



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

**June 10, 2021 - 7:00 PM**

Note: 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**

(346) 248-7799

Webinar ID: 899 0828 9796

**Agenda**

I. Call to Order – Mayor David E. Waters

II. Public Comment

Attendees will be able to make a verbal statement during the Zoom meeting by using the “raise hand” Zoom function. Comments must be limited to five (5) minutes.

III. Presentations

- A. [Proclamation of The Farmers House Art Studio Day](#)
- B. [Proclamation of LGBT Pride Month](#)
- C. Westwood Foundation Scholarship Award – Kolbe Benes
- D. United Community Services of Johnson County (UCS) Housing Study and Housing for All Task Force Presentation (Julie Brewer, UCS Executive Director)
- E. [Westwood View Walking/Biking Behaviors Survey Findings \(Councilmember Jeff Harris\)](#)

IV. Approval of Meeting Minutes

- A. [Consider May 13, 2021 City Council Meeting](#)

V. City Treasurer’s Report

- A. [Review May 2021 Treasurer’s Report](#)
- B. [Consider Appropriations Ordinance No. 727](#)

VI. City Attorney Report – City Attorney Ryan Denk

VII. [Administrative Report – City Clerk Leslie Herring](#)

- A. [Consider Proposal for Services of BOARDynamics](#)
- B. [Consider Resolution No. 93-2021 Adopting a Governing Body Handbook](#)
- C. [Consider Renewal Request for Cereal Malt Beverage License at WalMart Neighborhood Market – 4701 Mission Road](#)

VIII. [Police/Court Report – Chief Greg O'Halloran](#)

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

- A. [Consider Resolution No. 94-2021 Adopting the 2022 to 2026 City of Westwood CARS Program](#)
- B. [Consider Proposal to Replace the ADA Compliant Pedestrian Push Buttons at W. 47th Street and W. 47th Place at Rainbow Blvd.](#)

X. Committee Reports

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

XI. Adjournment

# CITY OF WESTWOOD, KANSAS

## PROCLAMATION

**WHEREAS**, The Farmer's House is the combined dream of Peaches and David Cunningham for their son John David, and Suzanne and Alan Zimmerman for their daughter Julianna (Anna); and

**WHEREAS**, like most parents who have children with a developmental disability, one of their biggest concerns was for their future, and parent hopes that the future includes a safe environment for their child's individual needs and a fulfilling and valued lifestyle; and

**WHEREAS**, in 2006 out of these hopes and dreams The Farmer's House, Inc., a not for profit 501(c)(3), was born; and

**WHEREAS**, the idea of a working farm where children, youth and young adults could live, work, play and grow took shape and the process of learning as much as possible about existing farm or ranch communities for individuals with developmental disabilities was undertaken; and

**WHEREAS**, in 2010, The Farmer's House launched its first program, The Seeds of Change Garden, and at the end of the first season it was determined that the garden was a success and additional area schools have been participating every year since the program was initiated; and

**WHEREAS**, with the help of staff, volunteers and community support; The Farmer's House Market opened three retail locations where locally grown and produced "farm to table" products are sold; and

**WHEREAS**, since 2015 Westwood, Kansas is the proud home of The Farmer's House Westwood Kansas Market, located at 4740 Rainbow Boulevard; and

**WHEREAS**, after closing The Farmer's House Westwood Kansas Market to renovate the market and artist studio, a grand opening will be held to celebrate the occasion.

**NOW, THEREFORE, I, David E. Waters, Mayor of the City of Westwood, Kansas, proclaim June 12, 2021, The Farmers House Art Studio Day, a Place Where, disAbilities, disAppear!**

**IN WITNESS WHEREOF**, I have hereunto set my hand and have affixed the Official Seal of Westwood, Kansas, this 10<sup>th</sup> day of June, 2021.

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David E. Waters  
Mayor

**ATTEST:**

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Leslie Herring  
Chief Administrative Officer/City Clerk

# CITY OF WESTWOOD, KANSAS

## PROCLAMATION

**WHEREAS**, our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans. Some of the most inspiring moments in our history have arisen from the various civil rights movements that have brought one group after another from the margins to the mainstream of American society; and

**WHEREAS**, in the movement toward equal rights for lesbian, gay, bisexual and transgender (LGBT) people, a historic turning point occurred on June 28, 1969, in New York City, with the onset of the Stonewall Riots. During these riots, LGBT citizens rose up and fought against the discriminatory criminal laws that have since been declared unconstitutional; and

**WHEREAS**, LGBT pride celebrations have taken place around the country every June to commemorate the beginning of the Stonewall Riots; and

**WHEREAS**, June is celebrated as LGBT Pride Month nationwide; and

**WHEREAS**, Westwood has a diverse LGBT community that includes people of all ethnicities, religions and professions; and

**WHEREAS**, everyone should be able to live without fear of prejudice, discrimination, violence and hatred based race, religion, gender identity or sexual orientation.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Westwood, on behalf of all residents of Westwood, does hereby proclaim June 2021 as Pride Month in Westwood and urges all residents to respect and honor our diverse community and celebrate and build a culture of inclusiveness and acceptance.

**IN WITNESS WHEREOF**, I have hereunto set my hand and have affixed the Official Seal of Westwood, Kansas, this 10<sup>th</sup> day of June, 2021.

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David E. Waters  
Mayor

**ATTEST:**

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Leslie Herring  
Chief Administrative Officer/City Clerk

# Westwood View Travel Survey

May 2021



**WESTWOOD VIEW**  
ELEMENTARY SCHOOL



# The Survey

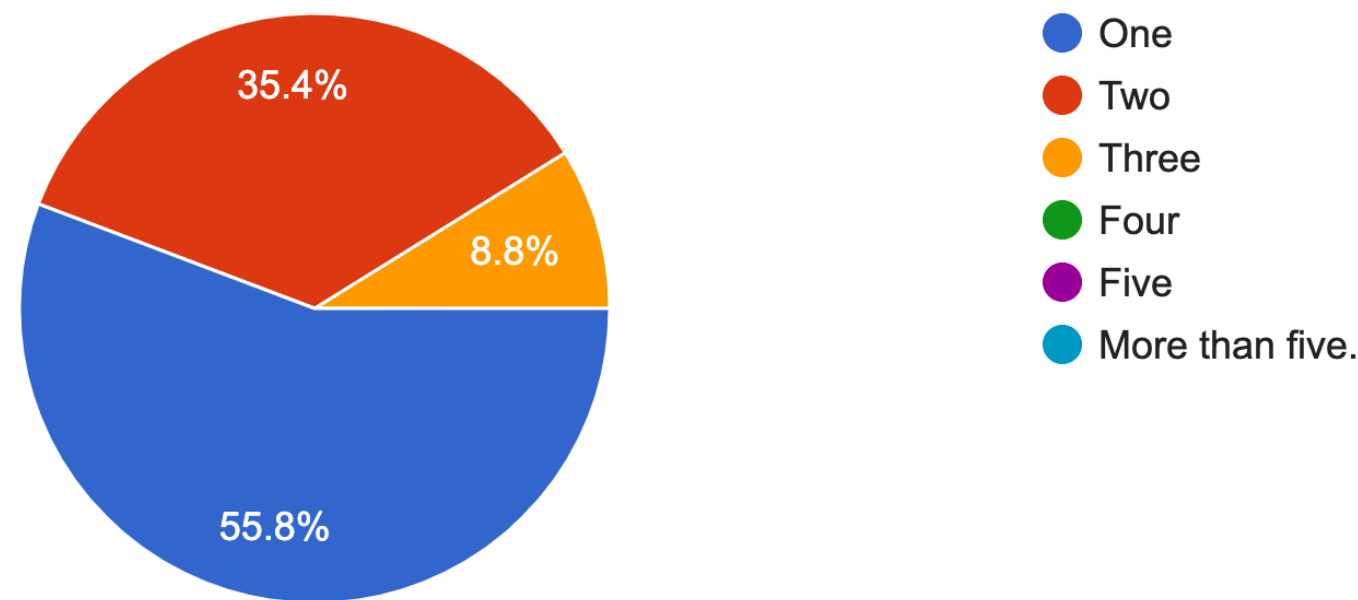
To learn what may encourage more walking and biking to and from WWV

- Survey sent by WWV Principal Kathy Keith to parents April 30 2021.
- Open for one week.
- 114 responses representing about 170 students.
- No specific commitments; an information gathering exercise.

# Basic Demographics

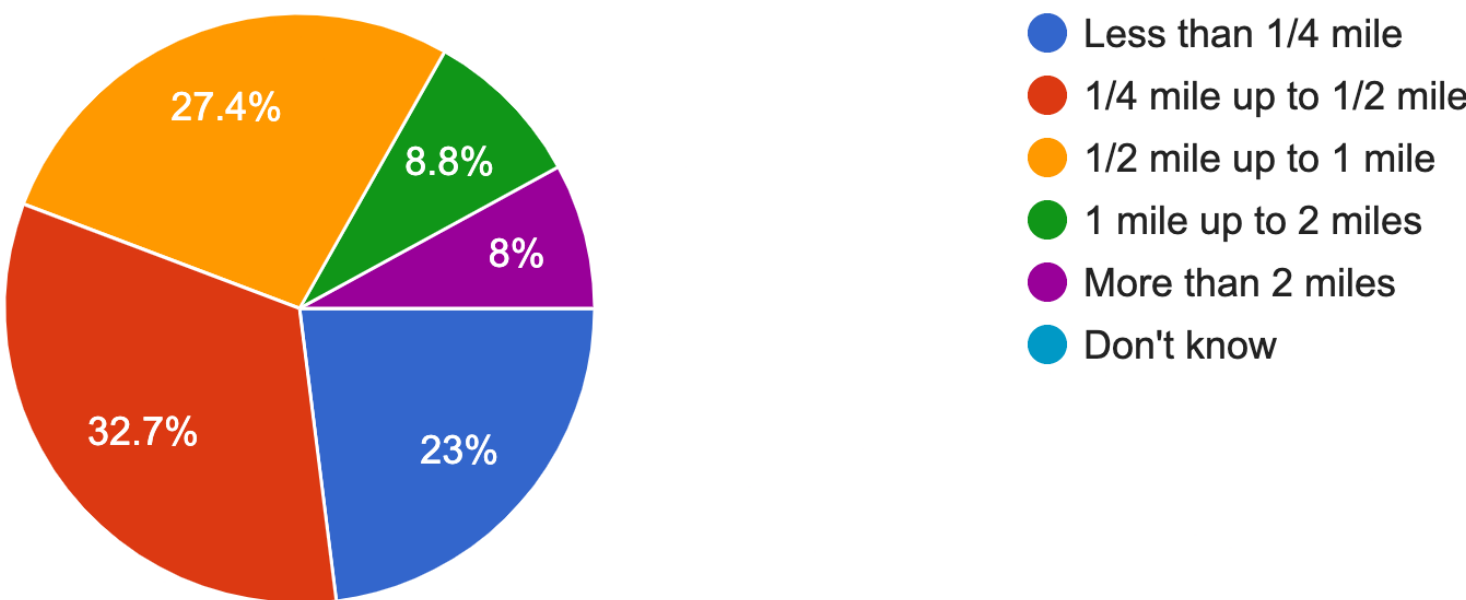
How many children do you have attending Westwood View?

113 responses



How far does your child live from school?

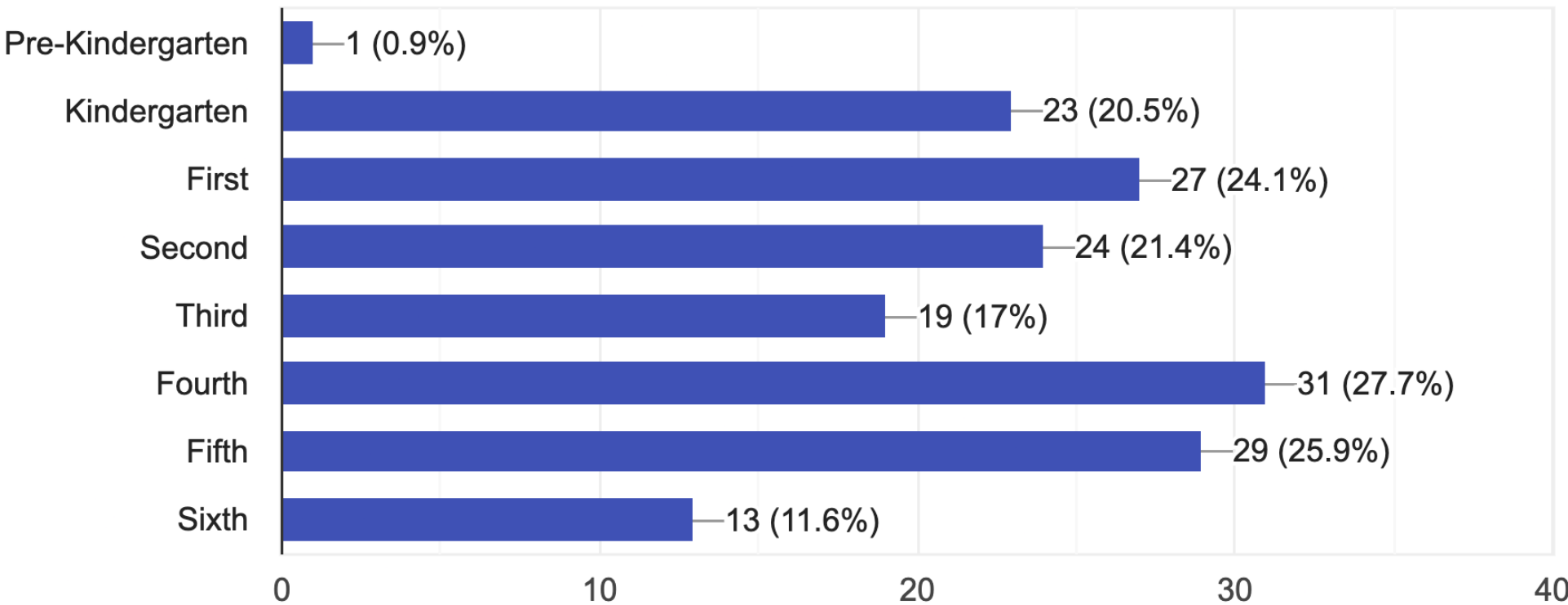
113 responses



Respondents  
represented about 170  
children.

What grade(s) is your child(ren) in?

112 responses



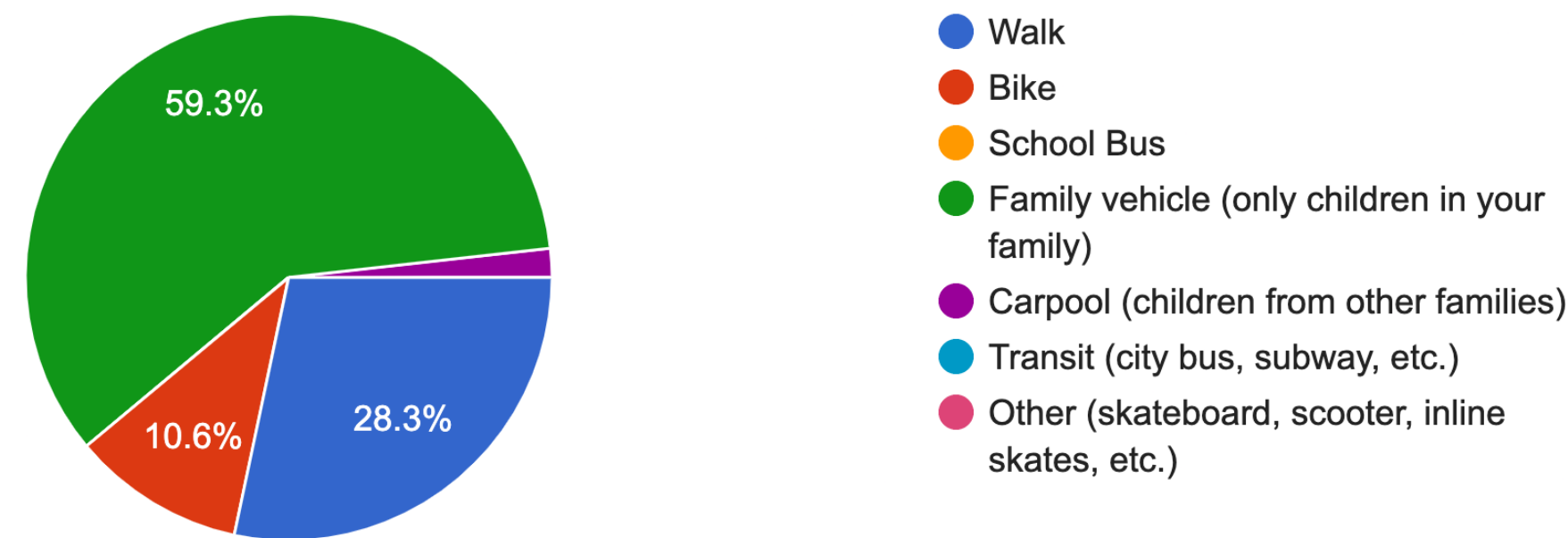
Over 80% of 114  
respondents live one  
mile or less from school.



# Getting To and From School Today

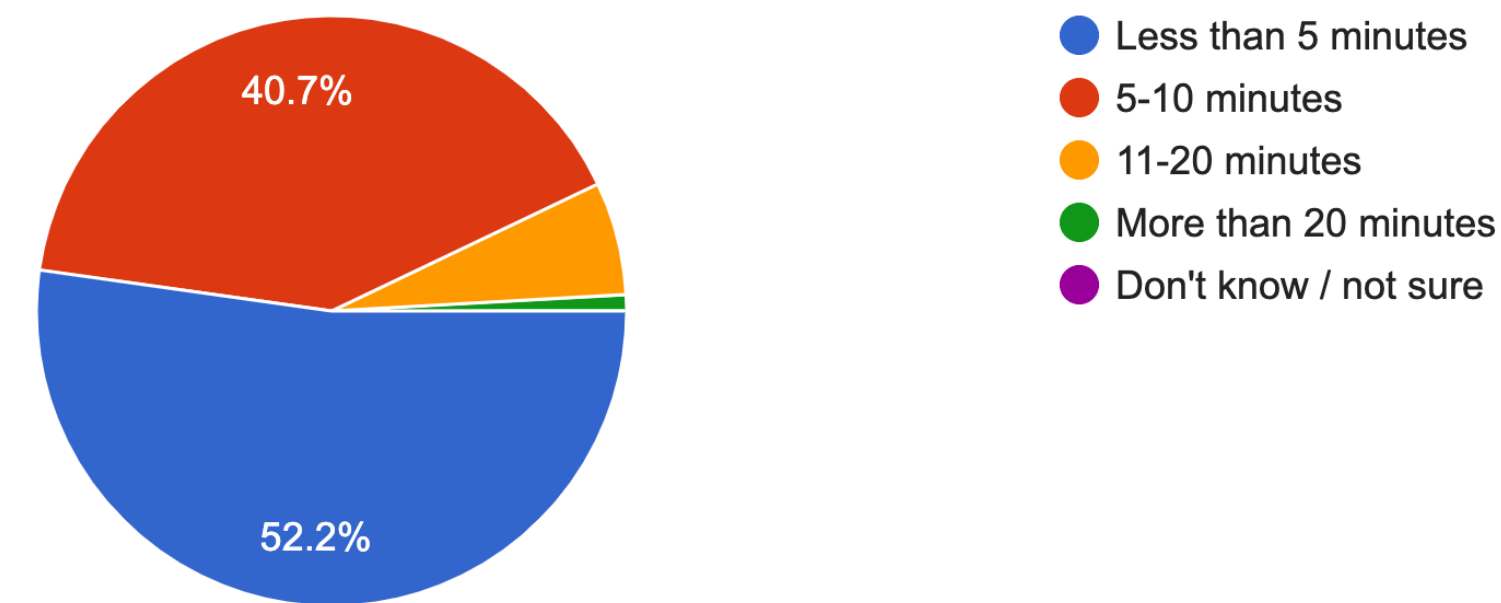
On most days, how does your child arrive at school?

