fitness room into the storage area. The storage area contains the building's water entry, sewer main, water heater, and sump pump.

Area Served	Make/Model #	Cooling Capacity (Tons)	Heating Capacity (MBH)	Equipment Age (years)
Lobby/Corridors	Trane YCD180	15.0	203	10
Lobby/Corridors	Trane YSC120	10.0	188	2
Community Room	Lennox KGA 120	10.0	144	8
Council Chamber	Unknown*	25.0	235	20+
Office Areas	Lennox TSA060	5.0	N/A*	6
Office Areas	Lennox TSA036	3.0	N/A*	6
Electrical/IT Room	Carrier 38MVC024	3.0	N/A	10

*Equipment name plate was not observed

CITY HALL - SYSTEMS CONDITIONS

Building Assessments and Observed Deficiencies

While performing the site assessment, Olsson observed the following potential code issues with the current state of the mechanical and electrical systems. Olsson also recommends the following updates if the Owner decides to renovate the Property.

Electrical – Observed Deficiencies

Council Chamber:

1. There is not an integrated audio/visual system so portable electronic equipment on roller carts are being utilized. It is reported that the sound is not optimal, the acoustics of the space are not ideal for meetings conducted in a virtual meeting format, outside noises and HVAC equipment interfere with video calls, and high volume creates feedback.

Electrical Room:

1. During rain events, water will penetrate the wall where critical fiber optic and other telecommunication services are installed. Several attempts have been made by the staff to seal wall penetrations, but water will still penetrate through the wall. It is not certain where the water is coming from. The conduit from the serving utility has been sealed at the utility pull vault. The existing conduit and wiring is routed underground from the utility vault on the southeast side of the building and extending underground to the electrical room in the basement.
2. There are provisions for a mobile generator to be installed however, the provisions do not verify that the voltage rotation is in the proper sequence to operate the building. If this sequence is not correct it could cause motors to run backwards or other equipment to malfunction.
3. Extension cords are installed for permanently installed telecommunication equipment. The National Electrical Code (NEC) does not allow extension cords in lieu of permanent wiring (NEC 400.8(1)). General rule– if equipment is powered from an extension cord for more than 30 days, permanent solutions should be installed.
4. Existing phone systems do not work when utility power is lost and there is not a permanently installed generator.

Police Station:

1. The Supervisor station is using one receptacle for two workstations. Several power strips are attached to each other to extend from the wall to under the workstations. Plugging a power strip into a power strip or current tap is a violation of the NEC and OSHA Standards. Specifically, NEC Article 110.3(B), OSHA 29CFR 1910.303(b)(2), and 1926.403(b)(2) Installation and Use. For compliance each power strip should be plugged into a permanently installed receptacle.
2. Per conversations with the stakeholders, better lighting and signage is required at the secured entrance at the Booking Room.

Mechanical – Observed Deficiencies

Entry Lobby/Corridors/Restrooms

1. Restroom exhaust fans did not appear to be operational.
2. Restroom and break room have issues with traps drying out and allowing sewer gas smells to permeate throughout the space.
3. Maintenance staff has added return air grilles to try to help with air flow issues.

Community Room:

4. None observed or reported during site walk.

Council Chamber:

1. With proper maintenance, packaged HVAC equipment can be expected to have a useful life of ~15 years. The existing equipment is 20+ years old and should be considered for replacement as part of any future work.
 - a. Loud unit operation was reported during occupant interviews – specifically at start up.
 - b. Quiet operation is noted as a requirement due to location above assembly space
2. Wood structure above has water damage possibly from sweating ductwork or pipe leaks. Field investigation indicated that leak near roof drains is likely.

Office Areas:

1. Units serve multiple individual zones which will result in temperature differences and discomfort from zone to zone.
2. Captain's Office overheating was reported during occupant interviews.

CITY HALL - SYSTEMS CONDITIONS

Sally Port:

- 1. Makeup air source for general exhaust fan was not observed.
- 2. General exhaust fan serves the sally port and the evidence locker. During site observation, the sally port exhaust fan had been turned off so there was no exhaust in the evidence room. 24/7 exhaust is recommended for the evidence room.

Basement:

- 1. Per existing drawings, the locker rooms are not exhausted as required by code.
- 2. The fitness room is not conditioned or ventilated.
- 3. Evidence room exhaust concerns noted above.
- 4. Makeup air source for exhaust systems was not observed. If a makeup air path does not exist from the first floor, then the basement could be pulling makeup air in from the sally port.

Miscellaneous:

- 1. Site observation did not include any air flow testing. With the age of the building and the equipment replacements that have occurred over the years, it is expected that the system air balance is no longer within the original design parameters for the supply air and outside air requirements.
- 2. Dirt was observed on many of the air devices and ceiling tiles throughout the building.
- 3. Rooftop units did not appear to be provided with the following accessories/control features that would typically be recommended:
 - a. Supply fans were cycling with loads – ventilation air is not being provided to the space unless the space has a call for cooling or heating.
 - b. Economizer dampers for free cooling during cooler weather.
 - c. Hot gas reheat for dehumidification sequence.
 - d. Demand control ventilation sequence to reduce outside air when community room or council chambers are not fully occupied.
 - e. Minimum MERV 13 filtration.
 - f. Duct detector test stations are difficult to access and are rarely tested because of the access issues.
- 4. Building does not have a sprinkler system installed.

CITY HALL - SYSTEMS RECOMMENDATIONS

The below sections discuss the potential design solutions for the mechanical and electrical systems.

Electrical

The existing electrical system is properly sized to handle the current days demand loads. Any modifications to update or remodel the existing facility could be accommodated with the existing service with only modifications to the branch panels being required.

A. A recommendation would be to replace the 3-position disconnect switch with pin and sleeve connection with a permanently installed generator and transfer switch so that critical utilizes like internet and phone services at the police station are not disrupted. As a lesser option, replace the 3-position switch with pin and sleeve connection with a permanently installed mobile generator connection cabinet with phase rotation monitoring and also allows for easier connection to a mobile generator.

Mechanical

A. Entry Lobby/Corridors

1. Replace or repair existing restroom exhaust fans.

B. Community Room:

1. N/A

C. Council Chamber:

1. Replace existing rooftop unit.

A. Trane YSD300 or equal

B. Provide with minimum 4 compressors stages, variable speed supply fans, comparative enthalpy economizer, barometric relief, MERV 13 filters, hail guards, hot gas reheat, convenience outlet, demand control ventilation, and duct-mounted smoke detectors.

I. Required space NC levels need to be defined by owner and AV consultants. Items below can be further explored for sound reduction.

II. Replacing RTU as noted above will decrease sound levels in space. Variable speed fans will run constantly and modulate with the load, so large swings in sound will not be as evident as the existing unit that kicks on and off.

C. Vibration isolation roof curb can be provided for new RTU to reduce noise transmission and vibration through the structure. The curb can be filled with sound attenuating panels to reduce sound transmission through the bottom of the curb.

D. Internal duct insulation or duct silencers can be added to reduce noise transmission through ductwork.

D. Office Areas:

1. There are several options for addressing discomfort in office areas:
2. Relocate thermostats to most critical zones. Unit will be controlled by the requirements of the most critical zones. Zones without thermostats could experience discomfort since unit is only controlled based on the needs of the zone with the thermostat.
3. Relocate thermostat to most critical zone and provide variable air volume diffusers with local thermostats. Unit will still be controlled based on the needs of the unit, but other critical zones will have the ability to modulate airflow to the space to help reduce large temperature swings. Five total VAV diffusers.
4. Provide additional split systems for critical zones, or replace split systems with a variable refrigerant flow (VRF) system with an adequate number of indoor units to provide level of desired control.

E. Sally Port:

1. Provide new wall-mounted louver with motorized damper for make up air. Minimum free area = 2 SF.
2. Dedicate existing exhaust fan to sally port – disconnect from evidence locker.

F. Basement:

1. Provide new, wall-mounted, general exhaust fan for locker rooms, fitness room, and evidence locker. Fan shall be Loren Cook ACED – minimum 600 CFM and 0.8” ESP. Make up air shall be by new transfer duct between 1st floor and basement.
2. Provide new, 1-ton ductless mini-split for fitness. If VRF option is chosen for office areas, then ductless unit may be served from VRF system. Provide new ceiling fan for air circulation.

CITY HALL - SYSTEMS RECOMMENDATIONS

G. Miscellaneous:

- 1. Perform load calculations for entire building to verify airflow required for each space.
- 2. Re-balance all air systems by a certified TAB agent. Required airflow shall be determined by engineer of record.
- 3. Clean all air devices.
- 4. Dirty air devices are typically caused by dirt within the space getting entrained into the air stream at the air device, but interior of ductwork should be inspected to verify that the ductwork is not excessively dirty.
- 5. Consider the following accessories and control features for future RTU replacements:
 - A. Supply fans on during occupied hours to provide constant ventilation.
 - B. Economizer dampers for free cooling during cooler weather.
 - C. Hot gas reheat for dehumidification sequence.
 - D. Demand control ventilation sequence to reduce outside air when community room or council chambers are not fully occupied.
 - E. Minimum MERV 13 filtration.

Opinions of Probable Costs

Electrical

Bullet Label in Report	Area	Description	Opinion of Probable Costs
A	Electrical - Emergency	Replace manual disconnect with a mobile generator connection cabinet	\$40,000

Mechanical

Bullet Label in Report	Area	Description	Opinion of Probable Costs
A	Entry Lobby/Corridors	Repair/replace exhaust fans	\$2,000
1	Council Chamber	Replace rooftop HVAC unit	\$125,000
1(d)	Council Chamber	Duct insulation or duct silencers	\$20,000
D(2)	Police - Office	Relocate thermostats	\$1,000
D(3)	Police - Office	Variable air volume diffusers for zone control	\$5,000
D(4)	Police - Office	Adding three (3) split systems for better control	\$45,000
D(4)	Police - Office	New VRF system including basement	\$100,000
E(1)	Sally Port	Makeup air louver and damper	\$3,000
E(2)	Sally Port	Correct exhaust system	\$1,000
F(1)	Basement	Dedicated exhaust in fitness room/locker and evidence	\$3,000
F(2)	Basement	One (1) mini-split system	\$4,000

PUBLIC WORKS - FACILITIES CONDITION

Introduction

The existing 1.5 story building consists of approximately 4500 square feet of public works storage and industrial use space for the City of Westwood, Kansas. A one-story addition to the east houses restrooms and a break room.

Exterior Envelope Observations

The exterior envelope a prefabricated metal panel system on prefabricated metal building structure. The existing foundation is concrete with concrete slab. Base conditions are described below, expanded scope conditions are noted on floor plan attached.

Prefabricated Metal Panels – Multiple metal panels are damaged on the inside and therefore have questionable insulation values. There is some damage to exterior panels above high-bay garage door.

Base Recommendations: All damaged panels should be repaired at a minimum. If this is not possible, they should be replaced to match.

Metal Building Structure – The existing metal building structure appears to be in good overall shape. Surface rust was noticed on several members. The one-story addition to the east was framed with wood joists and is supported by lag screws to wood members spaced between metal building girts. Several screws missed members and spacing is very uneven with significant cuts and notches out of wood members.

Base Recommendations: Metal building structure should be scraped and repainted, with all surface rust removed. The structure for the addition is highly questionable at best and does not meet code. It should be evaluated by a structural engineer and repaired or replaced to meet code.

Glazing – The windows were installed later from when the building was constructed. They are not airtight but do bring light into the space. Staining from water infiltration was noticed.

Base Recommendations: If a thermal envelope is required, these windows should be replaced and flashed properly to prevent air and water infiltration.

Metal Roofing – Sloped metal roofing was not accessible at time of visit. No significant leaks have been noticed by facilities crew.

Base Recommendations: Any damaged panels should be replaced along with the metal wall panels as they are of the same system.

Foundations/Slabs – Existing foundations and slabs are made of concrete and foundation walls have several significant cracks, including at column base plates. Existing floor slabs have minor cracking.

Base Recommendations: Foundation cracks should be investigated by a structural engineer to ensure that building remains stable.

Interior Observations

Many of the existing interior finishes appear to have been replaced incrementally throughout the life of the building. As this is an industrial building, finishes are utilitarian in nature where they do occur.

Flooring – Carpet in the conference/office room is approaching end of life. VCT in addition is well worn. Upper-level storage room is painted plywood and show signs of wear and tear. All other flooring is exposed concrete and without any significant cracking.

Base Recommendations: If aesthetics is of concern, all flooring in project should be replaced/repainted. Existing slabs can be cleaned and re-sealed.

Walls and Trim – Most walls are exposed in the garage. All gypsum board walls are in adequate shape considering their age. Several walls have not been painted.

Base Recommendations: All walls should be cleaned and repainted. Repair damage as necessary. Restroom and break room finishes are dated and should be replaced. All damage to finishes due to leaks should be repaired/replaced.

Ceilings – Most rooms have exposed ceilings. Lay-in ceilings are in overall average condition. Where leaks have occurred overhead, some tiles are stained and tiles near HVAC registers are dirty.

Base Recommendations: At a minimum all damaged and dirty tiles should be replaced. If a suitable match is not possible all ceiling tiles should be replaced to provide uniformity. All gypsum board ceilings should be repainted.

Outdoor Yard

A significant amount of Public Works activity occurs in the outdoor yard. This currently has a salt storage shed, a large concrete yard, 4 material storage bins and a Conex unit for storage of snow/yard equipment.

Salt Shed – The concrete foundation walls have some damage at their base, likely from being hit by vehicles and salt damage over time. The sliding access door is very cumbersome to work and needs repair. Roof joists get in the way of forklift when loading salt.

FACILITY ANALYSIS - PUBLIC WORKS

Base Recommendations: Rebuild salt shed with more capacity and higher roof to allow for better use. Providing taller concrete walls will add durability.

Yard – The concrete slab for the yard is in acceptable condition given its age. It does not have any exterior drains or filters for debris collection when washing off trucks. Four site material storage bins are located on the east side and are currently storing additional building materials and water tanks. Turning larger trucks around in yard can be a challenge as space is tight.

Base Recommendations: look to expand yard to south to allow for more truck turning space and more storage space. Add more material storage bins.

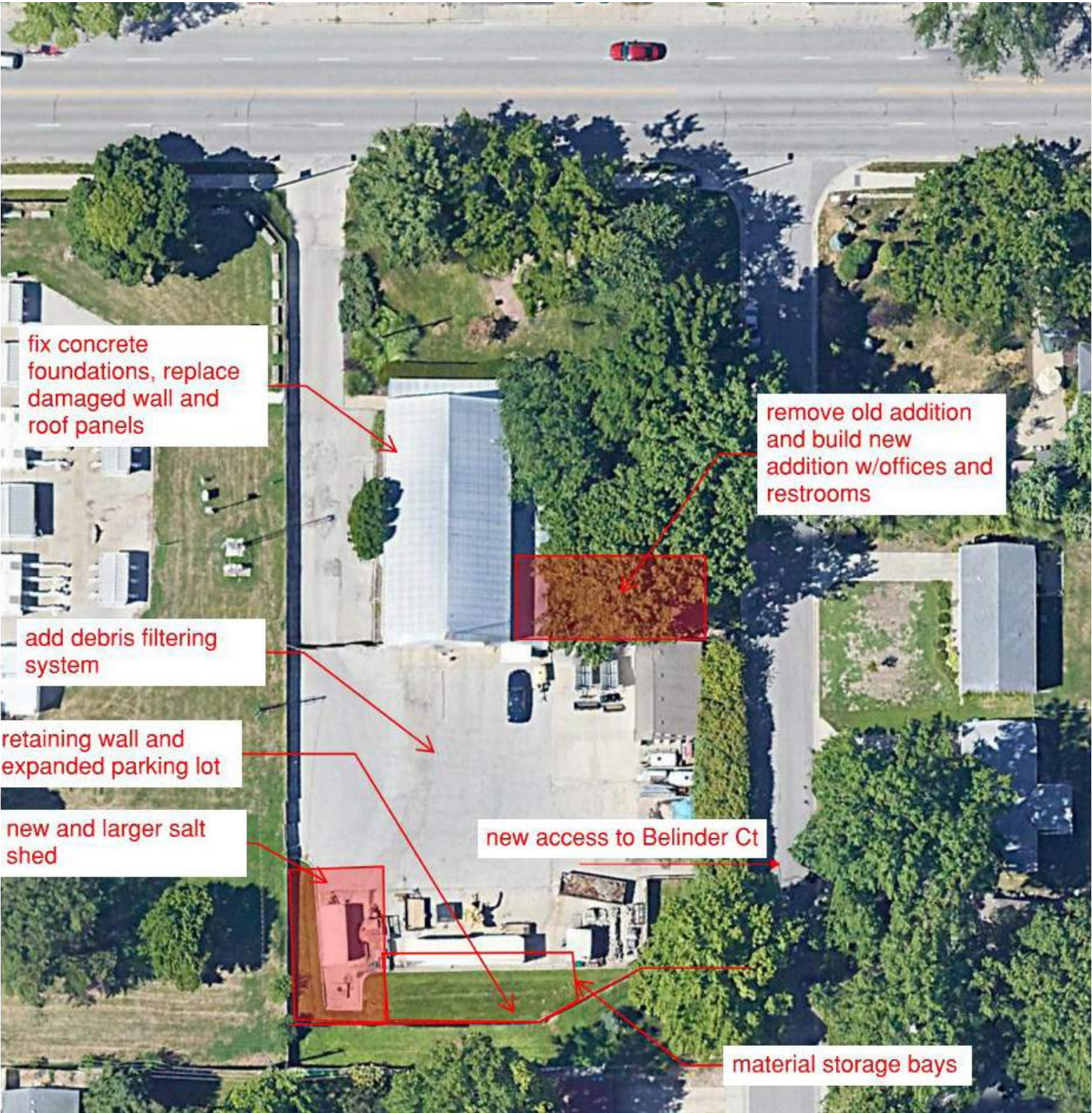
Expanded Recommendations: Add a debris filtering system so that trucks can be washed off outside.

ADA Deficiencies

A high-level view of ADA regulations indicates that there are several deficiencies which are noted below.

- a. There is no ADA access to the upper-level storage room.
- b. There is no ADA access from the front of house office space to the restroom. Someone would have to go outside and around the building to access.

FACILITY ANALYSIS - PUBLIC WORKS EXPANDED REC'S



Ground Floor / Site Plan

PUBLIC WORKS - SYSTEMS CONDITIONS

Summary of Existing Electrical Systems

The existing electrical service is made up of one 200A, 120/240V., single phase service from the utility with one (1) utility meter. The utility transformer is pole mounted on the building’s southwest side with the service feeders routed overhead to a utility pole on the west side before routing underground to the building. The service feeders enter the building at the northwest corner of the facility. The peak electrical demand since February 2016 was recorded at 14.25 kilo-watts (60 amperes), or about 38% of the capacity of the existing electrical service.

The main panel serves lighting, miscellaneous loads and contains (2) two, 2-pole sub-feed breakers for Subpanel 1 and Subpanel 2. This panel is a 30-pole panel board meaning that there are 30 breaker pole positions available. There are currently (4) spaces that are not being used and there is 1 tandem breaker being used.

Subpanel 1 is located across from the main panel and looks to serve most of the front office space. This panel is a 12-pole panel board meaning that there are only 12 breaker pole positions available. All pole positions are currently being utilized.

Subpanel 2 is located in the garage area and looks to serve the break area and miscellaneous loads in the garage area. This panel is a 12-pole panel board meaning that there are only 12 breaker pole positions available. Because of the lack of breaker pole space tandem breakers are being utilized however, there is not a code issue with using tandem breakers.

Summary of Existing Mechanical Systems

The front office areas are served by a residential gas-furnace with a DX cooling coil. The furnace is located on the mezzanine and ducts down to serve the office and conference room. The furnace includes an outdoor air duct connection to meet ventilation requirements. Refer to the existing HVAC information table at the bottom of this section. Plumbing systems were not observed in the front office areas.

The back office areas are served by a residential gas-furnace with a DX cooling coil. The furnace is located in the attic space above the offices. Ductwork is routed in the attic to serve the office, storage room, and utility rooms. The furnace does not include an outdoor air duct connection to meet ventilation requirements. Refer to the existing HVAC information table at the bottom of this section for additional furnace information. The restroom includes a ceiling-mounted exhaust fan that discharges into the attic. The water service enters the building in the utility room adjacent to the

shower. The service includes a water softening system. Plumbing fixtures in the back office areas include washer/dryer, break room sink, shower, toilet and lavatory. Hot water service is provided from the instantaneous, gas-fired water heater located in the garage.

The garage is heated by two (2), gas-fired infrared tube heaters. The space is not cooled/dehumidified and there is no exhaust/ventilation. Two (2) residential-style recirculation fans are hung from the ceiling to circulate air within the space. ~10'-0" trench drains are installed near each overhead door with in-line separators. An eye wash station and general use hose bibbs were observed in the space. A wall-mounted, gas-fired, instantaneous water is installed to serve the vehicle washing system and all other plumbing fixtures in the building.

The gas service for the building is located on the northeast corner of the building. The existing system gas capacities and any added equipment capacities will need be assessed as design progresses to verify service size and pressure requirements.

Area Served	Make/Model #	Cooling Capacity (Tons)	Heating Capacity (MBH)	Equipment Age (years)
Font Office	Rheem 13AJA18	1.5	60*	16
Back Office	York AC018X1231a	1.5	60*	16
Garage	Re-Verber-Ray	N/A	200*	16*

*Equipment name plate was not observed. Information is estimated

PUBLIC WORKS - SYSTEMS CONDITIONS

Building Assessments and Observed Deficiencies

While performing the site assessment, Olsson observed the following potential code issues with the current state of the mechanical and electrical systems. Olsson also recommends the following updates if the Owner decides to renovate the Property.

Electrical - Observed Deficiencies

Garage:

1. All receptacles within the garage area shall be protected with ground-fault circuit-interrupter protection (GFCI). GFI type receptacles were not observed in the garage area and GFI style breakers were not observed in the panel boards.
2. There are tandem style breakers installed in Subpanel 2. While this is not a code issue, this style of breaker cannot take as much heat as a standard breaker which could cause some false trips.

Mechanical - Observed Deficiencies

Front Office Areas:

1. With proper maintenance, packaged HVAC equipment can be expected to have a useful life of ~15 years. The existing equipment is 16 years old and should be considered for replacement as part of any future work.
2. Existing furnace includes an outside air connection to meet ventilation requirements. Damper appeared to be closed during site visit, and occasional combustion smells were reported in the office during occupant interviews.

Back Office Areas:

1. With proper maintenance, packaged HVAC equipment can be expected to have a useful life of ~15 years. The existing equipment is 16 years old and should be considered for replacement as part of any future work.
2. Existing furnace does not include an outside air connection to meet ventilation requirements.

3. Restroom exhaust duct should terminate at an exterior wall or roof instead of within the attic space.
4. Dryer flapper valve was missing – the dryer ductwork is open for animal or insect intrusion.

Garage:

1. The existing water heater was noted to be insufficient during occupant interviews. Heater cannot keep up with demand when vehicle washing is active. With a single heater serving the vehicle wash and all other fixtures, the users cannot provide hotter water (140°F) for vehicle washing without risking scalding at the other plumbing fixtures.
2. The existing trough drains are too short to adequately drain the room during snow melt and vehicle washing. Pooling water was reported during occupant interviews. The interceptors did not appear to be large enough to meet current code capacity requirements (250 gallons for entire garage).
3. Eye wash station appears to be connected to domestic cold water. Per ANSI Z358.1, eye wash stains should be connected to a tempered water source (60°F-100°F).
4. IMC chapter 4 requires 0.75 CFM/SF of exhaust for repair garages. The garage currently has no provision for exhaust or ventilation air.
5. Residential-style ceiling fans are inadequate for proper air movement in space.

Miscellaneous:

1. Gas service was reported to be inadequate during occupant interviews. With all gas-fired equipment operating, equipment was noted to trip off.
2. Back drive area is utilized for vehicle spray down. Issues with introducing debris into storm drainage system was reported during occupant interviews.

PUBLIC WORKS - SYSTEMS RECOMMENDATIONS

Potential Design Solutions

The below sections discuss the potential design solutions for the mechanical and electrical systems for an assembly occupancy type.

Electrical

A. Facility:

- a. Replace Subpanel 2 with a larger panel with more breaker space to eliminate the tandem breakers and provide space for future connections.

Mechanical

A. Front Office Areas:

- a. Replace existing furnace/split system in kind.
- b. Re-balance system – including outside airflow to meet code minimum requirements. Operate system to maintain constant positive pressurization relative to garage.

B. Back Office Areas:

- a. Replace existing furnace/split system in kind.
- b. Provide outside air connection to furnace via new roof cap.
- c. Re-balance system – including outside airflow to meet code minimum requirements. Operate system to maintain constant positive pressurization relative to garage.
- d. Route restroom exhaust duct to new roof cap.
- e. Replace dryer flapper valve.

C. Garage:

- a. Provide new gas-fired, instantaneous water heater for vehicle washing @ 140°F. AO Smith CT-199 or equal. Re-pipe domestic hot water system to feed vehicle washing from instantaneous heater.
- b. Provide new gas-fired, tank water heater for all other plumbing fixtures. AO Smith BT-60 or equal. Re-pipe domestic hot water system to feed plumbing fixtures separate from vehicle

washing.

- c. Provide (2) new trench drain systems full length of garage. Zurn Z886 or equal. Trench drains shall be routed to new sand/oil interceptor with minimum capacity of 250 gallons.
- d. Provide new tempered water mixing valve for eye wash station. Connect to domestic cold water and tank water heater hot water piping.
- e. Provide new, wall-mounted, general exhaust fan. Fan shall be Loren Cook ACED – minimum 2,500 CFM and 0.5” ESP. Make up air shall be via new wall-mounted louver with motorized damper – minimum free area = 5 SF.
- f. Provide source capture vehicle exhaust system with direct drive fan, spring operated hose reel, minimum 40’ hose length, and CO/NO2 gas detection system with alarms and relay for general exhaust fan operation.
- g. Provide 16’ HVLS fan with wall-mounted controller. Greenheck DS-3-16 or equal.

D. Miscellaneous:

- a. Gas service requirements will be further investigated as design progresses.
- b. Provide bag strainer in existing catch basin to prevent debris from entering storm system.

Revenue Analysis Details

SCENARIO: A - REVENUE DETAIL

Revenue Assumptions:	Potential Use	Potential Land Sale Benefit	Potential Property Tax Benefit	Westwood Share of Taxes (21.197 mills)	Potential Economic Benefit (Sales Taxes)	Addition of 1% Sales Tax Increase
Sale of 2.4 Acres @ SW corner Rainbow/47th St	Mixed Use Development: ~180 Residential Units ~10k SF of Retail	\$3,659,040	\$771,921	\$136,562	\$155,205	\$60,000
Sale of ~3 Acres to BTR Townhomes (Joe D Dennis Park)	~30 Residential Townhome Units	\$3,920,400	\$175,682	\$31,080	\$14,850	
		\$7,579,440	\$947,603	\$167,642	\$170,055	\$60,000
					\$397,697	

SCENARIO: B - REVENUE DETAIL

Revenue Assumptions:	Potential Use	Potential Land Sale Benefit	Potential Property Tax Benefit	Westwood Share of Taxes (21.197 mills)	Potential Economic Benefit (Sales Taxes)	Addition of 1% Sales Tax Increase
Sale of 2.4 Acres @ SW corner Rainbow/47th St	Mixed Use Development: ~180 Residential Units					
	~10k SF of Retail	\$3,659,040	\$771,921	\$136,562	\$155,205	\$60,000
Sale of 3 Acres (Joe D Dennis Park)	Mixed Use Development: ~200 Residential Units					
	~10k SF of Retail	\$3,920,400	\$847,705	\$149,969	\$162,450	\$60,000
		\$7,579,440	\$1,619,626	\$286,530	\$317,655	\$120,000
					\$724,185	

SCENARIO: C - REVENUE DETAIL

Revenue Assumptions:	Potential Use	Potential Land Sale Benefit	Potential Property Tax Benefit	Westwood Share of Taxes (21.197 mills)	Potential Economic Benefit (Sales Taxes)	Addition of 1% Sales Tax Increase
Sale of 2.4 Acres @ SW corner Rainbow/47th St	Mixed Use Development: ~180 Residential Units	\$3,659,040	\$771,921	\$136,562	\$155,205	\$60,000
	~12k SF of Retail/Office (City Hall)					
Sale of 3 Acres (Joe D Dennis Park)	Mixed Use Development: ~200 Residential Units	\$3,920,400	\$847,705	\$149,969	\$162,450	\$60,000
	~10k SF of Retail					
		\$7,579,440	\$1,619,626	\$286,530	\$317,655	\$120,000
					\$724,185	

SCENARIO: D - REVENUE DETAIL

Revenue Assumptions:	Potential Use	Potential Land Sale Benefit	Potential Property Tax Benefit	Westwood Share of Taxes (21.197 mills)	Potential Economic Benefit (Sales Taxes)	Addition of 1% Sales Tax Increase
Sale of 1.2Acres south of the existing City Hall	Market Rate or Sr. Living: ~100 Residential Units	\$1,568,160	\$468,784	\$82,933	\$126,225	
	Mixed Use Development: ~200 Residential Units					
Sale of 3 Acres (Joe D Dennis Park)	~10k SF of Retail	\$3,920,400	\$847,705	\$149,969	\$162,450	\$60,000
		\$5,488,560	\$1,316,489	\$232,902	\$288,675	\$60,000
					\$581,577	

Meeting Notes

MEETING NOTES

Friday June 3 Agenda

Parks & Community Space - 10am to Noon (Holly, Abby, David K, John, Leslie)

- Meet at City Hall (Community Room)
 - Worksheets - Discuss Existing Needs, Challenges, Future Aspirations – 45 Minutes
 - Discuss any merits & elements of previous planning sketches / proposals – 15 Minutes
 - Site Walk – Dennis Park, Westwood View – 60 Minutes

Police Department – 1pm to 3pm (Curt, John, Leslie, Staff as required)

- Meet at City Hall (Community Room)
 - Building Tour Walk – Review Spaces and Discuss Programming Functionality – 20 Minutes
 - Worksheets - Discuss Existing Needs, Challenges, Future Aspirations – 40 Minutes
 - Detailed Building Evaluation Walk (Consultant Team & John / Curt as required) – 60 Minutes

City Hall Municipal Services – 3pm to 4pm (Leslie, Lisa, others...)

