



**CITY OF WESTWOOD**  
**City Council Worksession**  
**4700 Rainbow Blvd.**  
**Westwood, Kansas 66205**

**July 8, 2021 - 5:00 PM**

This meeting will be held in-person but may also be attended online or by phone.

**Access Online**

<https://us02web.zoom.us/j/89908289796>

**Access By Phone**

(346) 248-7799

Webinar ID: 899 0828 9796

**Agenda**

- I. Call to Order – Mayor David E. Waters
- II. Fiscal Year 2022 Budget Presentation
- III. Adjournment

# 2022 Budget Work Session

---

City of Westwood, Kansas



# Work Session Agenda

Welcome, Roll Call, and Agenda Overview

5:00 – 5:10 PM

Budget Primer

5:10 – 5:20 PM

General Fund

5:20 – 5:30 PM

2022 – 2026 Capital Improvement Plan

5:30 – 5:40 PM

2022 – 2026 Equipment Replacement Plan

5:40 – 5:50 PM

Debt Service Fund

5:50 – 6:00 PM

Three-Year Budget Forecast

6:00 – 6:20 PM

Consideration of 2022 Budget Options

6:20 – 6:50 PM



# Westwood Budget Primer

## 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

# General Fund

---

- Taxes and building permit fees are up compared to pre-pandemic levels
- Fees and licenses, intergovernmental, and fines are down; recovery to pre-pandemic levels is uncertain
- Departmental spending is forecast to be underbudget for 2021; however, General Overhead expenses are forecast to be overbudget in 2021 but are budgeted to even back out with/decrease from pre-pandemic spending levels in 2022

## 2021

- Host Westwood business event
- NE JoCo recycling event (Fall)
- Purchase banners for Rainbow Blvd & Shawnee Mission Pkwy
- Participate in Westwood View 3<sup>rd</sup> grade program if held

## 2022

- Host Westwood business event
- Tour de Westwood bike event (Spring)
- NE JoCo recycling event (Fall)
- The 47 Foodie Fest
- Participate in Westwood View 3<sup>rd</sup> grade program

# Business & Community Affairs

---



## 2021

- Installed additional dog waste stations around the community and dog leash reminder signs at 5050 Rainbow
- Various summer events planned
- Oktoberfest will be held
- Mayor's Tree Lighting event will be held

## 2022

- Planning to host annual events, including joint fireworks display

# Parks & Recreation

---



2021

- Intacct/Bill.com/Adams Brown prorated implementation cost expiring; final Blackbaud payment
- GovBuilt implementation cost
- MARC Planning Sustainable Places grant cost share: 47<sup>th</sup> Pl.
- BOARDynamics engagement
- Multiple cost-saving operational changes are being implemented (Cintas, Ambius, Constant Contact)

2022

- Website redesign
- IT services budgeted
- Adding in \$15,000 contingency to allow flexibility for mid-year projects/professional services engagement

# Administration & General Overhead

Analysis includes various line items throughout the General Fund, mainly in the Administration and General Overhead Departments, and includes salaries in all departments





2021

- Anticipated decline in some offsetting revenue streams
- Budgeting expense lines more tightly where possible

2022

- Neighboring/competing departments' proposed wage adjustments are making the tight officer labor market even tighter; City should consider potential impact on retention and recruiting

# Public Safety (Police Department)

---



2021

- Still working through shifting expenses within the operating department and other funds in accordance with new financial system and financial policy
- Updated WWH & MW intergovernmental rate to better reflect total compensation of employees providing service to ensure our fees more closely cover our true employee costs

2022

- Keeping expense lines relatively flat
- Right-sizing of budget expense for streetlight & traffic signal electrical cost and lease reflected