113 responses



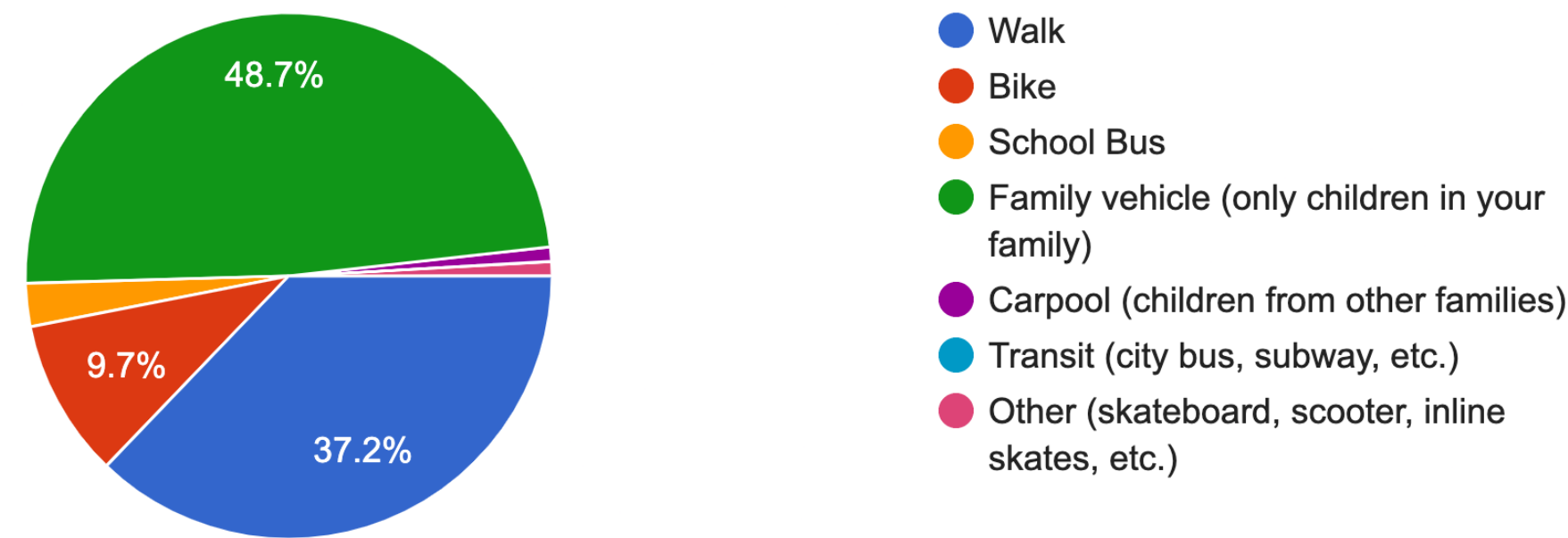
How long does it normally take your child to get to school?

113 responses



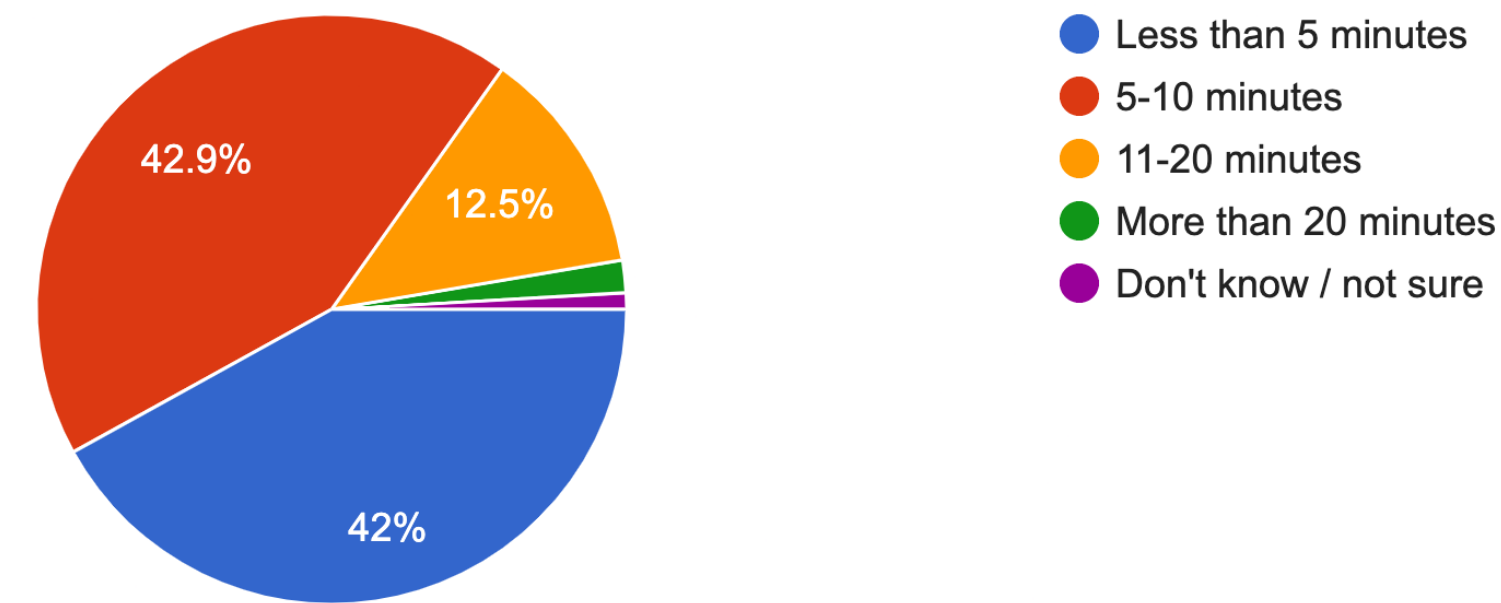
On most days, how does your child leave from school?

113 responses



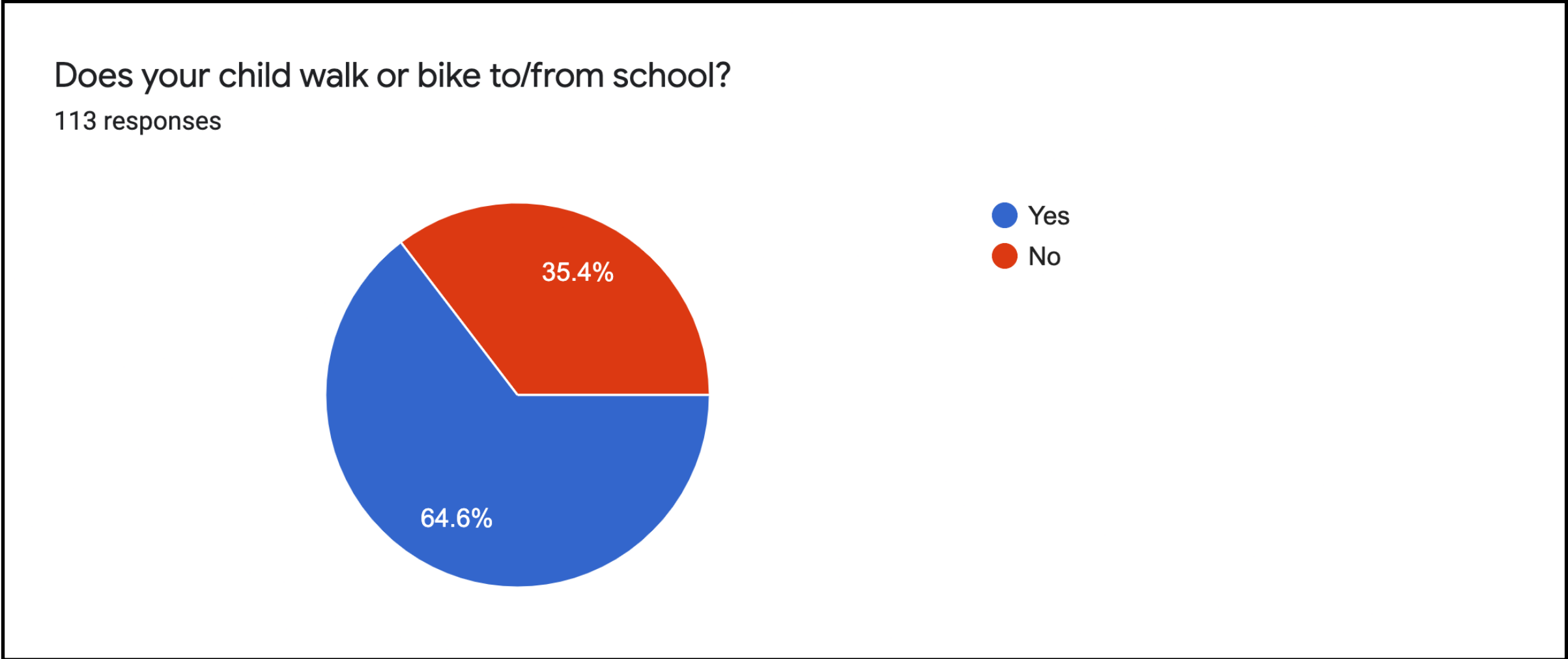
How long does it normally take your child to get home from school?

112 responses

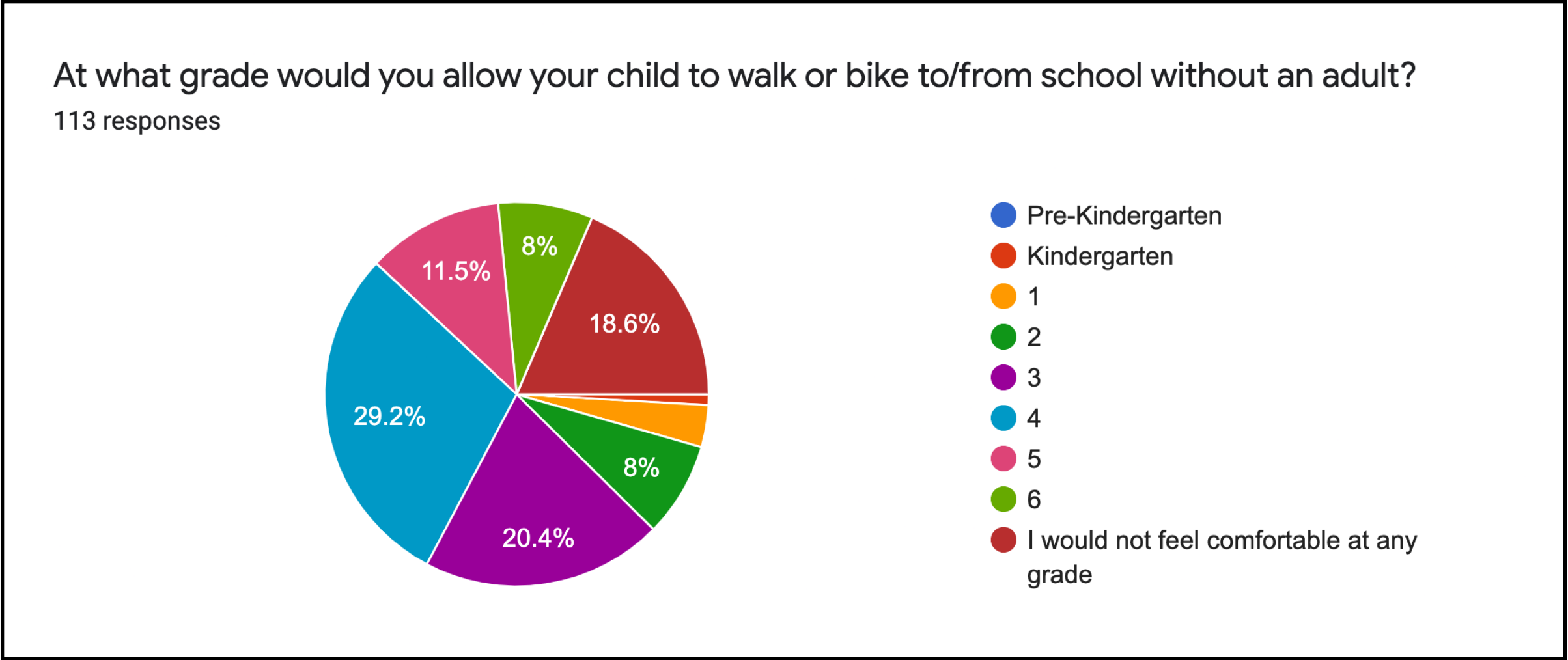
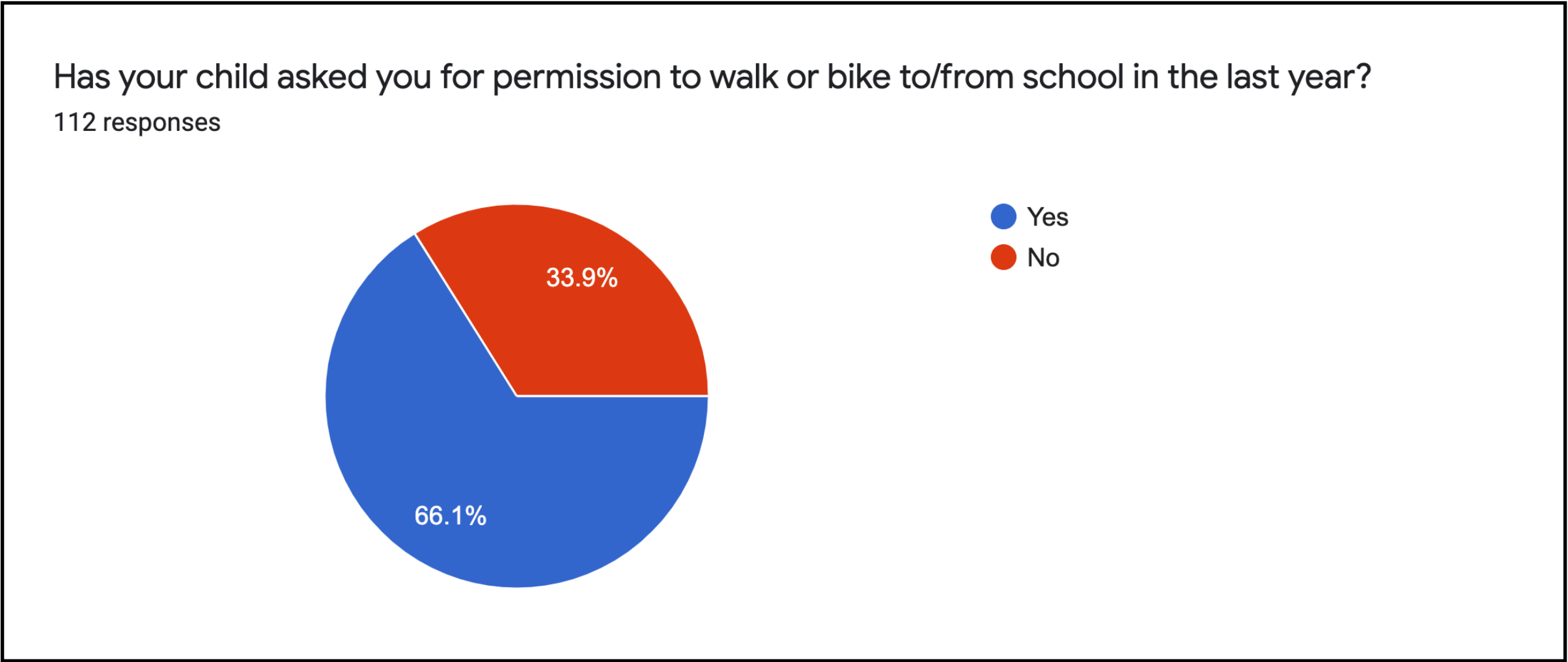


# Walking and Biking: Today, Permission, Ages

More than 2/3 of children have asked to walk or bike to/from school.

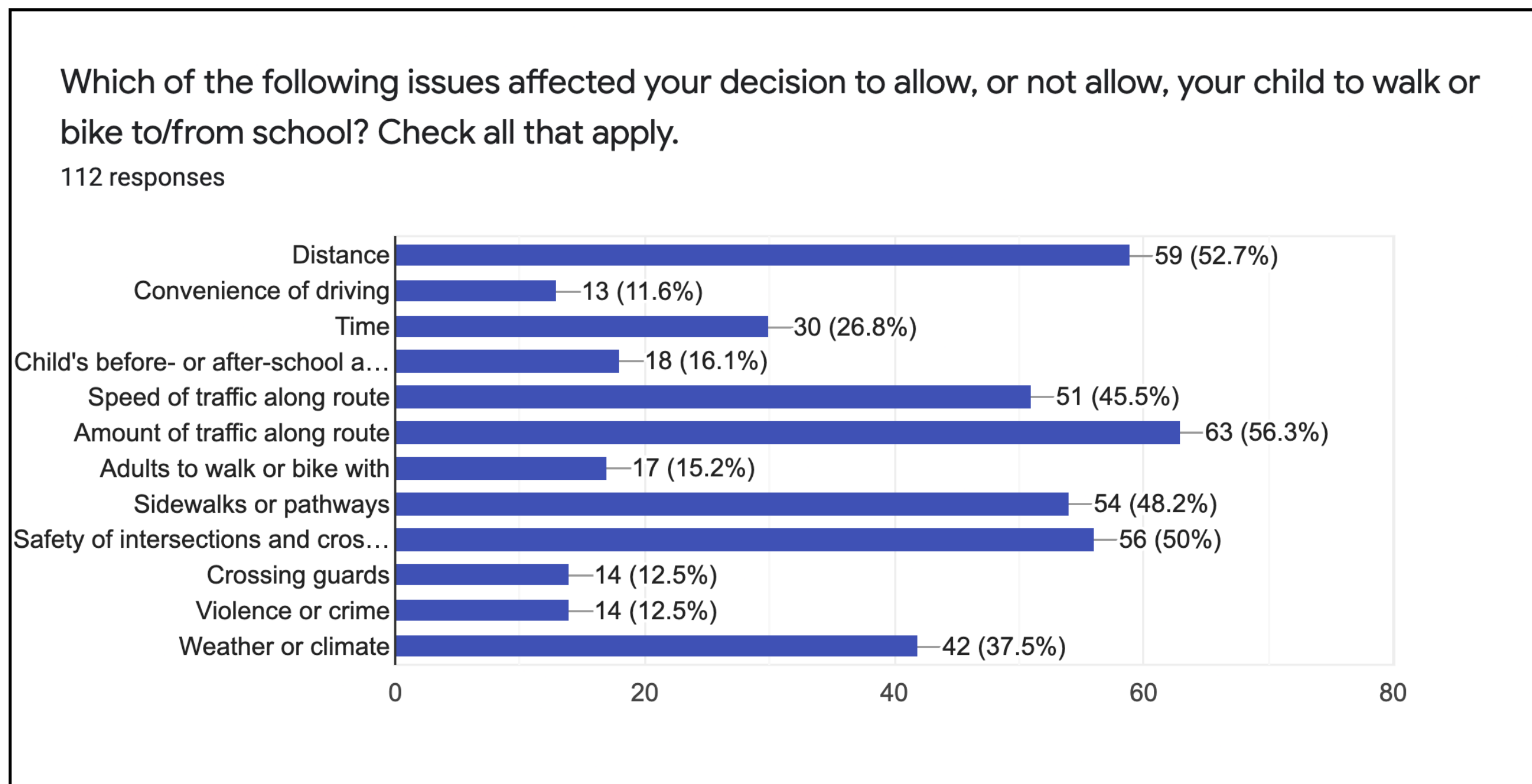


Almost 2/3 of children already walk or bike to/from school!