- Meet at City Hall (Community Room)
 - Building Tour Walk – Review Spaces and Discuss Programming Functionality – 20 Minutes
 - Worksheets - Discuss Existing Needs, Challenges, Future Aspirations – 40 Minutes
 - Detailed Building Evaluation Walk – 60 Minutes (Consultant Team & John / Leslie as required for Access) – 60 Minutes – Can continue on June 8th if as necessary

Wednesday June 8 Agenda

Public Works – 9am to 11am (John, Leslie, Staff as required)

- Meet at Public Works Building
 - Building Tour Walk – Review Spaces and Discuss Programming Functionality – 20 Minutes
 - Worksheets - Discuss Existing Needs, Challenges, Future Aspirations – 40 Minutes
 - Detailed Building Evaluation Walk – 60 Minutes (Consultant Team & John / Leslie as required for Access) – 60 Minutes

Additional Systems Review – 11am to 3pm (Olsson Engineering & John/Leslie for Access)

Facility & Parks Questionnaire

Design Principles:

1. Design for all Ages
2. 3rd Space – Beauty and Nature, Art
3. Public Space – not commercialized - Coffee Crew

Funding of Parks / Equipment / Community:

Application for Federal Park Funding (HUD)
Tennis Federations US for new tennis court.

Needs / Amenities:

Restrooms, Acoustics (Road), Pavilion – Indoor / Outdoor Building – Flexible Space,
Events: Farmers Markets, Art Fair, Music in the Park, Movies in the Park, Rent for Park Parties,

Constraints for hosting events:

Staffing!
Maintaining It
If it is a destination requires more work to maintain
Example: Fairway – built up parks systems – needs to be a goal

Previous Proposals, Sketches:

Reimagine 47th Place, Complete Streets Plan, grant application MARC study, 2022, bike ped improvements.

Reinventing City Hall Community Space: what if community room opened to the south.

Properties are Islands currently – how can we create better connectivity between these properties.

New Westwood View?

Play equipment opens at 6
May need to replicate equipment
They will have turf field that can be used.

Park Features:

Slip and Slide, Sledding, unique play features, take advantage of the grade
What can make this a destination park? Should we strive to have a destination park?
Need Basic playground equipment that appeals to different age groups
Fields for organized sports?
Currently have reservation system – two fields (soccer only)
New Westwood View will have Astro field.
Open Field Is Needed but not formal stripping, etc
Dog Park: Maybe – probably needs to be small -
Tennis / Pickleball – likely a high need.

MEETING NOTES

Roller Skating Path – Running Path:
Ice Skating: Maybe – probably not.
Water Features: Fountain Needed – Inviting people in or no. Answer No: Want it for civic, pretty acoustics – gurgle.
Gardens:
Shade sail over playground equipment to keep slide cool, make more useable during hot months

How can City Hall spill out into Civic Plaza (Food Trucks, Farmers Market (block off parking stalls become farmer market stalls)

Current Cons of Park:
It is loud along Rainbow. – Preference is to have development along Rainbow
Safety – Better off Rainbow

Dual Use for Council Chamber / Community Room?

Next Steps:
RFP – this is what city, community wants, this is how we are going to make revenue, now we need staffing study to make sure we can pay for it.
Would we go with outside firm to program maintain?

Community Room:

Events: Westwood women’s club, Birthdays, warm lunch

Monetize – Reference Fairway Community space – Parks and Recreation manages it.

If Build New: Can if be self-sufficient – can it support a paid staff for running it.

Need: More comfortable seating (Living Room Feel)
Improve Mechanical Noise – Too Loud
AV: Needs Update – Hybrid Meetings – More meeting friendly room. Public Forums, accommodates bigger group of buildings.

Planning Commission: Not happening

Kitchen Nicer –
Reference: Fairway – Rentable
2020 Fee Revenue: +/- \$3,500 to \$5,000
Do we need this space?

Multipurpose: Yes! Could combine Chambers with Community Event Space: Yes! Combining = cost savings = sf, AV, Less etc – Need to create a PVD of this.

Pro for having community room: Creates a great back up plan for programming (example 6th grade graduation in case of rain)

Patio & Outdoor Component
Grill component

Art Gallery:

- 1. Still very important
- 2. Welcoming for government building

Security:

Admin / Reception cannot see parking lot – front door – etc – customer service
Restrooms at Parks – better if connected to building.

Meeting Notes
Steering Committee #2

Project	Westwood City Facilities Assessment & Feasibility Analysis	Notes By	Nick Christopher
Project No	0222-9104	Location	Westwood City Hall
Meeting Date	June 23, 2022	Attachments	N/A
Distribution	Attendees + Sam Loring Tim Danner Andy Crimmins Sean O'Brien	Attendees	Dennis Strait Nick Christopher Kelly Crismon David Waters Leslie Herring John Sullivan Curt Mansell Holly Wimer David Kelman Lisa Fielden

1. Summary of Initial Discovery Findings

- a. City Hall
 - No fire protection system except in holding cell area, no fire alarm system either
 - Acoustics – the acoustics need to be designed to allow for hybrid meetings. This will likely require mechanical acoustic mitigation (variable unit, isolators, dampening, distribution – duct dampening as well as enhancements to the acoustic properties of the rooms finishes including additional sound absorption
 - Frequent feedback from the community is that the finishes need to be refreshed (paint and wear marks) and the bathrooms need to be addressed and updated, along with the kitchen in the community space
 - Reference Project: Grandview has rotunda which allows all city services to be easily identified and accessed. Lee’s Summit as all city services with flag signs allowing each service to be easily identified
 - Costs will be categorized into ‘Keep it Operating’ and ‘Improve and Enhance” which will allow the steering committee to best evaluate trade-offs and investment for the future
 - Would like to have a back-up generator
- b. Public Works

- Exhaust the garage centrally would be bring it up to code and providing snorkel exhaust would bring it up to standards
- c. Park
 - While the Park is likely not a ‘Regional Attraction’ it should be ‘Great Park’ and a destination for the immediate neighborhoods and have features that make it unique and vibrant
 - Park planning should be cognizant to not over build parking. Park space is more valuable than parking
 - Additional unique features like adventure playground, amphitheater, and loop trail should be studied / integrated.

2. Initial Considerations for Development Scenarios

- a. Co-locating Police with Public Works
 - The site capacity is constrained and limited by the park along 47th street which well used and mature trees along Belinder that provide a buffer to the residences on the other side of the street.
 - If the site was completely cleared and redesigned it may be enough space to co-locate police with public works but would require a more detailed study
 - The potential for shared spaces, resources, and programs are limited and don't create a compelling reason for co-location necessarily and include meeting space, lockers, break room, access drives.
- b. Co-locating Police with new mixed-use development (adjacent or integrated)
 - Will need to consider the commercial viability of the other uses when integrating police into mixed-use development
 - With intentional planning and design of the back of house and discreet components of the police and operations it is plausible that it could be successfully integrated at the same site as other uses in the mixed-use development. (subgrade parking / access, elevator, police car parking)
- c. Staff considerations for Co-locating services
 - Due to the limited staff, it is beneficial to have municipal and city administration function co-located. Currently scheduling lunches can be challenging when staff are out. (3) staff at times to balance reception needs.
- d. Revenue Generation
 - The revenue potential, both in terms of current real estate value and on-going tax generation, is an important consideration. Funds will be

MEETING NOTES

Multistudio

needed for acquisition of the old Westwood View school and for expanded maintenance and programming associated with increased parks facilities. Density, mixed-use and commercial along Rainbow supports the community vision for where density is best suited and helps to generate revenue to offset costs for new facilities and park space, as well as on-going city infrastructure preservation.

3. Community Engagement

- a. The engagement meeting will be combined into One Hybrid meeting and will be recorded for distribution. The meeting will be by Zoom as well as in-person at the City Hall Community Space and July 13 at 6 p.m.
- b. Community Engagement Agenda
 - Opening Remarks by Westwood – Mayor David Waters
 - Project Overview and Goals – Dennis Strait
 - Open Forum – Q/A
- c. In the presentation, the team will be sure to note the cosmetic issues that are front of mind for the public.
- d. Overview will include putting this in the context of the current Comprehensive Plan, stewardship of city facilities, and consideration of real estate holdings, including the potential of the city acquiring the old school site.
- e. Multistudio will create a few slides and exhibits to aid and help visualize the project understanding

4. Next Steps

- a. Estimation Phase: Outline and price required work for existing buildings – 30 Year Positioning categorized into necessary for function and operation and enhanced.
 - b. Estimation Phase: Create, Price, Evaluate Development Scenarios
 - c. Community Engagement Meeting July 13 at 6 p.m. - Hybrid
 - d. Steering Committee Meeting #3 (8/8/22?)
-

MEETING NOTES

multistudio

Multistudio

Meeting Notes

Project	Westwood, KS Facilities Assessment	Notes By	Sam Loring
Project No	0222-9104	Location	Westwood City Hall
Meeting Date	July 13 th , 2022 6pm	Attachments	Westwood-Engagement_Slides_22-0713.pdf
Distribution	Dennis Strait Nick Christopher Leslie Herring Andy Crimmins	Attendees	Dennis Strait Nick Christopher Sam Loring Andy Crimmins Leslie Herring David Waters Jeff Harris Jason Hannaman Holly Wimer David Kelman John Sullivan Various Residents

These notes are the Architect’s record of this meeting. To revise these notes, send written comments to the Architect within one week of receipt.

1. Community Conversations

- A. Lots of interest in what would replace the current city hall if it were demolished.
- B. Community interest in the south Woodside development. They are currently outside of their development agreement and the developer will be coming to speak with city hall soon.
- C. Multistudio has been tasked with analyzing the city’s current real estate resources and identifying potential opportunities with them.
- D. Westwood View School site
 - i. The city has first right of refusal on the old Westwood View School. Community members were interested if this would be purchased. It is currently zoned residential.
 - ii. Could this be renovated into a multi-use space for non-profits?
 - iii. Residents have long used the school’s outdoor facilities.
- E. What is “Main Street” Westwood? Many community members liked the idea of this being Belinder, not Rainbow.
 - i. The city, in partnership with KU and other local stakeholders, is applying for a MARC grant to look at how Rainbow could be upgraded and redeveloped.

- F. Parks
 - i. Is there a current covenant or deed restriction on Joe Dennis Park that would restrict it from being redeveloped?
 - ii. Residents referenced Meadowbrook Park as a great example of what they would like, but on a smaller scale.
 - iii. Like the idea of a walking garden with healthy variety.
 - iv. Need to verify condition / existence if any of structures / drainage systems at the old church site. Confirm with John Sullivan.
- G. Housing
 - i. Community members questioned why the city needed diversity of housing given it’s small neighborhood size.
 - ii. Housing diversity does not mean affordable housing per government definition.
 - iii. Residents like the eclectic and small neighborhood feel of Westwood, it is an asset.
 - iv. Lots of young families looking to move to Westwood while older residents looking to downsize. How to provide living opportunities for all of them?
 - v. Residents agreed that current City Hall location would be a good spot for higher density multi-family
 - vi. Residents like park spaces mixed with lower density development, such as smaller, walkable senior townhomes/villas.
- H. City Hall
 - i. Community members stated that they felt the current multi-purpose room was underutilized with dated IT/AV equipment
 - ii. Concerns about the safety of the council and court while in session due to direct proximity to building entrance.
 - iii. Several residents like the idea of City Hall on the corner in its current location, with city functions on the edge of town it didn’t disrupt residential activities. It also provides a nice entry landmark.
 - iv. A mixed use building could provide continuous income to the city to subsidize other costs.

Cost Analysis Details

DETAILED COST ANALYSIS

CITY HALL, 16,280 gross square foot, 34,000 SF parking lot

1. Renew / Refresh Existing Building (Repair “as is”): 95.85 /SF
Includes site repairs, exterior building repairs, interior finishes throughout, interior repairs

Paint Clg	3394 SF	1.5	5,091
New Clg	7207 SF	5.5	39,637
Paint Walls	15324 SF	2	30,647
Ceramic Wall Tile	1048 SF	15	15,715
Clean Conc flr	1103 SF	0.5	551
New Carpet	3539 SF	8	28,313
New CT Floor	2154 SF	12	25,850
New PT Floor	162 SF	20	3,232
New Plumbg Fix	17 EA	5000	85,000
Refresh Doors	29 EA	100	2,900
Toilet Accessories	2 RR	450	900
Millwork	91 LF	500	45,357
Misc	1 LS	10000	10,000
Passthru locker	0 LS	1500	0
Fix wall leak	0 LS	2500	0
Rebuild Bay Window	0 LS	7500	0
Reconfigure Staff Admin	0 SF	100	0
Add New Single Occ RR	0 RR	7500	0
Add glass wall and door	0 LS	4500	0
Add window Shades	182 LF	90	16,340
Add Acoustical wall treatment	1 LS	8000	8,000
Reconfig CC rm	0 SF	50	0
Reconfure Kitchen	0 SF	125	0
Add front door o/h Signage	0 LS	10000	0
Repair EIFS Façade	3800 SF	8	30,400
Repair Brick Façade	5680 SF	7.5	42,600
Repai/Replace Glazing	2750 SF	25	68,750
Repair Mtl Roof	5500 SF	5	27,500
Replace Roofing	4500 SF	20	90,000
Mech	1 LS	190502	190,502
Elec	1 LS	40000	40,000
Replace Lighting at New Clg	7207 SF	8	57,653
Repair conc steps/entry	1570 SF	5	7,851
Refinish Asphalt Lot	34000 SF	0.75	25,500
Subtotal			898,290
74% with Markups			1,560,397

2. Renovate and/or Expand for Updated Uses \$_____ /sf allowance
Renovations of casework or rooms noted on the floor plan 162.15 /SF

Paint Clg	3394 SF	1.5	5,091
New Clg	7207 SF	5.5	39,637
Paint Walls	15324 SF	2	30,647
Ceramic Wall Tile	1048 SF	15	15,715
Clean Conc flr	1103 SF	0.5	551
New Carpet	5398 SF	8	43,184
New CT Floor	2154 SF	12	25,850
New PT Floor	1841 SF	20	36,813
New Plumbg Fix	17 SF	5000	85,000
Refresh Doors	29 EA	100	2,900
TA	2 RR	450	900
Millwork	91 LF	500	45,357
Misc	1 LS	10000	10,000
Passthru locker	1 LS	1500	1,500
Fix wall leak	1 LS	2500	2,500
Rebuild Bay Window	1 LS	7500	7,500
Reconfigure Staff Admin	146 SF	100	14,612
Add New Single Occ RR	1 RR	7500	7,500
Add glass wall and door	1 LS	4500	4,500
Add window Shades	182 LF	90	16,340
Add Acoustical wall treatment	1 LS	8000	8,000
Reconfig CC rm	1417 SF	50	70,870
Reconfure Kitchen	240 SF	125	29,993
Add front door o/h Signage	1 LS	10000	10,000
Replace EIFS Façade	3800 SF	22	83,600
Repair Brick Façade	5680 SF	7.5	42,600
Replace Glazing	2750 SF	105	288,750
Replace Metal Roof	5500 SF	30	165,000
Replace Roofing	4500 SF	20	90,000
Mech	1 LS	190502	190,502
Elec	1 LS	40000	40,000
Replace Lighting at New Clg	8864 SF	8	70,912
Repair conc steps/entry	1570 SF	5	7,851
Refinish Asphalt Lot	34000 SF	0.75	25,500
Subtotal			1,519,675
74% with Markups			2,639,790

DETAILED COST ANALYSIS

Additions			
3. Police Sallyport, 530 gross square foot			526.84 /SF
Foundation	101 LF	200	20,255
SOG	530 SF	12	6,355
Extr Wall	807 SF	40	32,282
Roof Struct	530 SF	35	18,537
Roofing	530 SF	19	10,063
Cut-in New Door	1 EA	3000	3,000
O/H Door	2 EA	10000	20,000
MEP	530 SF	50	26,481
Expand Drive	1981 SF	12	23,770
Subtotal			160,743
74% with Markups			279,223
4. New Patio, 500 gross square foot			
			93.45 /SF
SOG	500 SF	12	6,000
Fence	58 LF	300	17,400
Electrical	1 LS	3500	3,500
Subtotal			26,900
74% with Markups			46,727
5. New City Hall Building 12,000 gross square foot, 24,000 SF parking lot			
			482.38 /SF
City Hall Building	12000 SF	350	4,200,000
	With Escalation to 2024	14%	4,788,000
Parking Lot/grading	24000 SF	14	336,000
Utilies	1 LS	175000	175,000
Landscaping	1 LS	65000	65,000
Subtotal			576,000
Markups are not on building Unit\$		74% with Markups	1,000,555
TOTAL City Hall Building & Parking lot			5,788,555
6. New City Hall/Police Building, 19,000 gross square foot, 34,000 SF parking lot			
\$_____			499.27 /SF
City Hall/Police Building	19000 SF	375	7,125,000
	With Escalation to 2024	14%	8,122,500
Parking Lot/grading	34000 SF	15	510,000
Utilies	1 LS	200000	200,000
Landscaping	1 LS	75000	75,000
Subtotal			785,000
Markups are not on building Unit\$		74% with Markups	1,363,604
POLICE			
7. New Police Building 8,000 gross square foot, 16,000 SF parking lot			557.24 /SF
Police Building	8000 SF	405	3,240,000
	With Escalation to 2024	14%	3,693,600
Parking Lot/grading	16000 SF	15	240,000
Utilies	1 LS	150000	150,000
Landscaping	1 LS	50000	50,000
Subtotal			440,000
Markups are not on building Unit\$		74% with Markups	764,313
TOTAL Police Building & Parking lot			4,457,913
PUBLIC WORKS			
8. Existing Public Works, 4,000 gross square foot, 3,000 SF parking lot, 14,500 SF yard			
See items below			
9. Renew / Refresh Existing Building (Repair “as is”):			
			90.55 /SF
Includes site repairs, exterior building repairs, interior finishes throughout, interior repairs			
Site Repairs	17500 SF	2	35,000
Ext Bldg Repairs	1 LS	15000	15,000
Int Finshes	4000 SF	5	20,000
Int Repairs	4000 SF	4	16,000
MEP	1 LS	122500	122,500
Subtotal			208,500
74% with Markups			362,180
TOTAL Refresh Bldg			362,180
10. Additions 2,000 gross square foot			
			492.41 /SF
Demo Existing Addition	1400 SF	8	11,200
New Office/WH	2000 SF		
Fndn	197 LF	200	39,335
Sog	2000 SF	12	24,000
Walls Ext	3147 SF	30	94,405
Int Construct/Finish	2000 SF	95	190,000
Roof Strcut	2000 SF	20	40,000
Cut in new door	1 EA	500	500
Rfg	2000 SF	15	30,000
O/H Doors	1 EA	7500	7,500
MEP	2000 SF	55	110,000

DETAILED COST ANALYSIS

11. Yard Expansion 3,500 gross square foot 143.12 /SF

New Salt Shed	1849 SF		
Roof/Struct	1849 SF	15	27,740
Retaining Wall	171 LF	840	143,498
Expanded Paving	2408 SF	12	28,893
Materials 4 Bay Divider walls	112 LF	500	55,956
Acccess to Belinder	1114 SF	20	22,279
Debris Filtering Sytem	1 LS	10000	10,000
	Subtotal		288,366
	74% with Markups		500,913
TOTAL Yard Expansion			500,913

Markups include:		
General Conditions/Bond		15%
GC Fee		6%
Design Contingency		25%
Escalation to 2024		14%
		74%

12. New Public Works Building, 6,000 gross square foot, 4,000 SF parking lot, 18,000 SF yard 434.39 /SF

Public Works Building	6000 SF	250	1,500,000
	With Escalation to 2024	14%	1,710,000
			0
Parking	4000 SF	10	40,000
Yard - paving	18000 SF	12	216,000
Utilities	1 LS	150000	150,000
Other Sitework	22000 SF	5	110,000
	Subtotal		516,000
Markups are not on building Unit\$	74% with Markups		896,331
TOTAL New Public Works and Site			2,606,331

SCHOOL SITE

13. Demolish and Remove Existing Building, Parking, Playgrounds
Leave site graded out and sodded 30,000 gross square foot school, 44,000 SF parking lot, 110,000 SF yard

Demo School Building	30000 SF	10	300,000
Hazardous Material Abatement	30000 SF	2.5	75,000
Demo Playground	1 LS	7500	7,500
Demo Parking lot	44000 SF	2	88,000
Yard -Graded & sodded	184000 SF	3	552,000
	Subtotal		1,022,500
	74% with Markups		1,776,159

CITY HALL - MEP - OPINION OF PROBABLE COSTS

Electrical

Bullet Label in Report	Area	Description	Opinion of Probable Costs
A	Electrical - Emergency	Replace manual disconnect with a mobile generator connection cabinet	\$40,000

Mechanical

Bullet Label in Report	Area	Description	Opinion of Probable Costs
A	Entry Lobby/Corridors	Repair/replace exhaust fans	\$2,000
1	Council Chamber	Replace rooftop HVAC unit	\$125,000
1(d)	Council Chamber	Duct insulation or duct silencers	\$20,000
D(2)	Police - Office	Relocate thermostats	\$1,000
D(3)	Police - Office	Variable air volume diffusers for zone control	\$5,000
D(4)	Police - Office	Adding three (3) split systems for better control	\$45,000
D(4)	Police - Office	New VRF system including basement	\$100,000
E(1)	Sally Port	Makeup air louver and damper	\$3,000
E(2)	Sally Port	Correct exhaust system	\$1,000
F(1)	Basement	Dedicated exhaust in fitness room/locker and evidence	\$3,000
F(2)	Basement	One (1) mini-split system	\$4,000

PARK IMPROVEMENT - OPINION OF PROBABLE COSTS

‘Grand’ Community Pavilion: \$ 375K

- Description: Large open-air pavilion (could have ability to be closed off during inclement weather) that can be used during farmers market and community events. Needs sink and area for hosting food and drinks and should be adjacent to restrooms. Could feature place for grilling and fire pit. Approximate Footprint +/- 35’ x 80’. Bottle Filler and Drinking Fountain.

Picnic Shelter (Cost Per Unit): \$ 275K

- Possible Features: Open-air pavilion, Seating for +/- 40, Footprint of approximately +/- 25’ x 50’, water fountain/bottle filler, charcoal grill, picnic tables, landscape seat walls, power and water hook-up to help host other events in park (Slip and Slide Fest, Oktoberfest, etc)

Hardscape Plaza Area: \$50K

- Space to host events, food trucks, adjacent to Community Pavilion and Restrooms

Restrooms: \$250K

Civic Water Feature: \$ 100K

- Likely not inviting water play for kids, but rather for respite and acoustics

Band Stand / Stage: \$400K

Fencing: \$20K

Destination / Adventure Playground: \$500K-\$850K

- Approximate Footprint 80’ x 160’, areas appropriate for multiple age groups

Sledding Hill: \$20K

- Designed to work with grade fall from Old Westwood View school site.

Paved Trails / Walking Path: \$50/l.f.