# Public Works

---



# Capital Improvement Plan

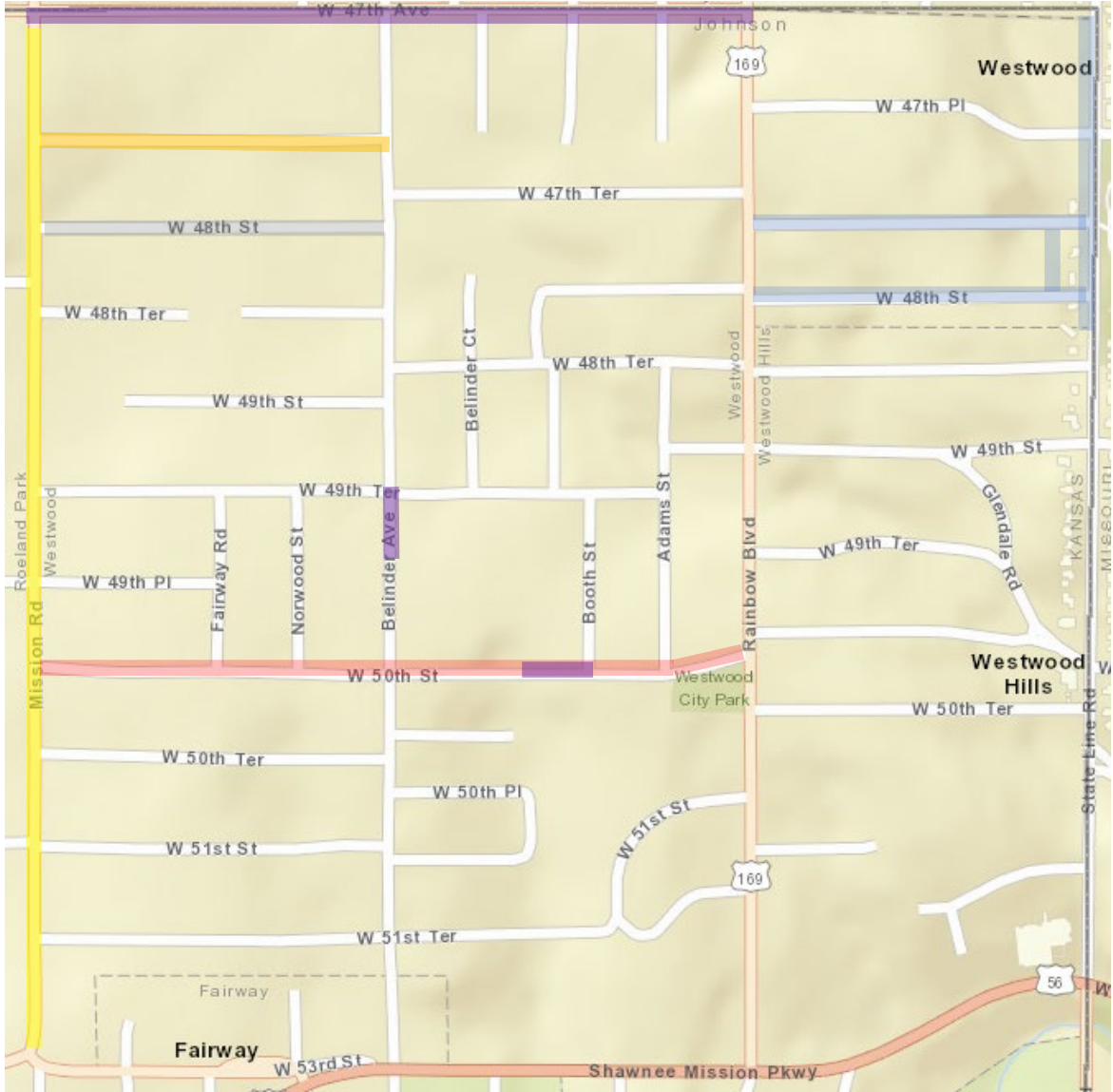
		Project Cost	2021	2022	2023	2024	2025	2026	2027
<b>Revenues</b>	Cash Carryforwad		\$ 850,050	\$ 784,697	\$ 555,723	\$ 689,315	\$ 228,340	\$ (2,855,369)	\$ (3,386,591)
<b>Transfers</b>	Special Sales Tax		\$ 281,419	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000
	General Fund		\$ 103,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Special Highway Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Stormwater Utility Fund		\$ 150,000						
	Debt Service		\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)	\$ (175,000)
<b>CIP Projects</b>	<b>CIP Annual Budgeted Resources</b>		\$ 1,209,469	\$ 1,039,697	\$ 810,723	\$ 944,315	\$ 483,340	\$ (2,600,369)	\$ (3,131,591)
		3.0%			3%	6%	9%	12%	15%
	W. 48th Street, Rainbow Blvd. to State Line	\$ 93,558	\$ 93,558.40						
	W. 47th Terrace, Rainbow Blvd. to State Line	\$ 86,485	\$ 86,485						
	Alley (Shared w/ WWH)	\$ 28,929	\$ 28,929						
	W. 47th & Rainbow intersection replacement	\$ 169,709			\$ -	\$ -			
	W. 47th Street, Mission Road to Rainbow Blvd	\$ 2,242,675	\$ 137,751	\$ 230,043					
	State Line Road, South City Limits to North City Limits	\$ 190,679	\$ 63,049						
	W. 47th Place, Rainbow Blvd. to State Line Road	\$ 780,000						\$ 80,640	\$ 435,000
	Mission Road, 53rd Street to 47th Street	\$ 1,014,000			\$ 96,408	\$ 487,812			
	Westwood View Related Improvements	\$ 95,350		\$ 95,350					
	W. 50th Street, Rainbow Boulevard to Mission Road	\$ 776,347				\$ 75,963	\$ 768,106		
	W 47th Ter - Belinder Ave to Mission Rd.	\$ 645,497					\$ 65,852	\$ 665,372	