# Which Issues Prevent Walking and Biking?

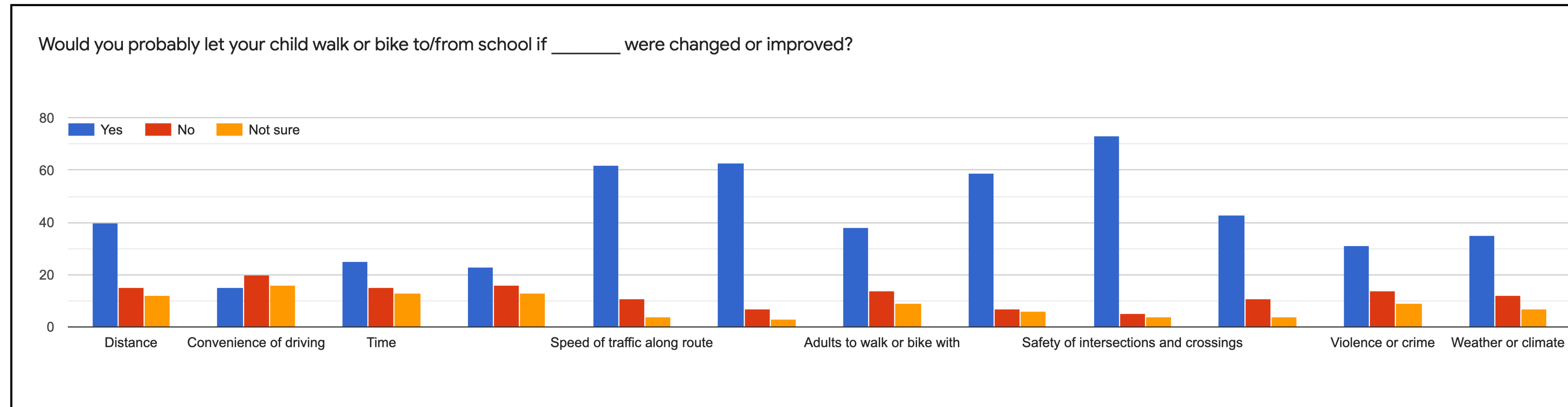
## Auto Traffic and Safety



1. Amount of Traffic along route
2. Distance
3. Safety of intersections and crosswalks
4. Sidewalks and pathways
5. Speed of traffic along route
6. Weather or climate
7. Time

# What would Encourage Walking and Biking?

## Auto Traffic and Safety

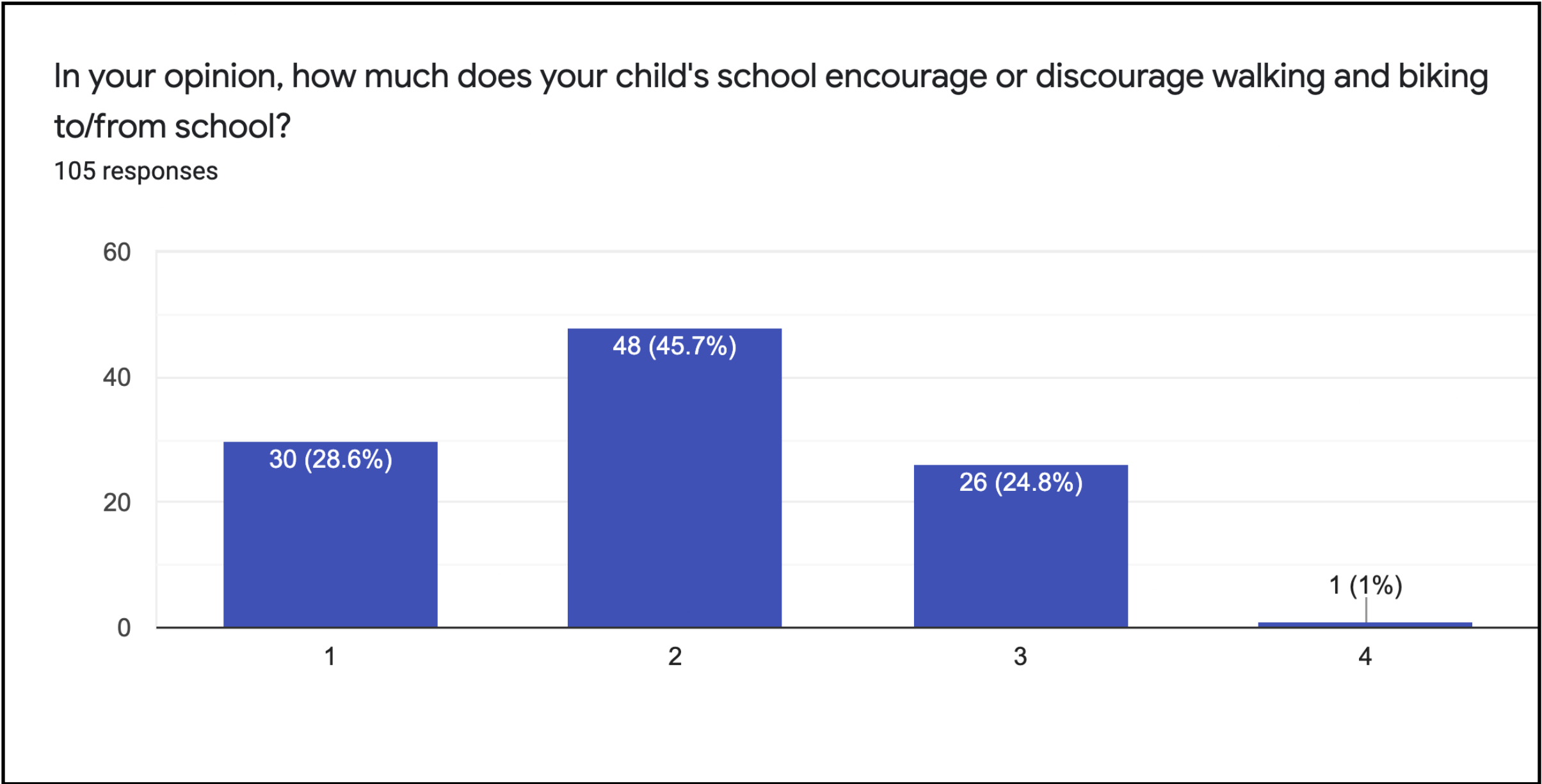


1. Safety of intersections and crossings
2. Speed of traffic along route
3. Adults to walk or bike with

# What was not mentioned as an issue?

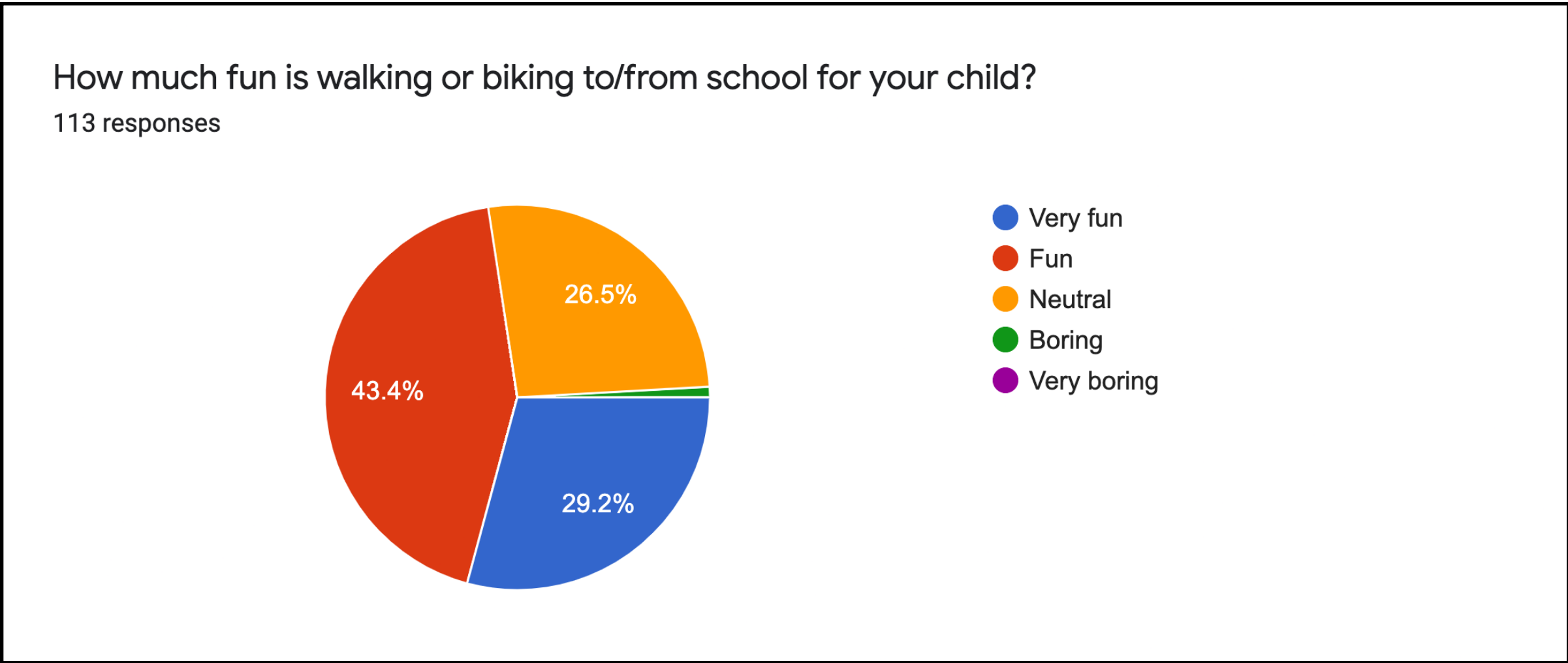
- Access to bikes
- Bike knowledge and safety

# Does WWV Encourage Walking and Biking?

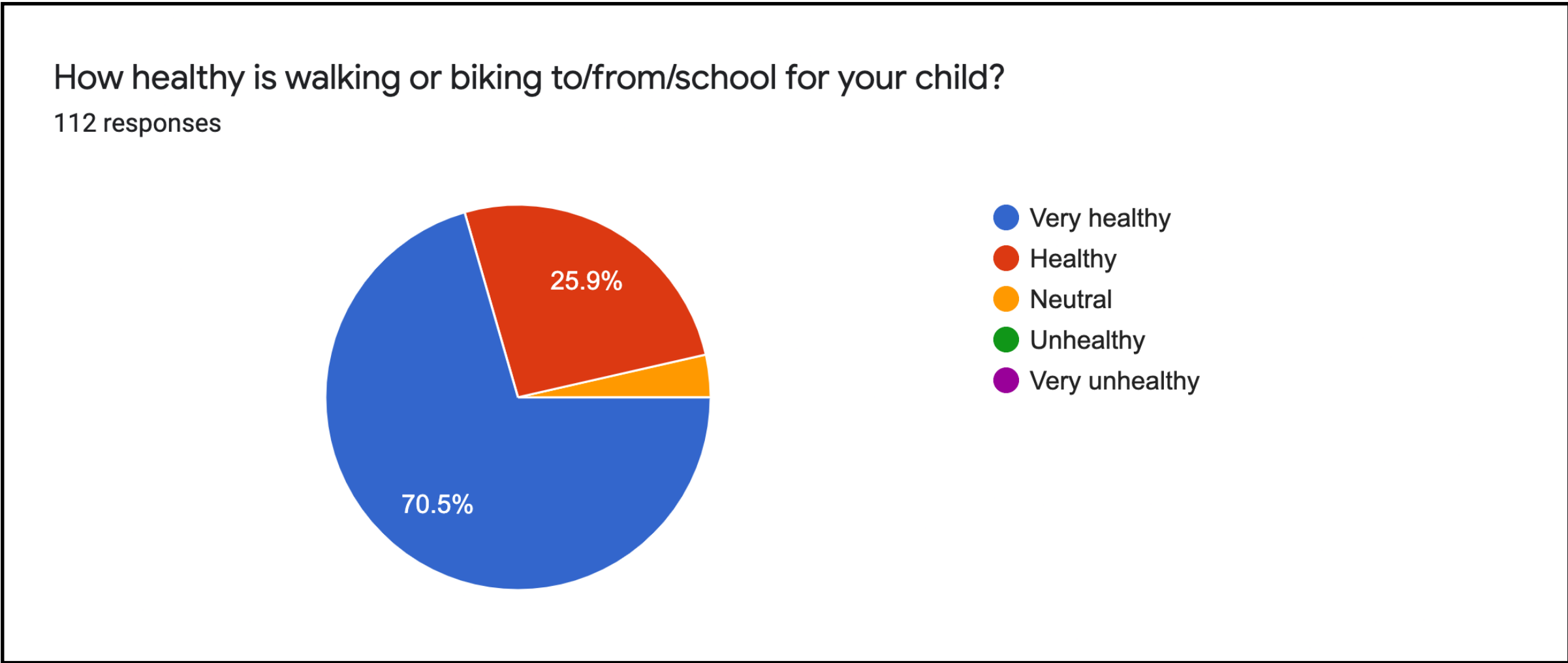


Almost 3/4 said WWV Strongly Encourages or Encourages.

# Is Walking and Biking Fun and Healthy?

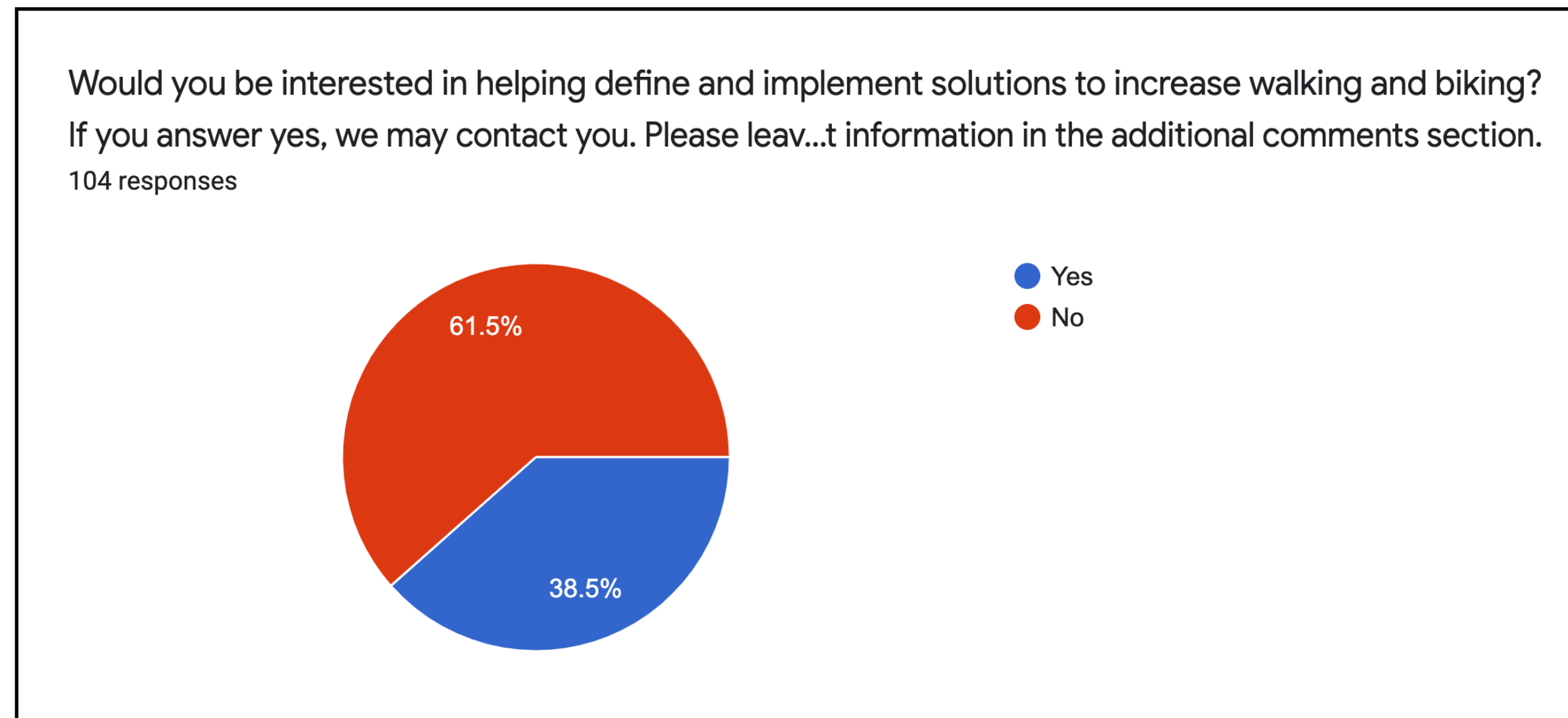


Almost 3/4 said Walking and Biking is Very Fun or Fun.



Over 3/4 said Walking and Biking is Very Healthy or Healthy.