Outdoor Fitness Equipment: \$10K

Tennis / Pickle Ball Court (Cost Per Unit): \$400K

- Lighted

Parking (On-Street or Off-Street TBD): \$1900/space in lot, \$1400/space if parallel added to street

Open Grass Area / Informal Play Field: \$5K/ac. after mass grading

Ornamental Garden Area: \$45K

- Not for edible plants, could be adjacent to water feature

Small Dog Park: \$75K

- Lower priority

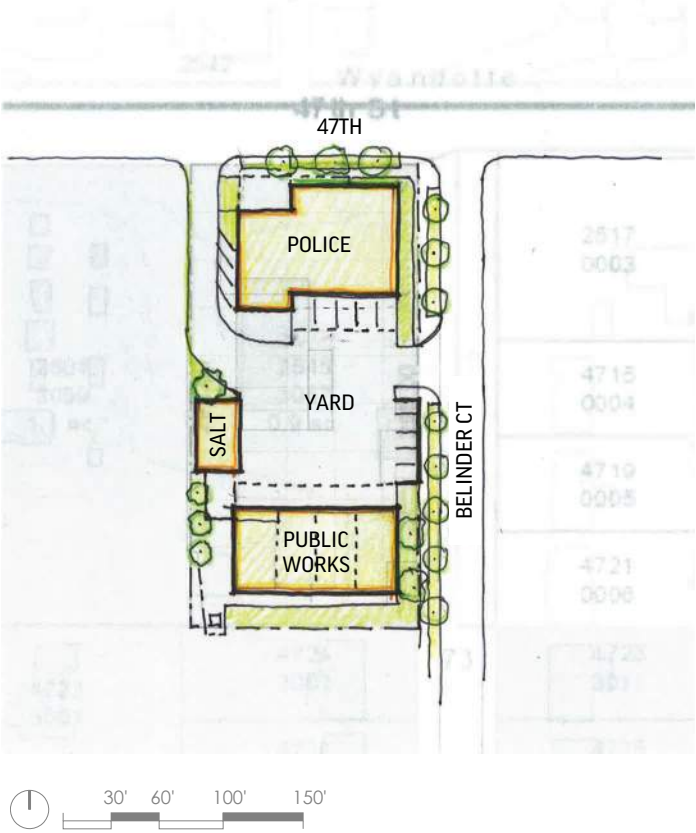
Landscape/Trees: \$35K

Irrigation: \$0-\$50K depending on area irrigated

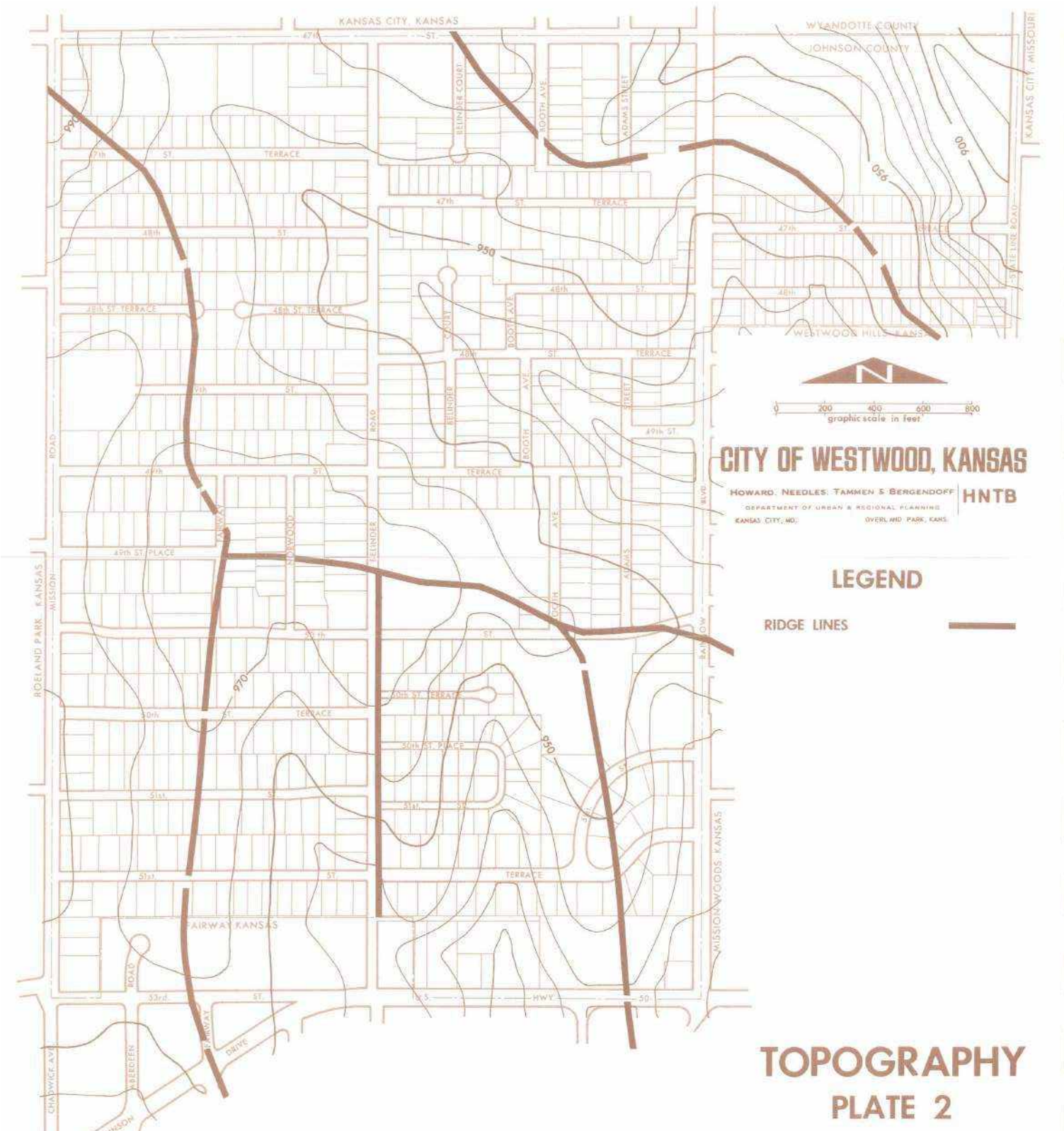
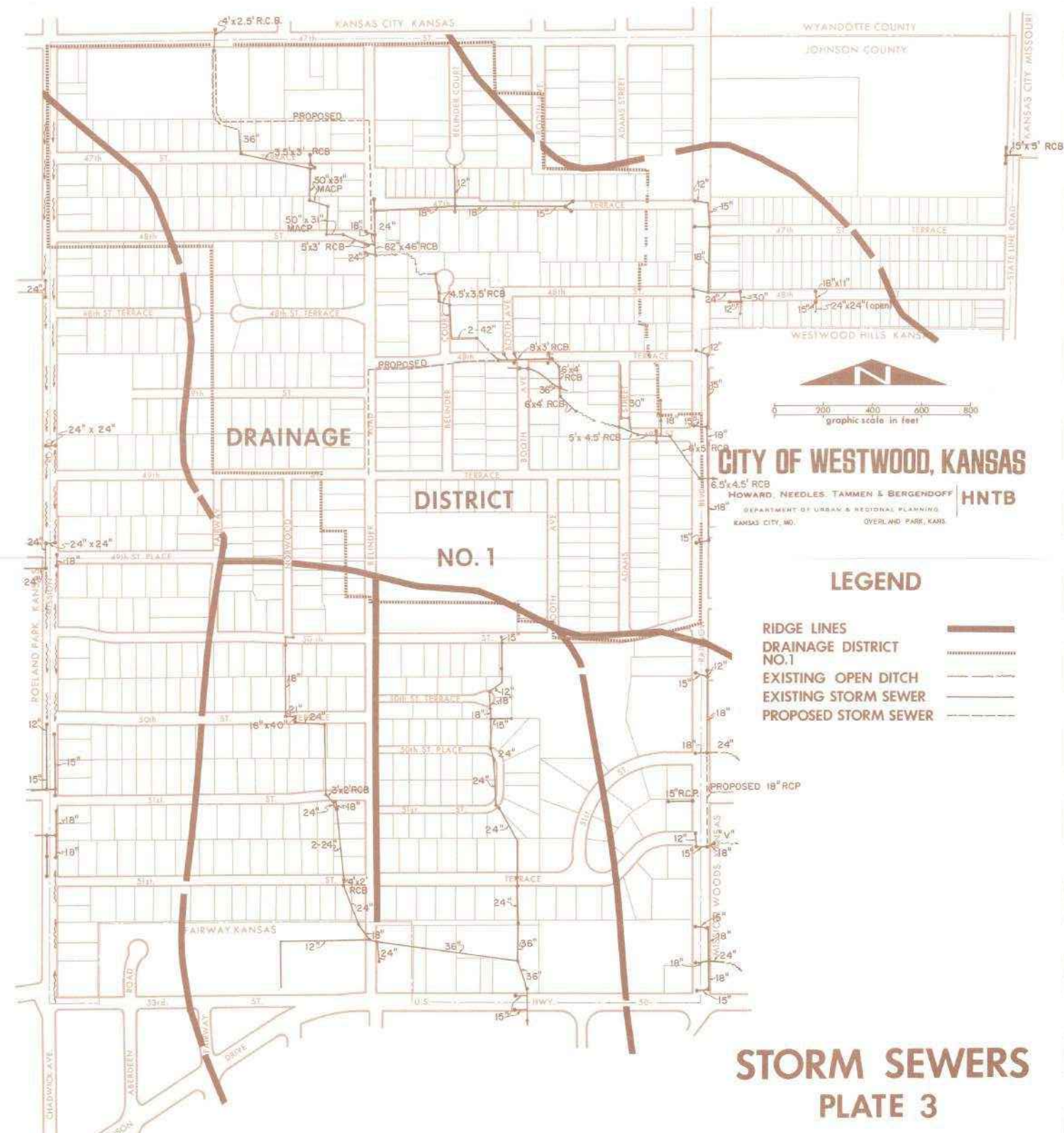
**Costs would scale with park size and scope*

Reference Documents - Additional Studies

DEVELOPMENT STUDY: PUBLIC WORKS & POLICE



REFERENCE DOCUMENT



Source: Westwood Plan 1970

Project Team

Consultant Team

Multistudio - City Design, Architecture

Dennis Strait, Principal

Nick Christopher, RA

Sam Loring, AIA

Olsson - Engineering

Tim Danner

Kelly Crismon

Ryan Companies - Development

Andy Crimmins

CMR - Cost Projections

Pat Bartko

Steering Committee

Westwood

David Waters, Mayor

Leslie Herring, Chief Administration Officer / City Clerk

John Sullivan, Public Works Director

Curt Mansell, Chief of Police

Holly Wimer, City Council / Parks

David Kelman, Westwood Planning Commission

Lisa Fielden, Westwood Community at Large

Sean O'Brien, Westwood Foundation

Timeline

MAY 2015	2015 ULI Technical Assistance Panel
JUNE 2017	2017 Comprehensive Plan
OCTOBER 2021	2020 ULI Technical Assistance Panel
MAY 26, 2022	Project Kick-Off
JUNE 2022	Facility Assessment
JUNE 3, 2022	Steering Committee Meeting #1
JUNE 26, 2022	Steering Committee Meeting #2
JULY 13, 2022	Community Engagement
AUGUST 25, 2022	Steering Committee Meeting #3
SEPTEMBER 8, 2022	Public Presentation of Findings - Council Meeting

COUNCIL ACTION FORM

Meeting Date: September 8, 2022

Staff Contact: Leslie Herring, Chief Administrative Officer/City Clerk

Agenda Item: Consider Resolution No. 109-2022 approving a tax rate in excess of the Revenue Neutral Rate for the 2023 budget year.

Background/Description of Item

Over the last several months the Council and staff have worked to develop the 2023 budget. The Governing Body reviewed the recommended budget on July 14th and approved the notice to exceed the Revenue Neutral Rate on that same date.

Staff Comments/Recommendations

The Revenue Neutral Rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. In Westwood, the Revenue Neutral Rate would be 19.402 mills. The 2023 recommended budget requires a total mill rate of 21.197, flat with the 2022 rate.

Per Senate Bill 13, the recommended budget requires a Revenue Neutral Rate hearing to exceed the revenue neutral rate provided by the County Clerk. Notice of intent to exceed the Revenue Neutral Rate was provided to the County Clerk before July 20th and the notice of public hearing was published on August 30, 2022. The public hearing will occur at the beginning of the September 8, 2022 meeting. The adoption of the 2023 budget will occur following the adoption of the Revenue Neutral Rate resolution.

Staff recommends the City Council approve a resolution adopting a tax rate in excess of the Revenue Neutral Rate for the 2023 budget year.

Budget Impact

The budget maintains the same level of services as the 2022 budget. Funding the budget with existing services does not require an increase to the mill levy rate, however it does exceed the Revenue Neutral Rate due to revenue that will be received from increased property valuations. The 2023 recommended budget has a total mill rate of 21.197, flat with the 2022 rate.

Suggested Motion

I move to approve Resolution No. 109-2022 approving a tax rate or mill levy rate in excess of the Revenue Neutral Rate for the 2023 budget year.

RESOLUTION NO. 109-2022

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS, APPROVING A TAX RATE OR MILL LEVY RATE IN EXCESS OF THE REVENUE NEUTRAL RATE FOR THE 2023 BUDGET YEAR.

WHEREAS, pursuant to K.S.A. 79-2988 (the "Act"), the Clerk of Johnson County, Kansas, has calculated and notified the City of Westwood, Kansas (the "City") that, for the City's 2023 budget year, the City's "revenue neutral rate" (as such term is defined by the Act) is 19.402 mills (for informational purposes only, one mill is equal to 1/1000th of a Dollar of assessed value);

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

WHEREAS, the Governing Body of the City adopted Resolution No. 108-2022 on July 14, 2022, calling for a public hearing considering exceeding the revenue neutral rate to be held by the Governing Body on September 8, 2022;

WHEREAS, the public hearing was held on September 8, 2022, with an opportunity for all interested persons to be heard regarding the matter of exceeding the revenue neutral rate; and

WHEREAS, in accordance with the provisions of the Act, at such public hearing and after the Governing Body heard from interested taxpayers, the Governing Body voted on and approved this Resolution by majority vote of the Governing Body.

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

Section 1. Approval to Exceed Revenue Neutral Rate; Approved Tax Rate. Pursuant to the Act, the City, by and through its Governing Body, hereby approves exceeding the revenue neutral rate. The City's approved tax/mill levy rate for the 2023 budget year is 21.197 mills, which amount does not exceed the amount of the proposed tax rate set forth in Resolution No. 108-2022.

Section 2. Effective Date. This resolution shall be effective upon its adoption by the Governing Body of the City of Westwood, Kansas.

ADOPTED this 8th day of September, 2022, by majority vote of the Governing Body.

David E. Waters, Mayor

ATTEST:

Leslie Herring, City Clerk

COUNCIL ACTION FORM

Meeting Date: September 8, 2022

Staff Contact: Leslie Herring, Chief Administrative Officer/City Clerk

Agenda Item: Consider adopting Resolution No. 110-2022 adopting the fiscal year 2023 annual budget.

Background/Description of Item

Over the last several months the Council and staff have worked to develop the 2023 budget. The Governing Body reviewed the recommended budget on July 14th and approved the notice to exceed the Revenue Neutral Rate on that same date.

Staff Comments/Recommendations

The City will hold the required Revenue Neutral Rate and 2023 budget hearing on September 8th, prior to adopting a Resolution to Exceed the Revenue Neutral Rate. Both steps must occur prior to budget adoption. Once submitted to the County Clerk, the budget sets the budget authority for each fund. The City is authorized by K.S.A. 79-2929a to amend the budget before December 31st to spend money not in the original budget. The additional expenditures have to be made from existing revenue and cannot require additional tax levies.

Additional budget information can be found on the City's website or in the attached 2023 Budget Book.

Staff recommends the City Council adopt the 2023 budget as certified in the amount of \$5,349,860 with ad valorem tax in the amount of \$798,279.

Budget Impact

The budget maintains the same level of services as the 2022 budget. Funding the budget with existing services does not require an increase to the mill levy rate, but it does exceed the Revenue Neutral Rate due to revenue that will be received from increased property valuations. The 2023 recommended budget has a total mill rate of 21.197, flat with the 2022 rate.

Suggested Motion

I move to approve Resolution No. 110-2022 adopting the 2023 budget as certified in the amount of \$5,349,860 with ad valorem tax in the amount of \$798,279.

CITY OF WESTWOOD, KANSAS

RESOLUTION NO. 110-2022

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WESTWOOD, KANSAS,
ADOPTING THE FISCAL YEAR 2023 ANNUAL BUDGET FOR THE CITY OF WESTWOOD.**

WHEREAS, the Fiscal Year 2023 Annual Budget has been discussed by the Governing Body at various City Council meetings, work sessions, and other public meetings noticed in accordance with state law; and

WHEREAS, pursuant to K.S.A. § 79-2929, a public hearing was conducted at the September 8, 2022 City Council meeting to answer and hear any objections of taxpayers relating to the proposed Fiscal Year 2023 Annual Budget; and

WHEREAS, notice of publication of the proposed Annual Budget and public hearing was made as provided by law; and

WHEREAS, the Governing Body believes it is in the best interest of the City to adopt the Fiscal Year 2023 Annual Budget as presented.

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

Section 1. The City of Westwood, Kansas, a municipal corporation, does hereby adopt the Fiscal Year 2023 Annual Budget as presented at the September 8, 2022, City Council meeting.

Section 2. Effective Date. This resolution shall be effective upon its adoption by the Governing Body of the City of Westwood, Kansas.

Section 3. In accordance with K.S.A. 79-1801, on or before October 1, 2022, the City Clerk shall certify and electronically file with the Johnson County, Kansas County Clerk (the "County Clerk") the budget Certificate giving the amount of ad valorem tax to be levied and the total amount of the adopted Fiscal Year 2023 Annual Budget along with other information pertaining thereto in accordance with State law.

Section 4. The Fiscal Year 2023 Annual Budget as approved and filed with the County Clerk shall constitute an appropriation for each fund as provided in K.S.A. 79-2934.

ADOPTED this 8th day of September, 2022, by majority vote of the Governing Body.

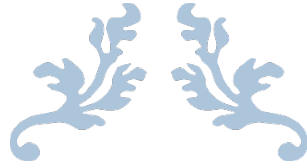
David E. Waters, Mayor

ATTEST:

Leslie Herring, City Clerk

APPROVED AS TO FORM:

Ryan B. Denk, City Attorney



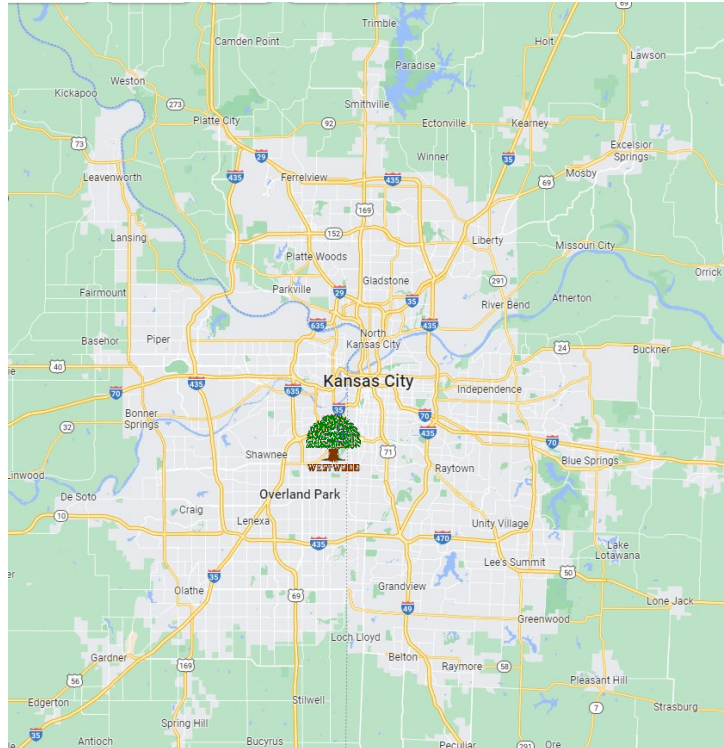
FY 2023 BUDGET



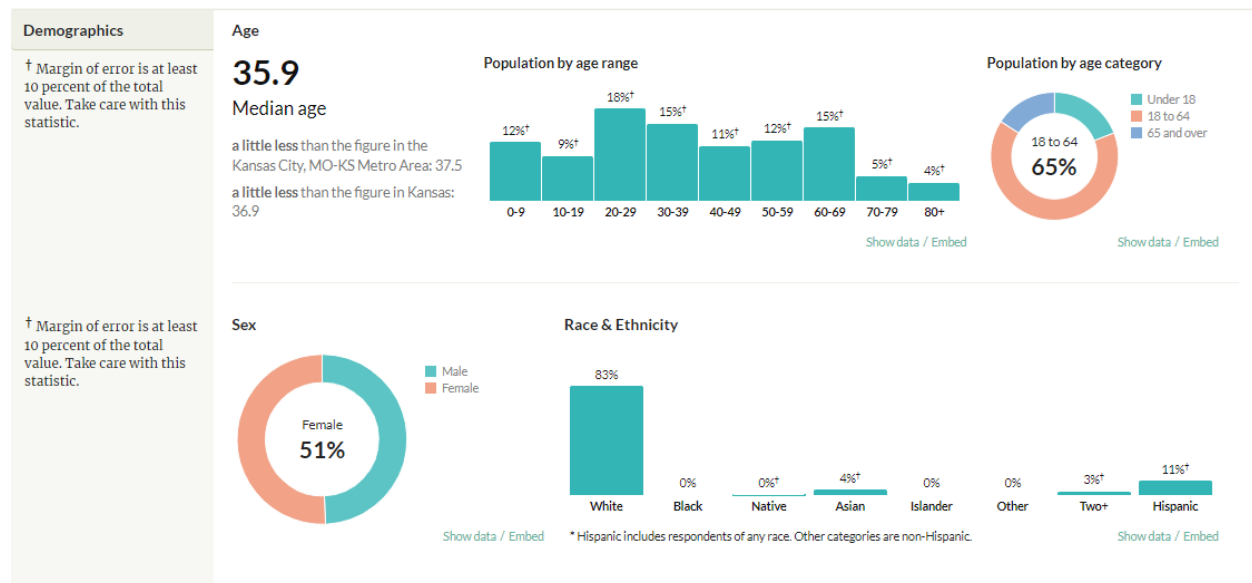
Community and Government Profile

The City of Westwood is located in the heart of the Kansas City metropolitan statistical area (MSA). It is well-positioned in the very northeast corner of Johnson County, Kansas and borders both Wyandotte County-KCK to the north and Kansas City, Missouri to the east. Major employers in the City include The University of Kansas Health Systems, Midwest Transplant Network, the Shawnee Mission School District at Westwood View Elementary School, and Walmart Neighborhood Grocer.

The City was incorporated on July 1, 1949 and will celebrate its 75th anniversary in 2024.



As of the 2020 Census, Westwood is home to 1,746 residents within its .4 square miles.



Economics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Income

\$45,701

Per capita income

about 25 percent higher than the amount in the Kansas City, MO-KS Metro Area: \$36,728

about 1.4 times the amount in Kansas: \$32,798

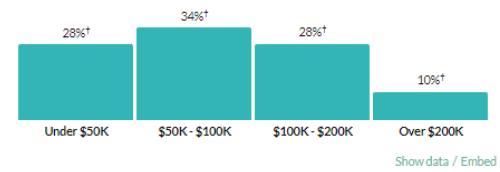
\$77,361

Median household income

about 10 percent higher than the amount in the Kansas City, MO-KS Metro Area: \$69,240

about 25 percent higher than the amount in Kansas: \$61,091

Household income



Poverty

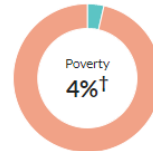
4.3%

Persons below poverty line

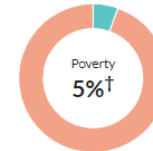
about two-fifths of the rate in the Kansas City, MO-KS Metro Area: 9.9%

about two-fifths of the rate in Kansas: 11.4%

Children (Under 18)



Seniors (65 and over)



Transportation to work

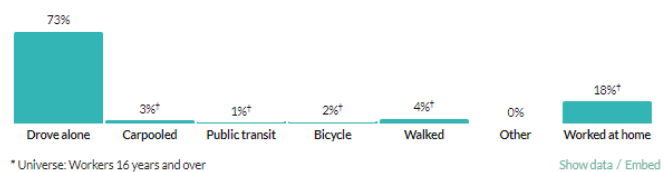
18 minutes

Mean travel time to work

about three-quarters of the figure in the Kansas City, MO-KS Metro Area: 23.5

about 90 percent of the figure in Kansas: 19.6

Means of transportation to work



Social

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Educational attainment

96.6%

High school grad or higher

a little higher than the rate in the Kansas City, MO-KS Metro Area: 92.5%

a little higher than the rate in Kansas: 91.4%

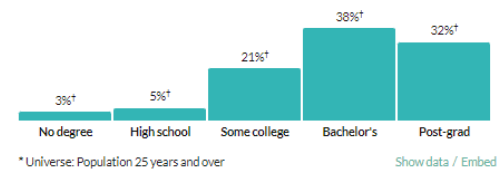
70.1%

Bachelor's degree or higher

nearly double the rate in the Kansas City, MO-KS Metro Area: 37.5%

more than double the rate in Kansas: 33.9%

Population by highest level of education



The City of Westwood is a city of the third class in Kansas and operates under a Mayor-Council form of government with an appointed City Administrator, who administers the affairs of the City under the direction of the Governing Body, who sets the policy for the City. The Governing Body consists of five City Councilmembers and one Mayor. Currently serving are pictured below. From left to right: Jason Hannaman, Holly Wimer, Andrew Buckman, Mayor David E. Waters, Laura Steele, and Jeff Harris.

Statement of Long-term Strategic Goals

In 2016, the Governing Body updated the community's Master Plan and drafted a Governing Body Strategic Action Plan based on community input and listening sessions as part of the Master Plan update process. The long-term strategic goals of the Governing Body as reflected in the 2023 budget further the vision, mission, goals, and objectives set forth in those documents.

In 2023, the Governing Body has budgeted for a community-wide survey to gain insights from residents and businesses in an effort to update the long-term strategic goals for the community. The results of the survey will serve as the foundation for strategic planning activities in early 2024, following Governing Body elections during the Fall of 2023. During the 2024 strategic planning activities following the 2023 community-wide survey, the goals and objectives of the Governing Body will be updated to reflect the priorities expressed and will also include specific performance metrics to measure progress toward accomplishing the City's mission, goals, and objectives. These performance metrics are anticipated to include performance data for the City's operational departments and initiatives and will focus on results and accomplishments.

Vision

Westwood, Kansas is a charming, vibrant place which is safe, walkable, bikeable and comfortable. It is connected to other communities and boasts locally-owned businesses, schools and parks. Citizens strongly identify with and value the unique and welcoming character of the community.

Mission

The City of Westwood manages financial and public resources to provide reliable, responsive services aligned with citizens' evolving expectations and future needs. Our leaders and professional staff are open and accessible, building relationships and trust within our community. Together, we protect what makes Westwood special and unique.

GOAL STATEMENTS

Based on feedback received from the public and discussion with the City Council members, the governing body identified six goals they would like to achieve over the next 15 years.



Goal A: Make sure properties are well-maintained throughout the community.

OBJECTIVE 1. MAINTAIN EXISTING PROPERTIES WHILE PROTECTING COMMUNITY CHARACTER AND RESOURCES.

STRATEGY	RESPONSIBILITY	TIMELINE
1 Proactively enforce codes in a consistent and compassionate way, focusing on the following priority areas in order of importance: 1) Structural issues; 2) Weeds/tall grass; and 3) Peeling paint	City	On-going
2 Encourage the development of a community vendor list to share preferred contractors and vendors, and other volunteer resources.	Block captains, residents	1-2 yrs.
3 Develop and implement education program focused on property maintenance rules and ordinances.	City, Block captains	1-2 yrs.
4 Establish a residential rehabilitation financing or grant program to assist with improvements to declining properties in the community.	Westwood Foundation	3-5 yrs.
5 Conduct annual community work day focused on assisting property owners that are unable to make needed improvements.	City	3-5 yrs.
6 Develop a recognition program for housing improvements made by residents.	Westwood Foundation	3-5 yrs.
7 Develop performance measures to examine effectiveness of property maintenance codes. (e.g., reduce number of code complaints by #)	City	1-2 yrs.

Goal B: Represent a sense of place and unique identity.

OBJECTIVE 1. CREATE ATTRACTIVE GATEWAYS AND CORRIDORS IN THE COMMUNITY.

STRATEGY	RESPONSIBILITY	TIMELINE
1 Develop design standards for public infrastructure in commercial corridors that reflect quality development.	Planning Commission/ City, community	1-2 yrs.
2 Develop signage and monumentation along major roadways to welcome people to Westwood.	City	3-5 yrs.
3 Convene volunteer arts committee to discuss how to incorporate public art in high profile areas of the community.	City	1-2 yrs.

OBJECTIVE 2. PROMOTE UNIQUE COMPONENTS OF THE COMMUNITY.

STRATEGY	RESPONSIBILITY	TIMELINE
4 Develop a brand for the community.	City	1-2 yrs.

Goal C: Increase engagement and collaboration.

OBJECTIVE 1. ALIGN RESOURCES TO COORDINATE COMMUNITY EFFORTS.

STRATEGY	RESPONSIBILITY	TIMELINE
1 Determine what projects, programs and improvements need to be financed, and identify funding mechanisms.	Westwood Foundation, City	1-2 yrs.
2 Identify examples of existing partnerships that are successful in other communities and use them as models.	City	1-2 yrs.
3 Develop a mentoring committee to educate community members, use them as resources and capitalize on their talents.	City	3-5 yrs.

OBJECTIVE 2. MAINTAIN CURRENT AND DEVELOP ADDITIONAL COMMUNITY EVENTS AND ACTIVITIES TO MEET THE NEEDS OF ALL RESIDENTS.

STRATEGY	RESPONSIBILITY	TIMELINE
4 Expand activities associated with Joe D. Dennis Park.	City	3-5 yrs.
5 Promote activities to bring neighbors together, including organizing neighborhood watch programs and community block parties.	City	3-5 yrs.

OBJECTIVE 3. IMPROVE COMMUNICATION BETWEEN CITIZENS, ELECTED OFFICIALS, AND CITY STAFF.

STRATEGY	RESPONSIBILITY	TIMELINE
6 Survey residents on their preferred communication needs.	City	3-5 yrs.
7 Develop a communications plan to inform residents about community activities, events, and meetings.	City	1-2 yrs.
8 Conduct annual citizen satisfaction survey to better understand citizens' level of satisfaction or dissatisfaction with city services as well as their priorities for improvement.	City	1-2 yrs.
9 Encourage residents to sign-up and use online neighborhood sites as another way to communicate with residents.	Block captains, City	1-2 yrs.
10 Conduct regular City Council listening sessions with residents.	City	1-2 yrs.

OBJECTIVE 4. KEEP WESTWOOD VIEW ELEMENTARY IN WESTWOOD.

STRATEGY	RESPONSIBILITY	TIMELINE
11 Continue to participate in school district processes and lobby for the continued inclusion of the school in the community.	Parents, PTA, City leadership	On-going

Goal D: Support existing businesses and capitalize on redevelopment opportunities.

OBJECTIVE 1. MAINTAIN A STRONG, PROSPEROUS ECONOMY.

STRATEGY	RESPONSIBILITY	TIMELINE
1 Develop economic development policy. • Require any development receiving incentives to complement the character of the surrounding neighborhood. • Create financial packages to incent desirable development.	City	1-2 yrs.
2 Work with economic development agencies and organizations in northeast Johnson County and the Kansas City area to assess and identify development strategies that link Westwood to the metropolitan/regional economy.	City	On-going
3 Actively engage in regional planning process through attending meetings and sharing information.	City	On-going
4 Identify up and coming trends and recruit appropriate businesses to Westwood.	City	3-5 yrs.

OBJECTIVE 2. PROVIDE SUPPORT FOR LOCAL BUSINESSES.

STRATEGY	RESPONSIBILITY	TIMELINE
5 Enhance partnerships with commercial and non-profit land owners to gain their support and so the City is informed about the status of these properties.	City, Northeast Johnson County Chamber	On-going
6 Research programs and grant opportunities for businesses to fund exterior enhancements and energy efficiency upgrades.	City, Northeast Johnson County Chamber	3-5 yrs.
7 Participate in Northeast Johnson County Chamber and 47th Street Overlay Committee activities.	City	On-going

OBJECTIVE 3. CLUSTER COMMERCIAL DEVELOPMENT INTO DESIGNATED COMMERCIAL AREAS.