	Crackfill and Concrete Repair - misc streets	\$10,000/year	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	<b>Streets - Sub Total</b>		\$ 419,773	\$ 335,393	\$ 106,408	\$ 573,775	\$ 843,959	\$ 756,012	\$ 445,000
	<b>Street Lights</b>								
	W. 47th Street	\$ 120,000		\$ 120,000					
	Belinder Ct. and Booth off 47th St.	\$ 44,000.00							
	Mission Road, 53rd Street to 47th Street	\$ 60,000.00				\$ 63,600			
	W. 50th Street, Rainbow Boulevard to Mission Road	\$ 60,000.00				\$ 63,600			
	Street Lights, Pole Repair and Replacement	\$5,000/year	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	<b>Streetlights - Sub Total</b>		\$ 5,000	\$ 125,000	\$ 5,000	\$ 132,200	\$ 5,000	\$ 5,000	\$ 5,000
	<b>Stone Wall Repair</b>								
	4800 Rainbow Blvd Colonial Building Replacement								
	Miscellaneous Repair and Replacement	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	<b>Stone Wall Repair - Subtotal</b>			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	<b>Studies</b>								
	Pavement Management Study	\$ 13,581		\$ 13,581				\$ 15,211	
	Facilities Feasibility Study	\$ 75,000							
	Rainbow Traffic Study for Possible Road Diet	\$ 30,000							
	<b>Studies - Subtotal</b>			\$ 13,581	\$ -	\$ -	\$ -	\$ 15,211	\$ -
	<b>Facilities</b>								
	Public Works - Roof Coating, Snow Guards, Replace South Side Building Panels	\$ 50,188							
	Public Works - Driveway Replacement & Back Lot Replacement/Enlargement	\$ 99,129							
	City Hall - Parking Lot Repair								
	City Hall - Backup Generator Installation	\$ 25,000							
	Public Works & City Hall - Reinvestment						\$ 2,479,750		
	<b>Facilities Subtotal</b>			\$ -	\$ -	\$ -	\$ 2,479,750	\$ -	\$ -
	<b>CIP Annual Budgeted Expenditures</b>		\$ 424,773	\$ 483,974	\$ 121,408	\$ 715,975	\$ 3,338,709	\$ 786,222	\$ 460,000