# Will you help implement solutions?



38.5% of 114 respondents is  
43 people

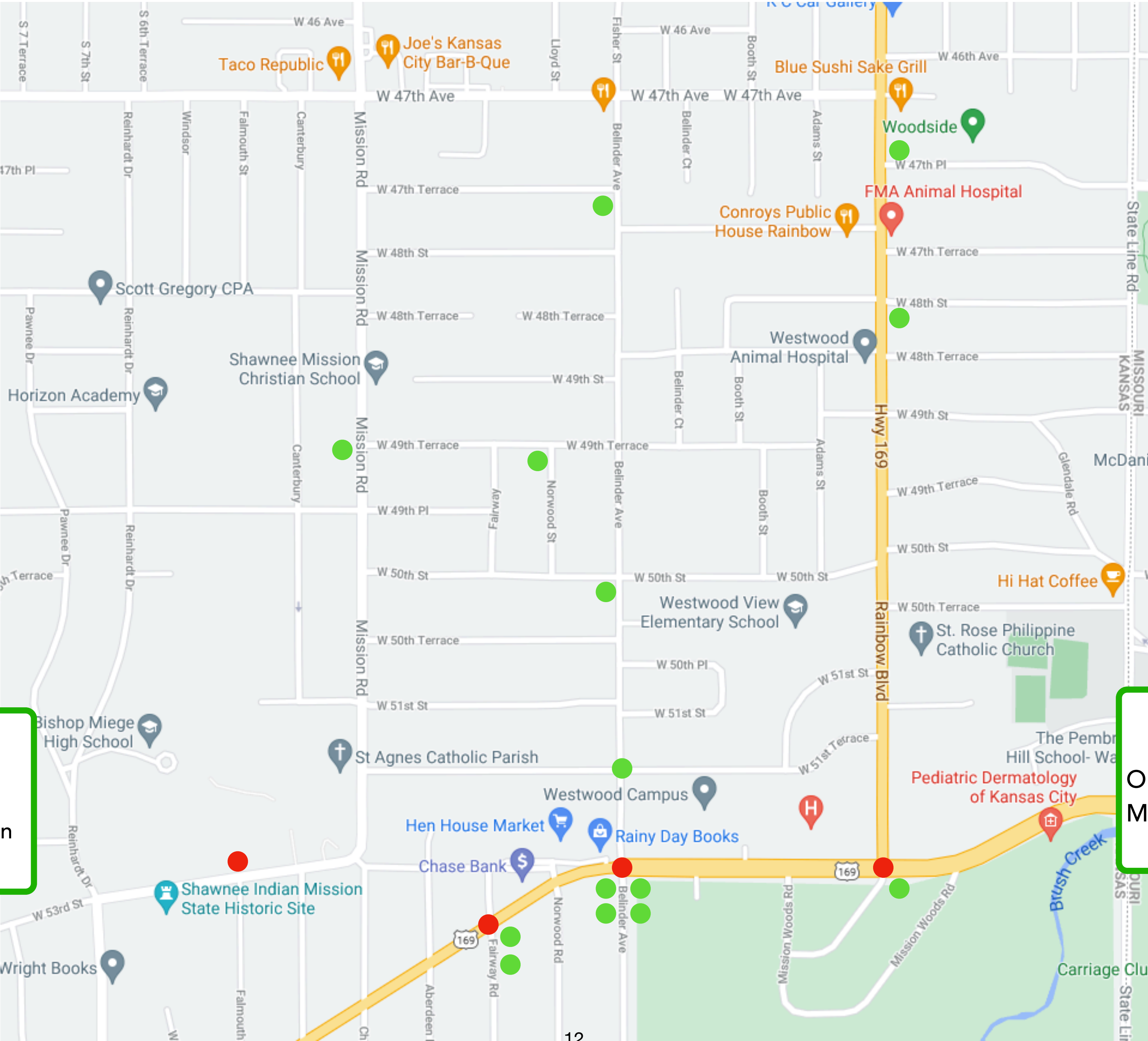
Possible asks:

- Ideas for tunnel improvements
- Tunnel paint project
- Lead Bike Trains



- Location of respondents who would let their children walk or bike if improvements were made.
- Students south of SMP are the #1 challenge.
- Challenging Intersections.

Further South and West:  
One Mile or less: 6, 12 children  
More than one mile: 15, 21 children



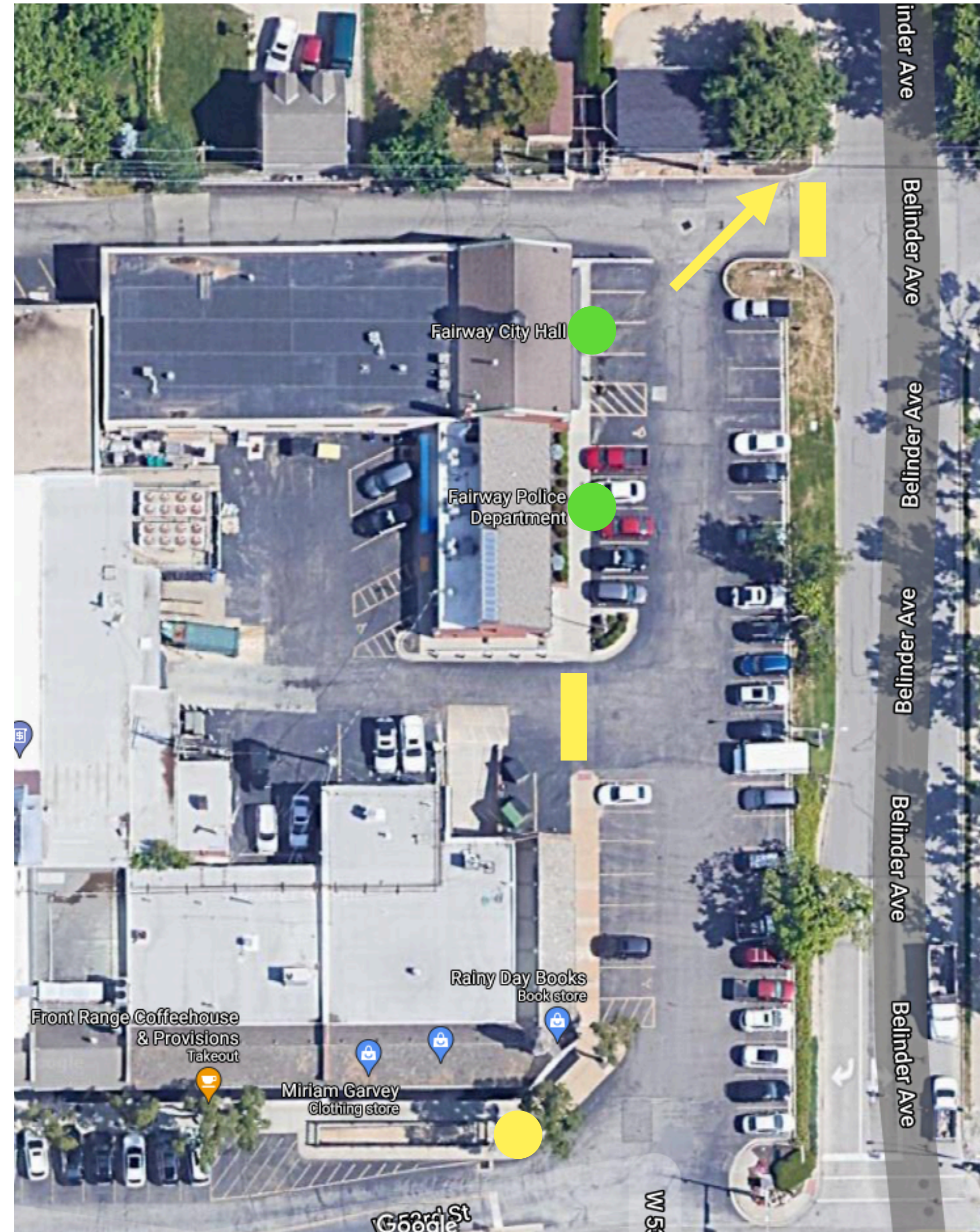
Further South and East:  
One Mile or less:  
More than one mile: 1, 2 children

# Opportunities for Improvement

## Make it Safer to Cross Shawnee Mission Parkway

- Present to City of Fairway and brainstorm pedestrian improvements in and around The Tunnel
  - Painted Tunnel, Signage
  - Painted Crosswalk and pedestrian path to sidewalk
- Education
  - Via WWV, City of Westwood, City of Fairway: message The Safe Way to School to direct walkers and bikers to the SMP and Belinder Tunnel, path along to Fairway City Hall and Fairway Police Department.
- Use Westwood Public Works/Public Safety Traffic Sign through the summer to educate drivers.





Paint Crosswalks and pedestrian path from parking lot to Belinder Sidewalk.

Signage at Tunnel entrances.  
Partnerships with businesses?





# Opportunities for Improvement

Make it Safer to Cross Rainbow / Slow Traffic on Belinder

- Make it safer to cross Rainbow Blvd
  - Message The Safe Way to School to direct walkers and bikers east of Rainbow to the intersection at 50th and Rainbow Blvd and the Crossing Guard.
- Slow traffic on Belinder.
  - Paint crosswalks at 50th and Belinder.
  - Westwood Public Works/Public Safety Traffic Sign to educate drivers.

# Next Steps

Goal: Summer projects done by August

- Meet with Westwood Department Leaders and Mayor
- Share with Kathy Keith
- Share with City Council in June Meeting
- Present to City of Fairway and City of Westwood Hills
- Present to Complete Streets Task Force

## **City of Westwood, Kansas**

### **City Council Meeting**

**4700 Rainbow Boulevard**

**May 13, 2021 – 7:00 p.m.**

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

Council Absent: None

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

#### **Call to Order**

Mayor David E. Waters called the meeting to order at 7:00 p.m. on May 13, 2021. 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.

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

Jayne Tebow, 4952 Norwood, was in attendance via Zoom, requested that the City continue to utilize Zoom to provide access and transparency to city meetings as COVID-19 restrictions lessen and in person meetings resume.

#### **Presentations/Appointments**

##### **Appointment of Andrew Buckman**

Westwood City Councilmember Lisa Cummins notified the Mayor of her relocation out of the Westwood in February 2021, effective April 2021. Following an open call for candidates to fill her seat, the Mayor received letters of interest from two (2) residents. Following an interview process where Mayor Waters and City Council President Jeff Harris met with the interested individuals, Andrew Buckman was identified as the candidate to be recommended for approval to the Governing Body pursuant to Section 1-209 of the Westwood City Code.

Andrew Buckman, who resides at 3007 W. 49th Terrace, as a qualified appointee, is being nominated to fill the vacancy of Lisa Cummins on the Westwood City Council. Lisa Cummins' unexpired term runs until December 2021.

Mr. Buckman thanked Mayor Waters and Councilmember Harris for the opportunity to serve on the City Council.

Motion by Councilmember Wimer to appoint Andrew Buckman to fill the vacancy of City Councilmember Lisa Cummins' term on the Westwood City Council, which expires in December 2021, upon the election of her successor, and for City Clerk Leslie Herring to administer the oath of office. Second by Councilmember Harris. Motion carried by a 4-0 voice vote.

Mrs. Herring administered the oath of office and Councilmember Buckman took his seat on the dais.

#### **Resolution No. 91-2021; Appointments to the Westwood Foundation**

The Westwood Foundation is a Kansas not-for-profit corporation organized and existing as an instrumentality of the City of Westwood, Kansas and is governed in the conduct of its affairs by its Board of Directors, its articles of incorporation, and its bylaws. The Westwood Foundation bylaws, as amended, state that residents of the City of Westwood, Kansas may be appointed by the Mayor and confirmed by a resolution adopted by a majority of the members of the Westwood City Council to serve terms of four (4) years on the Westwood Foundation Board of Directors.

The proposed Resolution would appoint Westwood residents Justin Bridges, Thomas Scott, and Rita Zeller, and would reappoint Sean O'Brien to the Westwood Foundation.

Motion by Councilmember Harris to adopt Resolution No. 91-2021 confirming mayoral appointments to the Westwood Foundation Board of Directors. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

#### **Presentation**

Mayor Waters recognized and presented a plaque to Court Clerk Shelley Floyd for 20 years of service to the City of Westwood.

#### **Approval of April 8, 2021 and April 21, 2021 City Council Meeting Minutes**

Minutes from the April 8, 2021 Council Meeting and April 21, 2021 Council worksession were included in the agenda packet. Motion by Councilmember Harris to approve minutes documents as submitted. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

#### **Treasurer's Report**

Mrs. Ryan provided a review of the April 2021 Treasurer's report and offered to answer questions.

Motion by Councilmember Harris to approve Appropriations Ordinance No. 726 as presented. Second by Councilmember Steele. Mrs. Herring performed a roll call vote, motion carried by a 5-0 vote.

#### **City Attorney Report**

Due to concerns of Woodside Racquet Club Management relating to the continued declared pandemic of COVID-19, certain additional health and safety precautions and protocols are deemed necessary to implement at its facilities to ensure the health and safety of Woodside Club ("the Club") members and Westwood residents using the Club's swimming facilities. As some of these additional health and safety precautions and protocols impact Westwood residents' access to the swimming facilities (as they will impact all Woodside Club members), the City and the Club agree to formalize both the temporary impact to Westwood resident access to the Club's swimming facilities and also Westwood residents' ongoing of access.

During the 2021 pool season, Woodside may use a reservation system to ensure comfortable capacity limits aren't exceeded. These reservations are to be equally offered to Westwood residents and Club members and if reservations are no longer required for Club members, they should likewise not be required for Westwood residents. To ensure accountability of reservations, the Club may revoke or charge Westwood residents and Club members for failing to show up for a reservation. This policy/practice is expected to be consistently applied to Woodside members and Westwood residents and not based on age.

The Club will issue pool passes during the 2021 as well as future seasons in order to enroll Westwood residents into their online member system for pool access. The Club will then remit the collected pool pass revenues and an accounting to the City.

The Club may adopt reasonable rules and regulations which shall be binding upon City resident pool pass holders and repeated and knowing violation of those rules and regulations could result in revocation of an individual resident's pool pass; however, revocation may be appealed to the City. The City's determination shall be final and binding.

The Governing Body tabled the proposed amendment and directed staff and Mr. Denk to continue to work through some terms of the agreement. The Governing Body will consider the amendment during the June 10<sup>th</sup> City Council meeting.

#### **Administrative Report**

Mrs. Herring provided a review of the April 2021 Administrative report and offered to answer questions.

#### **Fence Variance Request – 2807 W 50th Terrace; variance requested for height and placement**

On May 3, 2021, City staff received an application for a fence variance for 2807 W. 50th Terrace. Homeowner Andrea Boswell-Burns is proposing to replace a 4' steel fence with a new 6' wood fence in her backyard. This application requires a variance for:

- A. Height – a 6' fence would only be allowed in the rear yard of the property; side yard fences may not exceed 4' (Westwood Zoning Ord. Section 4.3.9.B.2).
- B. Placement – No rear yard fence or wall shall be closer to the front property line than the rear line of the primary structure (Westwood Zoning Ord. Section 4.3.9.C.3).

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

Pursuant to previous City Council direction, City staff has evaluated the following factors:

- a. Neighbor acknowledgement/consent – This is a coordinated project with the adjoining neighbor to the east, 2808 W. 50th Terrace. The applicant has also confirmed that both the adjoining neighbors to the west and south have consented to the project.
- b. ROW impediment – No;
- c. Established tree impact/removal – No; and
- d. Resulting sight lines issues - No.

The applicant desires to align the 6' horizontal wood fence with both east and west adjoining neighbors' fences, as shown below. Per the illustration above, this would result in the applicant's fence being placed in the side yard of the house.



JJ Burns, 2807 W 50<sup>th</sup> Terrace, was present and offered to answer any questions.

Motion by Councilmember Wimer to approve the requested fence variance at 2807 W 50<sup>th</sup> Terrace to allow a 6 foot wood fence in the side yard of the primary structure as described in the application. Second by Councilmember Buckman. Mrs. Herring performed a roll call vote, motion passed with a 5-0 voice vote.

**Proposal for services of BOARDynamics to provide individualized board development to the Westwood City council, Planning Commission, and Foundation Board**

Since 2020,

- the Westwood City Council has gained three new members and a new mayor,
- the Westwood Planning Commission has/is gaining three new members and a new chair and vice-chair,
- the Westwood Foundation Board has gained four new members and a new chair, and
- City staff has/is gaining two new department heads.

As a result of these recent elections and appointments to leadership, questions related to purpose, roles, goals, and expected behaviors have arisen. To aid the City in evaluating these questions and establishing a shared understanding of how to respond, a professionally-facilitated conversation amongst these individual boards would be helpful.

BOARDynamics has developed a process to lead a board toward unified and agreed upon purpose, roles, goals and behaviors: (a) to review current perceptions and practices and identify areas of concurrence and differences, and the resulting impacts; (b) to reimagine how they carry out their responsibilities, agree upon improvements and commit to implementation; and (c) realize the modifications and commit to periodic review and improvement.

Following a preliminary conversation with BOARDynamics, Mayor David Waters and CAO/City Clerk Leslie Herring recommend the City Council, the Planning Commission, and the Westwood Foundation all individually participate in the BOARDynamics facilitated, proposed process with the following objectives:

- The City Council will determine its purpose, as well as identify the purpose of the Planning Commission and the Westwood Foundation Board
- The Planning Commission and Foundation Board will have a clear understanding of their respective purposes and their relationship to the City
- City staff will have a clear understanding of their respective purposes and their relationship to the City Council, Planning Commission, and Westwood Foundation
- The City will be prepared to act on existing and evaluate new strategic planning objectives
- Existing, prospective, and new City Council, Planning Commission, and Foundation Board members will have a clear understanding of expected roles, goals, and behaviors.

Mayor Waters and CAO/City Clerk Leslie Herring recommend engaging BOARDynamics for services 1 – 4 but not services 5 – 6 as outlined in the Proposal for Services which was included in the agenda packet for consideration.

Mayor Waters is seeking alternate funding for this Proposal for Services as this would be an unbudgeted 2021 expenditure and this work is intended to take place in the summer of 2021.

The City Council reached a consensus to table this matter in order to invite the BOARDynamics team to the June 10<sup>th</sup> City Council meeting to provide more information and for City staff to conduct a reference check and identify a funding source for the work.

#### **Resolution No. 92-2021 adopting a Disposal of Surplus Property Policy**

The City of Westwood does not currently have any formal policies relating to the disposal of surplus personal property. From time to time, questions arise from City employees about the proper way to dispose of personal (not real) property in a way that is professional and consistent/standardized across employees and departments.

Resolution 92-2021 details procedures for disposing of City-owned surplus property in an efficient and fiscally responsible manner. The policy seeks to promote transparency, ensure all assets are efficiently utilized to the best of their ability, and protect the financial interest of the City by formalizing best disposal practices.

Councilmember Steele moved to approve Resolution No. 92-2021 adopting a Disposal of Surplus Property Policy for the City of Westwood. Second by Councilmember Harris. Motion carried by a 5-0 voice vote.

#### **Public Safety Report**

Chief O'Halloran referred to the April 2021 Public Safety report and offered to answer questions.

#### **Consider Proposal of Turn-Key Mobile, Inc. for Replacement of In-car Computers**

The current in-car computers for the Public Safety fleet are aging out and have reduced capacity to receive regular updates. The vendor is no longer supporting them. Years of use and exposure to the elements have also had a detrimental impact on them. Chief O'Halloran proposed to purchase four in-car computers out of the Equipment Reserve Fund at a total expenditure of \$12,060.00. The computers would be the same model and vendor that the Johnson County Sheriff's Office uses and will help with future updates and maintenance.

Mrs. Herring noted that this expense is budgeted in the Equipment Reserve Fund in 2022 but that there are sufficient reserves in that Fund to cover the cost in 2021.

Motion by Councilmember Buckman to purchase four new in-car computers for the Westwood City Police Department. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

#### **Public Works Report**

Mr. Sullivan referred to the April 2021 Public Works report and offered to answer any questions.

#### **Committee Reports**

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

Councilmember Hannaman provided a brief overview of the upcoming 2022 budget planning process.

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

Mayor Waters appointed Councilmember Buckman as the Chair of the Business & Community Affairs Committee and the Vice Chair of the Public Safety Committee.

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

Councilmember Harris had nothing to report.

**d. Public Works Committee**

Councilmember Steele provided an overview of the Complete Streets Task Force meetings that have occurred and next steps in the process.

**e. Parks & Recreation Committee**

Councilmember Wimer provided an overview of upcoming summer events.

**Mayor's Report**

Mayor Waters thanked Councilmember Buckman and the newly appointed Foundation Board members for their service to the City.

Mayor Waters noted that Chief O'Halloran has notified the City that he plans to retire over the summer, his final day has not yet been set. The City has begun accepting applications the Chief of Police position. Mayor Waters congratulated Chief O'Halloran and thanked him for his service to Westwood.

**Adjournment**

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote. The meeting adjourned at 8:31 pm.