STRATEGY	RESPONSIBILITY	TIMELINE
8 Build relationships with parties who have development plans and potential developments.	City, Northeast Johnson County Chamber, developers, property owners	On-going

Goal E: Ensure housing stock meets future demands.

OBJECTIVE 1. USE EXISTING HOUSING STOCK TO MEET FUTURE DEMANDS.

STRATEGY	RESPONSIBILITY	TIMELINE
1 Allow for flexibility in the building codes to allow homes to be updated according to the ever-changing home renovation needs and trends.	City	On-going
2 Review housing occupancy standards.	City	1-2 yrs.
3 Identify targeted areas where different housing stock is allowed/ incentivized.	City	1-2 yrs.
4 Explore use of the Kansas Neighborhood Revitalization Act (K.S.A. 12-17,115 - 17,120) in targeted areas to encourage rehabilitation or new construction which may not otherwise have occurred	City	1-2 yrs.
5 Strategically and voluntarily acquire property for redevelopment in medium-density areas.	City, Westwood Foundation	3-5 yrs.

OBJECTIVE 2. BUILD NEW HOUSING STOCK.

STRATEGY	RESPONSIBILITY	TIMELINE
6 Develop a strategy to support aging in place by participating in Mid-America Regional Council's Community for All Ages Program.	City	1-2 yrs.
7 Meet with developers to discuss market demands for new housing and determine if existing codes allow for anticipated changes in needs and trends.	City	On-going

Goal F: Increase investment in infrastructure and facilities.

OBJECTIVE 1. PROVIDE PUBLIC FACILITIES AND INFRASTRUCTURE THAT SERVE EXISTING AND FUTURE RESIDENTS.

STRATEGY	RESPONSIBILITY	TIMELINE
1 Host a recycling station at a municipal location that includes an area for glass.	City, Ripple Glass	1-2 yrs.
2 Develop a strategy to implement updates to parks and open spaces and potentially adjacent properties, which could include ADA upgrades, park facilities, and park infrastructure.	City	3-5 yrs.
3 Hold annual parks clean-up and beautification.	Block captains, residents, local businesses, City	3-5 yrs.
4 Conduct feasibility analysis or request for proposals (RFP) to determine the need and location of community buildings, including a community center and potentially moving the location of City Hall.	City	Coordinate with schedule of school
5 Work with electrical company to bury overhead utilities on a case-by-case basis when feasible.	City, KCP&L	On-going
6 Issue bonds to pay for targeted capital improvements.	City	1-2 yrs.
7 Take a systematic approach to manage infrastructure and facilities, and regularly coordinate with agencies: evaluate condition/costs; set priorities; develop a work order system; and develop financial plan	City (Public Works)	1-2 yrs.
8 Install pedestrian-scale lighting as capital improvement projects are made.	City	On-going

OBJECTIVE 2. ENHANCE WALKABILITY AND BIKEABILITY OF THE COMMUNITY.

STRATEGY	RESPONSIBILITY	TIMELINE
9 Conduct feasibility analysis or study to determine if Belinder Avenue could include targeted bicycle and pedestrian pathways.	City	3-5 yrs.
10 Construct bike racks and related facilities in the community.	City	3-5 yrs.
11 Repair broken sidewalks and connect gaps throughout the community.	City, property owners	3-5 yrs.
12 Implement Bike Share kiosks in Westwood.	City, BikeWalkKC, Woodside Village developer	1-2 yrs.
13 Become a League of American Bicyclists "Bike-Friendly Community"	City, BikeWalkKC	3-5 yrs.

OBJECTIVE 3. IMPROVE MOBILITY AND PARKING THROUGHOUT THE COMMUNITY.

STRATEGY	RESPONSIBILITY	TIMELINE
14 Conduct detailed traffic study to determine if 47th Street can benefit from a lane reduction and the feasibility of on-street parking or bicycle lanes.	City, Kansas City, KS, Roeland Park, 47th Street Overlay Committee	1-2 yrs.
15 Conduct traffic analysis of streets in Westport Annex to determine strategies to allow for on-street parking and reduce speeds (e.g., conversion to one-way)	City	1-2 yrs.
16 Increase the service frequency of transit on 47th Street and Rainbow Blvd. to provide better service in the region.	City, KCATA, Kansas City, Kansas, Roeland Park	1-2 yrs.
17 Enforce speed and parking violations.	City	On-going
18 Review existing parking policy and determine if revisions are necessary, including the addition of shared parking.	City	1-2 yrs.
19 Coordinate with KCATA on changes in transit service.	City	On-going

2023 Budget Overview Summary

All of the priorities and issues of the 2023 fiscal year (listed in the tables below) and included in the 2023 Budget are proposed:

- without raising the City's mill levy;
- without increasing fees;
- without introducing or increasing sales tax rates; and
- while maintaining a 32% fund balance in the General Operating Fund.

Priorities and Issues

Investing in transportation infrastructure with the goal of progressing Westwood as a charming, vibrant place which is safe, walkable, bikeable and comfortable.	
2022	2023
The 47 th Street Complete Streets project (the city's northern border) progressed in its preparations for construction and the Governing Body accepted the lowest bid in KDOT's competitive bidding process and released the funds for the project, as well as made the purchase of pedestrian-scale streetlights for the corridor. Due to KDOT regulatory processes and procedures and large increases in the cost of construction, the overall cost of this project was significantly higher than the amount originally budgeted, which has impacted future years of the Capital Improvement Plan	The construction on 47 th Street will be completed and will add bike lanes, traffic calming features, pedestrian enhancements, and safety features to ensure traveling on this road is safe and comfortable for all road users.
A pavement condition inventory was conducted and the results mapped for use in prioritizing and budgeting for future transportation network improvements.	Work on these projects will continue in 2023; however, expenditures will be put on hold in order to build back a healthy enough fund balance through the dedicated sales tax receipts and transfers and intergovernmental reimbursements into the Capital Improvement Fund.
Public engagement and work among subcommittees of the Westwood and Roeland Park Governing Bodies and staff was performed to plan improvements to Mission Rd. (the city's western border) which are walkable, bikeable, and comfortable.	
The City led a convening of regional stakeholders and the ultimate submission of a funding application for Rainbow Blvd. to develop a plan for improvements to its safety, walkability, bikeability, and comfort.	

Providing reliable, responsive services aligned with citizens' evolving expectations and future needs.	
2022	2023
Wage adjustments were made for employees not currently compensated within their target (based on years of service) of their particular salary range.	The labor market is not forecast to become any less competitive in 2023 and so a 6% cost of living adjustment is proposed for all employees as well as a proposed pay philosophy to ensure all City employees earn at least \$25.00 per hour.
Implemented the first in a two-step phase-in to created parity between the City's two offered health insurance plans, performed to create equity between employees regardless of plan type election, which will also result in a more fiscally-sustainable approach to long-range management of employee benefits.	The second in the two-step phase-in to created parity between the City's two offered health insurance plans will be implemented.
The City Administrator will recommend to the Governing Body certain changes to the personnel policy to respond to the increasingly competitive labor market for local government employees.	The City Administrator will work with staff and the City's health benefits provider to examine the health and benefits plans offered to employees and recommend changes as needed to ensure benefits offered to employees meet their needs at the best cost to both employees and the City.
The City website is long due for an overhaul, which has been planned in the Equipment Reserve Fund for the past three fiscal years and is due for redesign this year. The website redesign will provide a more accessible, transparent, and responsive experience for Westwood citizens.	Efforts to provide a more accessible, transparent, and responsive experience for Westwood citizens will continue in 2023 through a community-wide survey to better understand evolving expectations and future needs.
	A recodification and migration of the City's municipal code to a more user-friendly and automatically-updating platform is budgeted. This will ensure accurate and efficient review of the City's regulations by residents and businesses, and future community members.

Ensuring the City's security and resilience in an increasingly threatening cyber world.	
2022	2023
Johnson County Department of Technology and Innovation (JoCo DTI) – which currently only supports the City's Police Department – increased the level of required cybersecurity insurance, resulting in a premium increase from 2021.	The City's cybersecurity insurance provider dramatically increased premiums for coverage and the number of carriers willing to provide such coverage to local governments has reduced dramatically. This has caused an unavoidable budget increase to ensure the City's data is protected against cybercrime.
City staff worked with JoCo DTI to extend its support services to the rest of the City departments: Administration and Public Works.	City staff will enter into a formal relationship with JoCo DTI to extend its support services to the rest of the City departments: Administration and Public Works beginning in 2023, so that all City personnel and technology are professionally supported in a consistent and reliable manner.

Focusing on municipal facilities planning and the long-term land use of publicly owned property to support the community's vision of being unique and welcoming as a home to amazing locally-owned businesses, schools and parks.	
2022	2023
The City facilitated a study of municipal buildings and property to evaluate the cost to address deferred maintenance and needed updates and the potential revenue of allowing publicly owned property to be developed for commercial uses.	The City has the final balloon payment due on its lease-purchase agreement for 5050 Rainbow Blvd. There is not sufficient fund balance in the Debt Service Fund to pay off the note and the City Administrator does not recommend using General Operating Fund dollars for this purpose at this time and so it is recommended the loan be refinanced until ultimate disposition of the property is determined by the Governing Body.
After decades of community-led efforts, Westwood View Elementary was rebuilt on a site adjacent from its former home.	The Governing Body will have the option to acquire the site of the former school building, which is scheduled to be decommissioned and sold in 2024. The Governing Body will be tasked in 2023 with determining the City's interest in the property and its future use as an asset to the community.

2023 Budget in Brief

Funds

- General
- Capital Improvement Fund
- Equipment Reserve Fund
- Stormwater Utility Fund
- Special Highway Fund
- Debt Service Fund
- Woodside TIF/CID Fund

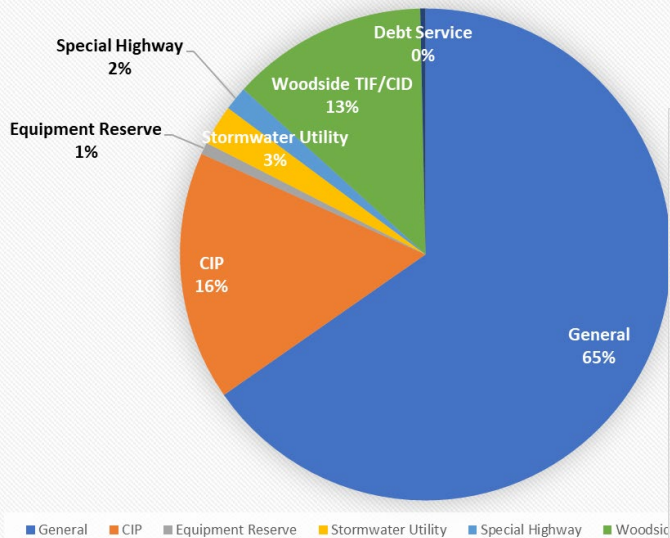
Revenues

- Taxes
- Fees
- Fines
- Rent
- Intergovernmental
- Grants

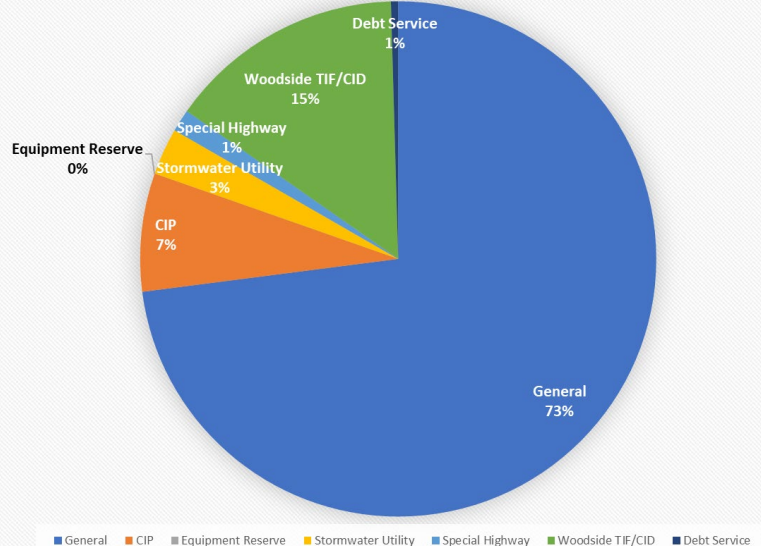
Main Expenditures

- Salaries and Benefits
- Employee Expenses
- Professional Fees
- Operating Expenses
- Equipment
- Projects

2022 Budget by Fund

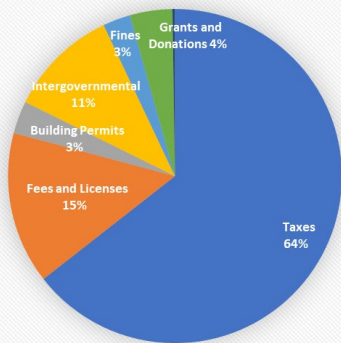


2023 Budget by Fund

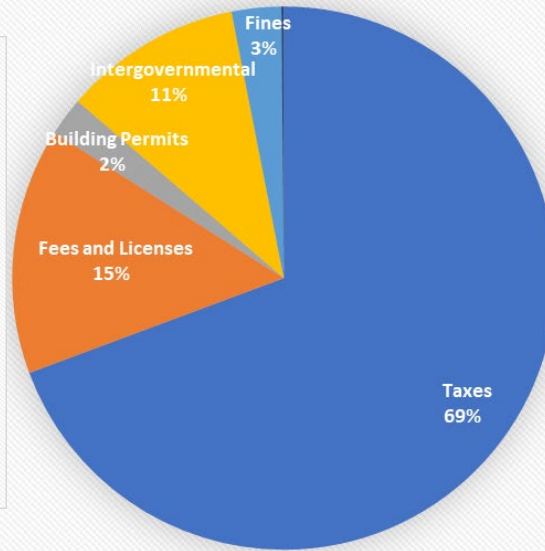


2023 General Fund Revenues

2022 General Fund Revenues



■ Taxes ■ Fees and Licenses ■ Building Permits ■ Intergovernmental
■ Fines ■ Grants and Donations ■ Miscellaneous



■ Taxes ■ Fees and Licenses ■ Building Permits ■ Intergovernmental ■ Fines ■ Grants and Donations ■ Miscellaneous

The General Fund is the City's primary operating fund. All revenue not required to be placed in special purpose funds is receipted in the General Fund. The General Fund's annual revenue portfolio is diversified between property taxes, sales taxes, fees and fines, intergovernmental payments, and, at times, grants and donations. Overall, the City is projecting 2023 General Fund revenues at 4.5% above the 2022 budget (calculated without 2022 one-time grant/stimulus dollars).

Sales taxes are estimated at \$1.05 million, or 3% above 2022 year-end forecast.

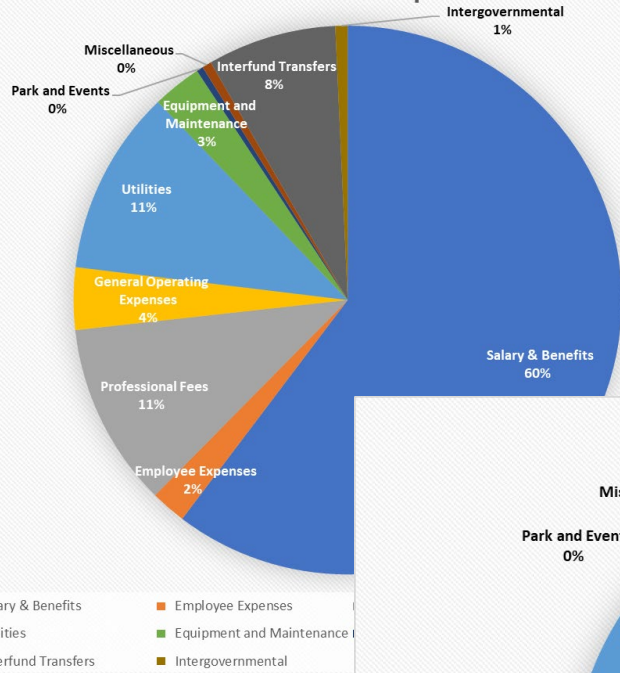
Fees and licenses are conservatively budgeted to stay flat from 2022 to 2023. This category of revenue is comprised of a number of items including:

- Rent from the Woodside Club
- Utility franchise fees
- Community room fees
- Pet tag fees
- Pool passes
- Occupational licenses

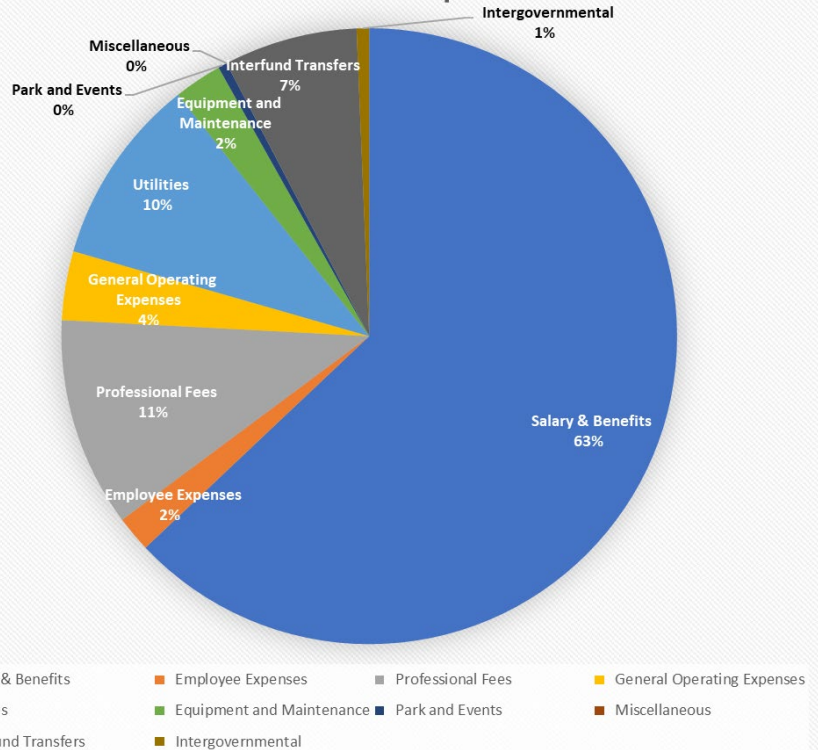
Fines from municipal court as well as **intergovernmental revenue** from services provided to the Cities of Westwood Hills and Mission Woods are also conservatively budgeted to stay flat from 2022 to 2023.

Building permit revenue is expected to decline by 1% due to City staff anticipation that no major commercial projects will be permitted by City staff in 2023 and that building permits will reflect typical projects by residents and businesses.

2022 General Fund Expenditures



2023 General Fund Expenditures



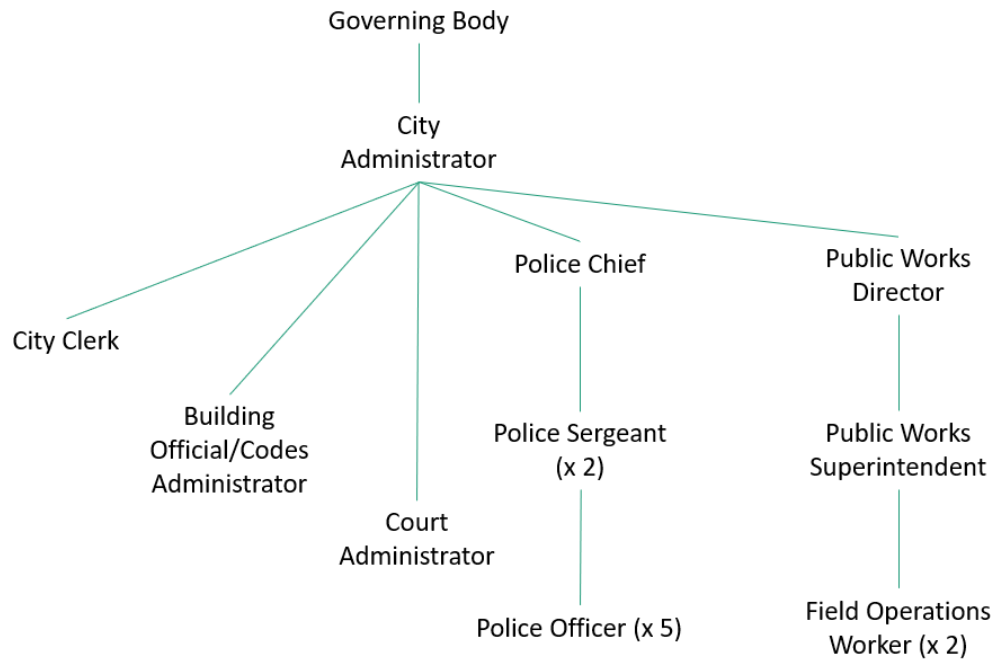
2023 budgeted General Fund expenditures are just over \$3 million, including \$2.8 million of operating expenditures to support the day to day operations of the City. As primarily a service organization, personnel costs comprise the largest portion of the General Fund operating budget, at approximately 60%.

Salary and benefits are budgeted at 2% higher from 2022 to 2023 primarily due to the increase in wages budgeted for employees. No additional staff positions are proposed for 2023; however, the City's single vacancy – a officer in the Police Department – was filled in 2022 and the City will no longer see vacancy savings from that position now being filled.

Professional fees, employee expenses, and general operating expenses are all anticipated to stay flat from 2022 to 2023 thanks to efficiencies achieved by City staff.

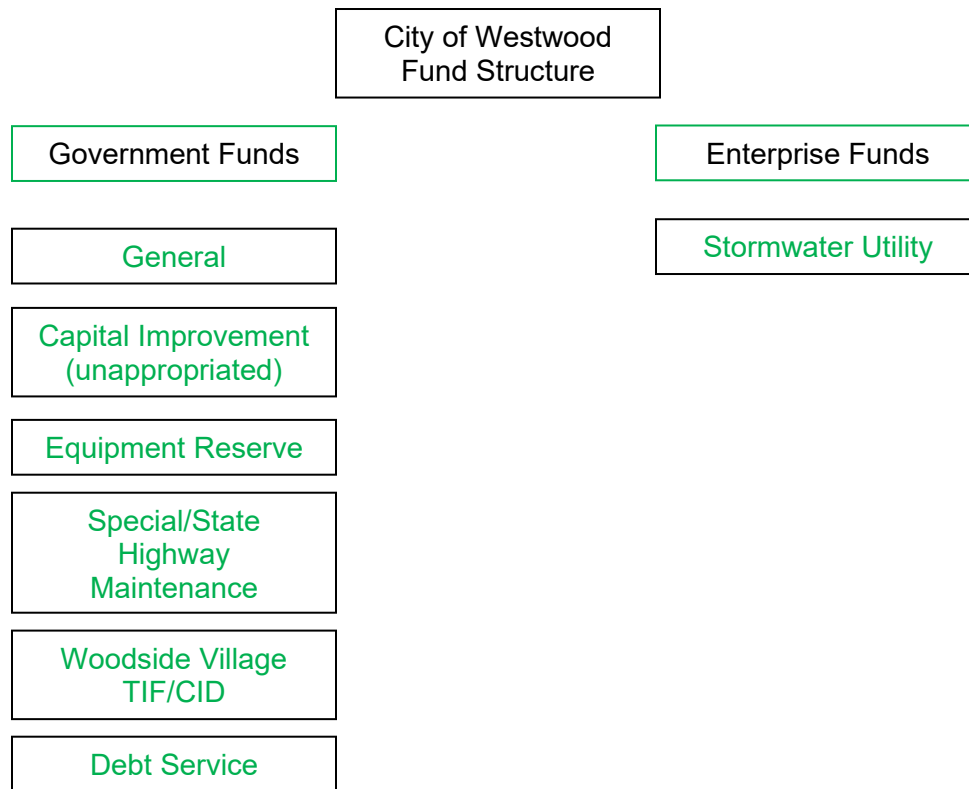
Utilities and equipment and maintenance costs are expected to each increase by 1% in direct response to inflation.

Government and Budget Fund Organization



Personnel Position Summary				
Department	Position	2021	2022	2023
Administration				
	City Administrator	0	0	1
	Chief Administrative Officer/City Clerk	1	1	0
	City Clerk	0	0	1
	Assistant City Clerk	1	1	0
	Court Administrator/Municipal Court Clerk	0	0	1
	Building Official/Codes Administrator	1	1	1
	<i>Department Total</i>	3	3	4
Police				
	Chief	1	1	1
	Sergeant	2	2	2
	Officer	5	5	5
	Court Administrator/Municipal Court Clerk	1	1	0
	<i>Department Total</i>	9	9	8
Public Works				
	Director	1	1	1
	Superintendent	1	1	1
	Maintenance Worker	2	2	2
	<i>Department Total</i>	4	4	4
Organization Total		16	16	16

Support of the City's key services and operations is facilitated by the following fund structure:



The City's 16 full-time staff are supported within the General Fund, while most projects are supported by the City's other six funds.

General Fund – Finances the largest portion of current operations. Services provided by all staff are funded, at least in part, by the General Fund. Primary revenue sources are property taxes, motor vehicle taxes, franchise fees, sales tax revenues, intergovernmental agreements, and user fees.

Capital Improvement Fund – Receives a special, dedicated $\frac{1}{2}$ sales tax, which is pledged to support the City's physical infrastructure. Resources are used to support debt obligations in the Debt Service Fund for transportation projects constructed in 2019 and bonded in 2020, and to cash finance other qualifying and designated projects.

Equipment Reserve Fund – Supports replacement of equipment over \$5,000 in anticipated cost, including vehicles and major equipment purchases.

Stormwater Utility Fund – Receives the stormwater utility fee revenue assessed to all developed property parcels in the City of Westwood for use in carrying out repairs and maintenance to the City's stormwater infrastructure, stormwater-related expenses of larger infrastructure projects, the City's leaf pickup program, and equipment used in supporting the City's stormwater needs.

Special/State Highway Maintenance Fund – Receives formula-based allocations from the State of Kansas for the purposes of maintaining transportation infrastructure. State Highway Maintenance funds are received specifically for the purpose of maintaining State Highway 169/Rainbow Blvd.

Woodside Village TIF/CID Fund – Is supported by the tax increment on the Woodside development as well as by 40% of the City's portion of sales tax revenue generated from sales at Woodside Village businesses and the additional CID sales tax assessed to all purchases at Woodside Village and the Woodside Club.

Debt Service Fund – Receives a ½ mill of property tax revenues to support payments on the 2020 bonding of 2019 streets projects as well as payments on the lease-purchase agreement for 5050 Rainbow Blvd., purchased by the City in 2014.