2021	2024
2022	2025
2023	2026

# Capital Improvements Streets, Stormwater, Sidewalks, & Streetlights

Capital Improvement Plan (CIP) Highlights



# Equipment Replacement Plan

		2021	2022	2023	2024	2025	2026
	Cash Carryforward	\$ 125,319.46	\$ 160,819.46	\$ 49,319.46	\$ 60,244.46	\$ (205,405.54)	\$ (256,330.54)
<b>Transfers</b>							
	Public Works	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Public Safety	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Administration	\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	General Overhead	\$114,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Resources</b>		<b>\$ 302,319.46</b>	<b>\$ 235,819.46</b>	<b>\$ 124,319.46</b>	<b>\$ 135,244.46</b>	<b>\$ (130,405.54)</b>	<b>\$ (181,330.54)</b>
<b>Department / Project Description</b>							
	Inflation Calculator			5%	10%	15%	20%
<b>Public Works</b>							
Replace 2004 Ford F-550 & Equipment	\$	83,000.00	\$ 83,000				
Replace 2006 Street Sweeper	\$	240,000.00			\$ 264,000		
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	\$ 8,500				
<b>PW Sub Total</b>		<b>\$ 8,500</b>	<b>\$ 88,000</b>	<b>\$ -</b>	<b>\$ 264,000</b>	<b>\$ 66,700</b>	<b>\$ 99,600</b>
<b>Public Safety</b>							
Replace 2014 Explorer	\$	37,000.00	\$ 37,000				
Vehicle Equipment	\$	14,500.00	\$ 14,500				
Replace 2017 Explorer #1	\$	37,000.00		\$ 38,850			
Vehicle Equipment	\$	14,500.00		\$ 15,225			
Replace 2017 Explorer #2	\$	37,000.00			\$ 40,700		
Vehicle Equipment	\$	14,500.00			\$ 15,950		
Replace 2011 Crown Vic	\$	37,000.00				\$ 42,550	
Vehicle Equipment	\$	14,500.00				\$ 16,675	
In-car computer replacements (4)	\$	16,000.00	\$ 16,000				
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				
<b>PS Sub Total</b>		<b>\$ 16,000</b>	<b>\$ 84,000</b>	<b>\$ 64,075</b>	<b>\$ 76,650</b>	<b>\$ 59,225</b>	<b>\$ -</b>
<b>City Hall Improvements and Systems / IT</b>							
Website Upgrade			\$ 10,000				
Conference Room Table / Chairs			\$ 4,500				
Community Room & Furniture	\$	8,000					
Radios per Federal Mandate	\$	109,000					
<b>CH/IT Sub Total</b>		<b>\$ 117,000</b>	<b>\$ 14,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 141,500</b>	<b>\$ 186,500</b>	<b>\$ 64,075</b>	<b>\$ 340,650</b>	<b>\$ 125,925</b>	<b>\$ 99,600</b>