APPROVED: \_\_\_\_\_  
David E. Waters, Mayor

ATTEST: \_\_\_\_\_  
Leslie Herring, City Clerk

**City of Westwood**  
**Treasurer's Report**  
**5/31/2021**

1. Balance Sheet by Fund – shows overall ending cash balances for the City by Fund.
  - a. Ending unencumbered cash through 5/31/2021 is \$2,716,811 this remains up from year end by \$340,277.
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. Overall Revenue is up compared to May 2020 by \$55K. Revenue to date received of \$1,227,837 of the total \$2,701,153 budgeted.
    - i. Taxes – overall up about \$48K from prior year. Ad Valorem taxes are up \$27K from prior year. City and County sales tax revenue is up about \$19K. May was a stronger month than April – up by about \$11K from April. Liquor Tax is down about \$1K. Special Assessments up about \$2K.
    - ii. Fees and Licenses – overall up \$13K for the year to date compared to the previous year. Franchise Fees are up \$13K, Community Room rent down \$1K, Occupational licenses up about \$1K.
    - iii. Building Permits – up by \$19K from prior year.
    - iv. Intergovernmental Fees are steady through May as compared to last year.
    - v. Restricted Use – decreased by \$4K due to State Highway Maintenance funds that were deposited directly in that fund in the current year.
    - vi. Fines – continue to be at lower levels this year and are down \$19K from prior year.
  - b. Overall Expenditures are up slightly by \$12K through May compared to the prior year.
    - i. General Overhead total expenditures of \$41,785 for the month, up from the prior year by \$40K. The majority of increase is in the Professional Fees line item. Increases in Municipal court \$4K, legal fees \$5K, Insurance expenses \$7K, Sustainable Places up \$15K, and Treasurer fees and Intacct implementation up \$8K year to date when offset by the decrease in Salary line item.
    - ii. Administrative expenditures of \$22,512 for the month, this is up from the prior year by about \$19K which is all an increase in the salary and benefits line.
    - iii. Public Works expenditures total expenditures of \$24,865 for May, to date spending is down by \$4K. Primarily due to decreases in salaries of \$8K offset by \$2K increase in professional fees. We did reclass \$8K in equipment/maintenance line from a mower purchase in Feb – this was moved to the Equipment Reserve Fund where this expenditure was originally budgeted.
    - iv. Police expenditures are \$75,276 this month, down from prior by \$34K. This is due to Wages of \$31K decreasing as well as equipment and maintenance line by \$5K, Professional Fees up \$3K.
    - v. Parks and Rec expenditures remain nominal at \$2,816 for the month which is down for the year by \$8K from the prior year.
    - vi. Cancelled Encumbrances totaling \$4K that is returning cash to the general fund balance. We also cleared some outstanding checks this month of about \$8K that were duplicated in the accounting records.
  - c. Net Receipts Over (Under) Expenditures in the General Fund are \$(3,409) for the month. Year to date through May we have positive receipts over expenditures of \$184,290 which is an increase over the prior year at this time of \$55K.
4. Other Funds – Current Month and Year to Date
  - a. General activity shown in all the funds.
    - i. CIP Sales Tax revenue up a bit at \$24K in March, around \$21K in April.
    - ii. CIP expenditures for Engineering for W 47<sup>th</sup> Street project \$14K.
    - iii. Equipment Reserve – mower reclass of \$8,547.

I am happy to answer any questions and stand for any comments at the meeting or upon request.

Michelle Ryan  
City of Westwood Treasurer

**City of Westwood, Kansas**  
**Balance Sheet by Fund**

As of May 31, 2021

	General Fund	Improvements Fund	Equipment Reserve Fund	Stormwater Fund	Special Highway Fund	Woodside TIF/CID Fund	Debt Service Fund	All Funds
	05/31/2021	05/31/2021	05/31/2021	05/31/2021	05/31/2021	05/31/2021	05/31/2021	05/31/2021
<b>Assets</b>								
Current Assets								
Cash In Bank	954,192.10	912,668.17	116,258.25	247,083.95	83,972.66	313,040.96	91,373.10	2,718,589.19
Cash In Bank - Bond Fund	35,416.99	0.00	0.00	0.00	0.00	0.00	0.00	35,416.99
Cash In Bank - Woodside Village Acct	9.35	0.00	0.00	0.00	0.00	0.00	0.00	9.35
Bill.com Money Out Clearing	191.90	0.00	0.00	0.00	0.00	0.00	0.00	191.90
Total Current Assets	989,810.34	912,668.17	116,258.25	247,083.95	83,972.66	313,040.96	91,373.10	2,754,207.43
<b>Total Assets</b>	<b>\$ 989,810.34</b>	<b>\$ 912,668.17</b>	<b>\$ 116,258.25</b>	<b>\$ 247,083.95</b>	<b>\$ 83,972.66</b>	<b>\$ 313,040.96</b>	<b>\$ 91,373.10</b>	<b>\$ 2,754,207.43</b>
<b>Liabilities and Fund Balance</b>								
Current Liabilities								
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	34,989.99	0.00	0.00	0.00	0.00	0.00	0.00	34,989.99
Accounts Payable	2,397.22	0.00	0.00	0.00	0.00	0.00	0.00	2,397.22
Total Current Liabilities	37,396.40	0.00	0.00	0.00	0.00	0.00	0.00	37,396.40
Total Liabilities	37,396.40	0.00	0.00	0.00	0.00	0.00	0.00	37,396.40
Fund Balance								
Fund Balance	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
Fund Balance - Current Year	184,290.14	62,617.70	(9,061.21)	71,845.97	27,853.13	37,343.64	(34,611.75)	340,277.62
Total Fund Balance	952,413.94	912,668.17	116,258.25	247,083.95	83,972.66	313,040.96	91,373.10	2,716,811.03
<b>Total Liabilities and Fund Balance</b>	<b>\$ 989,810.34</b>	<b>\$ 912,668.17</b>	<b>\$ 116,258.25</b>	<b>\$ 247,083.95</b>	<b>\$ 83,972.66</b>	<b>\$ 313,040.96</b>	<b>\$ 91,373.10</b>	<b>\$ 2,754,207.43</b>

No assurance is provided. Substantially all disclosures omitted.

# City of Westwood, Kansas

## Cash Flow

For the One Month Ended May 31, 2021

	General Fund Month Ending 05/31/2021	Capital Improvements Fund Month Ending 05/31/2021	Equipment Reserve Fund Month Ending 05/31/2021	Stormwater Fund Month Ending 05/31/2021	Special Highway Fund Month Ending 05/31/2021	Woodside TIF/CID Fund Month Ending 05/31/2021	Debt Service Fund Month Ending 05/31/2021	All Funds Month Ending 05/31/2021
<b>Unencumbered Cash, Beginning Period</b>	<b>993,377.94</b>	<b>902,524.36</b>	<b>124,805.98</b>	<b>248,047.60</b>	<b>83,972.66</b>	<b>307,098.21</b>	<b>91,373.10</b>	<b>2,751,199.85</b>
<b>Receipts</b>								
Taxes	74,610.23	24,074.25	0.00	0.00	0.00	0.00	0.00	98,684.48
Fees and Licenses	36,145.44	0.00	0.00	0.00	0.00	0.00	0.00	36,145.44
Building Permits	12,950.30	0.00	0.00	0.00	0.00	0.00	0.00	12,950.30
Intergovernmental	24,814.22	0.00	0.00	0.00	0.00	0.00	0.00	24,814.22
Restricted Use	0.00	0.00	0.00	0.00	0.00	16,729.46	0.00	16,729.46
Fines	7,103.25	0.00	0.00	0.00	0.00	0.00	0.00	7,103.25
Miscellaneous	190.62	0.00	0.00	0.00	0.00	0.00	0.00	190.62
<b>Total Receipts</b>	<b>155,814.06</b>	<b>24,074.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,729.46</b>	<b>0.00</b>	<b>196,617.77</b>
<b>Expenditures</b>								
Salary & Benefits	118,851.34	0.00	0.00	0.00	0.00	0.00	0.00	118,851.34
Employee Expenses	1,047.07	0.00	0.00	0.00	0.00	0.00	0.00	1,047.07
Professional Fees	11,485.96	0.00	0.00	0.00	0.00	0.00	0.00	11,485.96
General Operating Expenses	4,274.14	0.00	0.00	0.00	0.00	0.00	0.00	4,274.14
Utilities	34,175.19	0.00	0.00	0.00	0.00	0.00	0.00	34,175.19
Equipment and Maintenance	(2,685.39)	0.00	8,547.73	0.00	0.00	0.00	0.00	5,862.34
Street and Stormwater	(197.74)	13,930.44	0.00	963.65	0.00	0.00	0.00	14,696.35
Park and Events	307.00	0.00	0.00	0.00	0.00	0.00	0.00	307.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	10,786.71	0.00	10,786.71
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>167,257.57</b>	<b>13,930.44</b>	<b>8,547.73</b>	<b>963.65</b>	<b>0.00</b>	<b>10,786.71</b>	<b>0.00</b>	<b>201,486.10</b>
Prior Year Cancelled Encumbrances	8,034.25	0.00	0.00	0.00	0.00	0.00	0.00	8,034.25
Increase / (Decrease) in Payables	1,041.66	0.00	0.00	0.00	0.00	0.00	0.00	1,041.66
Increase / (Decrease) in Refundable Bond Deposits	(1,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	(1,200.00)
<b>Unencumbered Cash, End of Period</b>	<b>\$ 989,810.34</b>	<b>\$ 912,668.17</b>	<b>\$ 116,258.25</b>	<b>\$ 247,083.95</b>	<b>\$ 83,972.66</b>	<b>\$ 313,040.96</b>	<b>\$ 91,373.10</b>	<b>\$ 2,754,207.43</b>

No assurance is provided. Substantially all disclosures omitted.

# City of Westwood, Kansas

## Statement of Operations

General Fund

For The One Period and Five Periods Ended May 31, 2021 and 2020

	Month Ending 05/31/2021	Year To Date 05/31/2021	Year To Date 05/31/2020	Year Ending 12/31/2021	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
<b>Receipts</b>					
Taxes	\$ 74,610.23	\$ 824,963.11	\$ 776,917.84	\$ 1,717,803.00	(892,839.89)
Fees and Licenses	36,145.44	192,328.64	178,762.71	474,200.00	(281,871.36)
Building Permits	12,950.30	33,905.80	14,395.50	30,000.00	3,905.80
Intergovernmental	24,814.22	136,149.56	138,586.26	336,100.00	(199,950.44)
Restricted Use	0.00	0.00	3,735.45	0.00	0.00
Fines	7,103.25	38,256.25	57,568.00	140,000.00	(101,743.75)
Grants and Donations	0.00	0.00	43.75	0.00	0.00
Miscellaneous	190.62	2,234.33	2,816.37	3,050.00	(815.67)
Total Receipts	155,814.06	1,227,837.69	1,172,825.88	2,701,153.00	(1,473,315.31)
<b>Expenditures</b>					
General Overhead					
Salary & Benefits	1,769.21	14,410.74	22,212.06	59,478.00	(45,067.26)
Employee Expenses	363.50	458.40	0.00	1,200.00	(741.60)
Professional Fees	6,510.98	153,704.31	114,762.37	184,716.00	(31,011.69)
General Operating Expenses	1,051.81	5,027.85	6,948.20	21,630.00	(16,602.15)
Utilities	31,783.38	108,939.06	103,490.13	242,258.00	(133,318.94)
Equipment and Maintenance	0.00	95.04	0.00	0.00	95.04
Street and Stormwater	0.00	6,668.75	0.00	264,670.00	(258,001.25)
Park and Events	307.00	1,807.00	3,582.00	14,750.00	(12,943.00)
Miscellaneous	0.00	200.00	0.00	0.00	200.00
Interfund Transfers	0.00	0.00	0.00	296,730.00	(296,730.00)
Total General Overhead	41,785.88	291,311.15	250,994.76	1,085,432.00	(794,120.85)
Administrative					
Salary & Benefits	22,512.64	134,294.28	114,444.75	286,562.00	(152,267.72)
Employee Expenses	0.00	5,245.99	4,438.90	6,100.00	(854.01)
Professional Fees	0.00	1,410.00	0.00	0.00	1,410.00
General Operating Expenses	0.00	15,162.92	17,834.92	18,030.00	(2,867.08)
Park and Events	0.00	0.00	236.69	2,000.00	(2,000.00)
Interfund Transfers	0.00	0.00	0.00	3,000.00	(3,000.00)
Total Administrative	22,512.64	156,113.19	136,955.26	315,692.00	(159,578.81)

No assurance is provided. Substantially all disclosures omitted.

# City of Westwood, Kansas

## Statement of Operations

General Fund

For The One Period and Five Periods Ended May 31, 2021 and 2020

	Month Ending 05/31/2021	Year To Date 05/31/2021	Year To Date 05/31/2020	Year Ending 12/31/2021	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Public Works					
Salary & Benefits	27,066.73	151,559.65	159,712.06	389,236.00	(237,676.35)
Employee Expenses	22.00	2,330.90	1,442.23	6,900.00	(4,569.10)
Professional Fees	1,410.00	5,945.00	3,415.00	15,000.00	(9,055.00)
General Operating Expenses	289.11	6,989.41	7,540.54	22,050.00	(15,060.59)
Utilities	621.56	5,218.54	3,554.93	23,500.00	(18,281.46)
Equipment and Maintenance	(4,345.86)	20,008.12	21,046.18	44,000.00	(23,991.88)
Street and Stormwater	(197.74)	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	40,000.00	(40,000.00)
Total Public Works	24,865.80	192,051.62	196,710.94	540,686.00	(348,634.38)
Police					
Salary & Benefits	67,502.76	355,824.99	387,558.20	1,053,180.00	(697,355.01)
Employee Expenses	661.57	6,111.55	7,112.59	26,500.00	(20,388.45)
Professional Fees	3,564.98	24,860.39	21,124.68	65,800.00	(40,939.61)
General Operating Expenses	2,773.22	17,421.61	18,749.91	58,500.00	(41,078.39)
Utilities	294.87	1,024.12	1,319.29	5,000.00	(3,975.88)
Equipment and Maintenance	478.94	4,150.62	9,486.40	17,974.00	(13,823.38)
Park and Events	0.00	1,000.00	0.00	0.00	1,000.00
Interfund Transfers	0.00	0.00	0.00	20,000.00	(20,000.00)
Total Police	75,276.34	410,393.28	445,351.07	1,246,954.00	(836,560.72)
Parks & Rec					
Professional Fees	0.00	0.00	0.00	10,000.00	(10,000.00)
General Operating Expenses	160.00	2,162.85	23.74	2,000.00	162.85
Utilities	1,475.38	3,088.31	7,025.16	31,000.00	(27,911.69)
Equipment and Maintenance	1,181.53	1,237.66	6,955.59	6,000.00	(4,762.34)
Park and Events	0.00	0.00	374.74	11,850.00	(11,850.00)
Total Parks & Rec	2,816.91	6,488.82	14,379.23	60,850.00	(54,361.18)
Total Expenditures	167,257.57	1,056,358.06	1,044,391.26	3,249,614.00	(2,193,255.94)
Prior Year Cancelled Encumbrances	8,034.25	12,810.51	0.00	0.00	12,810.51
<b>Receipts Over (Under) Expenditures</b>	<b>\$ (3,409.26)</b>	<b>\$ 184,290.14</b>	<b>\$ 128,434.62</b>	<b>\$ (548,461.00)</b>	<b>732,751.14</b>

No assurance is provided. Substantially all disclosures omitted.



**City of Westwood, Kansas**  
**Statement of Operations**  
Other Funds  
For The One Period Ended May 31, 2021

	Other Funds					
	Capital Improvements Fund Month To Date 05/31/2021 Actual	Equipment Reserve Fund Month To Date 05/31/2021 Actual	Stormwater Fund Month To Date 05/31/2021 Actual	Special Highway Fund Month To Date 05/31/2021 Actual	Woodside TIF/CID Fund Month To Date 05/31/2021 Actual	Debt Service Fund Month To Date 05/31/2021 Actual
<b>Receipts</b>						
Taxes						
City Sales & Use Tax - Special	24,074.25	0.00	0.00	0.00	0.00	0.00
Total Taxes	\$ 24,074.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Restricted Use						
WV CID-1	0.00	0.00	0.00	0.00	11,486.95	0.00
WV CID-2	0.00	0.00	0.00	0.00	5,242.51	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	24,074.25	0.00	0.00	0.00	16,729.46	0.00
<b>Expenditures</b>						
Equipment and Maintenance						
Machinery & Equipment Purchase	0.00	8,547.73	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	0.00	8,547.73	0.00	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	13,930.44	0.00	0.00	0.00	0.00	0.00
Stormwater Expense	0.00	0.00	963.65	0.00	0.00	0.00
Total Street and Stormwater	13,930.44	0.00	963.65	0.00	0.00	0.00
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	10,786.71	0.00
Total Miscellaneous	0.00	0.00	0.00	0.00	10,786.71	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	13,930.44	8,547.73	963.65	0.00	10,786.71	0.00
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 10,143.81</b>	<b>\$ (8,547.73)</b>	<b>\$ (963.65)</b>	<b>\$ 0.00</b>	<b>\$ 5,942.75</b>	<b>\$ 0.00</b>

No assurance is provided. Substantially all disclosures omitted.