Three-Year Forecast – All Funds

		General	CIP	Equipment Reserve	Stormwater	Special Highway	Woodside TIF	Debt Service
2023	Forecasted Beginning Cash	\$ 1,200,190	\$ 76,849	\$ 189,641	\$ 58,553	\$ 111,594	\$ 451,627	\$ 170,071
	Estimated Revenues	\$ 3,049,241	\$ 310,000	\$ -	\$ 122,907	\$ 58,820	\$ 619,494	\$ 18,830
	Estimated Expenditures	\$ (3,062,621)	\$ (44,000)	\$ (10,000)	\$ (26,000)	\$ (10,000)	\$ (630,000)	\$ (337,313)
		\$ (18,830)						\$ 18,830
		\$ (95,000)		\$ 95,000				
	Transfers			\$ 50,000	\$ (50,000)			
		\$ (100,000)	\$ (175,000)					\$ 175,000
			\$ 100,000					
					\$ (43,516)			\$ 43,516
	Fund Balance	\$ 972,979	\$ 267,849	\$ 324,641	\$ 61,944	\$ 160,414	\$ 441,121	\$ 88,934
2024	Forecasted Beginning Cash	\$ 972,979	\$ 267,849	\$ 324,641	\$ 61,944	\$ 160,414	\$ 441,121	\$ 88,934
	Estimated Revenues	\$ 3,110,225	\$ 310,000	\$ -	\$ 145,000	\$ 57,320	\$ 638,078	\$ 19,395
	Estimated Expenditures	\$ (3,108,561)	\$ (73,053)	\$ (176,650)	\$ (26,000)	\$ (10,000)	\$ (567,051)	\$ (287,588)
		\$ (19,395)						\$ 19,395
		\$ (95,000)		\$ 95,000				
	Transfers			\$ 60,000	\$ (60,000)			
		\$ (100,000)	\$ (175,000)					\$ 175,000
			\$ 100,000					
			\$ 75,000		\$ (75,000)			
					\$ (43,516)			\$ 43,516
	Fund Balance	\$ 760,249	\$ 504,796	\$ 302,991	\$ 2,428	\$ 207,734	\$ 512,148	\$ 58,652
2025	Forecasted Beginning Cash	\$ 760,249	\$ 504,796	\$ 302,991	\$ 2,428	\$ 207,734	\$ 512,148	\$ 58,652
	Estimated Revenues	\$ 3,172,430	\$ 310,000	\$ -	\$ 150,000	\$ 57,320	\$ 657,221	\$ 19,977
	Estimated Expenditures	\$ (3,155,189)	\$ (617,007)	\$ (125,925)	\$ (26,000)	\$ (10,000)	\$ (584,063)	\$ (287,688)
		\$ (19,977)						\$ 19,977
		\$ (85,000)		\$ 85,000				
	Transfers		\$ 40,000			\$ (40,000)		
		\$ (100,000)	\$ (175,000)					\$ 175,000
			\$ 100,000					
					\$ (43,516)			\$ 43,516
	Fund Balance	\$ 572,513	\$ 162,789	\$ 262,066	\$ 82,912	\$ 215,054	\$ 585,306	\$ 29,434

As of Date:
Department Group:
Fund:

6/30/2022
Revenues
General Fund

	Year Ending 12/31/2020 Actual	Year Ending 12/31/2021 Actual	Year To Date 6/30/2022 Actual	Current Year 12/31/2022 Forecast	Current Year 12/31/2022 Budget	Next Year 2023 Budget
Taxes						
Ad Valorem Tax	589,863.90	635,963.39	654,633.80	665,000.00	675,000.00	775,000.00
City Sales & Use Tax	521,788.22	597,476.36	334,052.19	675,000.00	625,000.00	695,250.00
County Sales & Use Tax	272,789.42	314,649.90	173,003.52	350,000.00	311,000.00	360,500.00
Liquor Grs Rec Tax	45,921.70	70,045.72	35,744.96	71,500.00	45,000.00	75,000.00
Motor Vehicle Tax	55,523.73	59,866.93	23,870.38	56,000.00	56,000.00	63,883.93
Special Assessments	135,818.03	139,840.96	138,007.18	140,425.00	140,425.00	144,271.62
Total Taxes	1,621,705.00	1,817,843.26	1,359,312.03	1,957,925.00	1,852,425.00	2,113,905.55
Fees and Licenses						
Woodside Rent	240,000.00	240,000.00	120,000.00	240,000.00	240,000.00	240,000.00
Utility Franchise Fees	181,107.46	190,393.58	94,475.38	176,501.43	175,000.00	175,000.00
Community Room Fees	1,605.00	1,565.00	1,706.25	3,500.00	5,000.00	5,000.00
Animal Tag Fee	337.00	183.00	105.00	222.26	200.00	200.00
Pool Fees	4,137.50	12,185.00	16,494.58	17,000.00	10,000.00	17,000.00
Occupational License	12,365.74	9,340.06	9,867.65	10,000.00	16,000.00	10,000.00
Total Fees and Licenses	439,552.70	453,666.64	242,648.86	447,223.69	446,200.00	447,200.00
Building Permits						
Building Permit Fee - WW	109,803.64	140,597.87	25,171.18	80,000.00	50,000.00	50,000.00
Building Permit Fee - WWH	8,083.50	7,270.50	617.00	6,480.01	10,000.00	10,000.00
Building Permit Fee - MW	9,046.50	6,429.00	3,149.50	9,012.51	10,000.00	10,000.00
Total Building Permits	126,933.64	154,297.37	28,937.68	95,492.52	70,000.00	70,000.00
Intergovernmental						
Police Services WWH	155,000.04	154,860.04	77,500.02	163,000.00	163,000.00	163,000.00
Police Services MW	124,999.54	125,000.04	62,500.02	125,000.00	125,000.00	125,000.00
Police Services - Crossing Guard	1,562.22	3,213.54	1,908.16	3,960.21	3,500.00	4,285.00
Police Services - Other Revenue	15,926.93	3,278.48	1,699.95	1,699.95	9,000.00	0.00
City Hall Use - WWH	700.00	1,050.00	700.00	1,756.23	2,100.00	2,100.00
City Hall Use - MW	700.00	350.00	350.00	1,231.23	2,100.00	2,100.00
Public Work Services - MW WH	11,586.90	16,017.95	12,524.78	20,000.00	15,000.00	20,000.00
Codes Services - MW WH	1,426.25	1,997.50	559.20	2,000.00	3,000.00	2,000.00
City Clerk Services - MW	4,950.00	4,950.00	2,700.00	5,400.00	5,400.00	5,400.00
Total Intergovernmental	316,851.88	310,717.55	160,442.13	324,047.62	328,100.00	323,885.00
Fines						
Municipal Court Fines	123,514.75	100,352.75	32,967.25	81,074.37	90,000.00	90,000.00
Total Fines	123,514.75	100,352.75	32,967.25	81,074.37	90,000.00	90,000.00
Grants and Donations						
Heritage Grant Receipts	43.75	0.00	0.00	0.00	0.00	0.00
Federal Grants	0.00	125,215.81	125,215.81	125,215.81	125,215.81	0.00
Total Grants and Donations	43.75	125,215.81	125,215.81	125,215.81	125,215.81	0.00
Miscellaneous						
Interest Earnings	1,247.52	1,482.45	850.82	1,500.00	1,500.00	1,500.00
Other Income	55,984.62	27,404.24	5,429.11	5,500.00	2,500.00	2,500.00
Sale of Extra Trash Stickers	245.00	703.75	90.00	250.00	250.00	250.00
Total Miscellaneous	57,477.14	29,590.44	6,369.93	7,250.00	4,250.00	4,250.00
Prior Year Cancelled Encumbrances						
Prior Year Cancelled Encumbrances	0.00	8,034.25	0.00	0.00	0.00	0.00
Total Prior Year Cancelled Encumbrances	0.00	8,034.25	0.00	0.00	0.00	0.00
TOTAL	2,686,078.86	2,999,718.07	1,955,893.69	3,038,229.01	2,916,190.81	3,049,240.55

As of Date: 6/30/2022
 Department: General Overhead
 Fund: General Fund

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 6/30/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual Forecast	Budget	Budget
Salary & Benefits					
Payroll Taxes	2,305.35	1,790.39	671.79	2,500.00	2,500.00
401a Match	12,550.00	10,550.00	4,719.00	12,550.00	12,550.00
Salaries - No Retirement	44,793.75	23,400.00	11,700.00	23,400.00	23,400.00
Total Salary & Benefits	59,649.10	35,740.39	17,090.79	38,450.00	38,450.00
Employee Expenses					
Staff Activities	0.00	1,555.00	730.21	1,000.00	1,000.00
Training Programs	0.00	556.00	2,365.00	3,000.00	3,000.00
Travel Allowance	5.10	(5.10)	0.00	1,000.00	1,000.00
Dues & Subscriptions	3,088.59	3,067.70	2,602.00	3,000.00	3,000.00
Total Employee Expenses	3,093.69	5,173.60	5,589.49	8,000.00	8,000.00
Professional Fees					
Municipal Court Costs	1,774.20	7,499.30	2,326.00	6,000.00	6,900.00
Legal Services	22,211.00	43,361.50	14,705.50	35,000.00	35,000.00
Audit Expenses	7,175.00	0.00	7,250.00	7,250.00	7,250.00
Payroll Services	3,544.72	3,973.57	2,297.32	4,500.00	5,000.00
Insurance & Bonds	90,858.97	104,933.00	113,947.60	125,000.00	145,000.00
Professional Services - Other	7,473.00	40,632.33	3,875.00	20,000.00	30,000.00
Treasurer's Services	0.00	31,087.40	6,145.96	18,000.00	18,000.00
Total Professional Fees	133,036.89	231,487.10	150,547.38	215,750.00	240,250.00
General Operating Expenses					
Office Supplies	0.00	6,927.24	2,013.62	6,000.00	6,000.00
Computer Expense	408.00	3,271.07	3,353.25	4,000.00	5,000.00
Postage	2,400.00	1,275.19	484.95	1,000.00	2,500.00
Printing	381.00	3,251.13	0.00	500.00	500.00
City Newsletter Expense	904.00	1,064.41	1,133.74	4,800.00	3,000.00
Legal Publications	404.76	482.44	778.40	1,000.00	500.00
Operating Supplies - Other	6,942.58	639.36	119.09	1,000.00	1,000.00
Miscellaneous Expense	0.50	1,735.15	0.00	0.00	0.00
Total General Operating Expenses	11,440.84	18,645.99	7,883.05	18,300.00	20,000.00
Utilities					
Building Utilities	30,585.46	30,339.28	7,724.40	31,500.00	31,500.00
Telephone & Data Connections	4,232.84	4,651.32	1,787.16	4,500.00	4,500.00
Street Light Utilities	35,492.56	13,401.88	5,643.57	15,000.00	35,000.00
Traffic Signal Utilities	13,514.94	31,031.58	13,317.43	35,000.00	15,000.00
Buildings & Grounds Maintenance	42,450.77	13,442.16	1,389.05	13,000.00	13,000.00
Resident Trash Service	133,253.28	147,241.80	57,645.00	138,350.00	138,350.00
Building Operations & Cleaning	15,094.38	19,201.39	6,221.67	15,500.00	15,500.00
Total Utilities	274,624.23	259,309.41	93,728.28	252,850.00	252,850.00
Equipment and Maintenance					
Stone Wall Repairs	53.12	451.11	0.00	0.00	0.00
Street Lights	2,039.39	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	2,092.51	451.11	0.00	0.00	0.00
Street and Stormwater					
Leaf Pickup Expenses	0.00	3,734.27	0.00	0.00	0.00
Total Street and Stormwater	0.00	3,734.27	0.00	0.00	0.00
Park and Events					
Business Community Affairs	0.00	2,329.14	1,111.43	6,750.00	6,750.00
Outside Agencies	3,832.00	3,264.26	2,250.00	8,000.00	8,000.00
Total Park and Events	3,832.00	5,593.40	3,361.43	14,750.00	14,750.00
Miscellaneous					
Contingency	0.00	0.00	0.00	15,000.00	15,000.00
Total Miscellaneous	0.00	0.00	0.00	15,000.00	0.00
Interfund Transfers					
CIP - Transfer	90,000.00	90,000.00	0.00	100,000.00	100,000.00
Equipment Reserve Transfer	5,000.00	114,000.00	0.00	10,000.00	10,000.00
Debt Service Transfer	15,000.00	15,000.00	0.00	15,000.00	18,830.00
Total Interfund Transfers	110,000.00	219,000.00	0.00	125,000.00	128,830.00
Intergovernmental					
Building Permit Reimbursement - WW	2,692.50	14,145.00	0.00	10,000.00	10,000.00
Building Permit Reimbursement - MW	4,588.00	12,974.30	0.00	10,000.00	10,000.00
Total Intergovernmental	7,280.50	27,119.30	0.00	20,000.00	20,000.00

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 05/31/2022	Current Year 12/31/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual	Forecast	Budget	Budget
TOTAL	605,049.76	806,254.57	278,200.42	708,100.00	708,600.00	723,130.00

As of Date: 6/30/2022
 Department: Administrative
 Fund: General Fund

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 6/30/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Unaudited Actual	Actual	Forecast	Budget
Salary & Benefits					
5010 - Salaries - KPERS	201,431.88	197,332.74	108,931.81	215,000.00	209,747.00
5015 - Overtime - KPERS	83.10	913.56	1,303.19	2,000.00	2,000.00
5030 - KPERS Contributions	16,173.25	19,114.84	10,203.70	20,000.00	18,667.47
5040 - Payroll Taxes	15,056.77	14,918.56	8,392.27	17,500.00	18,877.00
5041 - State Unemployment Taxes	0.00	3,252.75	3,185.82	7,000.00	0.00
5045 - Health Insurance	29,699.13	29,024.64	24,525.02	36,000.00	40,190.89
5050 - Car Allowance	0.00	0.00	0.00	1,125.00	0.00
Total Salary & Benefits	262,444.13	264,557.09	156,541.81	298,625.00	289,482.36
Employee Expenses					
5100 - Mayor's Discretionary Fund	646.90	607.15	0.00	1,000.00	1,000.00
5105 - Staff Activities	0.00	81.64	289.04	1,500.00	1,500.00
5110 - Training Programs	1,877.48	2,120.32	860.00	5,000.00	5,000.00
5120 - Travel Allowance	1,099.00	374.98	397.93	2,000.00	2,000.00
5130 - Dues & Subscriptions	4,845.73	4,987.48	1,255.00	5,000.00	5,000.00
Total Employee Expenses	8,469.11	8,171.57	2,801.97	14,500.00	14,500.00
Professional Fees					
5210 - Prosecutor & Judge Services	0.00	0.00	0.00	0.00	0.00
5240 - Municipal Court Costs	0.00	0.00	0.00	0.00	0.00
5260 - Audit Expenses	7,175.00	0.00	0.00	0.00	0.00
5280 - Insurance & Bonds	0.00	225.00	175.00	292.26	200.00
5295 - Professional Services - Other	8,376.00	1,235.00	0.00	5,000.00	10,000.00
Total Professional Fees	15,551.00	1,460.00	175.00	5,292.26	10,200.00
General Operating Expenses					
5310 - Office Supplies	2,514.70	1,144.01	591.15	1,500.00	1,500.00
5340 - Computer Expense	22,099.50	17,477.34	0.00	0.00	5,000.00
5345 - Postage	173.25	0.00	0.00	0.00	0.00
5350 - Printing	954.00	43.00	127.00	500.00	1,000.00
5360 - Legal Publications	0.00	34.56	0.00	0.00	0.00
5370 - Operating Supplies - Other	0.00	78.86	67.00	360.15	500.00
Total General Operating Expenses	25,741.45	18,777.77	785.15	2,360.15	8,000.00
Utilities					
5480 - Building Operations & Cleaning	290.92	0.00	0.00	0.00	0.00
Total Utilities	290.92	0.00	0.00	0.00	0.00
Park and Events					
5720 - Outside Agencies	928.77	221.26	0.00	0.00	2,000.00
Total Park and Events	928.77	221.26	0.00	0.00	2,000.00
Interfund Transfers					
5920 - Equipment Reserve Transfer	3,000.00	3,000.00	0.00	5,000.00	5,000.00
Total Interfund Transfers	3,000.00	3,000.00	0.00	5,000.00	5,000.00

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 05/31/2022	Current Year 12/31/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual	Forecast	Budget	Budget
TOTAL	316,425.38	296,187.69	160,303.93	325,777.41	329,182.36	526,652.79

As of Date:
Department:
Fund:

6/30/2022
Public Works
General Fund

	Year Ending 12/31/2020 Actual	Year Ending 12/31/2021 Actual	Year To Date 6/30/2022 Actual	Forecast	Current Year 12/31/2022 Budget	Next Year 2023 Budget
Salary & Benefits						
Salaries - KPERS	257,590.70	253,045.19	154,016.54	275,560.00	275,566.00	296,117.11
Overtime - KPERS	965.01	6,795.91	5,526.00	15,000.00	15,000.00	15,000.00
KPERS Contributions	28,043.43	24,364.98	13,447.93	25,902.64	24,525.39	30,000.00
Payroll Taxes	19,235.41	19,459.86	11,971.34	24,800.40	24,801.00	30,000.00
Health Insurance	71,732.19	72,302.83	27,567.98	64,907.00	84,820.50	67,000.00
Total Salary & Benefits	377,566.74	375,968.77	212,529.79	406,170.04	424,712.89	438,117.11
Employee Expenses						
Staff Activities	0.00	19.00	130.30	1,000.00	1,000.00	1,000.00
Training Programs	76.98	(13.00)	90.00	1,000.00	1,200.00	1,200.00
Travel Allowance	76.65	88.64	1,072.53	1,200.00	1,200.00	1,200.00
Dues & Subscriptions	194.09	2,034.72	1,722.64	2,000.00	2,000.00	2,000.00
Uniforms & Cleaning	2,413.19	1,581.24	516.80	2,000.00	2,000.00	2,000.00
DOT Drug Test Administrative	390.00	231.00	110.00	500.00	500.00	500.00
Total Employee Expenses	3,150.91	3,941.60	3,642.27	7,700.00	7,900.00	7,900.00
Professional Fees						
Engineering/Design Services	5,125.70	9,845.00	0.00	15,000.00	15,000.00	15,000.00
Professional Services - Other	2,300.00	700.42	0.00	2,000.00	2,000.00	2,000.00
Total Professional Fees	7,425.70	10,545.42	0.00	17,000.00	17,000.00	17,000.00
General Operating Expenses						
Office Supplies	257.47	554.23	457.47	750.00	750.00	750.00
Gas & Oil	7,059.55	10,115.00	7,514.90	15,000.00	10,000.00	15,000.00
Small Tool Expense	3,325.87	4,662.62	2,373.32	3,000.00	3,000.00	3,000.00
Computer Expense	3,017.48	304.94	0.00	500.00	500.00	500.00
Printing	0.00	485.65	0.00	300.00	300.00	300.00
Operating Supplies - Other	6,004.30	6,219.14	426.52	8,000.00	8,000.00	8,000.00
Miscellaneous Expense	0.00	0.00	2,868.36	0.00	0.00	0.00
Total General Operating Expenses	19,664.67	22,341.58	13,640.57	27,550.00	22,550.00	27,550.00
Utilities						
Building Utilities	9,915.58	12,407.84	4,034.32	12,000.00	12,000.00	12,000.00
Buildings & Grounds Maintenance	0.00	1,730.33	707.49	1,000.00	1,000.00	1,000.00
City Facility Trash Service	449.76	4,082.59	308.22	1,000.00	1,000.00	1,000.00
Total Utilities	10,365.34	18,220.76	5,050.03	14,000.00	14,000.00	14,000.00
Equipment and Maintenance						
Repairs & Maint Buildings	3,217.55	1,437.33	1,421.09	5,000.00	5,000.00	5,000.00
Repairs & Maint Vehicles	8,480.12	7,001.78	7,135.77	10,000.00	10,000.00	10,000.00
Repairs & Maint Leaf Truck	1,615.43	0.00	0.00	0.00	0.00	0.00
Repairs & Maint Other Equipment	359.80	(249.08)	0.00	0.00	0.00	0.00
Repairs & Maint Streets	7,908.20	0.00	0.00	7,500.00	7,500.00	7,500.00
Repairs & Maint Other	5,301.22	10,074.15	6,825.73	10,000.00	10,000.00	10,000.00
Sand & Salt	7,942.72	10,322.78	5,540.25	11,000.00	10,000.00	12,000.00
Machinery & Equipment Purchase	0.00	0.00	2,049.00	2,049.00	0.00	2,500.00
Street Lights	10,194.81	21,440.73	1,243.20	5,000.00	5,000.00	5,000.00
Traffic Signals	0.00	0.00	0.00	10,000.00	5,000.00	5,000.00
Street Signs	0.00	0.00	0.00	3,500.00	3,500.00	3,500.00
State Highway Maintenance	10,956.40	0.00	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	55,976.25	50,027.69	24,215.04	64,049.00	56,000.00	60,500.00
Interfund Transfers						
CIP - Transfer	8,000.00	4,000.00	0.00	0.00	0.00	0.00
Equipment Reserve Transfer	35,000.00	40,000.00	0.00	50,000.00	50,000.00	50,000.00
Total Interfund Transfers	43,000.00	44,000.00	0.00	50,000.00	50,000.00	50,000.00
TOTAL	517,149.61	525,045.82	259,077.70	586,469.04	592,162.89	615,067.11

As of Date:
Department:
Fund:

6/30/2022
Police
General Fund

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 6/30/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual	Budget	Budget
Salary & Benefits					
5010 - Salaries - KPERS	63,177.04	63,115.99	32,942.51	65,395.00	65,391.00
5015 - Overtime - KPERS	331.77	2,187.00	495.18	1,500.00	2,500.00
5020 - Salaries - KPF	556,321.36	497,488.22	265,711.29	507,181.53	545,093.00
5025 - Overtime - KPF	12,194.89	35,765.96	20,902.58	56,012.95	65,000.00
5026 - Extra Patrol Expense	0.00	0.00	1,061.07	1,061.07	0.00
5030 - KPERS Contributions	6,808.02	5,736.18	3,367.25	6,147.15	5,819.79
5035 - KP&F Contributions	99,889.93	101,605.48	66,761.38	116,601.00	125,316.86
5040 - Payroll Taxes	48,428.84	45,914.59	24,367.20	45,646.34	54,943.55
5045 - Health Insurance	129,949.78	149,193.54	78,398.86	105,872.69	179,010.03
5050 - Car Allowance	2,700.00	4,500.00	1,800.00	4,500.00	5,400.00
5055 - 401a Match	0.00	(9,501.04)	0.00	0.00	0.00
5065 - PT Reserve Salary	0.00	342.65	1,207.00	12,000.00	18,000.00
Total Salary & Benefits	919,801.63	896,348.57	497,014.32	921,917.73	1,066,474.23
Employee Expenses					
5105 - Staff Activities	0.00	227.87	63.71	2,000.00	2,000.00
5110 - Training Programs	10,231.43	5,806.22	6,791.68	12,000.00	12,000.00
5120 - Travel Allowance	3.40	10.20	430.02	4,000.00	4,000.00
5130 - Dues & Subscriptions	878.83	2,091.45	2,282.76	2,500.00	2,000.00
5140 - Uniforms & Cleaning	5,210.74	5,152.74	1,835.14	7,000.00	7,000.00
Total Employee Expenses	16,324.40	13,288.48	11,403.31	27,500.00	27,000.00
Professional Fees					
5210 - Prosecutor & Judge Services	20,700.00	22,575.00	11,025.00	23,000.00	23,100.00
5220 - School Crossing Guard Services	3,135.96	7,789.04	3,467.92	7,750.00	7,725.00
5225 - Mental Health Co-Responder	4,036.42	5,587.10	0.00	5,000.00	5,000.00
5230 - Animal Control Services	0.00	7,600.00	0.00	7,600.00	7,600.00
5240 - Municipal Court Costs	9,932.79	11,184.11	5,627.30	13,000.00	13,000.00
5295 - Professional Services - Other	3,770.38	5,440.12	0.00	5,000.00	5,000.00
Total Professional Fees	41,575.55	60,175.37	20,120.22	61,350.00	61,425.00
General Operating Expenses					
5310 - Office Supplies	0.00	1,513.89	403.02	1,000.00	0.00
5320 - Gas & Oil	8,801.59	11,513.49	5,235.40	15,000.00	18,000.00
5340 - Computer Expense	26,049.29	25,580.05	15,478.99	26,000.00	26,000.00
5345 - Postage	0.00	55.13	57.18	100.00	0.00
5350 - Printing	924.95	740.98	99.00	2,000.00	2,000.00
5370 - Operating Supplies - Other	8,817.00	7,351.68	3,312.39	7,000.00	9,000.00
5395 - Miscellaneous Expense	2,890.96	1,149.46	83.97	0.00	3,000.00
Total General Operating Expenses	47,483.79	47,904.68	24,669.95	51,100.00	58,000.00
Utilities					
5415 - Telephone & Data Connections	3,365.17	2,918.89	1,174.87	4,500.00	4,500.00
5480 - Building Operations & Cleaning	0.00	330.49	0.00	0.00	0.00
Total Utilities	3,365.17	3,249.38	1,174.87	4,500.00	4,500.00
Equipment and Maintenance					
5515 - Repairs & Maint Vehicles	6,644.77	5,916.02	6,303.27	7,000.00	7,000.00
5525 - Repairs & Maint Other Equipment	1,988.00	809.09	1,732.74	3,000.00	3,000.00
5535 - Repairs & Maint Other	0.00	590.34	0.00	0.00	0.00
5570 - Machinery & Equipment Purchase	0.00	669.33	0.00	0.00	0.00
Total Equipment and Maintenance	8,632.77	7,984.78	8,036.01	10,000.00	10,000.00
Park and Events					
5720 - Outside Agencies	0.00	1,045.08	0.00	1,000.00	0.00
Total Park and Events	0.00	1,045.08	0.00	1,000.00	0.00
Interfund Transfers					
5920 - Equipment Reserve Transfer	66,000.00	20,000.00	0.00	30,000.00	30,000.00
Total Interfund Transfers	66,000.00	20,000.00	0.00	30,000.00	30,000.00

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 05/31/2022	Current Year 12/31/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual	Forecast	Budget	Budget
TOTAL	1,103,183.31	1,049,996.34	562,418.68	1,107,367.73	1,257,399.23	1,146,521.58

As of Date:
Department:
Fund:

6/30/2022
Parks & Rec
General Fund

	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 6/30/2022		Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual	Forecast	Budget	Budget
Professional Fees						
Insurance & Bonds	0.00	161.00	0.00	0.00	0.00	0.00
Engineering/Design Services	9,885.00	0.00	0.00	0.00	0.00	0.00
Total Professional Fees	9,885.00	161.00	0.00	0.00	0.00	0.00
General Operating Expenses						
Operating Supplies - Other	998.15	2,507.13	300.62	2,000.00	2,000.00	2,000.00
Total General Operating Expenses	998.15	2,507.13	300.62	2,000.00	2,000.00	2,000.00
Utilities						
Building Utilities	8,070.82	1,640.36	1,039.78	10,000.00	10,000.00	10,000.00
Street Light Utilities	0.00	986.48	0.00	0.00	0.00	0.00
Buildings & Grounds Maintenance	153.34	0.00	0.00	0.00	0.00	0.00
Tree & Easement Care	4,905.08	6,496.71	804.87	10,000.00	10,000.00	10,000.00
Landscaping Maintenance	9,286.91	6,915.42	3,618.46	10,000.00	10,000.00	10,000.00
Total Utilities	22,416.15	16,038.97	5,463.11	30,000.00	30,000.00	30,000.00
Equipment and Maintenance						
Repairs & Maint Other Equipment	7,424.93	4,688.96	1,586.34	6,000.00	6,000.00	6,000.00
Repairs & Maint Other	7,065.40	0.00	0.00	0.00	0.00	0.00
Street Lights	0.00	20.64	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	14,490.33	4,709.60	1,586.34	6,000.00	6,000.00	6,000.00
Park and Events						
Oktoberfest	0.00	7,437.24	0.00	3,810.96	6,500.00	7,000.00
Fireworks	0.00	0.00	1,538.06	4,000.00	2,500.00	4,000.00
Other Events	270.00	2,536.68	528.91	1,500.00	2,500.00	2,000.00
Pool Pass Expenses	104.74	0.00	453.12	500.00	350.00	250.00
Total Park and Events	374.74	9,973.92	2,520.09	9,810.96	11,850.00	13,250.00
	Year Ending 12/31/2020	Year Ending 12/31/2021	Year To Date 05/31/2022	Current Year 12/31/2022	Current Year 12/31/2022	Next Year 2023
	Actual	Actual	Actual	Forecast	Budget	Budget
TOTAL	48,164.37	33,390.62	9,870.16	47,810.96	49,850.00	51,250.00

Capital Improvement Fund

			Project Cost	2022	2023	2024	2025	2026	2027
	Cash Carryforward			\$ 746,230	\$ 76,849	\$ 267,849	\$ 429,796	\$ 461,939	\$ 741,728
Revenues									
	Special Sales Tax			\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000
	Reimbursement - KCMO								
	Reimbursement - JoCo CARS			\$ 259,000			\$ 299,150		
	Reimbursement - WWH								
	Reimbursement - UG			\$ 169,112.00					
	Reimbursement - KS Gas			\$ 24,466.49					
Transfers									
	General Fund			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Expensed to Special Highway Fund			\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -
	Stormwater Utility Fund			\$ 160,000	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
	Debt Service			\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)
CIP Projects	CIP Annual Budgeted Resources			\$ 1,633,808	\$ 311,849	\$ 502,849	\$ 1,078,946	\$ 771,939	\$ 1,051,728
47th Terrace, 48th Street and Alleys	Total Westwood Cost	\$ 222,230	\$ 43,654.13						
W. 47th Street, Mission Road to Rainbow Blvd	Total Westwood Cost	\$ 3,279,952	\$ 962,500						
State Line Road, South City Limits to North City Limits	Total Westwood Cost	\$ 203,135							
W. 47th Place, Rainbow Blvd. to State Line Road	Total Westwood Cost	\$ 780,000							
Mission Road, 53rd Street to 47th Street	Total Westwood Cost	\$ 430,487			\$ 42,693	\$ 430,487			
Westwood View Related Improvements	Total Westwood Cost	\$ 65,000	\$ 65,000						
Belinder Avenue, South City Limits to West 47th Street Msc.	Total Westwood Cost								
	Streets - Sub Total		\$ 1,071,154	\$ -	\$ 42,693	\$ 430,487	\$ -	\$ -	
Street Lights									
47th Street - Mission Rd. to Rainbow Blvd.	Total	\$ 338,224.00	\$ 338,224						
Belinder Ct. and Booth off 47th St.		\$ 73,000.00	\$ 44,000	\$ 29,000					
Mission Road, 53rd Street to 47th Street		\$ 186,880.00			\$ 15,360	\$ 171,520			
W. 50th Street, Rainbow Boulevard to Mission Road		\$ 115,500.00							
W 47th Ter - Belinder Ave to Mission Rd.		\$ 55,000.00							
Street Lights, Pole Repair and Replacement		\$5,000/year	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Streetlights - Sub Total		\$ 387,224	\$ 34,000	\$ 20,360	\$ 176,520	\$ 5,000	\$ 5,000	\$ 5,000
Stone Wall Repair									
4800 Rainbow Blvd Colonial Building Replacement									
	Construction	\$ 76,352							
	Design Engineering	\$ 7,600							
Miscellaneous Repair and Replacement		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Stone Wall Repair - Subtotal		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Studies									
Pavement Management Study		\$ 13,581	\$ 13,581				\$ 15,211		
Facilities Feasibility Study		\$ 75,000	\$ 75,000						
	Studies - Subtotal		\$ 88,581	\$ -	\$ -	\$ -	\$ 15,211	\$ -	
Facilities									
Works - Roof Coating, Snow Guards, Replace South Side Building Panels		\$ 50,188							
Public Works - Back Lot Replacement/Enlargement		\$ 75,000							
City Hall - Parking Lot Repair		\$ 25,000							
Public Works & City Hall - Reinvestment		\$ 2,275,000							
	Facilities Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CIP Annual Budgeted Expenditures		\$ 1,556,959	\$ 44,000	\$ 73,053	\$ 617,007	\$ 30,211	\$ 15,000	