# Major Asset Purchases

Equipment Reserve Plan Highlights

2022



2023



2024



2025



2026



# Three-Year Budget Forecast

		General	CIP	Equipment Reserve	Stormwater	Special Highway	Woodside TIF	Debt Service	Total
2021	Beginning Cash	\$ 768,123.80	\$ 850,050.47	\$ 125,319.46	\$ 175,237.98	\$ 56,119.53	\$ 275,697.32	\$ 125,984.85	\$ 2,376,533.41
	Audit Adjustments to Cash								
	Estimated Revenues	\$ 2,867,925.36	\$ 281,419.00	\$ -	\$ 135,000.00	\$ 52,230.00	\$ 475,140.20	\$ 15,000.00	\$ 3,826,714.56
	Estimated Expenditures	\$ (2,481,176.29)	\$ (424,772.77)	\$ (141,500.00)	\$ (76,000.00)	\$ (1,000.00)	\$ (411,787.84)	\$ (229,250.00)	\$ (3,765,486.90)
	Transfers	\$ (103,000.00) \$ (177,000.00) \$ (15,000.00)	\$ 103,000.00	\$ 177,000.00				\$ 15,000.00	
			\$ 150,000.00		\$ (150,000.00) \$ (43,516.00)			\$ 43,516.00	
	<b>Fund Balance</b>	<b>\$ 859,872.87</b>	<b>\$ 784,696.71</b>	<b>\$ 160,819.46</b>	<b>\$ 40,721.98</b>	<b>\$ 107,349.53</b>	<b>\$ 339,049.68</b>	<b>\$ 145,250.85</b>	<b>\$ 2,437,761.08</b>
<i>Fund Reserve Target</i>		30%	\$ 127,431.83	\$ 22,500.00	\$ 11,400.00	N/A	N/A	N/A	
2022	Forecasted Beginning Cash	\$ 859,872.87	\$ 784,696.71	\$ 160,819.46	\$ 40,721.98	\$ 107,349.53	\$ 339,049.68	\$ 145,250.85	\$ 2,437,761.08
	Estimated Revenues	\$ 2,914,725.00	\$ 280,000.00	\$ -	\$ 135,000.00	\$ 57,020.00	\$ 494,145.81	\$ 15,450.00	\$ 3,896,340.81
	Estimated Expenditures	\$ (2,772,952.60)	\$ (483,974.15)	\$ (186,500.00)	\$ (76,000.00)	\$ (1,000.00)	\$ (434,145.81)	\$ (224,700.00)	\$ (4,179,272.56)
	Transfers	\$ (15,000.00) \$ (75,000.00)	\$ 50,000.00	\$ 75,000.00		\$ (50,000.00)	\$ -	\$ 175,000.00	15,000.00
		\$ (100,000.00)	\$ 100,000.00		\$ (43,516.00)			\$ 43,516.00	
	<b>Fund Balance</b>	<b>\$ 811,645.27</b>	<b>\$ 555,722.56</b>	<b>\$ 49,319.46</b>	<b>\$ 56,205.98</b>	<b>\$ 113,369.53</b>	<b>\$ 399,049.68</b>	<b>\$ 169,516.85</b>	<b>\$ 2,154,829.32</b>
	<i>Fund Reserve Target</i>		28%	\$ 145,192.25	\$ 22,500.00	\$ 11,400.00	N/A	N/A	N/A
2023	Forecasted Beginning Cash	\$ 811,645.27	\$ 555,722.56	\$ 49,319.46	\$ 56,205.98	\$ 113,369.53	\$ 399,049.68	\$ 169,516.85	\$ 2,154,829.32
	Estimated Revenues	\$ 2,829,745.00	\$ 280,000.00	\$ -	\$ 140,000.00	\$ 62,020.00	\$ 513,911.64	\$ 15,913.50	\$ 3,841,590.14
	Estimated Expenditures	\$ (2,842,276.42)	\$ (121,408.00)	\$ (64,075.00)	\$ (76,000.00)	\$ (1,000.00)	\$ (453,911.64)	\$ (543,731.25)	\$ (4,102,402.31)
	Transfers	\$ (15,000.00) \$ (75,000.00)	\$ 50,000.00	\$ 75,000.00		\$ (50,000.00)	\$ -	\$ 175,000.00	15,000.00
		\$ (100,000.00)	\$ 100,000.00		\$ (43,516.00)			\$ 43,516.00	
	<b>Fund Balance</b>	<b>\$ 609,113.86</b>	<b>\$ 689,314.56</b>	<b>\$ 60,244.46</b>	<b>\$ 76,689.98</b>	<b>\$ 124,389.53</b>	<b>\$ 459,049.68</b>	<b>\$ (124,784.90)</b>	<b>\$ 1,894,017.16</b>
	<i>Fund Reserve Target</i>		22%	\$ 36,422.40	\$ 22,500.00	\$ 11,400.00	N/A	N/A	N/A



# 2022 Budget Options

- **Personnel.** Budget includes salary range adjustments, including a one-time salary adjustment for employees under target ranges. The difference between making these range adjustments and budgeting typical 3.5% for wage adjustments is \$55,405.
- **Capital Planning.** The following projects/plans are recommended by staff to occur in 2022; however, budgeting for any of these may require delaying streets projects

Public Works Facility Improvements	\$	149,317.00
City Hall - Backup Generator Installation	\$	25,000.00
Rainbow Traffic Study for Possible Road Diet	\$	30,000.00
Replace streetlights on Belinder Ct. & Booth, south of 47th St.	\$	44,000.00
City Facilities Feasibility Study	\$	75,000.00

- **Debt Service.** The 5050 Rainbow note is due to be paid off in February 2023; however, to pay it off and avoid refinancing would require a substantial transfer, likely from the General Fund. The Council should consider how this property fits into the City's strategic planning and should consider refinancing to pay down the principal.