**City of Westwood, Kansas**  
**Statement of Operations**  
Other Funds  
For The Five Periods Ended May 31, 2021

	Other Funds					
	Capital Improvements Fund Year To Date 05/31/2021 Actual	Equipment Reserve Fund Year To Date 05/31/2021 Actual	Stormwater Fund Year To Date 05/31/2021 Actual	Special Highway Fund Year To Date 05/31/2021 Actual	Woodside TIF/CID Fund Year To Date 05/31/2021 Actual	Debt Service Fund Year To Date 05/31/2021 Actual
<b>Receipts</b>						
Taxes						
Ad Valorem Tax	0.00	0.00	0.00	0.00	0.00	8,656.24
City Sales & Use Tax - Special	117,258.14	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	125.27
Total Taxes	\$ 117,258.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,781.51
Restricted Use						
Stormwater Utility Fee	0.00	0.00	76,780.24	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	7,379.50	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	20,737.01	0.00	0.00
WV Ad Valorem Tax	0.00	0.00	0.00	0.00	194,048.65	0.00
WV CID-1	0.00	0.00	0.00	0.00	58,089.62	0.00
WV CID-2	0.00	0.00	0.00	0.00	25,401.47	0.00
Miscellaneous	0.00	0.00	688.78	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	117,258.14	0.00	77,469.02	28,116.51	277,539.74	8,781.51
<b>Expenditures</b>						
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	235.06	0.00	0.00	0.00
Machinery & Equipment Purchase	0.00	9,061.21	0.00	0.00	0.00	0.00
Special Highway Maintenance	0.00	0.00	0.00	263.38	0.00	0.00
Total Equipment and Maintenance	0.00	9,061.21	235.06	263.38	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	54,640.44	0.00	0.00	0.00	0.00	0.00
Stormwater Expense	0.00	0.00	972.10	0.00	0.00	0.00
Leaf Pickup Expenses	0.00	0.00	4,415.89	0.00	0.00	0.00
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	193,593.43	187.00
UMB CID Payment	0.00	0.00	0.00	0.00	46,602.67	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	43,206.26
Total Miscellaneous	0.00	0.00	0.00	0.00	240,196.10	43,393.26
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	54,640.44	9,061.21	5,623.05	263.38	240,196.10	43,393.26
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 62,617.70</b>	<b>\$ (9,061.21)</b>	<b>\$ 71,845.97</b>	<b>\$ 27,853.13</b>	<b>\$ 37,343.64</b>	<b>\$ (34,611.75)</b>

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas  
Appropriation Ordinance No. 727

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF MAY 1, 2021 - MAY 31, 2021 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 5/31/2021	Capital Improvements Month Ending 5/31/2021	Equipment Reserve Month Ending 5/31/2021	Stormwater Month Ending 5/31/2021	Special Highway Month Ending 5/31/2021	Woodside TIF/CID Month Ending 5/31/2021	Debt Service Month Ending 5/31/2021	Total All Funds Month Ending 5/31/2021
<b>Expenditures</b>								
Salary & Benefits	118,851.34	0.00	0.00	0.00	0.00	0.00	0.00	118,851.34
Employee Expenses	1,047.07	0.00	0.00	0.00	0.00	0.00	0.00	1,047.07
Professional Fees	11,485.96	0.00	0.00	0.00	0.00	0.00	0.00	11,485.96
General Operating Expenses	4,274.14	0.00	0.00	0.00	0.00	0.00	0.00	4,274.14
Utilities	34,175.19	0.00	0.00	0.00	0.00	0.00	0.00	34,175.19
Equipment and Maintenance	(2,685.39)	0.00	8,547.73	0.00	0.00	0.00	0.00	5,862.34
Street and Stormwater	(197.74)	13,930.44	0.00	963.65	0.00	0.00	0.00	14,696.35
Park and Events	307.00	0.00	0.00	0.00	0.00	0.00	0.00	307.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	10,786.71	0.00	10,786.71
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>167,257.57</b>	<b>13,930.44</b>	<b>8,547.73</b>	<b>963.65</b>	<b>0.00</b>	<b>10,786.71</b>	<b>0.00</b>	<b>201,486.10</b>

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

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

SECTION 2. That the payment of all claims and charges against the respective accounts and funds provided in the budget for the year 2021 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 10th day of June, 2021.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ATTEST: CITY CLERK



## Chief Administrative Officer/City Clerk Report

June 2021

To: Mayor and City Council

From: Leslie Herring, Chief Administrative Officer/City Clerk

Date: June 10, 2021

RE: Update on some of the key areas of focus of the Administration Department

### Current Priorities

2<sup>nd</sup> Quarter (April) through 3<sup>rd</sup> Quarter (September) 2021

- *Update the City's personnel policy*
  - The City Attorney is currently reviewing the draft policy. City staff anticipates presenting it to the Administration & Compensation Committee in late June before bringing it to the full City Council for consideration of adoption on July 8<sup>th</sup>.
- *Develop the 2022 City budget*
  - City staff and the City Treasurer have begun reviewing the budget and developing recommendations for the 2022 budget. City council committee involvement in the process is expected to occur at individual committee meetings to be scheduled between June 23 – 30. Staff anticipates presenting the budget to the City Council at its July 8<sup>th</sup> regular meeting, to allow the Council to decide whether or not to exceed the revenue neutral rate and notify the County accordingly.
- *Review and consider updates to the Comprehensive Plan and the City's zoning ordinance*
  - The Planning Commission's work on this priority was paused in February to allow the Planning Commission to focus on review of the Westwood View site plan. The Planning Commission decided at its June 7<sup>th</sup> meeting to pick this work back up at the subcommittee level in June and present status reports and recommendations to the full Planning Commission at its regular July meeting, scheduled for July 12<sup>th</sup>.
- *Create City Council handbook and review strategic planning priorities*
  - On tonight's agenda is a draft Governing Body Handbook for consideration and adoption by the City Council.
  - On tonight's agenda is the next step in embarking on this work. The proposal of BOARDynamics to conduct an individualized City Council board process to establish the Council's purpose, roles, goals, and expected behaviors would help to create the content for a future City Councilmember handbook.

- At its April 21<sup>st</sup> strategic planning meeting, the City Council discussed the draft (but not yet adopted) 2016 Governing Body Strategic Action Plan. No direction was provided relating to adoption of the document nor to the development of a modified nor alternate strategic plan; however, councilmembers expressed interest in working at the committee and staff level on some of the action items identified but not yet completed.
- *Support the development of a future facilities plan and plan for future use of City-owned/optioned property*
  - Staff will be presenting options for moving this conversation forward in the 2022 budget recommendations.
- *Facilitate Complete Streets Implementation*
  - W. 47<sup>th</sup> St./Ave. – Public engagement activities conducted by GBA/Vireo are scheduled for June 9<sup>th</sup> to gather feedback on the 2020 paint only/demonstration project and to inform residents that construction activities are planned for 2022.
  - W. 47<sup>th</sup> Pl. – The MARC PSP study consultants are working with the W. 47<sup>th</sup> St./Ave. project consultants to complement each other's work for the benefit of residents since the two projects are similar in focus, name, and engagement schedule. Stakeholder interviews are currently being conducted and a community engagement activity is being planned for late June.
  - Complete Streets Task Force – The eleven-member task force has held five of six meetings, with the last scheduled for June 16<sup>th</sup>. The task force's Complete Streets Plan, including metrics for ongoing progress evaluation, will be presented to the Westwood Planning Commission and City Council following the conclusion of the task force's work, possibly at their July meeting, respectively.

## **GovBuilt**

The cities of Westwood, Westwood Hills, and Mission Woods are wrapping-up work with GovBuilt to convert, initially, the cities' building permit process, right-of-way process, and Westwood's massage therapy license process to the GovBuilt system. User training is being conducted this week and the site is expected to go-live in early July, following beta testing in late June.

## **Building Services**

The following is a snapshot of select building permits of note issued in May:

### *Residential*

New Construction – None

Additions – None

Alterations –

- 4801 Belinder Ave. – Interior renovations

Demolition –

- 4723 Belinder Ave.

*Commercial –*

New Construction –

- 4935 Belinder Ave. – Earthwork and stormwater and utilities improvements for Westwood View Elementary School

Additions – None

Alterations –

- 4711 Rainbow Blvd. – Tenant finish for new women's retail store (Woodside Village)

Demolition – None

## COUNCIL ACTION FORM

Meeting Date: June 10, 2021

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

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Agenda Item: Consider proposal for services of BOARDynamics to provide individualized board development services to the Westwood City Council and Planning Commission.

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### Background

The City Council discussed on both April 21 and on May 13, 2021 partnering with BOARDynamics to provide individualized board development services to the City of Westwood, specifically to the City Council, Planning Commission, and Foundation.<sup>1</sup> During those conversations, the City Council expressed interest in retaining BOARDynamics for their services and directed the Mayor and staff to coordinate participation interest with the other boards, conduct a reference check, and identify funding for the scope of services.

### Staff Comments/Recommendation

Mayor Waters did discuss participation in this process with both the Westwood Foundation and the Planning Commission Vice-Chair.<sup>2</sup> At this time, the Foundation is not interested in participating in this process; however, the Planning Commission is interested. As such, the pricing has been updated from that provided in the Proposal for Services dated May 12, 2021 as follows:

- Without including the work associated with the Foundation, the discount for the City Council and Planning Board will be 15%
- Should the Foundation decide to utilize our services, the full 25% will applied to all services, as outlined in our Proposal for Services, dated May 12, 2021. Please note that there is a 60 day window for the agreement of the Foundation.

In summary, the revised pricing table is below:

SERVICE	PRICE
1. Purpose Discussion with City Council	\$1,000
2. Service <i>BOARDynamics Conversation</i> - City Council	\$7,500
<i>BOARDynamics Concurrence Index</i>	\$1,000
3. <i>BOARDynamics Conversation</i> - Planning Board	\$7,500
<i>BOARDynamics Concurrence Index</i>	\$1,000
PROPOSAL TOTAL	\$18,000
MULTI-SERVICES DISCOUNT - 15%*	(\$2,700)
TOTAL ALL SERVICES	\$15,300

\*Should the Foundation agree to utilize the services as previously outlined (*BOARDynamics Conversation* and *BOARDynamics Concurrence Index*) within 60 days of the City Council and Planning Board's agreement, the discount will increase to 25% in total (as indicated in the Proposal for Services, dated May 12). Should the Foundation agree to utilize these services 61+ days after the City Council and Planning Board Proposal for Services is signed, the pricing for the Foundation would revert to list price:

SERVICE	PRICE
1. <i>BOARDynamics Conversation</i> – Foundation Board	\$7,500
<i>BOARDynamics Concurrence Index</i> – Foundation Board	\$1,000
PROPOSAL TOTAL	\$8,500

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<sup>1</sup> See meeting packet materials from those two meetings for supporting documentation on BOARDynamics.

<sup>2</sup> At the time of the conversations, the Planning Commission Chair Rob Junk had left his post and Vice Chair Sarah Page was serving as Chair until the election of a new Chair. On June 7, 2021, the Planning Commission elected Sarah Page to serve as Chair, for a term to run until May 2022.

City staff did conduct a reference check with the Johnson County Manager's Office and received a positive reference.

**Budget Impact**

This expense is unbudgeted; however, the General Fund's 2021 General Overhead adopted budget includes cost savings from moving to a new financial system and City Treasurer in an amount sufficient to cover the cost of the proposed scope of services. That – paired with the anticipated but unbudgeted American Rescue Plan Act (ARPA) disbursements expected to arrive in July 2021 (with a second disbursement anticipated in July 2022) – will create room in the City's overall budget sufficient to engage BOARDynamics for these services.

*Suggested Motion*

*I move to accept the proposal of BOARDynamics to provide individualized board development services to the Westwood City Council and Planning Commission and to approve the Mayor to execute the Proposal for Services in an amount not to exceed \$15,300.*





# PROPOSAL FOR SERVICES

**Prepared for The City of Westwood, Kansas**

**David Waters, Mayor, and City Council**

**May 12, 2021**

## OVERVIEW

BOARDynamics is pleased to submit this Proposal for Services to support the City of Westwood in providing deliberate and continuous professional development to its City Council, Planning Board and Foundation Board. We have developed a unique and specific plan that will provide coaching and a customized experience.

## OBSERVATIONS

- The City Council has 2 new members and a new Mayor.
- Covid has caused a pause in planning and orientation of new Council members.
- Two of three City Department heads are new.
- The Planning Board has a new chair and 2 new members. Some of the experienced members will be leaving shortly. Additionally, there is a need for continuing education for the board, particularly around legal requirements.
- The Westwood Foundation currently has 6 current board members with seats remaining unfilled. The current Foundation Board members have extensive experience. Opportunity exists for the board to review their practices and engage in professional learning, especially around fiduciary requirements. There is an additional need to ensure that the goals of the Foundation are in concert with the strategic plan for the city.
- With the SMSD decision to rebuild Westwood View Elementary School, strategic planning is needed for the city.
- Westwood's form of government has not changed since its inception. The amount of operational involvement by council members and mayor is greater than other cities.
- The identification of candidates for positions on the Planning Board and Foundation Board is perceived as random.

## OBJECTIVES

- The City Council will determine its purpose, as well as identify the purpose of the Planning Board and the Foundation Board
- The Planning Board and Foundation Board will have a clear understanding of their respective purposes and their relationship to the city
- The City will be prepared to begin strategic planning
- Existing, prospective, and new City Council, Planning Board and Foundation Board members will have a clear understanding of expected roles, goals, and behaviors
- Vacancies on the Planning and Foundation Boards will be filled based on the Strategic Plan objectives

## SUGGESTED SEQUENCE

1. City Council determines the purpose of the City Council, Planning Board and Foundation Board with the assistance of *BOARDynamics*
2. City Council, Planning Board and Foundation Board participate in separate ***BOARDynamics Conversations*** agreeing on roles, goals, and behaviors
3. Strategic Planning at city level
4. City Council and Mayor assess the needed expertise on Planning Board and Foundation Board, based on the new Westwood Strategic Plan

## PROPOSAL

1. **Purpose Discussion** – *BOARDynamics* will assist the council members in establishing the purpose for the Council, as well as the Planning Board and Foundation Board.
2. **BOARDynamics Conversation – City Council**
  - *BOARDynamics* will identify City Council needs with the Mayor and city leadership
  - *BOARDynamics* will survey all City Council members to gain their perception of roles, goals, and behaviors
  - *BOARDynamics* will lead a customized retreat with entire council to identify impacts and improvement strategies
  - *BOARDynamics* will provide a customized ***BOARDynamics Concurrence Index\****
  - Post-***BOARDynamics Conversation***, *BOARDynamics* will provide documentation outlining results of survey, decisions made and action plans
3. **BOARDynamics Conversation – Planning Board**
  - *BOARDynamics* will identify board needs with the Mayor, city leadership and Planning Board Leadership
  - *BOARDynamics* will survey all Planning Board members to gain their perception of roles, goals, and behaviors
  - *BOARDynamics* will lead a customized retreat with entire board to identify impacts and improvement strategies
  - *BOARDynamics* will provide a customized ***BOARDynamics Concurrence Index\****
  - Post-***BOARDynamics Conversation***, *BOARDynamics* will provide documentation outlining results of survey, decisions made and action plans

4. **BOARDynamics Conversation - Foundation Board**

- BOARDynamics will identify board needs with the Mayor, city leadership and Foundation Board Leadership
- BOARDynamics will survey all Foundation Board members to gain their perception of roles, goals, and behaviors
- BOARDynamics will lead a customized retreat with entire board to identify impacts and improvement strategies
- BOARDynamics will provide a customized ***BOARDynamics Concurrence Index\****
- Post-***BOARDynamics Conversation***, BOARDynamics will provide documentation outlining results of survey, decisions made and action plans

\* The ***BOARDynamics Concurrence Index*** is a measure of a board's unity and agreement in relation to its purpose, roles, goals, and behaviors. It measures processes that the board uses (Structural) in governance, and board members' perceptions, understanding and adherence to the specified board purpose, roles, goals, and behaviors (Behavioral).

5. **Strategic Planning** - BOARDynamics would be pleased to provide a separate proposal to lead the city's strategic planning efforts after further discussion. STRATEGIC PLANNING IS NOT INCLUDED IN THE CURRENT PROPOSAL FOR SERVICES but is suggested and available to upon request.

6. **Planning Board and Foundation board member needs assessment** - BOARDynamics can lead the mayor and council in development of a matrix of current board member capabilities and cross reference those abilities to the future needs of the respective boards based on the completion of the Strategic Plan. This will assist in focused board member recruitment. BOARD MEMBER NEEDS ASSESSMENT IS NOT INCLUDED IN THE CURRENT PROPOSAL FOR SERVICES but is suggested and available to upon request.



## PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 45 days from the date of this proposal:

SERVICE	PRICE
1. Purpose Discussion with City Council	\$1,000
2. Service BOARDynamics Conversation - City Council	\$7,500
BOARDynamics Concurrence Index	\$1,000
3. BOARDynamics Conversation - Planning Board	\$7,500
BOARDynamics Concurrence Index	\$1,000
4. BOARDynamics Conversation – Foundation Board	\$7,500
BOARDynamics Concurrence Index – Foundation Board	\$1,000
PROPOSAL TOTAL	\$26,500
MULTI-SERVICES DISCOUNT - 25%*	(\$6,625)
<b>TOTAL ALL SERVICES</b>	<b>\$19,875</b>

\*Discount based on acceptance of total proposal



## CONCLUSION

We believe that it is vital to determine purpose, roles, goals and behaviors for the Westwood City Council, Planning Board and Foundation Board before beginning your strategic planning effort. This proposal does not include a proposal for your new Strategic Plan nor Board Member Needs assessment but is suggested as part of your overall plan, as we have questions regarding your needs, methodology and timing requirements. We would be happy to provide a separate Proposal for Services for these items at a later date.

We look forward to working with the City of Westwood and supporting your efforts to embrace continued professional development. We are confident that we can collaborate and help you meet the challenges ahead. We stand ready to partner with you in delivering an effective and supportive continuous learning model by providing a customized framework that will assist you in maximizing your success.

Should you have any questions about this proposal, please contact either Deb Zila at 913-229-4554 or Mike Seitz at 913-735-4039.

We appreciate your consideration and look forward to a successful partnership.

Agreed to in whole,

**City of Westwood**

***BOARDynamics***

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Every board needs a trusted coach. Who is yours?**

## **COUNCIL ACTION FORM**

Meeting Date: June 10, 2021

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

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Agenda Item: Consider Resolution No. 93-2021 adopting a Governing Body Handbook

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### **Background / Description of Item**

Incoming City Councilmembers benefit from an introduction to the role of elected officials in a local government as well as an overview of municipal operations, organizational structure, and service delivery. The League of Kansas Municipalities produces and regularly updates a general Governing Body Handbook that is available to all incoming elected officials in Kansas; however, some cities desire to create a jurisdiction-specific resource to provide to local elected officials that familiarizes those newly sworn-in with hyper-localized processes, procedures, and relevant information. To aid in the onboarding of new City Councilmembers and Mayors in Westwood, City staff was asked to draft a document for this purpose.

### **Staff Comments/Recommendation**

By adoption of Resolution 93-2021, the Westwood City Council will formally accept the drafted Governing Body Handbook. The draft presented for adoption incorporates input from the City Council and City staff and has been reviewed by the City Attorney. It is intended to complement the League of Kansas Municipalities' Governing Body Handbook. City staff is also developing an onboarding checklist to be deployed in conjunction with the Westwood Governing Body Handbook, which creation has been informed by the June 2<sup>nd</sup> City Councilmember orientation performed for the benefit of the City's most recently elected/appointed Councilmembers.

### ***Suggested Motion***

*I move the City Council adopt Resolution No. 93-2021 adopting a Governing Body Handbook for the City of Westwood.*

**CITY OF WESTWOOD, KANSAS  
RESOLUTION NO. 93-2021**

**A RESOLUTION OF THE CITY OF WESTWOOD, KANSAS, ADOPTING A GOVERNING BODY HANDBOOK.**

**WHEREAS**, the City of Westwood desires to adopt a Governing Body Handbook for reference by Westwood elected officials in carrying out the duties of their offices;

**WHEREAS**, the provisions in this handbook aim to familiarize new elected officials with City processes, government structure and services, and the roles and responsibilities of City officials and staff; and

**WHEREAS**, this handbook is intended to be reviewed and updated from time to time by the City Council to ensure its continued benefit to the Mayor and members of the City Council.

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

**SECTION 1.** The City Council does hereby adopt a Governing Body Handbook attached hereto as Exhibit A and incorporated herein by reference in its entirety.

**SECTION 2.** The administrative officers of the City shall develop such further onboarding and orientation procedures and take such actions to implement this Resolution as may be reasonably necessary.

**SECTION 3.** The Resolution shall take effect upon its approval by the City Council.

**ADOPTED by the Governing Body of the City of Westwood, Kansas, this 10<sup>th</sup> day of June, 2021.**

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David E. Waters, Mayor

ATTEST:

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Leslie Herring, City Clerk

APPROVED AS TO FORM AND LEGALITY

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Ryan B. Denk, City Attorney





**WESTWOOD**

# **GOVERNING BODY HANDBOOK**

Adopted by the Governing Body  
June \_\_, 2021

## **Introduction**

This manual is designed for the Governing Body and is particularly helpful for newly-elected or appointed Council members. It contains information about the structure of our City government and the role of the elected officials in that structure. The primary focus centers on the Council meeting, which is where the formal role of the Council member is exercised. Use this manual to learn how to perform your role as a member of the City's Governing Body.

This manual is to be used as a complement to the most recent version of the *Governing Body Handbook*, published by the League of Kansas Municipalities (LKM). General information regarding Kansas Law and other topics is contained in the League publication, although because the League serves more than 600 member cities having several different forms of governance, this Westwood-specific document is tailored to Westwood officials. If your questions cannot be found in this publication, contact the Mayor who will get your question answered.

Being an effective leader and member of a group of elected officials is not something which magically happens just because you are elected or appointed to office. Leadership and team skills must be learned. You will need to listen to the residents of the City and then work effectively with the rest of the Governing Body to achieve the goals for the entire City.