Equipment Reserve Fund

		2022	2023	2024	2025	2026	2027
	Cash Carryforward	\$ 245,441	\$ 189,641	\$ 324,641	\$ 292,991	\$ 252,066	\$ 47,744
Sale of Assets		\$ 35,700					
Grants							
Transfers							
	General Fund - Public Works	\$ 50,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 40,000	\$ 40,000
	General Fund - Public Safety	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	General Fund - Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	General Fund - General Overhead	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Stormwater Utility Fund	\$ -	\$ 50,000	\$ 50,000			
Resources		\$ 376,141	\$ 334,641	\$ 469,641	\$ 377,991	\$ 337,066	\$ 132,744
Department / Project Description							
	Inflation Calculator		5%	10%	15%	20%	25%
Public Works							
Replace 2004 Ford F-550 & Equipment	\$ 83,000.00	\$ 83,000					
Replace 2006 Street Sweeper	\$ 240,000.00			\$ 100,000			
Replace 2012 Ford F-350 & Equipment	\$ 58,000.00				\$ 66,700		
Replace 2012 Ford F-550 & Equipment	\$ 83,000.00					\$ 99,600	
Airless Paint Sprayer	\$ 5,000.00	\$ 5,000					
Replace 2012 Mower	\$ 8,500.00						
PW Sub Total		\$ 88,000	\$ -	\$ 100,000	\$ 66,700	\$ 99,600	\$ -
Public Safety							
Replace 2014 Explorer (Vehicle No. 415)	\$ 37,000.00	\$ 37,000					
Vehicle Equipment	\$ 14,500.00	\$ 14,500					
Replace 2017 Explorer #1 (Vehicle No. 917)	\$ 37,000.00			\$ 40,700			
Vehicle Equipment	\$ 14,500.00			\$ 15,950			
Replace 2017 Explorer #2 (Vehicle No. 117)	\$ 37,000.00				\$ 42,550		
Vehicle Equipment	\$ 14,500.00				\$ 16,675		
Replace 2021 Explorer #3 (Vehicle No. 121)	\$ 37,000.00						\$ 46,250
Vehicle Equipment	\$ 14,500.00						\$ 18,125
In-car computer replacements (4)	\$ 16,000.00						
Safety Vests	\$ 10,000.00		\$ 10,000				
Tasers and Gear (10)	\$ 20,000.00			\$ 20,000			
Vehicle/Body Camera System	\$ 32,500.00	\$ 32,500					
PS Sub Total		\$ 84,000	\$ 10,000	\$ 76,650	\$ 59,225	\$ -	\$ -
City Hall Improvements and Systems / IT							
Website Upgrade	\$ 10,000						
Conference Room Table / Chairs	\$ 4,500						
Community Room & Furniture							
Radios per Federal Mandate							
CH/IT Sub Total		\$ 14,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 186,500	\$ 10,000	\$ 176,650	\$ 125,925	\$ 99,600	\$ 99,600

Stormwater Utility Fund

		2022	2023	2024	2025	2026	2027
	Cash Carryforward	\$ 164,342	\$ 58,553	\$ 61,944	\$ (9,165)	\$ 45,226	\$ 25,117
Revenues							
	Stormwater Utility Fee	\$ 122,727	\$ 122,907	\$ 123,407	\$ 123,907	\$ 124,407	\$ 124,907
	Johnson County Stormwater BMP Reimbursement	\$ 1,000					
Transfers							
	CIP	\$ (160,000)	\$ -	\$ (75,000)	\$ -	\$ (75,000)	\$ (75,000)
	Equipment Reserve Fund	\$ -	\$ (50,000)	\$ (50,000)	\$ -	\$ -	\$ -
	Debt Service Fund	\$ (43,516)	\$ (43,516)	\$ (43,516)	\$ (43,516)	\$ (43,516)	\$ (43,516)
	Budgeted Resources	\$ 84,553	\$ 87,944	\$ 16,835	\$ 71,226	\$ 51,117	\$ 31,508
Expenditures							
	Stormwater Repairs and Maintenance	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	Leaf Pickup Program Expenses	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Expenditures Total	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
Fund Balance		\$ 58,553	\$ 61,944	\$ (9,165)	\$ 45,226	\$ 25,117	\$ 5,508

Special Highway Fund

		2022	2023	2024	2025	2026	2027
	Cash Carryforward	\$ 118,219	\$ 111,594	\$ 160,414	\$ 207,734	\$ 215,054	\$ 262,374
Revenues							
	State Highway Maintenance	\$ 14,860	\$ 14,820	\$ 14,820	\$ 14,820	\$ 14,820	\$ 14,820
	Special Highway Reimbursements	\$ 43,515	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500
		\$ 15,000	\$ 1,500				
	Budgeted Resources	\$ 191,594	\$ 170,414	\$ 217,734	\$ 265,054	\$ 272,374	\$ 319,694
Expenditures							
	Street Repairs and Maintenance	\$ 8,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Rainbow (2022 study; 2027 design)	\$ 31,500					\$ 100,000
	Expenditures Total	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 110,000
Fund Balance		\$ 151,594	\$ 160,414	\$ 207,734	\$ 255,054	\$ 262,374	\$ 209,694
	Capital Projects	\$ 40,000			\$ 40,000		
	Ending Fund Balance	\$ 111,594	\$ 160,414	\$ 207,734	\$ 215,054	\$ 262,374	\$ 209,694

Woodside Village TIF/CID Fund

		2022	2023	2024	2025	2026	2027
	Cash Carryforward	\$ 381,142	\$ 451,627	\$ 441,121	\$ 512,148	\$ 585,306	\$ 660,659
Revenues							
	Woodside Village Ad Valorem Tax	\$ 380,000	\$ 391,400	\$ 403,142	\$ 415,236	\$ 427,693	\$ 440,524
	Woodside Village 40% Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Woodside Village CID 1	\$ 154,500	\$ 159,135	\$ 163,909	\$ 168,826	\$ 173,891	\$ 179,108
	Woodside Village CID 2	\$ 66,950.00	\$ 68,958.50	\$ 71,027.26	\$ 73,158.07	\$ 75,352.81	\$ 77,613.40
	Budgeted Resources	\$ 982,592	\$ 1,071,121	\$ 1,079,199	\$ 1,169,368	\$ 1,262,243	\$ 1,357,904
Expenditures							
	UMB TIF Payment	\$ 352,802	\$ 400,000	\$ 403,142	\$ 415,236	\$ 427,693	\$ 440,524
	UMB 40% Sales Tax Payment	\$ 26,776	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	UMB CID Payment	\$ 151,387	\$ 200,000	\$ 163,909	\$ 168,826	\$ 173,891	\$ 179,108
	Expenditures Total	\$ 530,965	\$ 630,000	\$ 567,051	\$ 584,063	\$ 601,584	\$ 619,632
Fund Balance		\$ 451,627	\$ 441,121	\$ 512,148	\$ 585,306	\$ 660,659	\$ 738,272

Debt Service Fund

		2022	2023	2024	2025	2026	2027
	Cash Carryforward	\$ 145,755	\$ 170,071	\$ 88,934	\$ 58,652	\$ 29,434	\$ 1,490
Revenues							
	Ad Valorem Tax	\$ 16,000	\$ 18,830	\$ 19,395	\$ 19,977	\$ 20,576	\$ 21,193
Transfers							
	General Fund	\$ 15,000	\$ 18,830	\$ 19,395	\$ 19,977	\$ 20,576	\$ 21,193
	CIP Special Sales Tax	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
	Stormwater Utility Fund	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516	\$ 43,516
	Budgeted Resources	\$ 395,271	\$ 426,247	\$ 346,240	\$ 317,122	\$ 289,102	\$ 262,393
Expenditures							
	5050 Rainbow Blvd. Lease Purchase Agreement	\$ 13,338	\$ 125,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
	Street and Stormwater GO Bonds (2020A)	\$ 211,863	\$ 212,313	\$ 212,588	\$ 212,688	\$ 212,613	\$ 212,363
	Expenditures Total	\$ 225,201	\$ 337,313	\$ 287,588	\$ 287,688	\$ 287,613	\$ 287,363
Fund Balance		\$ 170,071	\$ 88,934	\$ 58,652	\$ 29,434	\$ 1,490	\$ (24,970)

**City of Westwood, Kansas
City Council Meeting
August 11, 2022 – 7:00 p.m.**

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

Council Absent: None

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

Call to Order

Mayor David E. Waters called the meeting to order at 7:00 p.m. on August 11, 2022. The City Clerk called the roll. A quorum was present. The evening's meeting was held in a hybrid manner, with attendees joining both in person and via Zoom.

Approval of Agenda

Motion by Councilmember Harris to approve the August 11, 2022 City Council meeting agenda as submitted. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

Public Comment

No comments by the public were made.

Public Hearings

No matters were subject to a public hearing for the evening's meeting.

Presentations and Proclamations

Westwood Foundation Scholarship Award

The Westwood Foundation awarded the 2022 Merit Scholarship to Mr. Ryan Ward. Mr. Ward graduated from Shawnee Mission East High School in May 2022 and will be attending Indiana University in the fall. Mr. Ward thanked the Foundation Board. Mayor Waters presented Mr. Ward with a certificate and scholarship check.

Kansas City Communities for All Ages

Cathy Boyer-Shesol, Mid America Regional Council, provided a presentation on the Communities for All Ages program.

Westwood Communities for All Ages Survey Findings

Councilmember Harris worked with staff to conduct a survey of Westwood residents regarding topics that relate to aging in place in Westwood.

Consent Agenda

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

- A. Consider July 14, 2022 City Council Meeting Minutes
- B. Consider Appropriations Ordinance 741

Motion by Councilmember Hannaman to approve the Consent Agenda as submitted. Second by Councilmember Steele. Mrs. Herring performed a roll call vote. Motion carried by a 5-0 vote.

Mayor's Report

Mayor Waters shared that the first day of classes at the new Westwood View Elementary School occurred earlier that day. Mayor Waters thanked all those involved throughout the years in the planning and building of the new school.

Mayor Waters provided an overview of events he attended and planned to attend as Mayor in the recent and upcoming weeks.

City Councilmember Reports

Councilmember Buckman shared that the GoGreen Environmental Fair will be held on Saturday, September 17th from 9am to Noon at the Powell Community Center in Mission.

Councilmember Wimer noted that there will be a Sprinklers & Squirtguns event on Saturday, August 27th from 4pm to 6pm. Councilmember Wimer noted that Oktoberfest will be held on October 1st starting at 4 pm.

Councilmember Steele noted that she and Mrs. Herring were invited to attend a workshop to encourage communities to become more bicycle friendly because of their work on the 47th Street road project in September.

Staff Reports

Administrative Report

Mrs. Herring provided an overview of the August 2022 Administrative Report included in the agenda packet and offered to answer questions.

Public Works Report

Mr. Sullivan provided an overview of the August 2022 Public Works Report included in the agenda packet and offered to answer any questions.

Public Safety Report

Chief Mansell provided an overview of the August 2022 Public Safety Report included in the agenda packet and offered to answer questions.

Treasurer's Report

The July 2022 Treasurer's Report was included in the agenda packet for review. No questions or comments were made about the report.

City Attorney's Report

Mr. Denk said he was contacted by Larry Feree, Attorney for Woodside Club at Polisinelli Law Firm, a draft of a Consent to Modification of Leasehold Mortgage and Security Agreement in relation to the Woodside Club facility improvements. These documents concern Woodside Management's leasehold interest in the facilities located on City owned property on the south side of 47th Place. Mr. Denk said that these documents have been completed by the City each time the Woodside Development Team has come through with financing requests. Mr. Denk asked that a motion be added to authorize the Mayor to sign the two documents.

Motion by Councilmember Hannaman to authorize the Mayor to sign, subject to City Attorney review and approval, the Consent to Woodside Club's Modification of Leasehold Mortgage and Security Agreement and Estoppel Letter confirming they are not default on their lease and existence of the lease. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

Old Business

No old business matters were considered.

New Business

The streets near schools, as well as those along primary walking routes to and from any school, are critical public infrastructure. Safety of children and others using school facilities is paramount. The new Westwood View Elementary is scheduled to open August 11, 2022. City staff has been working with school officials in developing safe traffic and pedestrian routes to and from the school. In doing so, it was determined that there would need to be new/modified ordinance(s) in regard to parking restrictions and required school zones.

Parking Restrictions:

Current No Parking ordinance 14-202 states "PARKING OR STOPPING PROHIBITED. No person shall stop, stand, or park a vehicle except when necessary to avoid conflict with other traffic, or in compliance with the directions of a police officer or traffic control device, in any of the following places:"

Per ordinance language, for the purposes of this action, when the term "No Parking" is used, it is implied or understood this also restricts both stopping and standing.

Belinder Ave.

Current City regulations restrict parking on the east side of the street from the Fairway city limit to W. 47th Street at all times. No changes recommended.

Current City regulations also restrict parking at all times on the west side of the street from W. 50th Street to a point 100 feet both to the north and south at all times. No changes recommended.

Current City regulations restrict parking on the remaining west side of Belinder Ave. from W. 47th Street to the Fairway city limit during specified times. Those restrictions are No Parking from 2 AM to 9 AM and 4 PM to 6 PM Seven Days a Week.

Recommended changes are to expand the evening time restrictions on the west side of the street by two hours, from the current 4 PM to 6 PM to 2 PM to 6 PM from a point at W. 49th Terr south to W.

50th Terr. The new time expansion will provide for less congestion and safer pedestrian travel during arrival and dismissal times at the elementary school.

West 50th Street

Current City regulations restrict parking on the north side of the street from Rainbow Boulevard to Belinder Avenue at all times. No changes are recommended.

Current City regulations restrict parking on W. 50th Street to a point 100 feet both to the east and to the west of Belinder Ave. at all times. No changes recommended.

Current City regulations restrict parking from the west boundary of 2511 W. 50th Street (old WWV) to Rainbow Boulevard at all times. No changes recommended.

Other than the prohibition of overnight 2-hour parking from midnight to 6 AM, there are NO current restrictions on the south side of W. 50th St. from a point 100 feet east of Belinder Ave. to the west boundary of 2511 W. 50th St. Staff recommends additional restrictions of No Parking 7 AM to 9 AM and 2 PM to 6 PM for less congestion and safer pedestrian travel during arrival and dismissal times at the elementary school.

W 49th Terr

The only current parking restrictions on W. 49th Terrace both to the east and west of Belinder Ave., would be no parking within 30 feet of a stop sign and the prohibition of overnight 2-hour parking from midnight to 6 AM.

Staff proposes further restrictions be applied at this intersection. NO PARKING within 100 feet on W. 49th Terrace from a point both 100 feet east and west of Belinder Avenue on both sides of the street at all times. With the addition of the crosswalks at the intersection on Belinder and on W. 49th Terr this will ensure adequate sight distance by preventing vehicles from parking any closer than 100 feet from the corners of the intersection.

School Zones:

The Manual on Uniform Traffic Control Devices (MUTCD) recommends school zones extend two hundred (200) feet in all directions as measured from the nearest property line of the school. Staff recommendations are in relation to W. 50th Street and Belinder Ave. as outlined below will provide compliance with the MUTCD.

W. 50th Street

A school zone currently exists on W. 50th Street from Rainbow Boulevard to Belinder Ave. as established in Westwood City Code 14-102(c). With the old Westwood View serving Rushton Elementary School in the Spring of 2023, no changes are recommended until after Rushton has vacated that property.

The establishment of an added school zone on W. 50th St., west of Belinder to Norwood St. will be required to satisfy MUTCD recommendations.

Belinder Ave.

Establishment of an added school zone on Belinder Avenue from the north property line of the address at 4914 Belinder Avenue to the intersection of W. 50th Ter. will be required to satisfy MUTCD recommendations.

Maps illustrating all recommended changes are included in the meeting packet. The highlighted ordinance language indicates the areas of the municipal code language being modified.

Motion by Councilmember Steele to adopt Ordinance No. 1030 amending Section 14-202 and Section 14-102(c) of the Westwood Municipal Code. Second by Councilmember Wimer. Mrs. Herring performed a roll call vote. Motion approved 5-0.

Consider Approving Change Order for JM Fahey for 2021 Street Project

In August 2021, the Governing Body approved a contract with JM Fahey Construction Company for an amount not to exceed \$381,083.70 for the 2021 streets program, which included improvements to:

- a. the existing alley between W. 48th Street and W. 48th Terrace,
- b. State Line Road from the North City limits of the City of Westwood to the South City limits of Westwood Hills jointly with Kansas City, Missouri, and
- c. W. 48th Street and W. 47th Terrace between Rainbow Boulevard and State Line Road as well as certain alley ways located within that area.

This work was delayed until May 2022 due to the installation of new gas mains and services on W. 47th Terrace, W. 48th Street, State Line Rd., Rainbow Blvd, and the associated alley ways, and the final invoice, including a change order and final quantity adjustments, was received by the City in July 2022.

The City's purchasing policy does not provide guidance for how to handle change orders when a contract has been approved by the Council with a not to exceed amount which the change order exceeds. Neither Change Order #1 nor the Final Quantity Adjustments were approved by the City Council and both exceed staff's independent purchasing authority. Change Order #1 includes the following:

- a. \$24,466.49 oil adjustment for increased materials costs, which is being reimbursed by Kansas Gas due to their delay of the project;
- b. \$2,050.00 underdrain excavation, which was caused due to hitting rock during the work;
- c. \$1,848.24 thermoplastic cost, which is being reimbursed by the City of Westwood Hills and Kansas City, MO since the work was performed in their jurisdictions; and
- d. \$4,235.90 concrete pavement patch, which was caused due to a sink hole developing on 48th Street.

City staff will conduct a review of multiple policies and procedures this fall in light of the change in organizational structure approved by the Governing Body this year. As part of this review, staff will make recommendations to the Governing Body for modifications to the purchasing policy to account for this situation in future contracts so certain pay adjustments to vendors can be made administratively to allow for the timely payment of vendors.

Motion by Councilmember Hannaman to approve payment of Change Order #1 in the amount of \$32,612.51 and the Final Quantity Adjustments in the amount of \$11,041.62 on the JM Fahey contract for the 2021 streets program. Second by Councilmember Buckman. Motion carried by a 5-0 voice vote.

Consider Passing Authority to Award Contract Commitment of City Funds for 47th Complete Street Project

The City of Westwood and the Unified Government of Wyandotte County – Kansas City, KS (UG) have partnered to make certain improvements to 47th St./47th Ter./County Line Rd. between Mission Rd. and Rainbow Blvd. Each city has agreed and understands that the costs attributable to their respective cities shall be borne by that city, as memorialized in the interlocal agreement included for reference in the meeting packet.

This project was awarded federal funds through the Kansas Department of Transportation's (KDOT) Surface Transportation Program (STP) and is being administered by KDOT on behalf of the cities. KDOT held a bid opening/letting for the construction on July 20, 2022 and received a total of four (4) bids through its competitive process. Westwood staff has since confirmed with UG staff that they are willing and able to proceed with accepting the low bid, which authorization and remittance of funds to KDOT is due by September 8, 2022. The UG will remit its half of the local match to KDOT independent of the City of Westwood.

Budget Impact

The March 2018 engineer's estimate of construction costs, on which the federal match was based is \$1,301,722.69. The federal match was awarded in the amount of \$1,047,000, which reflects the 80%/20% federal/local match on which the STP is based. The City's local contribution to the project – which is due to KDOT as project administrator – is \$962,500, which is 50% of the \$1,924,106 total local match (aka City Funds) and is broken out as follows:

Totals				
	City Funds	Federal Funds	State Funds	Total Funds
Federal Non-Participating Construction	\$83,624			\$83,624
Federal Non-Participating CE	\$18,308			\$18,308
Fund 1- 80% Federal Funds		\$1,047,000		\$1,047,000
Fund 1- 20% City Funds	\$261,750			\$261,750
City Funds Due to Max Funding	\$1,560,424			\$1,560,424
Total	\$1,924,106	\$1,047,000	\$0	\$2,971,106

Amount to Bill City (Rounded Up)	\$1,925,000
----------------------------------	-------------

This \$962,500 expense constitutes the total City cost in the 2022 CIP for this project. 2021 CIP expenses incurred were for design engineering and right-of-way (ROW) acquisition and have now been fully invoiced. The City of Westwood's portion of the design engineering costs is \$145,058 and our ROW acquisition costs totaled \$19,350. Any differences in the final actual amount of construction costs and/or construction engineering would be reconciled by KDOT in 2023 following project completion.

In order to fund this project, City staff recommends the following approach:

- Wait to install the streetlights on the Belinder Ct. and Booth St. cul-de-sacs until 2023 to delay that expense. With the delays in construction due to utility work on 47th St., the streetlights won't be installed on 47th St. until 2023 and so installation on the cul-de-sacs could still be coordinated to occur simultaneously.
- Divert the budgeted 2022 transfer from the Stormwater Utility Fund to the Equipment Reserve Fund. The 2022 adopted budget calls for a transfer of \$60,000 from the Stormwater Utility Fund to the

Equipment Reserve Fund. This transfer was budgeted to plan ahead for the 2024 FY purchase of a new street sweeper. However, operational changes planned for the City's leaf pick-up program would extend the meaningful life of the existing street sweeper and result in an equipment expense/purchase in 2024 of significantly less. Staff will reduce the 2024 Public Works expense in the Equipment Reserve Fund from \$264,000 to \$100,000. This change in operational planning allows the City to divert that 2022 \$60,000 transfer from the Stormwater Utility Fund to the CIP Fund to help cover the increased cost of the 47th Street Complete Streets project. This adjustment effectively increases the 2022 transfer to the CIP Fund from the Stormwater Utility Fund from \$100,000 to \$160,000.

- Delay the Mission Rd. Complete Streets Project one year. This project has been planned for design in 2023 and construction in 2024 and is a joint project with Roeland Park and is partially funded by Johnson County through its CARS program. This will allow the fund balance in the CIP to rebuild in 2023 and 2024 to accommodate the expense of that project. Roeland Park staff has agreed to adjust its CIP should the City of Westwood desire to delay one year.

After making these adjustments to accommodate the cost of the 47th St. Complete Streets project, City staff anticipates a very low CIP Fund balance/cash carryforward in FY 2023, less than \$50,000. However, the City's General Fund balance and fund balance in other funds are healthy enough to make limited unscheduled transfers in the case the CIP Fund requires it to maintain a positive fund balance. An updated 2022 – 2027 CIP is included in the meeting packet for review.

Motion by Councilmember Hannaman to authorize the Kansas Department of Transportation to award the contract for the 47th Street Complete Street Project to Miles Excavating, Inc. in the amount of \$2,437,477 and to authorize payment to KDOT of the City of Westwood's share of project costs in the amount of \$962,500. Second by Councilmember Wimer. Motion carried 5-0 by a voice vote.

Announcements/Governing Body Comments

No announcements were made by the Governing Body.

Executive Session

Motion by Councilmember Wimer to move into an Executive Session for a period of 20 minutes, to discuss personnel matters of non-elected personnel to discuss contract terms for the appointment of the position of City Administrator. Second by Councilmember Buckman. Motion carried with a 5-0 voice vote. The Governing Body left the dais at 9:00 p.m. to conduct the Executive Session.

At 9:20 the Governing Body reconvened. Motion by Councilmember Harris to move into an Executive Session for a period of 20 minutes, to discuss personnel matters of non-elected personnel to discuss contract terms for the appointment of the position of city Administrator. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote. The Governing Body left the dais at 9:20 p.m. to conduct the Executive Session.

At 9:40 p.m. the Governing Body reconvened. No action was taken.

Adjournment

Motion by Councilmember Hannaman to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting adjourned at 9:40 p.m.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Leslie Herring, City Clerk

City of Westwood, Kansas
City Council & Planning Commission Joint Work Session
4700 Rainbow Boulevard
August 17, 2022 – 6:00 PM

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

Commission Present: Sarah Page, Chair
Kevin Breer, Vice Chair
Clay Fulghum, Planning Commissioner
Samantha Kaiser, Planning Commissioner
Mark Neibling, Planning Commissioner
Matthew Prout, Planning Commissioner
M. Scott Weaver, Planning Commissioner

Absent: Ann Holliday, Planning Commissioner
David Kelman, Planning Commissioner

Staff Present: Leslie Herring, CAO/City Clerk
John Sullivan, Director of Public Works

Call to Order

Mayor David E. Waters called the meeting to order at 6:08 p.m. on August 17, 2022. The meeting was held in a hybrid format, with attendees being able to observe the meeting in person and via Zoom.

Mayor Waters stated that the Governing Body Action Item listed on the meeting agenda will not be discussed as the matter was not yet ready to be considered by the Governing Body.

Governing Body Initiatives

Mrs. Herring provided an update on current Governing Body initiatives including Complete Streets and strategic planning projects.

No action was taken and no direction to staff was given.

Planning Commission Initiatives

Commissioner members provided an update on current Planning Commission initiatives. No action was taken and no direction to staff was given.

Adjournment to Regular Meeting

The work session adjourned at 8:08 p.m.

APPROVED: _____
David E. Waters, Mayor

APPROVED: _____
Sarah Page, Planning Commission Chair

ATTEST: _____
Leslie Herring, City Clerk



Chief Administrative Officer/City Clerk Report

September 2022

To: Mayor and City Council
From: Leslie Herring, Chief Administrative Officer/City Clerk
Date: September 8, 2022
RE: Update on some of the key areas of focus of the Administration Department

Current Priorities

2nd Quarter (April) 2022 through 3rd Quarter (September) 2022

- ✓ *Execute the City's Long-term Land Use Strategy*
 - The Facilities Study public presentation will be made to the Governing Body at the September 8th regular City Council meeting. Next steps in the decision-making process for long-term land use have not yet been identified by the Governing Body.
- ✓ *Create and Adopt a Governing Body Strategic Plan*
 - The Governing Body held a work session at the May regular meeting to receive a presentation on the status of implementation action related to the goals stated in the 2016 [draft] Governing Body Strategic Action Plan. Staff will continue working to implement the goals in the document, which is included in the May 2022 City Council meeting packet. In 2023, staff recommends conducting a city-wide citizen satisfaction survey and request for issues of priority from the community. This data would then feed formal Governing Body strategic planning in early 2024, which results would direct City staff and City officials as to priority areas for resource and staff dedication.
- ✓ *Conduct the Annual Financial Audit and Adopt the City's 2023 Fiscal Year Budget*
 - The 2021 Fiscal Year audit was presented at the City Council's June regular meeting and budget presentations were held at both the June and July City Council meetings. The Governing Body has directed staff to exceed the revenue neutral rate but to hold the mill levy flat, with the budget and revenue neutral rate hearings scheduled to take place on September 8, 2022. Staff has prepared and presented a budget recommendation to the Governing Body with that guidance.
- *Study the Feasibility of Complete Streets Improvements to Mission Rd. and Rainbow Blvd.*
 - Mission Rd. – Due to the cost of the 2022 47th Street Complete Streets project and its impact on the City's Capital Improvement Plan, City staff has worked with the City of Roeland Park to explore the option of moving this project from design in 2023 and construction in 2024, to a year later – design in 2024 and construction in 2025, to allow the CIP Fund to rebuild a healthy enough fund balance to fund this project. Additional conversations will take place to formulate a recommendation as to the feasibility of pedestrian-scale lighting and a recommendation as to design and Complete Streets elements will be made to the Governing Body later in 2023 or 2024.
 - Rainbow Blvd. – A group of various stakeholders in Highway 169/7th St./Rainbow Blvd. are working together and with KDOT to explore possible Complete Streets

improvements to this corridor. Currently, the partners are pursuing funds through MARC's Planning Sustainable Places program to study the operations of the roadway and possible challenges and opportunities. The Westwood Governing Body allocated \$30,000 from the Special Highway Fund to go toward this project, which will likely take place beginning in Fall of 2022 through 2023, if the project is awarded MARC funding. The grant application was submitted to MARC in July and award announcements are expected in late September/early October. Preliminary scoring of this project, public engagement levels, and the number of competing projects indicate a favorable outcome for this study being funded during this cycle. The actual consultant selection and study would/will take place over the next 12 months.