# Wage Adjustment Option

Westwood Kansas Proposed 2018 Salary Structure

Position	Salary Range		
	Minimum	Midpoint	Maximum
<b>Level 1</b>			
City Administrator	\$93,096.00	\$116,370.00	\$139,644.00
<b>Level 2</b>			
Finance/ Administrative Director	\$74,668.80	\$93,336.00	\$112,003.20
Director of Public Works	\$74,668.80	\$93,336.00	\$112,003.20
<b>Level 3</b>			
Assistant City Administrator	\$63,068.00	\$78,835.00	\$94,602.00
<b>Level 4</b>			
Assistant Director Public Works	\$56,948.00	\$71,185.00	\$85,422.00
City Clerk	\$56,948.00	\$71,185.00	\$85,422.00
<b>Level 5</b>			
Building Official	\$47,192.00	\$58,990.00	\$70,788.00
Superintendent Public Works	\$47,192.00	\$58,990.00	\$70,788.00
<b>Level 6</b>			
Court Administrator	\$41,712.00	\$52,140.00	\$62,568.00
<b>Level 7</b>			
Maintenance Worker III	\$36,624.00	\$45,780.00	\$54,936.00
Assistant City Clerk	\$36,624.00	\$45,780.00	\$54,936.00
Police- Court Clerk	\$36,624.00	\$45,780.00	\$54,936.00
<b>Level 8</b>			
Maintenance Worker II	\$30,504.00	\$38,130.00	\$45,756.00
<b>Level 9</b>			
Maintenance Worker I	\$26,512.00	\$33,140.00	\$39,768.00

Position	Salary Range		
	Minimum	Midpoint	Maximum
<b>P1</b>			
Police Chief	\$85,010.00	\$103,885.00	\$124,720.00
<b>P2</b>			
Police Lieutenant	\$62,360.00	\$73,010.00	\$83,670.00
<b>P3</b>			
Police Sergeant	\$55,250.00	\$66,350.00	\$77,450.00
<b>P4</b>			
Police Officer	\$43,670.00	\$48,120.00	\$66,080.00

2022 Proposed Salary Range Structure

	2022 Proposed Salary Range Structure				
	Min	0 - 5 Years Target	Mid	15+ Target	Max
<b>Level 1</b>					
City Administrator	\$100,770.10	\$113,366.37	\$125,962.63	\$138,558.89	\$151,155.16
<b>Level 2</b>					
Finance/ Administrative Director	\$80,823.91	\$90,926.90	\$101,029.89	\$111,132.88	\$121,235.87
Director of Public Works	\$80,823.91	\$90,926.90	\$101,029.89	\$111,132.88	\$121,235.87
<b>Level 3</b>					
Assistant City Administrator	\$68,266.83	\$76,800.19	\$85,333.54	\$93,866.89	\$102,400.25
<b>Level 4</b>					
Assistant Public Works Director	\$61,642.35	\$69,347.64	\$77,052.93	\$84,758.23	\$92,463.52
City Clerk	\$61,642.35	\$69,347.64	\$77,052.93	\$84,758.23	\$92,463.52
<b>Level 5</b>					
Building Official	\$51,082.14	\$57,467.41	\$63,852.67	\$70,237.94	\$76,623.21
Superintendent Public Works	\$51,082.14	\$57,467.41	\$63,852.67	\$70,237.94	\$76,623.21
<b>Level 6</b>					
Court Administrator	\$45,150.41	\$50,794.21	\$56,438.01	\$62,081.81	\$67,725.62
<b>Level 7</b>					
Maintenance Worker III	\$39,643.00	\$44,598.37	\$49,553.74	\$54,509.12	\$59,464.49
Assistant City Clerk	\$39,643.00	\$44,598.37	\$49,553.74	\$54,509.12	\$59,464.49
Police- Court Clerk	\$39,643.00	\$44,598.37	\$49,553.74	\$54,509.12	\$59,464.49
<b>Level 8</b>					
Maintenance Worker II	\$33,018.51	\$37,145.82	\$41,273.14	\$45,400.45	\$49,527.77
<b>Level 9</b>					
Maintenance Worker I	\$28,697.44	\$32,284.62	\$35,871.80	\$39,458.98	\$43,046.16
<b>P1</b>					
Police Chief	\$92,017.56	\$102,233.01	\$112,448.46	\$123,724.70	\$135,000.94
<b>P2</b>					
Police Lieutenant	\$67,500.47	\$73,264.42	\$79,028.37	\$84,797.74	\$90,567.10
<b>P3</b>					
Police Sergeant	\$59,804.38	\$65,811.88	\$71,819.37	\$77,826.87	\$83,834.37
<b>P4</b>					
Police Officer	\$47,269.81	\$49,678.22	\$52,086.64	\$54,495.05	\$56,903.47
		\$52,860.57	\$58,451.34	\$64,042.11	\$69,632.88