## **Getting Started**

### **So Now You're a Council Member**

By their action at the polls, the people of your community have given you a vote of confidence and expressed faith in your ability to act in their best interest. As a newly elected or appointed member of the City Council, you may feel you still have a lot to learn about providing leadership and governing. But don't take yourself or the business of government so seriously that you don't enjoy it. It can and should be as fun as well as rewarding experience.

### **Your First Days on the Job**

In December, newly elected officials are sworn in following the general election in November and receipt by the City Clerk of the Certificate of Canvass from the Johnson County Board of Commissioners. City Council meetings are normally held on the second Thursday of each month at 7:00 p.m. at City Hall, and special meetings and work sessions are held as necessary or appropriate.

New Council members may be overwhelmed at first by all they need to learn and the amount of time involved. Others are surprised to discover there are limits on their role in making decisions and setting policy.

## Getting Oriented

The first thing to do is attend the orientation sessions provided by City staff. During the sessions, the department managers will brief you on core services and current projects and provide a broad overview of the functions of the City. During this time the following topics will be covered and tours of key City facilities and introductions to key City staff will be provided:

- City access – electronic communications and building access and guidelines
- Civics refresher – how the City fits into the different levels and layers of government
- Westwood’s form of government and general operations overview – how we do what we do
- City budget – the budget process and its role ([the current City budget and past financial audits are available on the City’s website](#))
- City Code – the [City’s municipal code \(linked here\)](#), [zoning regulations \(linked here\)](#), [comprehensive plan \(linked here\)](#) and the role of staff and the Planning Commission in this area
- Prevailing law overview – review key elements of the [Kansas Open Meetings Act \(KOMA\)](#) and [Kansas Open Records Act \(KORA\)](#)
- Training and Resource Opportunities – LKM Governing Body Handbook and course offerings; National Incident Management System (NIMS)/emergency management training; Mid-America Regional Council (MARC) committees, and many more

Take these opportunities to learn all you can about the City organization, its history, operations and financing. Take time to visit with the Mayor and other Council members to gain an insight into their perspectives and experience.

## Review Key Documents

During the week of Council meetings (usually Tuesday), you will receive an agenda packet to read prior to the meeting. Don’t be afraid to ask questions; you are not expected to know all the answers immediately. Find out about anything you need to know for a better understanding of City operations and issues facing the community. The information will come fast and furious, so don’t worry about needing to go back to get clarification or a more in-depth explanation on any agenda items prior to the meeting.

## Legal Restrictions

Keep in mind that our City’s ordinances, as codified in our municipal code book, as well as other legally adopted regulations, such as the traffic code and zoning regulations, must be followed until the Governing Body takes action to amend them. If you are unsure of your responsibilities or authority in certain areas, seek clarification from the Mayor or City Attorney.

## Value and Respect Your Staff

Recognize that the City has an experienced and professional staff and that these individuals are a valuable resource – treat them with respect and don't take them for granted.

Much of the staff have served the community for many years and have a valuable historical perspective which can help fill in the gaps for a new Council member.

## Take it Slowly

All elected officials come to their roles with priorities or initiatives they would like to see developed. That is good! However, balance that with humility, and resist the urge to forcefully push for drastic changes before you know how everything works. Many of the City's policies have evolved over years through trial and error. While some things may appear to need an overhaul, it pays to watch for a while before trying to change things. Don't seek change simply to do things differently! Give yourself some time to learn the fundamentals.

## Public and Private Sector Differences

A word of caution...You may have run for office with the pledge to "run the City like a business." While there are similarities, there are some important differences between the public and private sectors that will become apparent as you get used to your new role. Here are just a few of those differences:

- **Most of your work will be done in the public eye.** Consequently, things move more slowly and take more time. The majority of deliberations of the Governing Body are done in public meetings, and most records are available to the public.
- **City programs and facilities don't pay for themselves.** We don't charge fees to cover all costs for programs and services. Most programs and services are offered as part of the quality of life of the community, which is why they are supported by tax dollars. Also, you want all members of the community to be able to participate and use the facilities, not just the wealthiest. The City has an obligation to all of its residents, regardless of their socio-economic level, to provide a high quality of life.
- **The City is not a "for profit" organization.** Taxes are levied in an amount adequate to provide for the needs of the community, not to make a profit.
- **You can operate the City in a "business like" manner, but not like a business.** Not all normal business principles apply to a municipality. We are governed by many state and federal laws which businesses are not required to follow.

- **City projects and contracting often must go through a public bidding or proposal process.** This takes time and sometimes costs more. The benefits are enhanced trust in the ethics of city officials and cost-savings in the long run.

## General Information

- **Meetings.** The City Council meets the 2<sup>nd</sup> Thursday of each month at 7:00 p.m., although some meeting dates are changed due to conflicts with holidays or other special events. Additional meetings include workshops on important or complex matters, or special meetings needed to take action on time-sensitive items. Special meetings can be called by either a department manager or Council member by contacting the Mayor to coordinate the agenda and timing for the meeting.
- **Pay.** City Council members receive a stipend of \$250/month for their service, established by City ordinance in Section 1-210 of the Westwood City Code. Because the Mayor's position includes more duties than the Council, a stipend of \$700/month is provided.
- **Terms and Geographic Representation.** The City of Westwood elects Council members and the Mayor at-large, meaning that the Council members and Mayor represent all areas of the City's established boundaries. Seats are filled using staggered four-year terms. Every two years, a City election is held, with three (3) Council seats being elected on one cycle and the other two (2) Council seats and the Mayor being elected on the other cycle. Council members and the Mayor serve four (4) year terms. Westwood elections are non-partisan, meaning candidates do not (and should not) represent any particular political party's platform.

## Form of Government

### Form of Government in Westwood

Westwood operates under the Mayor-Council form of government, where the mayor is the chief administrative official, having the superintending control of all officers, including staff, and affairs of the City; and the Council has the authority to designate whether the administration of a policy or the carrying out of any order shall be performed by a committee, an appointive officer, or the mayor. If no administrative authority is designated it shall be vested in the mayor.

### Home Rule

All cities in Kansas have *home rule* powers, the ability to govern themselves without direct involvement from the state. Home rule powers are conferred directly by the Kansas Constitution on all classes of cities. Cities exercise their home rule powers through passage of an ordinary ordinance or a charter ordinance.

Home rule power is not absolute. Cities must comply with state laws that apply uniformly to all cities and must conform to applicable federal laws and to the U.S. Constitution and the Kansas Constitution. In exercising home rule powers, cities may generally legislate on any subject other than those reserved to the exclusive jurisdiction of the legislature by the Home Rule Amendment itself, or where an ordinance would conflict with uniform superior state or federal laws.

### **City Classification**

Cities in Kansas are designated by class based on the size of their population. Westwood is a City of the Third Class.

### **Additional Related Information**

Additional information can be found in Chapter 1 of the *Governing Body Handbook*, published by the League of Kansas Municipalities, a copy of which is available at City Hall.

## **Role of Council Members**

The principal job of the City Council is to oversee the operations of the City. The Council performs this function by:

- Enacting ordinances, resolutions and policies;
- Establishing City fees;
- Approving the appointment of officers including the City Clerk, Police Chief, Treasurer, City Attorney, Municipal Judge, and others as specified by City Ordinance in Chapter 1 Article 3 of the Westwood City Code;
- Approving the appointment of members of the Planning Commission, the Westwood Foundation, and vacant Council seats;
- Directing the work of City staff and providing administrative oversight of the City's department managers;
- Reviewing and approving the annual budget, setting the tax rate and approving the financing of City operations; and
- Authorizing contracts to be executed on behalf of the City.

Council members must work together to provide policy decisions that benefit the community as a whole and provide quality service to all of the City's residents. Once the Council makes a decision, it becomes the entire Council's decision. If you are asked about the issue and do not wish to defend it, simply explain why the Council made the decision it did.

### **Adopting Policy**

The Council does not make policy in a vacuum. The Council relies on input and ideas from many sources, including staff, advisory boards, residents, groups and others. It is the Council's

responsibility to consider the merits of each idea and then approve, modify or reject it. In doing so, Council members analyze community needs, program alternatives and available resources. The decision often takes the form of an ordinance or resolution, although it may be in the form of a simple motion.

### **Responding to Resident Complaints**

Residents often contact a Council member when they have a problem. You may also be approached by a resident, colleague, or even a friend about City operations, issues or service problems. Many times they approach you because they aren't aware that contacting City staff directly is appropriate. Help them understand this by acknowledging and redirecting them. You may say: "Yes, I can see that upset you. I apologize you had that experience. Have you shared this with the Mayor or department manager?" or "I don't have an answer for you right now, but let me look into it and get back with you."

If you personally take on the resident's request, contact the department manager who will direct the request to the appropriate staff person for resolution.

### **Relationship with the City Attorney**

The City Attorney's job is to provide legal advice and counsel to the City, which includes advising the entire Governing Body, staff, and boards and commissions. If you have been contacted by someone to appear as a witness in your capacity as a Council member or been served a legal notice in your capacity as a Council member, immediately contact the City Attorney.

It is best to ask your questions of the Mayor or department manager, who can answer most of them. If advice from the City Attorney is needed, that should be directed either through the Mayor or the responsible department manager. The City Attorney cannot provide legal advice on an individual basis, and any legal advice is for the entire City Council. Remember, the attorney's time is a City resource, so use it wisely.

### **Personnel Management**

The Governing Body approves the City's compensation plan and personnel policies. It also approves the appointment of certain city officials/staff, as specified by City Ordinance in Chapter 1 Article 3 of the Westwood City Code. All other personnel actions, unless specifically defined in the personnel policy, are the duty and responsibility of each department manager, under the oversight of their respective City Council Committee, who is responsible for the hiring, discipline, promotion, demotion and firing of City employees within their respective departments.

## **Roles of the Mayor, Council President & Committees**

### **Mayor**

The Mayor presides over City Council meetings, serves as spokesperson for the community, facilitates communication and understanding between elected officials, assists the City Council in setting goals and policies, serves as an ambassador and defender of the community, nominates persons to serve on boards and committees, and then appoints them after Council approval. The Mayor also makes proclamations and serves as a key representative in intergovernmental relations, including participation in intergovernmental or regional partnerships.

On ordinary ordinances and other matters, the Mayor votes only when the Council is evenly divided. The Mayor has the power to veto ordinary ordinances unless the Mayor has cast the deciding vote. The Mayor has signature authority only when so designated by the Council. Staff prepares documents for signature at City Hall.

### **Council President**

The Council President is a serving Council member elected by the members of the City Council to serve in the temporary absence of the Mayor. The Council President presides at all Council meetings when the Mayor is absent and performs the ceremonial duties of the Mayor during the Mayor's absence. When occupying the place of the Mayor, the Council President has the same privileges as other Council members and shall exercise no veto.

When a vacancy occurs in the office of Mayor, the Council President shall succeed to the office until the next regular mayoral election.

### **Council Committees**

The Westwood City Code provides for standing Council Committees. These Committees consist of two (2) members, with one member being the Chair and the other member being the vice-chair. The Committees are:

- Public Works;
- Public Safety;
- Parks and Recreation;
- Administration/Compensation;
- Neighborhood/Community and Business Affairs.

The Chair of each Committee determines the frequency and format of meetings and generally works with the Mayor and City staff to review and provide direction on topics that may or may not result in formal Council action at a regular City Council meeting. Typically, no binding action



is taken at Committee meetings, but Committees can recommend to the City Council action on topics that they have already reviewed. Committees can also provide direction to City staff to take action on topics already provided for by the adopted City budget or which the full City Council has provided general guidance on but on which the Committee is providing more detailed direction.

## **Council Meetings**

The Council meeting is the place to get the critical job of decision-making accomplished. A smoothly managed and productive Council meeting does not necessarily guarantee good results, but it certainly helps.

The Mayor's role is to chair the meeting. As the moderator, the Mayor helps facilitate the meeting while allowing full Council participation, maintains order and decorum, and sees that all motions are properly dealt with as they arise.

### **Agendas**

The agenda is developed by the Mayor and department managers and disseminated to the Governing Body and the public before the meeting. The staff prepares a read-ahead packet of information that is normally posted on the City's website.

The read-ahead packet contains the agenda and supporting material for each agenda item. Every item is accompanied by a staff report which gives most if not all of the information in advance of the staff presentation at the meeting. If an item on the agenda is a large size or volume, such as a contract or plat document, the necessary information will be summarized in the agenda packet, and the actual document will be available for review in the City Clerk's office and at the meeting itself. Oftentimes, large documents are posted on the agenda webpage.

The Mayor or Council members can change the order of business or add/delete items the night of the meeting by majority acceptance from the Council at the beginning of the meeting.

### **Executive Sessions**

Closed sessions are authorized by the Kansas Open Meetings Act (KOMA) after a formal motion has been made, seconded and carried to recess into executive session. Executive sessions may occur at any point during the meeting. No formal action of the City Council can be taken during an executive session.

The most common topics that can be discussed in executive session are:

- Personnel matters of non-elected personnel;
- Consultation with attorney on matters deemed to be of attorney-client privilege;
- Data relating to financial affairs or trade secrets of second parties;

- Preliminary discussions about acquisition of real estate; or
- Discussions concerning security matters.

The content and discourse of executive sessions are not to be told to anyone nor discussed outside the session, even with other Council members. Any official who knowingly violates KOMA is liable for payment of a civil penalty of up to \$500 if the action is brought by the Kansas Attorney General or the Johnson County District Attorney and may be sanctioned by the Governing Body. For more detailed information on KOMA, refer to the League's *Governing Body Handbook*.

## **Public Participation at Council Meetings**

The public evaluates the performance of its elected officials to a great extent by what happens at meetings. Many residents form their total opinions of the City government on the basis of having attended just one Council meeting. This is the time to impress the public favorably and show them that the Council is capable of doing its job.

### **Public Comments at Council Meetings**

The "Public Forum" period is a time slot set aside on the agenda for people to address the Council on any subject relevant to the City government, its policies, operations, or services. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the City budget.

Anyone wishing to address the Governing Body must speak from the podium (unless accommodations are needed due to disabilities, or if other arrangements are authorized) and introduce themselves. Comments may be limited in length.

While providing an opportunity to speak on any topic of concern, the Mayor is responsible for maintaining order and decorum and will not allow the speaker to make personal attacks or inflammatory comments. In many cases, the speaker will be directed to meet with staff to resolve the issue or get questions answered. If the speaker has documents they wish to share with the Governing Body that support their comments, they must also provide a copy to the City Clerk.

Other than asking a question to clarify a statement, members should refrain from entering into a dialogue with the speaker. This time on the agenda is not intended for a discussion between the Governing Body and the speaker and should not be used for that purpose. Also, if speakers engage in personal attacks on any member of the Governing Body or staff, it may be necessary for the Mayor to cut them off. Council members are expected to be polite to people appearing before them, but there is no requirement that they subject themselves to intimidation by rude speakers.

## Comments on Agenda Items during the Meeting

The City Council meeting is designed for the Governing Body to discuss and make decisions on the various issues on the agenda. Other than asking for clarification, discussion should be limited to members of the Governing Body. At no time will members of the audience be allowed to enter into the discussion from their seats in the audience. If recognized by the Mayor, they may be allowed to speak at the podium during the discussion if the Mayor believes their comments are germane to the topic and necessary or helpful for the Governing Body to continue its discussion or make a decision. Each speaker should only speak once unless clarification is requested by the Mayor.

If a planning item is on the agenda which had a public hearing as part of the process with the Planning Commission, the Mayor will not normally ask for public comment, as they had their opportunity to do so at the public hearing with the Planning Commission. The Governing Body will have minutes of that public hearing so they can take those comments into consideration during their deliberation. *Comments are not normally allowed on an item due to the possibility of new information being presented outside the official public hearing which could open the door to potential litigation.*

## Public Hearings

When an item requires a public hearing, by statute, the Mayor will open the public hearing and facilitate the hearing. Public comments can be made in a similar manner as the Public Comments agenda item. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the Council to keep the meeting moving. Public hearings are held to gather data and opinions from those affected to facilitate decision making.

Public hearings also afford the public due process prior to key decisions by the Council (and boards and commissions). Due process requires that public hearings be fair, open, and impartial. Ex parte communications are communications received outside of the formal public hearing. To protect the due process rights of all, it is important that ex parte communications be disclosed and made a part of the record at the public hearing. Prejudgment of an issue is a denial of due process. It is essential that members of the Governing Body retain an open mind and a willingness to listen to all the evidence and make their ultimate decision as a result of the public hearing even if they have received information prior to the public hearing.

## Meeting Tips

### Meeting Savvy

Consider these pieces of advice when preparing for a meeting:

- **Read the material you have been given for the meeting.** This will give you a good understanding of the issues and allow you to intelligently consider and discuss the issue.

- **Don't try to please everyone.** This simply does not work and makes you look weak and indecisive.
- **Don't waste quality meeting time dealing with routine questions or complaints** that can be resolved by staff outside the meeting.
- **Alert the Mayor and the appropriate department manager before the meeting if you intend to bring up an important issue.** This simple courtesy will help staff prepare background information and avoid embarrassment.
- **If you disagree with a significant statement or proposal made by a colleague or staff member at a meeting, express the disagreement, in a respectful manner.** Silence may be interpreted by staff as agreement, and they may take action based on that assumption.
- **Practice civility and decorum in discussion and debate.** Avoid personal comments that could offend other Council members, the Mayor, staff or the audience.
- **Honor the role of the Chair.** Council members should honor the role of the Chair to focus discussion on agenda items and ensure the meeting moves along in a reasonable manner. If there is disagreement about the agenda or Chair's actions, those actions should be voiced politely and with reason.

### **How to Aid Discussion by Asking the Right Questions**

Questions are one of the most important tools you can use to obtain information, focus the group and facilitate decision making. Here are some samples:

#### **Asking of Colleagues**

- What do you think about this item?
- What do you think the proposed action will accomplish?
- Would you please elaborate on your position?
- What results are we looking for?
- How does this fit into our priorities?

#### **Asking Staff**

- What other alternatives did you consider?
- What are we trying to accomplish with this?
- What are the benefits and drawbacks?
- Will you please explain the process?

### **Asking of the Public**

- How will this proposal affect you?
- What are your concerns?
- What other ways can you suggest for solving the problem?

## **Preventing and Resolving Conflicts**

It is essential for Council members to understand their role and how it relates to the roles of the Mayor, staff, and other Council members. Many conflicts in City governments are the result of confusion as to these roles and the consequent overstepping of the boundaries between the respective roles.

### **Checklist for Monitoring Conduct**

- ☐ Will my decision/statement/action violate the trust, rights or good will of others?
- ☐ What are the motives and spirit behind my actions?
- ☐ If I have to justify my conduct in public tomorrow, will I do so with pride?
- ☐ How would my conduct be evaluated by people whose integrity and character I respect?
- ☐ Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Is it just and morally right?
- ☐ Does my conduct give others a reason to trust me?
- ☐ Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear where I stand?
- ☐ Can I take legitimate pride in the way I conduct myself and the example I set?
- ☐ Do I listen and try to understand the views of others?
- ☐ Do I question different points of view in a constructive manner?
- ☐ Do I work to resolve differences and come to mutual agreement?
- ☐ Do I support others and show respect for their ideas?
- ☐ Will my conduct cause public embarrassment to someone else?

## **Media Relations**

The media is the conduit through which most City business and goings-on reach the public. As such, the news media and social media activity highly influence how the public perceives you and your actions. Elected officials who understand the important role of the media in building public trust and who take a proactive approach to local reporters can go a long way to build positive relationships. These relationships, in turn, are more likely to result in fair, accurate coverage.