➤ *Update the City's Website*

- City staff has commissioned professional photographs of unique, identifiable places and aspects of the Westwood community for use on the new website. Staff has also identified three website vendors (CivicPlus/Municode, GovOffice (current website vendor), and GovBuilt (current permitting and licensing platform vendor)) specializing in local government websites and will present a recommendation for consideration by the City Council at its October 13th meeting.

➤ *Create a Records Retention Policy*

- Not yet started.

Building Permits

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

Residential

New Construction: None

Additions: None

Alterations: None

Demolition: None

Misc: None

Commercial

New Construction: None

Additions: None

Alterations:

Demolition:

- 2200 W. 47th Place – dumpster demolition due to grease fire (Woodside Village)

Misc: None

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, AUGUST 2022
DATE: SEPTEMBER 6, 2022

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 – 1 hr. – Virtual
Metro UPROW Committee – 1hr. – Virtual
Watershed NO. 1 Meeting – 1 hr. – Virtual
NPDES Compliance Meeting – 1.5 hrs. – Lenexa City Hall
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 is attending monthly Safety Committee Meetings.
16. We swept the city streets of debris.
17. We loaded roll off containers from the street sweeping efforts.
18. We patched potholes.
19. We cleaned the gutters on the public buildings.
20. We performed weekly mowing and trimming of various City grounds.
21. We performed streetlight repairs, various locations.

22. We replaced street signs as needed.
23. We placed a steel plate on Belinder at W. 50th Street to cover a street cave in.
24. We pressure washed the intersection of Belinder and W. 50th Street for installation of new crosswalks.
25. We installed various street signs and poles related to the new school.
26. We installed channelizers for a temporary sidewalk on Belinder for the pedestrian traffic related to the school.
27. We cleaned and prepped new sidewalk for sealant between wall and sidewalk on W. 50th Street and Booth Street.
28. We assisted with the waterslide event at the park.

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 6, 2022
Re: Monthly Status Report

- W. 47th Street Project: The gas project is in the final stages of completion. The new 16-inch main is set to be energized this week. The new main is set to have the cathodic protection installed next week. After the final cleanup and restoration this project should be complete in about 3 weeks. The construction project is scheduled to have our payments to KDOT this week. When payment is received we will be finding out the details of the project beginning.
- Westwood View School Project: The sidewalks have been installed. We will be doing the restoration on the yards in house toward the end of the month. We are still awaiting the patch to be completed by the WaterOne contractor at W. 50th Street and Booth Street so that we can schedule the installation of the crosswalk at that location and the two to be installed at W. 49th Terrace and Belinder Avenue. Two of the flashing beacons have been installed. We are waiting for the other two beacons to arrive.
- Pavement Evaluation: The survey data has been received and Leslie has created a visual map indicating the pavement ratings. We are still awaiting the curb and gutter and sidewalk assessment data.

WESTWOOD					
Aug-22					
ACTIVITIES / OFFENSE	THIS MONTH	22-YTD	21-YTD	22-Avg	CHANGE
<i>PART I CRIMES</i>					
MURDER					No Change
RAPE					No Change
ROBBERY		1		0.13	1
BURGLARY					
BUSINESS		2		0.25	2
RESIDENTIAL	1	3		0.38	3
VEHICLE	2	32	1	4.00	31
MOTOR VEH THEFT		5		0.63	5
LARCENY / THEFT	2	22		2.75	22
ASSAULT / BATTERY		1		0.13	1
ARRESTS					
FELONY	1	3		0.38	3
MISDEMEANOR		2		0.25	2
TRAFFIC		1		0.13	1
DRUG	1	6		0.75	6
DUI		1		0.13	1
WARRANTS	3	35	1	4.38	34
CONFINED					No Change
SUMMONS					
HAZARD	20	124	13	15.50	111
NON-HAZARD	46	414	92	51.75	322
DUI		1		0.13	1
ORD. VIOLATION	2	16	1	2.00	15
ACCIDENTS					
NON-INJURY		13		1.63	13
INJURY	2	7		0.88	7
PRIVATE PROPERTY		8		1.00	8
ADMIN.DUTIES-PD	102	483	36	60.38	447
ADMIN.DUTIES - CITY		128	5	16.00	123
ALARM	10	46	6	5.75	40
ANIMAL	3	25	5	3.13	20
ASSIST - POLICE	20	108	4	13.50	104
ASSIST - PUB MOTOR	24	153	20	19.13	133
BLD. CHECK-SHAKE	1	21		2.63	21
BLD. CHECK-PATROL	1210	6515	1445	814.38	5070
BUSINESS CHECK	372	840	369	105.00	471
CIVIL MATTER	40	46		5.75	46
EXTRA PATROL HAZARD					No Change
EXTRA PATROL NON HAZ					No Change
EXTRA PATROL DUI					No Change
EXTRA PATROL ORD.					No Change

WESTWOOD

Aug-22

ACTIVITIES / OFFENSE	THIS MONTH	22-YTD	21-YTD	22-Avg	CHANGE
CRIMINAL DAMAGE	1	3		0.38	3
DISTURBANCE	2	11	1	1.38	10
DISORDERLY CONDUCT					No Change
FIELD INTERVIEW FORM					No Change
FIRE	1	5		0.63	5
FOLLOW UP	9	84	5	10.50	79
INFO / INVEST	8	25	9	3.13	16
JUVENILE	2	6		0.75	6
MENTAL HEALTH					
SUICIDE					No Change
ATT SUICIDE					No Change
INVOLUNTARY COMMITTAL		1		0.125	1
ALL OTHER MENTAL HEALTH		1		0.125	1
MEDICAL CALL	8	76	17	9.5	59
NATURE UNKNOWN		2		0.25	2
NOISE COMPLAINT	2	3		0.38	3
OPEN DOOR	2	14		1.75	14
ORD. COMPLAINT	2	14		1.75	14
ORD. VIOL WARNING		2		0.25	2
ORD. VIOL LETTER					No Change
OTHER	2	10		1.25	10
PED. CHECK	2	10		1.25	10
PUBLIC SERVICE	16	85	41	10.63	44
RECOVERED PROP	3	10		1.25	10
RESIDENCE CHECK	53	121	20		101
SUSPICIOUS SUBJECT	16	53	3	6.63	50
VEH CHECK OCCUPIED	5	18	3	2.25	15
VEH CHECK UNOCCUPIED	2	27	6	3.38	21
TELE. CALL HARASS					No Change
TELE. CALL THREAT					No Change
TRAFFIC COMPLAINT	5	36	1	4.50	35
TRAFFIC WARNING	57	32	1	4.00	31
UNATTENDED DEATH	1	2	1	0.25	1

Total Activity

1929

Last Year - YTD Activity

1998

Year to Date Activity

9068

Difference in Activity

7070

Total Monthly Summons

68

Hazardous Summons Percentage

29%

**WESTWOOD
INCIDENT SUMMARY**

RESIDENTIAL BURGLARY

CASE NO: 20220236 **LOCATION:** 2200 W 47th Pl
DATE : 08/31/2022
ACTIVITY: Suspect entered the apartment and took several items including the victim's car keys which was used to steal the vehicle from the parking lot. The suspect returned later the next day and was arrested and some of the items were recovered.

BURGLARY TO AUTO

CASE NO: 20220220 **LOCATION:** 1900 W 47 Pl
DATE : 08/15/2022
ACTIVITY: Unknown suspect removed a wallet from the unlocked vehicle without permission.

CASE NO: 20220229 **LOCATION:** 2330 Shawnee Msn Pkwy
DATE : 08/24/2022
ACTIVITY: Unknown suspect removed money from the center console without permission.

LARCENY / THEFT

CASE NO: 20220232 **LOCATION:** 4701 Mission Rd
DATE : 08/26/2022
ACTIVITY: Unknown suspect left the store with a grocery cart full of food without paying for it.

CASE NO: 20220234 **LOCATION:** 2704 W 51st St
DATE : 08/29/2022
ACTIVITY: Unknown suspect gained access to the vehicle through a cracked open window and removed several items without permission.

WESTWOOD
COURT SUMMARY
AUGUST, 2022

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
August 05, 2022	39	02	\$ 1,855.00	28	07
August 19, 2022	10	05	\$ 2,120.00	00	06
TOTALS					
August, 2022	49	07	\$ 3,975.00	28	13
August, 2021	45	10	\$ 7,708.75	14	24
TOTAL (3,975.00) less					
* Kansas DL fees:					\$ 0.00
* Judges Training Fund:					\$ 3.00
* LET Training Fund:					\$ 67.50
* Seat Belt Fund:					\$0.00
August, 2022 TOTAL:					\$3,904.50

Y.T.D. TOTALS 2022		Y.T.D. TOTALS 2021	
ARRAIGNMENTS:	385	ARRAIGNMENTS:	558
TRIALS	54	TRIALS:	104
LETTERS:	210	LETTERS:	282
WARRANTS:	178	WARRANTS:	235
FINES:	\$48,004.00	FINES:	\$65,280.50
KS DL FEES:	\$1047.00	KS DL FEES:	\$1260.00
JUDGES FUND:	\$96.50	JUDGES FUND:	\$160.50
L.E.T.FUND:	\$2,135.00	L.E.T FUND:	\$3,659.50
SEAT BELT FUND:	\$40.00	SEAT BELT FUND:	\$200.00

City of Westwood
Treasurer's Report
8/31/2022

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
 - a. Ending unencumbered cash through June of \$3,403,901 and remains up from year end by \$309K. All remaining encumbrances for 2021 have been paid out.
2. Cash Flow – shows beginning cash by fund and associated revenues and expenditures for each fund in a more summarized format.
3. Statement of Operations – General Fund
 - a. Revenue received for the month of \$98,070. Revenue received year to date of \$2,239,567 compared to the prior year to date of \$2,171,744 which is up by \$67K. Sales tax revenue for August was not received until September 1st so is not showing up in the August financials, this usually runs about \$84K a month.
 - i. Taxes – overall up \$45K from prior year. Ad Valorem taxes are up \$30K from prior year. City and County sales tax revenue is up about \$7K with a month missing compared to prior year, Liquor Tax up \$10K, Motor Vehicle down \$5K and Special Assessments up \$2K.
 - ii. Fees and Licenses – up year to date by \$24K overall. Utility Franchise Fees up by \$17K, Community Room Fees up by \$1K, Pool Revenue decreased by \$2K and Occupational Licenses up by \$8K.
 - iii. Building Permits – Up by \$12K compared to the prior year.
 - iv. Intergovernmental Fees are tracking about the same as last year.
 - v. Fines – are down \$20K from prior year to date.
 - vi. Grants and Donations – equal to last year at \$125K due to the ARPA funding distributions.
 - vii. Reimbursements – are up by \$14K from prior year.
 - viii. Miscellaneous Income –Misc. Income down by \$8K from prior.
 - b. Overall, August Expenditures totaled \$204,605. Year to Date Expenditures total \$1,639,383 up \$32K compared to the prior year to date.
 - i. General Overhead total expenditures of \$48,538 for the month. Down from prior year by \$71K. Professional Fees has decreased by \$33K, Utilities are down \$25K, Intergovernmental Building Permit reimbursement in the prior year is also decreasing this by \$15K – this is being tracked in a different area now.
 - ii. Administrative expenditures of \$23,558 for the month, up by \$12K. Overall increase in the Salary & Benefits line item by \$33K from prior year largely due to increases in health insurance costs, Employee Expenses down \$2K and Computer Expenses down \$16K.
 - iii. Public Works total expenditures of \$36,803 for the month, year to date is up \$26K from the prior year. Salary and Benefits up \$27K, Professional Fees down \$6K, General operating is up \$5K which includes gas and oil expenses and Equipment and Maintenance up \$1K.
 - iv. Police expenditures are \$86,705 this month up from prior year by \$58K. Increases in Salary and Benefits by \$67K, Employee Expenses up \$3K, Professional Fees down \$17K, General Operating up \$4K, Equipment and Maintenance up \$3K.
 - v. Parks and Rec total expenditures of \$9000 for the month, spending up by \$8K from prior year. Utilities is down \$3K, Repairs and Maintenance increased by \$5K and Parks and Events expenses up \$6K.
 - c. Net Receipts Over (Under) Expenditures in the General Fund are \$(106,535) for the month, year to date Receipts Over Expenditures is positive at \$600,183 which is up from the prior year to date by \$22K.
4. Other Funds – Current Month and Year to Date
 - a. CIP – August sales tax was not received until September and generally runs about \$28K a month, CIP expenses for the remaining 2021 project expenses that were not covered by encumbrances. These were some change order and overages that will be covered by other reimbursements.

I am happy to answer any questions upon request.

Michelle Ryan
City of Westwood Treasurer



City of Westwood, Kansas
Balance Sheet by Fund
As of August 31, 2022

	General Fund 08/31/2022	Capital Improvements Fund 08/31/2022	Equipment Reserve Fund 08/31/2022	Stormwater Fund 08/31/2022	Special Highway Fund 08/31/2022	Woodside TIF/CID Fund 08/31/2022	Debt Service Fund 08/31/2022	All Funds 08/31/2022
Assets								
Current Assets								
Cash In Bank	1,658,677.36	512,241.12	233,703.23	284,517.00	163,088.34	400,955.14	107,757.26	3,360,939.45
Cash In Bank - Bond Fund	36,914.37	0.00	0.00	0.00	0.00	0.00	0.00	36,914.37
Cash In Bank - Woodside Village Acct	9.35	0.00	0.00	0.00	0.00	0.00	0.00	9.35
PayPal - City Account	120.77	0.00	0.00	0.00	0.00	0.00	0.00	120.77
Petty Cash	257.75	0.00	0.00	0.00	0.00	0.00	0.00	257.75
Undeposited Funds	5,659.46	0.00	0.00	0.00	0.00	0.00	0.00	5,659.46
Total Current Assets	1,701,639.06	512,241.12	233,703.23	284,517.00	163,088.34	400,955.14	107,757.26	3,403,901.15
Total Assets	\$ 1,701,639.06	\$ 512,241.12	\$ 233,703.23	\$ 284,517.00	\$ 163,088.34	\$ 400,955.14	\$ 107,757.26	\$ 3,403,901.15
Liabilities and Fund Balance								
Current Liabilities								
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	36,464.99	0.00	0.00	0.00	0.00	0.00	0.00	36,464.99
KPERS/KPF Payable	(128.70)	0.00	0.00	0.00	0.00	0.00	0.00	(128.70)
Total Current Liabilities	36,345.48	0.00	0.00	0.00	0.00	0.00	0.00	36,345.48
Total Liabilities	36,345.48	0.00	0.00	0.00	0.00	0.00	0.00	36,345.48
Fund Balance								
Fund Balance	1,065,110.33	380,357.50	245,440.39	164,344.15	118,218.51	381,142.20	145,754.11	2,500,367.19
Fund Balance - Current Year	600,183.25	131,883.62	(11,737.16)	120,172.85	44,869.83	19,812.94	(37,996.85)	867,188.48
Total Fund Balance	1,665,293.58	512,241.12	233,703.23	284,517.00	163,088.34	400,955.14	107,757.26	3,367,555.67
Total Liabilities and Fund Balance	\$ 1,701,639.06	\$ 512,241.12	\$ 233,703.23	\$ 284,517.00	\$ 163,088.34	\$ 400,955.14	\$ 107,757.26	\$ 3,403,901.15

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas

Cash Flow

For the One Month Ended August 31, 2022

	General Fund Month Ending 08/31/2022	Capital Improvements Fund Month Ending 08/31/2022	Equipment Reserve Fund Month Ending 08/31/2022	Stormwater Fund Month Ending 08/31/2022	Special Highway Fund Month Ending 08/31/2022	Woodside TIF/CID Fund Month Ending 08/31/2022	Debt Service Fund Month Ending 08/31/2022	All Funds Month Ending 08/31/2022
Unencumbered Cash, Beginning Period	1,778,659.72	564,411.17	228,503.23	284,517.00	163,088.34	419,677.66	107,757.26	3,546,614.38
Receipts								
Fees and Licenses	40,834.31	0.00	0.00	0.00	0.00	0.00	0.00	40,834.31
Building Permits	27,450.68	0.00	0.00	0.00	0.00	0.00	0.00	27,450.68
Intergovernmental	24,977.91	0.00	0.00	0.00	0.00	0.00	0.00	24,977.91
Fines	4,614.00	0.00	0.00	0.00	0.00	0.00	0.00	4,614.00
Miscellaneous	193.17	0.00	0.00	0.00	0.00	0.00	0.00	193.17
Total Receipts	98,070.07	0.00	0.00	0.00	0.00	0.00	0.00	98,070.07
Expenditures								
Salary & Benefits	141,010.89	0.00	0.00	0.00	0.00	0.00	0.00	141,010.89
Employee Expenses	1,270.11	0.00	0.00	0.00	0.00	0.00	0.00	1,270.11
Professional Fees	8,462.21	0.00	0.00	0.00	0.00	0.00	0.00	8,462.21
General Operating Expenses	9,955.46	0.00	0.00	0.00	0.00	0.00	0.00	9,955.46
Utilities	33,095.17	0.00	0.00	0.00	0.00	0.00	0.00	33,095.17
Equipment and Maintenance	6,687.08	0.00	0.00	0.00	0.00	0.00	0.00	6,687.08
Street and Stormwater	507.19	52,170.05	0.00	0.00	0.00	0.00	0.00	52,677.24
Park and Events	3,617.15	0.00	0.00	0.00	0.00	0.00	0.00	3,617.15
Miscellaneous	0.00	0.00	0.00	0.00	0.00	18,722.52	0.00	18,722.52
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	204,605.26	52,170.05	0.00	0.00	0.00	18,722.52	0.00	275,497.83
Prior Year Cancelled Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Increase / (Decrease) in Payables	(4,944.97)	0.00	0.00	0.00	0.00	0.00	0.00	(4,944.97)
Increase / (Decrease) in Refundable Bond Deposits	425.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00
Unencumbered Cash, End of Period	\$ 1,701,639.06	\$ 512,241.12	\$ 233,703.23	\$ 284,517.00	\$ 163,088.34	\$ 400,955.14	\$ 107,757.26	\$ 3,403,901.15

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas

Statement of Operations

General Fund

For The One Period and Eight Periods Ended August 31, 2022 and 2021

	Month Ending 08/31/2022	Year To Date 08/31/2022	Year To Date 08/31/2021	Year Ending 12/31/2022	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Receipts					
Taxes	\$ 0.00	\$ 1,444,366.61	\$ 1,399,179.25	\$ 1,852,425.00	(408,058.39)
Fees and Licenses	40,834.31	336,832.86	312,248.59	446,200.00	(109,367.14)
Building Permits	27,450.68	57,535.24	44,788.25	70,000.00	(12,464.76)
Intergovernmental	24,977.91	210,118.86	210,653.53	328,100.00	(117,981.14)
Fines	4,614.00	44,218.25	65,031.75	90,000.00	(45,781.75)
Grants and Donations	0.00	125,215.81	124,475.27	0.00	125,215.81
Reimbursements	0.00	15,007.45	1,101.00	0.00	15,007.45
Miscellaneous	193.17	6,272.02	14,266.94	4,250.00	2,022.02
Total Receipts	98,070.07	2,239,567.10	2,171,744.58	2,790,975.00	(551,407.90)
Expenditures					
General Overhead					
Salary & Benefits	11,922.46	23,570.45	24,390.36	38,450.00	(14,879.55)
Employee Expenses	250.00	5,947.21	1,476.12	6,000.00	(52.79)
Professional Fees	4,312.21	149,382.97	182,499.05	202,550.00	(53,167.03)
General Operating Expenses	597.01	9,391.71	11,304.46	34,000.00	(24,608.29)
Utilities	30,349.64	141,490.93	167,036.06	252,850.00	(111,359.07)
Equipment and Maintenance	0.00	0.00	95.04	0.00	0.00
Street and Stormwater	507.19	507.19	370.33	0.00	507.19
Park and Events	600.00	3,961.43	3,025.00	14,750.00	(10,788.57)
Miscellaneous	0.00	0.00	0.00	15,000.00	(15,000.00)
Intergovernmental	0.00	0.00	15,914.50	20,000.00	(20,000.00)
Interfund Transfers	0.00	0.00	0.00	127,142.83	(127,142.83)
Total General Overhead	48,538.51	334,251.89	406,110.92	710,742.83	(376,490.94)
Administrative					
Salary & Benefits	23,185.71	205,740.28	173,479.91	289,482.36	(83,742.08)
Employee Expenses	85.20	3,059.67	5,720.99	14,500.00	(11,440.33)
Professional Fees	0.00	175.00	1,460.00	10,200.00	(10,025.00)
General Operating Expenses	287.38	1,746.02	18,099.37	8,000.00	(6,253.98)
Park and Events	0.00	0.00	221.26	2,000.00	(2,000.00)
Interfund Transfers	0.00	0.00	0.00	5,000.00	(5,000.00)
Total Administrative	23,558.29	210,720.97	198,981.53	329,182.36	(118,461.39)

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas

Statement of Operations

General Fund

For The One Period and Eight Periods Ended August 31, 2022 and 2021

	Month Ending 08/31/2022	Year To Date 08/31/2022	Year To Date 08/31/2021	Year Ending 12/31/2022	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Public Works					
Salary & Benefits	29,868.93	275,241.46	248,084.63	424,712.89	(149,471.43)
Employee Expenses	231.41	4,060.41	3,446.15	7,900.00	(3,839.59)
Professional Fees	0.00	0.00	5,945.00	17,000.00	(17,000.00)
General Operating Expenses	2,746.88	18,463.25	13,125.87	22,550.00	(4,086.75)
Utilities	974.64	6,858.01	9,028.95	14,000.00	(7,141.99)
Equipment and Maintenance	2,981.47	29,243.67	28,136.25	56,000.00	(26,756.33)
Interfund Transfers	0.00	0.00	0.00	50,000.00	(50,000.00)
Total Public Works	36,803.33	333,866.80	307,766.85	592,162.89	(258,296.09)
Police					
Salary & Benefits	76,033.79	650,141.47	583,234.46	1,066,474.23	(416,332.76)
Employee Expenses	703.50	13,511.07	9,961.47	27,000.00	(13,488.93)
Professional Fees	4,150.00	26,569.30	43,735.40	61,425.00	(34,855.70)
General Operating Expenses	5,459.05	36,219.48	32,526.02	58,000.00	(21,780.52)
Utilities	239.54	1,662.06	1,740.22	4,500.00	(2,837.94)
Equipment and Maintenance	119.16	8,753.66	6,011.60	10,000.00	(1,246.34)
Park and Events	0.00	0.00	1,045.08	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	30,000.00	(30,000.00)
Total Police	86,705.04	736,857.04	678,254.25	1,257,399.23	(520,542.19)
Parks & Rec					
Professional Fees	0.00	0.00	161.00	0.00	0.00
General Operating Expenses	865.14	1,307.87	2,194.30	2,000.00	(692.13)
Utilities	1,531.35	7,144.11	10,012.85	30,000.00	(22,855.89)
Equipment and Maintenance	3,586.45	6,834.08	1,556.19	6,000.00	834.08
Park and Events	3,017.15	8,401.09	1,714.02	11,850.00	(3,448.91)
Total Parks & Rec	9,000.09	23,687.15	15,638.36	49,850.00	(26,162.85)
Total Expenditures	204,605.26	1,639,383.85	1,606,751.91	2,939,337.31	(1,299,953.46)
Prior Year Cancelled Encumbrances	0.00	0.00	12,810.51	0.00	0.00
Receipts Over (Under) Expenditures	\$ (106,535.19)	\$ 600,183.25	\$ 577,803.18	\$ (148,362.31)	748,545.56

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas
Statement of Operations
Other Funds
For The One Period Ended August 31, 2022

	Other Funds					
	Capital Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund
	Month To Date	Month To Date	Month To Date	Month To Date	Month To Date	Month To Date
	08/31/2022	08/31/2022	08/31/2022	08/31/2022	08/31/2022	08/31/2022
	Actual	Actual	Actual	Actual	Actual	Actual
Expenditures						
Street and Stormwater						
Capital Improvement Expense	52,170.05	0.00	0.00	0.00	0.00	0.00
Total Street and Stormwater	52,170.05	0.00	0.00	0.00	0.00	0.00
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	18,722.52	0.00
Total Miscellaneous	0.00	0.00	0.00	0.00	18,722.52	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	52,170.05	0.00	0.00	0.00	18,722.52	0.00
Receipts Over (Under) Expenditures	\$ (52,170.05)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (18,722.52)	\$ 0.00

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas
Statement of Operations
Other Funds
For The Eight Periods Ended August 31, 2022

	Other Funds					
	Capital Improvements Fund Year To Date 08/31/2022 Actual	Equipment Reserve Fund Year To Date 08/31/2022 Actual	Stormwater Fund Year To Date 08/31/2022 Actual	Special Highway Fund Year To Date 08/31/2022 Actual	Woodside TIF/CID Fund Year To Date 08/31/2022 Actual	Debt Service Fund Year To Date 08/31/2022 Actual
Receipts						
Taxes						
Ad Valorem Tax	0.00	0.00	0.00	0.00	0.00	15,698.36
City Sales & Use Tax - Special	195,353.71	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	573.55
Total Taxes	\$ 195,353.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,271.91
Restricted Use						
Stormwater Utility Fee	0.00	0.00	121,291.77	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	11,084.55	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	33,785.28	0.00	0.00
WV Ad Valorem Tax	0.00	0.00	0.00	0.00	189,103.29	0.00
WV CID-1	0.00	0.00	0.00	0.00	305,232.70	0.00
WV CID-2	0.00	0.00	0.00	0.00	48,906.20	0.00
Miscellaneous	0.00	35,700.00	968.80	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	195,353.71	35,700.00	122,260.57	44,869.83	543,242.19	16,271.91
Expenditures						
Professional Fees	4,760.00	0.00	0.00	0.00	0.00	0.00
General Operating Expenses	56.10	0.00	0.00	0.00	0.00	0.00
Equipment and Maintenance						
Repairs & Maint Vehicles	0.00	530.60	0.00	0.00	0.00	0.00
Repairs & Maint Storm Sewers	0.00	0.00	313.10	0.00	0.00	0.00
Machinery & Equipment Purchase	0.00	46,906.56	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	0.00	47,437.16	313.10	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	58,653.99	0.00	0.00	0.00	0.00	13,337.50
Stormwater Expense	0.00	0.00	526.07	0.00	0.00	0.00
Leaf Pickup Expenses	0.00	0.00	1,248.55	0.00	0.00	0.00
Total Street and Stormwater	58,653.99	0.00	1,774.62	0.00	0.00	13,337.50
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	379,577.72	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	143,851.53	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	40,931.26
Total Miscellaneous	0.00	0.00	0.00	0.00	523,429.25	40,931.26
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	63,470.09	47,437.16	2,087.72	0.00	523,429.25	54,268.76
Receipts Over (Under) Expenditures	\$ 131,883.62	\$ (11,737.16)	\$ 120,172.85	\$ 44,869.83	\$ 19,812.94	\$ (37,996.85)

No assurance is provided. Substantially all disclosures omitted.

**City of Westwood, Kansas
Appropriation Ordinance No. 742**

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF AUGUST 1, 2022 - AUGUST 31, 2022 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 08/31/2022	Capital Improvements Month Ending 08/31/2022	Equipment Reserve Month Ending 08/31/2022	Stormwater Month Ending 08/31/2022	Special Highway Month Ending 08/31/2022	Woodside TIF/CID Month Ending 08/31/2022	Debt Service Month Ending 08/31/2022	Total All Funds Month Ending 08/31/2022
Expenditures								
Salary & Benefits	141,010.89	0.00	0.00	0.00	0.00	0.00	0.00	141,010.89
Employee Expenses	1,270.11	0.00	0.00	0.00	0.00	0.00	0.00	1,270.11
Professional Fees	8,462.21	0.00	0.00	0.00	0.00	0.00	0.00	8,462.21
General Operating Expenses	9,955.46	0.00	0.00	0.00	0.00	0.00	0.00	9,955.46
Utilities	33,095.17	0.00	0.00	0.00	0.00	0.00	0.00	33,095.17
Equipment and Maintenance	6,687.08	0.00	0.00	0.00	0.00	0.00	0.00	6,687.08
Street and Stormwater	507.19	52,170.05	0.00	0.00	0.00	0.00	0.00	52,677.24
Park and Events	3,617.15	0.00	0.00	0.00	0.00	0.00	0.00	3,617.15
Miscellaneous	0.00	0.00	0.00	0.00	0.00	18,722.52	0.00	18,722.52
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	204,605.26	52,170.05	0.00	0.00	0.00	18,722.52	0.00	275,497.83

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 2022 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 8th day of September, 2022.

MAYOR

ATTEST: CITY CLERK

COUNCIL ACTION FORM

Meeting Date: September 8, 2022
Contact: David E. Waters, Mayor
Ryan Denk, City Attorney

Agenda Item: Consider Employment Agreement with Leslie Herring for the Position of City Administrator and Administer Oath of Office

Background/Description of Item

Following its October 2021 professionally-facilitated retreat, the Governing Body discussed at a series of open work sessions and meetings the City's form of government and the appointment of a City Administrator. In May 2022, the City Council adopted Charter Ordinance No. 19 providing for the appointment of a professional City Administrator to take policy direction from the Governing Body and oversee the day-to-day operations, service delivery, and staff of the City government. Such Charter Ordinance became effective July 22, 2022.

Leslie Herring has served the City of Westwood as Chief Administrative Officer/City Clerk since May 2020. The attached employment agreement has been negotiated with Ms. Herring and is subject to approval by the City Council. The agreement was discussed in executive session of the Governing Body at its August 11, 2022 meeting. Appointment of Ms. Herring as City Administrator will occur by the issuance of the Oath of Office by Mayor Waters following approval of the employment agreement by the City Council.

Suggested Motion

I move to ratify the Mayor's appointment of Leslie Herring as City Administrator for the City of Westwood and approval of the employment agreement with Leslie Herring for the position of City Administrator.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into the 8th day of September, 2022, by and between the **City of Westwood, Kansas**, (hereinafter referred to as the “City”) and **Leslie Herring**, (hereinafter referred to as “Herring” or “Employee”).

RECITALS

WHEREAS, the City is a municipal corporation duly authorized and existing under the constitution and laws of the State of Kansas;

WHEREAS, Leslie Herring is an individual who possesses the requisite training, education and experience to serve as the City Administrator of the City;

WHEREAS, the City desires to employ the services of Leslie Herring as City Administrator to devote her full time and efforts to the business of the City’s management, and Leslie Herring desires to be so employed by the City in the executive capacity described herein;

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions of Employee;

WHEREAS, it is the desire of the City to (1) retain the services of Herring and to provide an inducement for her to remain in such employment, (2) to provide for Herring’s future security in case Herring is terminated without “just cause,” and (3) to provide a procedure for terminating Herring’s services when the City may desire to terminate her employment;

WHEREAS, the City and Herring have determined it is in their mutual interests to adopt terms and conditions of Herring’s employment as set forth herein.

NOW, THEREFORE, in and for good consideration, the sufficiency of which is hereby mutually acknowledged, and for the mutual covenants and agreements contained herein the parties hereto agree as follows:

Section 1. Duties.

- A. City hereby agrees to employ Herring as City Administrator of said City to perform the functions and duties of said office as set forth by law, ordinance and the City Code, and to perform such other legally permissible and proper duties and functions as the Governing Body and the Mayor shall from time to time assign to Employee. Initiatives will be established by the Governing Body and/or the Mayor as appropriate
- B. Employee shall serve at the pleasure of the Governing Body and shall diligently and conscientiously perform such duties and responsibilities as may be assigned or delegated by the Governing Body subject to any limitations set forth in this Section. City may not reassign Employee to another position in the absence of Employee’s written consent to such assignment.

Section 2. Term.

- A. The City, in consideration of the promises of Herring contained herein, hereby employs, and Herring hereby accepts employment as City Administrator, in consideration of the promises of the City contained herein, for an initial term of two (2) years commencing September 8, 2022 and ending September 7, 2024, unless terminated earlier or extended in writing by the parties. This Agreement shall automatically be renewed on its anniversary date (September 8th) for a one (1) year term unless notice that the Agreement shall terminate is given at least six (6) months before the expiration date. In the event the Agreement is terminated as provided for within the preceding sentence and employee remains employed through the end of the six (6) month term, or in the event that the employee resigns employment prior to the end of such six (6) month term, no further compensation shall be due and owing to Employee other than the payment of earned wages and any accrued and deferred compensation payable pursuant to the City's uniform personnel policies. In this event, Employee shall not be entitled to any severance compensation as provided for within Section 3, A. of this Agreement.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Mayor with the approval of the majority of the City Council or by the Council in accordance with Westwood Municipal Code (WMC) §1-304 to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3 of this Agreement.
- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to voluntarily resign at any time from her position with the City subject only to the provisions set forth in Section 3 of this Agreement.
- D. Herring agrees to remain in the exclusive employ of the City for two (2) years of the effective date of commencement of this Agreement, and neither to accept, nor to become employed by any other employer until said termination date, unless City or Herring has terminated this Agreement prior to that date.

Section 3. Termination and Severance Benefits.

- A. In the event Herring is terminated by the City before expiration of the term of this Agreement or without six (6) months' notice of the City's intention not to renew or extend this Agreement, and without "just cause", and during such time that Herring is willing and able to perform the duties of City Administrator, the City agrees to pay Employee a lump sum cash payment equal to six (6) months of Employee's aggregate salary and benefits and any additional accrued and deferred compensation consistent with the uniform personnel policies of the City upon Herring's execution of the Separation of Employment and General Release, attached hereto as Exhibit A.
- B. In the event Herring is terminated from employment for "just cause" as defined herein, then City's only obligation to Employee is to pay her earned wages and accrued compensation as of the date of such termination.

- C. If the City reduces the base salary, compensation or any other financial benefit of Herring set forth in this Agreement, unless it is applied in no greater percentage than the average reduction for all exempt City employees, or in the event the City refuses, following written notice, to comply with any other material provisions benefiting Herring contained in this Agreement, such action shall constitute a breach of this agreement and will be regarded as a “termination without just cause.”
- D. “Termination for just cause” is defined for the purposes of this Agreement to termination of Employee for any of the following reasons: (1) act(s) of misfeasance or malfeasance; (2) act(s) constituting gross dereliction of duty; (3) material breach of this Agreement; or (4) conviction of a crime involving moral turpitude, financial impropriety, or any felony. Prior to termination for cause, Employee shall be provided with notice of the reasons for termination in writing and an opportunity to appear before the Governing Body in executive session to provide any reasons why this Agreement should not be terminated. The Governing Body reserves the right, in its sole discretion, to take other corrective action instead of termination.
- E. In the event that Employee becomes totally disabled or dies during the term of her employment with the City, then the City’s only obligation (other than those that may be provided by insurance) to Employee shall be her accrued but unpaid compensation to include salary and any additional accrued compensation consistent with the uniform personnel policies of the City.
- F. In the event Employee voluntarily resigns her position with the City other than for medical reasons or under circumstances covered in paragraphs 3C or 3G, then Employee shall give City forty-five (45) days’ advance written notice, unless such notice is not possible under the circumstances, then City’s only obligation to Employee will be to pay her accrued compensation as of the date of such termination.
- G. Notwithstanding anything contained herein to the contrary, if the Mayor and a majority of the entire City Council or four members of the Council in accordance with WMC §1-304 determines that it is in the best interest of the City for Employee to resign and Employee has committed no acts or omissions to warrant “termination for just cause,” as defined herein, then upon such resignation, Employee shall receive all rights and benefits to be accorded her as if she had been terminated as set forth in Section 3.A. upon Employee’s execution of the Separation of Employment and General Release, attached hereto as Exhibit A. It is the intention of this subparagraph to distinguish between this type of resignation and a voluntary resignation as that term is used in subparagraph F of Section 3.

Section 4. Suspension.

City may suspend the Employee in accordance with WMC § 1-304 during the term of this Agreement if the Mayor and a majority of the entire City Council determines that it is in the best interest of the City. If such suspension remains in place for sixty (60) or more days, Employee may consider such suspension indefinite and, as such, may consider her services

terminated and shall receive all rights and benefits to be accorded her as if she had been terminated as set forth in Section 3.A.

Section 5. Compensation.

- A. City agrees to pay Herring for her services rendered pursuant to this Agreement an annual base salary payable in installments at the same time as other employees of the City are paid in the amount of \$115,000.00 per year, which amount shall be prorated for any partial calendar years, with authorized amounts for social security, Medicare, federal and state taxes, and insurance premiums, if any, or other monies withheld in accordance with applicable law and the City's policies and procedures.
- B. The Mayor, in consultation with the City Council, shall conduct an annual written review and evaluation of Employee's performance. Such annual evaluation shall be conducted within forty-five (45) days of the annual anniversary date of this Agreement. The Employee's evaluation will be in writing, and Employee will have the opportunity to respond in writing within fourteen (14) days of receiving the evaluation. Merit pay increases to Employee's base salary will be awarded to Employee upon evaluation of the Mayor and within the evaluation period – i.e. 45 days of the annual anniversary date of this Agreement – provided that sufficient funding exists for merit pay increases for city employees.

Section 6. Indemnification.

To the extent permitted by the Kansas Tort Claims Act, the City agrees to indemnify and defend Employee from claims, liabilities and actions arising out of the course and scope of her employment; provided however, that this shall not apply to punitive damages. The City shall not be obligated to provide for a criminal defense of the Employee against any charge involving abuse of office or illegal activity.

Section 7. Hours of Work.

It is recognized that Employee must devote a great deal of her time outside normal office hours on the business of the City and it is agreed by the parties hereto that Employee shall not be entitled to any additional salary.

Section 8. Automobile Allowance.

Employee's duties require that she shall have the use of an automobile during her employment, and the Employee agrees to provide a personal automobile for this use. The City agrees to make monthly payments in the amount of \$450.00 per month, subject to applicable taxes and withholdings, to Employee to defray the expense of obtaining an automobile through ownership or lease. The automobile may be used by Employee for business and personal purposes. Employee shall maintain automobile liability, property damage and comprehensive insurance on her automobile and shall name City as an additional insured on all policies. All normal and necessary expenses for operation and use of such automobile, whether said use is personal or business-related, including but not limited to fuel expenses and maintenance, shall be the responsibility of Employee; provided that Employee may receive travel reimbursement consistent with the City's policy for travel outside of the Kansas City Metropolitan Area.

Employee agrees to keep any personal vehicle used for official business in good cosmetic and operating condition.

Section 9. Cellular Phone Allowance.

Employee's duties require that she shall have the use of a cellular phone during her employment, and the Employee agrees to provide a personal cellular phone for this use. The City agrees to make monthly payments in the amount of \$50.00 per month, subject to applicable taxes and withholdings, to Employee to defray the expense of obtaining a cellular phone and paying for cellular phone service. The cellular phone may be used by Employee for business and personal purposes.

Section 10. Dues and Subscriptions.

City agrees to pay budgeted professional dues and subscriptions of Employee necessary for her full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional growth, and advancement, and for the good of the City, including but not limited to the International City Management Association ("ICMA") and the Kansas Association of City/County Managers ("KACM").

Section 11. Professional Development.

- A. The City agrees to pay budgeted professional dues and subscriptions of Employee necessary for her participation in the International City Management Association ("ICMA") at the national, regional, state, and local level. The City agrees to pay for budgeted registration, travel, lodging, and subsistence expenses in accordance with adopted City policies for attendance at the Annual ICMA Conference. Upon the written approval of the Mayor, subject to available budgetary resources, the City may approve and pay professional dues and expenses for Employee's participation in other national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation and growth and for the good of the City.
- B. Upon the approval of the Mayor, subject to available budgetary resources, City also agrees to pay budgeted travel and subsistence expenses in accordance with adopted City policies for short courses, institutes, and seminars that are necessary for her professional development and for the good of the City.

Section 12. Benefits.

- A. Paid Leave. Employee is presently employed in another capacity by the City. Employee shall retain that paid leave existing in the employee's paid leave time banks upon the effective date of this Agreement. Such paid leave includes vacation, personal time, and sick leave. Employee shall accrue and may use paid leave in accordance with the City's Employee Handbook.
- B. Health Insurance. The Employee shall be covered under the City-provided health insurance plans (medical, dental, and vision) as available to other eligible employees and at the same rates and terms provided to other eligible City employees. Costs for employee contribution, copays, deductibles, or the like

shall be the responsibility of Employee in accordance with the terms of the applicable insurance plan.

C. Disability and Life Insurance. The Employee is eligible to participate in any other benefits provided to City employees under the same terms and conditions, subject to the provisions of this Agreement.

D. Retirement and Pension.

1) The City participates in the Kansas Public Employee Retirement System (KPERS) and the Employee shall be considered a KPERS-covered employee. City agrees to budget and to pay for the same KPERS retirement benefits for Employee as afforded other general full-time employees of the City. KPERS is inclusive of retirement benefits, life insurance benefits and long-term disability benefits. Additional optional benefits may be available through KPERS, which Employee may choose to participate.

2) *KPERS Disclaimer:* Employee shall be responsible for her retirement benefits under KPERS. The City makes no representations regarding Employee's KPERS retirement benefits or KPERS' treatment of any of the compensation or payments of leave set forth in this Agreement. Herring has not relied, and agrees that she will not rely, upon any statement or representation of the City regarding her final average salary, KPERS benefits, or interpretations of the same. Employee agrees to hold the City harmless from any adverse changes to her KPERS retirement benefits by the Kansas legislature or administration of the KPERS program. The City has not made any representations with respect to any taxes owed by the Employee under this Agreement, and the Employee agrees that she has not and will not rely upon any statement or representation made thereon by the City. Furthermore, the parties agree that this Agreement shall be construed, to the extent possible, so as not to require the City to make a KPERS "spike" payment under K.S.A. 74-49,126, as amended.

E. Other Benefits. Employee is eligible to participate in any other benefits provided to City employees under the same terms and conditions, subject to the provisions of this Agreement.

Section 13. Qualifications.

Employee represents that she possesses the qualifications for the position and shall hold and furnish to the City throughout the term of this Agreement all bonds, credentials and qualifications which are required by law, ordinance, or City policy to serve in the position of City Administrator. Should Employee be unable to obtain any required bond or licensure, this Agreement shall be considered void. Employee represents that as of the effective date of this Agreement, she is not under contract with any other public or private entity which would or might cause any conflict with any duty she owes to the City, nor will she enter into any such contract with any other public or private entity for the term of this Agreement.

Section 14. Cooperation.

Employee agrees that, even after the termination of this Agreement, she will cooperate with the City's defense or prosecution of any matters about which she has knowledge or expertise that was derived out of or during the course and scope of her employment. Employee agrees to testify truthfully and fully in connection with any claims made by or litigation brought against the City or in any governmental or regulatory investigations. Employee agrees to make herself available at mutually convenient times to be interviewed by the City's counsel and to respond to all inquiries with respect to such matters and will promptly notify the Mayor and City Attorney of all requests or demands for information regarding the City she receives in connection with any legal, governmental or other proceeding or investigation unless otherwise prohibited by law.

Section 15. Other Terms and Conditions of Employment.

- A. The Mayor and the Council shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Ordinances of the City of Westwood, State of Kansas Statutes governing municipalities, or any other law.
- B. All provisions of the Ordinances of the City of Westwood, the Kansas Statutes Annotated, and regulations and rules of City limited to vacation and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they may now exist or may be hereafter amended, also shall apply to Employee as they would to other employees of the City, in addition to said benefits enumerated specifically for the benefit of Employee, except as herein modified or otherwise provided.
- C. Expenses. Subject to the provisions of this Agreement, in accordance with City policy, Employee will be reimbursed for all reasonable expenses incurred in the performance of her duties, other than mileage reimbursement within the Kansas City Metropolitan Area, including reasonable expenses for meals, entertainment and civic obligations in representation of the City or on its behalf. Such expenses shall be approved in advance by the Governing Body through the operating budget. The reasonable expenses shall be documented with appropriate receipts, submitted not less than on a monthly basis, in accordance with the City's policies, and may be reviewed by auditors reviewing the books of the City.
- D. Notice of Search for Other Employment. Employee shall immediately provide written notice to the Governing Body, should Employee become a finalist in the selection process for a position with any other employer.
- E. Publicity Release. Employee consents to the use of her name, voice and picture (including but not limited to use in photographs, videotape, film formats, and digital formats in any media both during and after her period of employment at with the City) for advertising, promotional, public relations, and other civic purposes (including use in its websites, online communication forums, social media, publications, journals, broadcasts, films, or videotapes) by the City and hereby knowingly waives any right or demand for additional compensation or

preapproval for release or use of same in consideration for the covenants made herein.

Section 16. State Law – Limitations.

This Agreement is to be governed by the laws of the State of Kansas. Notwithstanding any provision or agreement herein contained, it is specifically understood and agreed between the parties that the commitments made hereby by the City are subject to any valid limitation placed thereon by the constitution, statutes, and laws of the State of Kansas.

Section 17. General Provisions.

- A. Entire Agreement. This Agreement and the attached Exhibit A constitutes the entire agreement and understanding between the parties. The parties acknowledge that there are no oral understandings, terms, conditions, representations or other matters which form any part of this Agreement. Each party has cooperated in the drafting and preparation of this Agreement. This Agreement may only be modified in writing signed by the parties upon approval of the Governing Body in open session as required by Kansas law.
- B. Successors and Assigns. This Agreement shall inure to the benefit of and be binding upon City, its successors and assigns and upon Employee, her heirs, executors, administrators and legal representatives. As this is an Agreement for personal services, Employee may not assign or transfer any rights granted or obligations assumed under this Agreement.
- C. Each party to this Agreement has had the opportunity to consult with legal counsel or other representatives before entering into this Agreement and, by signing this Agreement, agree that the contents are fully understood and accepted. City and Herring have participated equally in the writing of this Agreement, and no provision shall be construed in favor of or against any party. The parties agree to the terms of this document, and they are signing this document freely and voluntarily without coercion or undue influence.
- D. Waiver. Any determination by the City permitting a deviation from any of the terms of this Agreement shall not be construed to be a waiver of any of the terms of this Agreement, nor shall any authorization by the City of any action by Employee constitute a waiver of any of the provisions of this Agreement.
- E. Effective Date. This Agreement shall become effective commencing the 8th day of September, 2022.
- F. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- G. Entire Agreement. This Agreement and the attached Exhibit A constitutes the entire agreement and understanding between the parties. The parties acknowledge that there are no oral understandings, terms, conditions, representations or other matters which form any part of this Agreement. Each

party has cooperated in the drafting and preparation of this Agreement. This Agreement may only be modified in writing signed by the parties upon approval of the Governing Body in open session as required by Kansas law.

[Remainder of Page Intentionally Left Blank. Signature Page Follows Directly.]

IN WITNESS WHEREOF, the City of Westwood, after formal action of the City Council, authorizing the Mayor to sign on the 8th day of September, 2022, has caused this Agreement to be signed and executed on its behalf by David E. Waters, Mayor, and to be duly attested by its Assistant City Clerk, and the Employee has signed and executed this Agreement, in duplicate, the day and year first above written.

CITY OF WESTWOOD, KANSAS

EMPLOYEE:

By: _____
David E. Waters, Mayor

Leslie Herring

ATTEST:

Abby Schneweis, Assistant City Clerk

(SEAL)

APPROVED AS TO FORM:

Ryan B. Denk, City Attorney

EXHIBIT A TO EMPLOYMENT AGREEMENT

[Form of Separation of Employment and General Release]

SEPARATION OF EMPLOYMENT AND GENERAL RELEASE

This Separation of Employment and General Release Agreement (“Agreement”) is made by and between the **City of Westwood, Kansas** (“Employer”) and **Leslie Herring** (“Employee”).

WHEREAS, Employer has employed Employee as its City Administrator; however, the parties wish to enter into a voluntary agreement to terminate their employment relationship and to resolve any actual or potential claims that either party may have against the other by reason of Employee’s employment or termination thereof.

WHEREAS, the parties desire to set forth the terms and conditions governing Employee’s separation of employment and to provide for the settlement and release of any and all disputes or controversies that have arisen, or which may hereafter arise, between Employer and Employee, including without limitation, any and all claims arising out of or in any way related to Employee’s employment with or separation from the Employer.

NOW THEREFORE, in consideration of the mutual covenants herein contained and the mutual benefits to be derived therefrom, the sufficiency of which consideration is hereby acknowledged by the undersigned, Employer and Employee agree and state:

1. **TERMINATION OF EMPLOYMENT.** Upon their mutual agreement, Employee’s employment as City Administrator shall terminate on _____, 20__, which shall be Employee’s final date of employment.

2. **NO ADMISSION OF LIABILITY.** This Agreement is not an admission by Employee or Employer of any wrongful conduct whatsoever. Both parties deny and disclaim any liability to or wrongful conduct against the other or any third party.

3. **PAYMENT AND BENEFITS.** Employee shall receive her regular paycheck for the pay period ending _____, 20__ on or before _____, 20__. Employee shall receive on or before _____, 20__ an additional payment to compensate for her accumulated leaves (vacation) and comp time, subject to customary payroll deductions. As consideration for this Agreement and the release contained herein, and in full and complete satisfaction of all obligations due and owing Employee, Employer shall:

a. Pay Employee an amount equal to six (6) months of her current salary, subject to customary payroll deductions, to include Employee’s portion of health, dental and vision insurance premiums.

b. Continue, and pay for, Employer’s current health, dental and vision insurance coverages for six (6) months, ending on _____, 20__.

In consideration of the receipt compensation herein provided, the Employee further agrees that she shall not make a claim for, nor shall she be entitled to receive any benefits for unemployment compensation.

4. SURRENDER AND VACATION OF EMPLOYER'S PROPERTY.

Upon execution of this Agreement, Employee shall deliver all Employer's property in her possession and further, shall vacate Employer's property.

5. RELEASE AND WAIVER OF CLAIMS. In consideration of the benefits to be provided to Employee pursuant to this Agreement, Employee—including her heirs and assigns—hereby irrevocably and unconditionally releases, acquits and discharges Employer and each of its past, present and future elected officials, department heads, officers, employees, agents, representatives and attorneys from any and all charges, complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts and expenses (including attorneys' fees and costs actually incurred), of any nature whatsoever, whether known or unknown, arising out of any act, omission, or event from the beginning of time up to the execution of this Agreement. Employee specifically acknowledges and agrees that she is releasing and giving up any right that she may now have under Federal or State law or political subdivision thereof and any claims that she may now have or could have asserted against Employer. Employee specifically agrees to release all claims that against Employer under many different laws, including but not limited to: the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, and Executive Order 11141, which prohibit age discrimination in employment; Title VII of the Civil Rights Act of 1964, Section 1981 of the Civil Rights Act of 1866, and Executive Order 11246, which prohibit discrimination based on race, color, national origin, religion, or sex; the Americans with Disabilities Act and Sections 503 and 504 of the Rehabilitation Act of 1973, which prohibit discrimination based on disability; any other federal, state, or local laws prohibiting employment or wage discrimination; the Fair Labor Standards Act of 1938 and state laws that regulate wage and hour matters; the Family and Medical Leave Act of 1993; the Employee Retirement Income Security Act of 1974; any federal, state, or local laws providing workers' compensation benefits, prohibiting retaliatory or wrongful discharge, otherwise restricting an employer's right to terminate employees, or otherwise regulating employment; claims for breach of contract, promissory estoppel, defamation, slander, or libel; claims for termination pay, severance, or other benefits; and any other federal, state, or local tort or contract claim. Employee expressly waives all rights that she might have under any law that is intended to protect her from waiving unknown claims.

5. REFERENCES AND NON-DISPARAGEMENT. If it is necessary for

Employer to provide a reference to a prospective employer, Employee agrees that she will direct the prospective employer to contact the Mayor. Additionally, Employee and the elected officials agree that they shall not disparage or make negative comments about each other; provided that this Section shall not apply to comments made to any other governmental entity or as required by law.

6. REPRESENTATIONS AND WARRANTIES. The undersigned parties

hereby represent and warrant the following to the other:

a. Employee represents and warrants that: she is legally and mentally competent to sign this Agreement; she is the sole owner of any claims against the Employer; she has the requisite capacity and authority to make this Agreement, and no portion of any existing or potential claims has been sold, assigned or pledged to any third party; and she presently possesses the exclusive right to receive all of the consideration paid in exchange for this Agreement.

b. Employee represents and warrants that she has not and will not file any complaints, charges or lawsuits against Employer or any of its past, present and future elected officials, department heads, officers, employees, agents, representatives or attorneys with any governmental agency or any court, including without limitation, any claim or matter of any nature whatsoever related to or arising out of his employment with or separation of her employment. Employee further agrees to indemnify and hold Employer harmless from any and all loss, costs, damages or expenses, including reasonable attorney fees incurred by Employer, arising out of any claim concerning the separation of employment that may hereafter be made by the Employee or any other party.

c. Each party is fully aware of the contents of this Agreement and of its legal effect and understands that it should obtain legal advice regarding this Agreement as they deem appropriate. The parties hereto and each of them, have carefully read this Agreement and know the contents thereof, and they signed the same freely and voluntarily.

d. This Agreement sets forth the entire agreement between the parties and supersedes any and all prior agreements or understandings between the parties pertaining to the subject matter herein. No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision of this Agreement or of any succeeding breach of the same provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach. If any provision in this Agreement is found to be unenforceable, all other provisions will remain fully enforceable.

e. No promise or inducement has been made or offered, except as herein expressly set forth, and this Agreement is executed without reliance upon any statement or representation by any of the released parties or their representatives.

f. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

g. This Agreement and any amendments hereto may be executed in multiple counterparts by the parties. Each counterpart shall be deemed an original, but all counterparts together shall constitute one and the same instrument.

7. JURISDICTION. This Agreement shall be governed by the laws of the State of Kansas, and the District Court of Johnson County, Kansas shall have exclusive jurisdiction of any disputes arising under this Agreement.

8. BINDING EFFECT. This Agreement shall be binding upon and shall accrue to the benefit of the parties hereto, their respective personal representatives, successors in interest and assigns.

9. REVIEW & REVOCATION. The parties acknowledge that Employee may revoke her acceptance and execution of this Agreement at any time within seven (7) days of the date of his/her execution of it. Any revocation shall be in writing and shall be effective upon timely receipt by the Employer's Attorney. If the revocation is submitted by mail, the revocation must be postmarked before the expiration of the seven (7)-day revocation period, and must be sent by overnight mail or other method so that it is received at the above address no later than the next business day immediately following the expiration of the seven (7)-day period. Further, Employee represents that, before accepting and executing this Agreement, she was given a review period of twenty-one (21) days in which to consider it. Employee further represents that she: (a) took advantage of as much of this period as required to consider this Agreement before signing it; (b) carefully read the Agreement and the Release included herein; (c) fully understands it; and (d) is entering into it voluntarily. Employee represents that Employer encouraged her to discuss this Agreement with an attorney of choice before signing it. This Agreement shall not become effective or enforceable until the seven-day revocation period has expired without Employee having revoked acceptance of it.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the respective dates set forth below and each hereby acknowledge receipt of an executed copy of this Agreement.

On behalf of the Employer:

Mayor, City of Westwood Kansas

Employee:

Leslie Herring

COUNCIL ACTION FORM

Meeting Date: September 8, 2022

Staff Contact: Leslie Herring, CAO / City Clerk

Agenda Item: Consider allowing alcoholic beverages at 5000 and 5050 Rainbow Blvd. during the Oktoberfest event

Background/Description of Item

Oktoberfest is scheduled to be held on Saturday, October 1, 2022 from 4:00 to 8:00 PM. at Joe D. Dennis Park, 50th and Rainbow Blvd. The event will be moved to the following Saturday, October 8th, in the event of inclement weather.

City staff has been directed to prepare and bring forward an action for Council consideration to allow alcoholic beverages to be provided and consumed during this event.

Staff Comments/Recommendation

Article 12-206(3) of the Westwood Municipal Code allows for alcoholic beverages inside the park with the approval of the Governing Body. Staff recommends that the City Council grant a special exception to allow the provision and consumption of alcoholic beverages on City grounds on Saturday, October 1, 2022, from 4 – 8 PM, with a rain date of October 8, 2022.

Suggested Motion

I move to approve the provision and consumption of alcoholic beverages on City-owned property at 5000 and 5050 Rainbow Blvd. during the City's annual Oktoberfest event on Saturday, October 1, 2022, from 4 – 8 PM, with a rain date of October 8, 2022.