### **Everyone Has a Role in Media Relations**

The Mayor will act as a spokesperson in most circumstances. Occasionally, the Mayor or the appropriate key staff will perform an interview. Nonetheless, every elected official should be

prepared to be approached by the media and be asked about questions surfacing on social media sites.

### **Tips for Social Media**

1. Before posting, consider how your post might be perceived. Are you the best person to relay the information? Was your knowledge of the subject learned in executive session or a private meeting with City staff? If so, can you keep that information separate from information that should be shared with the public?
2. Sometimes identifying yourself as a Council member will result in complaints or questions about other topics being directed to you. Refer people to the appropriate City office for assistance (if you don't know, just advise them to call City Hall) or ask the Mayor for assistance in developing your response.
3. Engaging on social media can result in excessive back and forth, especially on complex topics. Consider suggesting a phone call or meeting to explain an issue and listen to concerns.
4. When you see a post to which you believe the City should contribute, email or call the department manager for assistance.
5. Consider using a disclaimer on your personal site such as "The posts on this site are my own and do not necessarily reflect the views of the City of Westwood."
6. Remember that social media posts and discussion could result in violations of KOMA.

### **Tips to a Great Interview:**

- Tell the truth.
- Be courteous and don't play favorites.
- Nothing is "off the record." Ever!
- Always assume that a microphone is live.
- Don't rely on, "No Comment." Try to say something, even if it's: "I'm sorry, but I cannot comment on pending legal matters."
- Never say anything you wouldn't want printed or broadcasted.
- Listen carefully to the reporter's questions. Pause...think...ask for more time if you need it.
- Don't repeat a reporter's negative question in your answer. Reframe the issue accurately.
- Do not speculate. Respond only to the question you've been asked. Avoid giving well-intentioned but inaccurate information.
- Get to know your reporters. Read their columns regularly. If you see a particularly good article, give the reporter a sincere and timely compliment. Mention the article by name or topic.
- If giving a telephone interview, go to a quiet room without distractions. When a question is asked, take a moment to collect your thoughts before responding.
- Use the "Five C's to Interview Success." Speak with conviction in a conversational manner while retaining your composure. Be confident and colorful.

- During times of crisis, citizens need to hear a calm, reassuring and well-prepared message. Do not speculate or guess about the situation. Give facts.

## Planning Ahead

An interview with the reporter will go better with some simple advanced planning. Ask what the topic and angle of the story is to be. You don't have to give an interview right away; you can ask for time to prepare. Also...

- Soundbites. Develop a short list of your main talking points, and put them into "soundbites" of 7 to 12 seconds each and repeat these key points several times during the interview. This will help the reporter hone in on the message and more easily format the interview for publication.
- Tough questions. Be prepared for difficult questions. Think, "If I were the reporter, what would I ask?" Then, instead of responding to a negative question, be prepared to turn the question to make the point you wish.
- Body language. Be aware of how body language can send a different message from the one intended. Practice appearing open and relaxed whenever you speak with a reporter. Look at yourself in the mirror. Are you rocking (on your feet or in a chair!), fiddling with jewelry or jingling coins in your pocket? All are distracting and make you appear unprofessional. Crossed arms may be interpreted as a defensive sign. Instead, assume the "soldier stance" with arms at your sides and feet slightly apart; relax and gesture naturally.
- What Not To Wear. When appearing on camera, put thought into your wardrobe. Dress conservatively, no stripes or busy designs. Do not wear white next to the skin; it washes you out. Wear colors that complement your skin tone, hair color, and personality. Solid-colored saturated blues and greens are best.
- Practice. Practicing in advance with someone close to you can put you at ease.

**COUNCIL ACTION FORM**

Meeting Date: June 10, 2021

Staff Contact: Leslie Herring, CAO/City Clerk

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Agenda Item: Cereal Malt Beverage License – Walmart Stores, Inc. - 4701 Mission Road.

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**Background / Description of Item**

Chapter 3, Article 2 of the Westwood City Code establishes the standards and processes for the retail sales of cereal malt beverages. An annual license is issued each calendar year to each retail location in Westwood that sells cereal malt beverages.

Walmart Stores, Inc has applied to renew its Cereal Malt Beverage License for the Neighborhood Market Store location at 4701 Mission Road in Westwood. The current Cereal Malt Beverage license for the store expires on July 31, 2021.

The Westwood Public Safety staff has performed the required background and reference check on the application and the listed contacts. No issues were identified. This subject property does comply with the location restrictions per Section 3-206 of the city code.

**Staff Recommendation**

Staff recommends Council approve the Cereal Malt Beverage License for Walmart Stores, Inc. at 4701 Mission Road for August 1, 2021 to July 31, 2022.

***Suggested Motion***

*I move to approve the Cereal Malt Beverage License for Walmart Stores, Inc. at 4701 Mission Road for August 1, 2021 to July 31, 2022.*



WESTWOOD					
May 2021					
ACTIVITIES / OFFENSE	THIS MONTH	21-YTD	20-YTD	21-Avg	CHANGE
<i>PART I CRIMES</i>					
MURDER					No Change
RAPE					No Change
ROBBERY		2		0.40	2
<b>BURGLARY</b>					
BUSINESS		1	1	0.20	No Change
RESIDENTIAL		1	2	0.20	-1
VEHICLE	1	5	5	1.00	No Change
MOTOR VEH THEFT		2	2	0.40	No Change
LARCENY / THEFT	2	7	11	1.40	-4
ASSAULT / BATTERY			3		-3
<b>ARRESTS</b>					
FELONY		1		0.20	1
MISDEMEANOR					No Change
TRAFFIC	1	2	2	0.40	No Change
DRUG	2	9		1.80	9
DUI		1	1	0.20	No Change
WARRANTS	2	30	12	6.00	18
CONFINED			5		-5
<b>SUMMONS</b>					
HAZARD	24	90	239	18.00	-149
NON-HAZARD	86	310	597	62.00	-287
DUI		1	1	0.20	No Change
ORD. VIOLATION	3	61	2	12.20	59
<b>ACCIDENTS</b>					
NON-INJURY	1	7	7	1.40	No Change
INJURY		1	3	0.20	-2
PRIVATE PROPERTY	1	4		0.80	4
ADMIN.DUTIES-PD	57	113	81	22.60	32
ADMIN.DUTIES - CITY	1	9		1.80	9
ALARM	6	41	15	8.20	26
ANIMAL	1	22	5	4.40	17
ASSIST - POLICE	6	34	13	6.80	21
ASSIST - PUB MOTOR	18	71	26	14.20	45
BLD. CHECK-SHAKE	1	24	5	4.80	19
BLD. CHECK-PATROL	1505	6962	5560	1392.40	1402
BUSINESS CHECK	361	1725	126	345.00	1599
CIVIL MATTER	20	21	2	4.20	19
EXTRA PATROL HAZARD					No Change
EXTRA PATROL NON HAZ					No Change
EXTRA PATROL DUI					No Change
EXTRA PATROL ORD.					No Change

# WESTWOOD

May 2021

ACTIVITIES / OFFENSE	THIS MONTH	21-YTD	20-YTD	21-Avg	CHANGE
CRIMINAL DAMAGE	2	3	3	0.60	No Change
DISTURBANCE	6	10	5	2.00	5
DISORDERLY CONDUCT					No Change
FIELD INTERVIEW FORM					No Change
FIRE	1	6	3	1.20	3
FOLLOW UP	7	38		7.60	38
INFO / INVEST	9	50	19	10.00	31
JUVENILE		4	1	0.80	3
<b>MENTAL HEALTH</b>					
SUICIDE					No Change
ATT SUICIDE					No Change
INVOLUNTARY COMMITMENT					No Change
ALL OTHER MENTAL HEALTH	3	5		1	5
MEDICAL CALL	13	81	24	16.2	57
NATURE UNKNOWN			1		-1
NOISE COMPLAINT		4	3	0.80	1
OPEN DOOR	1	6	17	1.20	-11
ORD. COMPLAINT	1	6		1.20	6
ORD. VIOL WARNING					No Change
ORD. VIOL LETTER					No Change
OTHER		3		0.60	3
PED. CHECK		3		0.60	3
PUBLIC SERVICE	24	106	48	21.20	58
RECOVERED PROP	1	3		0.60	3
RESIDENCE CHECK	66	201	113		88
SUSPICIOUS SUBJECT	7	27	11	5.40	16
VEH CHECK OCCUPIED	3	9	5	1.80	4
VEH CHECK UNOCCUPIED	1	50	17	10.00	33
TELE. CALL HARASS					No Change
TELE. CALL THREAT		2		0.40	2
TRAFFIC COMPLAINT	3	13	4	2.60	9
TRAFFIC WARNING	28	7	89	1.40	-82
UNATTENDED DEATH		3		0.60	3

Total Activity

2129

Last Year - YTD Activity

6141

Year to Date Activity

9682

Difference in Activity

3541

Total Monthly Summons

113

Hazardous Summons Percentage

21%

**WESTWOOD  
INCIDENT SUMMARY**

**AUTO BURGLARY**

**CASE NO:** 21-0112      **LOCATION:** 4705 Rainbow Blvd  
**DATE :** 05/12/2021  
**ACTIVITY:** Unknown suspect entered the unlocked vehicle and removed a set of keys without permission.

**LARCENY/THEFT**

**CASE NO:** 21-0119      **LOCATION:** 2615 W 51st Terr  
**DATE :** 05/21/2021  
**ACTIVITY:** Unknown suspect(s) removed several signs from the victim's front yard without permission.

**CASE NO:** 21-0127      **LOCATION:** 2017 W 47th Terr  
**DATE :** 05/25/2021  
**ACTIVITY:** Unknown suspect(s) requested the victim cash a fraudulent check.

WESTWOOD  
COURT SUMMARY  
MAY, 2021

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
May 07, 2021	22	07	\$ 2,395.00	06	07
May 14, 2021	11	03	\$ 1,842.00	08	03
May 21, 2021	17	04	\$ 724.50	09	12
<b>TOTALS</b>					
May, 2021	50	14	\$ 4,961.50	23	22
May, 2020	159	26	\$ 2,055.00	283	00
<b>TOTAL (4,961.50) less</b>					
* Kansas DL fees:					\$203.00
* Judges Training Fund:					\$ 14.00
* LET Training Fund:					\$ 357.50
* Seat Belt Fund:					\$ 20.00
<b>May 2021 TOTAL:</b>					<b>\$4,367.00</b>

Y.T.D. TOTALS 2021		Y.T.D. TOTALS 2020	
ARRAIGNMENTS:	335	ARRAIGNMENTS:	763
TRIALS	69	TRIALS:	97
LETTERS:	169	LETTERS:	909
WARRANTS:	146	WARRANTS:	65
FINES:	\$38,580.75	FINES:	\$67,634.65
KS DL FEES:	\$894.00	KS DL FEES:	\$813.00
JUDGES FUND:	\$101.50	JUDGES FUND:	\$200.50
L.E.T.FUND:	\$ 2,332.00	L.E.T FUND:	\$4,497.50
COMM CORRECTIONS:	\$00.00	COMM CORRECTIONS:	\$00.00
SEAT BELT FUND:	\$60.00	SEAT BELT FUND:	\$120.00

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, MAY 2021**  
**DATE: JUNE 8, 2021**

Some of the activities for Public Works in May 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:  
Kansas STP Meeting – Virtual – 1.5 hrs.  
Kansas 811 General Assembly – Virtual – 1 hr.  
Kansas UPROW Committee Meeting – Virtual – 1.5 hr.  
Emergency Management Forum – Virtual – 1.5 hr.
7. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood with regard to utilities and advised, when appropriate, the need to either get an excavation permit, building permit or fence permit. I provided the building official with a copy of the locate requests for follow-up for any building permits that may be required and answered any questions when asked.
8. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
9. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
10. Performed various clerical duties for the Public Works Department's daily functions.
11. I attended Public Works, City Council and Staff and Committee meetings as required.
12. Observed activities associated with ROW Permits.
13. We marked streetlight utilities when requested by the One-Call System.
14. We patched potholes in various locations.
15. I attended briefings related to COVID 19 pandemic via Zoom.
16. We are performing COVID 19 related sanitation at City Hall related to court.
17. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
18. Mitch is attending monthly Safety Committee Meetings.
19. Water recently planted trees.
20. Pressure washed benches and resealed at PW.
21. We swept city streets.

- 22. We cleaned catch basins.
- 23. We cleaned the gutters at PW and CH, several times.
- 24. We planted flowers in the pots at City Hall, Public Works, and fountain at 47<sup>th</sup> and Mission Road.

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

To: Governing Body  
From: John Sullivan, Director of Public Works  
Date: June 8, 2021  
Re: Monthly Status Report

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- 2019 (formerly 2018) Street and Storm water Improvement Projects: We are scheduling a meeting with the contractor to present a punch list for replacement of faulty work.
- W. 47<sup>th</sup> Street Project: The design process is continuing. I have a meeting on Thursday with the project manager from GBA and Troy Shaw with the UG to discuss the survey about the ROW and its relationship to private property.
- Annex Street Preliminary Design: This project is being held up by the KCMO Interlocal Agreement as they are to be bid together.
- State Line CARS Project: I heard from KCMO regarding the Interlocal Agreement. We are working through a solution to a couple of problems related to prevailing wage and the conflicting requirements between the States of Kansas and Missouri. I hope to have this resolved yet this week. I am shooting for bidding the project and accepting a bid at the July Council Meeting.
- Stone Wall, 4800 Rainbow Blvd: I have engaged a structural engineer, a company to perform non-destructive testing, and a survey to plot the contours in the parking lot. There work has been completed. Terry Uhl is working with the data that has been collected to determine a solution for rebuilding the wall and the cost associated with that.

## **COUNCIL ACTION FORM**

Meeting Date: June 10, 2021

Staff Contact: John Sullivan, Public Works Director

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Agenda Item: Consider Resolution No. 94-2021 adopting the 2022 to 2026 City of Westwood CARS Program

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### **Background / Description of Item**

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

The recommended roadways for the City of Westwood for calendar years 2021 to 2025 is as follows:

#### **Year Project**

2022	W. 47 <sup>th</sup> Street, Mission Road to Rainbow Boulevard
2023	W. 47 <sup>th</sup> Place, State Line Road to Rainbow Boulevard
2024	Mission Road, W. 53 <sup>rd</sup> Street to W. 47 <sup>th</sup> Street

### **Staff Recommendation**

Adopt Resolution No. 94-2021 approving the 2022 to 2026 County Assistance Road System Program for road improvements with the City of Westwood.

### ***Suggested Motion***

*I move the City Council adopt Resolution No. 94-2021 approving the 2022 to 2026 County Assistance Road System Program for road improvements with the City of Westwood.*



**CITY OF WESTWOOD, KANSAS  
RESOLUTION NO. 94-2021**

**A RESOLUTION APPROVING A FIVE-YEAR PROGRAM FOR ROAD  
IMPROVEMENTS FOR 2022-2026 WITHIN THE CITY OF WESTWOOD**

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

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

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

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

SECTION ONE; that the Governing Body of the City of Westwood, Kansas, has hereby reviewed and approved the following roads for inclusion in the CARS program:

- 2022 West 47th Street, Mission Road to Rainbow Blvd.
- 2023 W. 47th Place, Rainbow Blvd. to State Line Road
- 2024 Mission Road, West 53rd Street to West 47th Street

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

PASSED by the Governing Body of the City of Westwood, Kansas and approved by the Mayor this 10th day of June 2021.

ATTEST:

\_\_\_\_\_  
David E. Waters, Mayor

\_\_\_\_\_  
Leslie Herring, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Ryan Denk, City Attorney

## **COUNCIL ACTION FORM**

Meeting Date: June 10, 2021

Staff Contact: John Sullivan, Public Works Director

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Agenda Item: Consider a Proposal to Replace the ADA Compliant Pedestrian Push Buttons at W. 47<sup>th</sup> Street and W. 47<sup>th</sup> Place at Rainbow Blvd.

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### **Background / Description of Item**

The City owns and operates the traffic signals at W. 47<sup>th</sup> Street and W. 47<sup>th</sup> Place at Rainbow Blvd. The two signals were installed as part of the Woodside Village project and at that time the signal lease from KCPL was bought out and the City took over ownership and operations in 2016. As the City has not previously owned traffic signals, we have had a modest budget for the maintenance of them partially because they are still relatively new and staff lacks – but is developing – a reference for budgeting maintenance costs.

The pedestrian pushbuttons we currently have installed are ADA compliant and provide audible detection as well as talking instructions and visual cues to alert the sight-impaired and hearing-challenged community to be able to have a reasonably safe crossing experience at these two intersections. Currently 6 of the 12 pushbuttons have failed and are obsolete, meaning we cannot get parts or service for them.

### **Staff Comments/Recommendation**

I have researched various brands, 3 in total, and determined it would be in our best interest to change brands and replace all 12 pushbuttons for a cost of \$12,141.43. This includes installation, programming, and the new devices.

### **Budget Impact**

This expense to the General Fund's Public Works Street Lights and Traffic Signs budget line, in the amount of \$12,141.43, is unbudgeted and will cause an overrun to this line. However, the American Rescue Plan Act (ARPA) does provide for use of the City's anticipated funding allocation to be used for infrastructure maintenance costs.

### ***Suggested Motion***

*I move to accept the proposal of Black & McDonald to replace 12 audible pushbuttons at the intersection of 47<sup>th</sup> St & Rainbow Blvd. in an amount not to exceed \$12,141.43.*



# Black&McDonald

6001 Front Street, Kansas City, MO. 64120  
Phone: 816-483-0257 Fax: 816-483-2111

## Proposal

SUBMITTED TO: City of Westwood	DATE: 05/26/2021
	PHONE/FAX: 913-432-1550/913-432-1997
ATTENTION: John Sullivan	JOB NAME Replace 12 Audible Pushbuttons
ADDRESS: 2545 W 47 St	JOB LOCATION: W 47 <sup>th</sup> & Rainbow Blvd
CITY/STATE/ZIP: Westwood, KS 66205	ENGINEER/DATE OF PLANS:
<b>SCOPE OF WORK TO BE PERFORMED:</b> REPLACE 12 PUSHBUTTONS AT THE INTERSECTION OF W 47 ST & RAINBOW BLVD IN WESTWOOD, KS. REPLACEMENT BUTTONS SHALL BE AN AUDIBLE PUSHBUTTON – POLARA Inavigator APS PUSHBUTTON (3-WIRE) WITH CONTROL UNIT AND 12’ OF CABLE INTERCONNECT PER UNIT. SYSTEM ALSO COMES WITH 1- iNAV BLUETOOTH DONGLE.	
LABOR & EQUIPMENT PER PUSHBUTTON: 12 @ \$347.94 EA MATERIAL PER PUSHBUTTON UNIT: 12 @ \$1,006.84 EA iNAV BLUETOOTH DONGLE- 1 @ \$59.40 TOTAL INSTALLATION: \$12,141.43	
Exclusions and clarifications: <ol style="list-style-type: none"><li>1. Tax is excluded.</li><li>2. Any permits or fees are excluded.</li><li>3. Any major traffic control is excluded.</li><li>4. Surface Restoration</li><li>5. Quote is valid for 30 days.</li></ol>	
We propose to complete the project according to the plans for the sum of: <b>TWELVE THOUSAND, ONE HUNDRED FORTY-ONE DOLLARS AND FORTY-THREE CENTS --- \$12,141.43</b>	
Authorized Signature:	
Acceptance of proposal:	Date: