



**CITY OF WESTWOOD
City Council Meeting
February 11, 2021 - 7:00 PM**

Note: In an effort to mitigate the spread of COVID-19, this meeting will be held remotely via Zoom.

Any comments for the City Council can be conveyed in one of two ways:

- A written statement can be submitted to abby.schneweis@westwoodks.org prior to 5:00 PM on Thursday, February 11, 2021, to be shared at the meeting. Comments must be limited to five (5) minutes in length, as read.
- 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.

Access Online:

<https://us02web.zoom.us/j/86820404828>

Or

Access By Telephone:

(312) 626-6799

Webinar ID: 868 2040 4828

Agenda Items

- I. Call to Order – Mayor David E. Waters
- II. Public Comment
- III. Approval of Meeting Minutes
 - A. [January 14, 2021 City Council Meeting](#)
- IV. City Treasurer’s Report
 - A. [January Treasurer’s Report](#)
 - B. [January Appropriations Ordinance No. 723](#)
- V. City Attorney Report – City Attorney Ryan Denk
- VI. [Administrative Report – City Clerk Leslie Herring](#)
 - A. Presentation by Leslie Herring on the Westwood View Rebuild Process/Timeline
- VII. [Police/Court Report – Chief Greg O'Halloran](#)

- A. [Consideration of 2021 Crime Stoppers program contract](#)

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

IX. 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

X. Adjournment

City of Westwood, Kansas

City Council Meeting

4700 Rainbow Boulevard

January 14, 2021 – 7:00 p.m.

Held Remotely Via Zoom

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

Council Absent: None

Staff Present: Leslie Herring, CAO/City Clerk
Greg O'Halloran, Chief of Police
John Sullivan, Director of Public Works
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 January 14, 2021. The City Clerk called the roll. A quorum was present.

Shawnee Mission School District Bond Referendum Resolution of Support

Motion by Councilmember Cummins to pass Resolution 89-2021 in Support of the Shawnee Mission School District 2021 Bond Referendum. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote.

Comment on Non-Agenda Items

Any comments for the Governing Body on non-agenda items were to be submitted to Ms. Schneweis by 5:00 pm on Thursday, January 14, 2021 to be shared during the meeting. Comments were to be limited to five minutes in length, as read.

No comments were made

Approval of December 10, 2020 City Council Meeting Minutes

Minutes from the December 10, 2020 Council Meeting were included in the agenda packet. Motion by Councilmember Harris to approve minutes document as submitted. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

Treasurer's Report

Mrs. Ryan provided a review of the December 2020 Treasurer's report and offered to answer questions.

Motion by Councilmember Hannaman to approve Appropriations Ordinance No. 722 as presented in the materials. Second by Councilmember Wimer. Mrs. Herring performed a roll call vote, motion carried by a 5-0 vote.

City Attorney Report

Mr. Denk had nothing to report.

Administrative Report

Mrs. Herring provided a review of the December 2020 Administrative report and offered to answer questions.

Public Safety Report

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

Public Works Report

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

Public Works Service Agreement Addendums for the city of Mission Woods and the City of Westwood Hills

Each year the Public Works Service Agreements with the City of Mission Woods and the City of Westwood Hills is reviewed and revised as needed. The hourly wages have been adjusted to reflect budgeted 2021 wages and benefit rates.

Motion by Councilmember Harris to authorize the Mayor to execute the Public Works Service Agreement Addendum's for FY 2021 for the City of Mission Woods and the City of Westwood Hills. Second by Councilmember Cummins. Motion carried by a unanimous voice vote.

Committee Reports

a. Administration & Compensation Committee

Councilmember Hannaman noted the Kansas Legislative session has started in Topeka. Councilmember Hannaman thanked the Council for voting to pass the Resolution of Support for the Shawnee Mission School District at the start of the meeting.

b. Business & Community Affairs Committee

Councilmember Cummins noted the Committee met on January 13th to discuss street banner and the 47th Street Commission.

c. Public Safety Committee

Councilmember Harris had nothing to report for the Public Safety Committee.

Councilmember Harris noted he is following the developments and findings of diversity task forces in Prairie Village and Roeland Park. He is also following United Community Services regarding county wide racial diversity efforts.

d. Public Works Committee

Councilmember Steele noted the committee is continuing to work on a complete streets plan.

e. Parks & Recreation Committee

Councilmember Wimer noted she delivered trophies to the winners of the Holiday Decoration Contest the committee held during the month of December, and that all recipients were excited to receive them.

Mayor's Report

Mayor Waters said he has been hesitant make a public statement about the insurrection that occurred at the US Capitol Building on January 6, 2021 for a number of reasons but did wish to share some thoughts with the Council regarding the events that occurred. Mayor Waters said he believed the Governing Body should be appalled at the events, and this should not be a partisan issue. Mayor Waters said the insurrectionists and terrorists stormed the Capitol to disrupt a peaceful transition of power for our nation's highest office, and a number of people lost their lives, including people who are dedicated to protecting our institutions. There remain concerns of future violence associated with the Presidential Inauguration on January 20th, and there are concerns in Topeka as well. Mayor Waters said he was struck with how conflicting things that he saw – both at how fragile our democracy can seem at times, and how we can see such strength in efforts to conserve it. There was fear that was expressed in violence, and also fear that was channeled in to resolve and care for those that were placed in danger. Mayor Waters said elected officials on all levels of government, voters, staff, and constituents are all members of this great democracy. Mayor Waters said he prays that we continue to exercise self-government peacefully and asked that the Council join him in rededicating to peace, the furtherance of justice, and our democratic ideals in serving the city of Westwood.

Mayor Waters thanked the Governing Body for passing Resolution 89-2021. He noted the city has not yet received any applications or submittals from the Shawnee Mission School District for the Westwood View Elementary School rebuild. Mayor Waters said should the bond issuance pass, he will be working with staff to come up with a communications plan to inform about a timeline, meetings schedule and what to expect this spring and summer.

Adjournment

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Cummins. Motion carried by a 5-0 voice vote. The meeting adjourned at 7:49 pm.

APPROVED: _____
David E. Waters, Mayor

ATTEST: _____
Leslie Herring, City Clerk

**City of Westwood
Treasurer's Report
1/31/2021**

1. Balance Sheet by Fund – shows overall cash balances for the City.
 - a. Ending unencumbered cash through 1/31/21 is \$3,033,521 which is up after year end due to the January county tax distribution.
 - b. 2020 Encumbrances still outstanding total \$18,108.43. These will be utilized as remaining expenditures are paid in the coming months.
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 only slightly, about \$1K from the prior year overall but the mix in revenue continues to be different.
 - i. Taxes – overall up about \$22K from prior year. Ad Valorem taxes are up \$18K from prior year. City and County sales tax revenue is exactly even with January 2020 collections at \$45K for City and \$23K for County.
 - ii. Fees and Licenses – tracking very closely to the prior January as well.
 - iii. Fines – down \$9K from prior year.
 - b. Overall Expenditures are down \$51K from prior year. This might partly be due to timing with recording year end encumbrances in December. It has not been our practice to record encumbrances monthly so some of the decrease can be related to this.
 - i. General Overhead total expenditures of \$73,206 for the month, down \$4K from prior year.
 - ii. Administrative expenditures of \$26,689 down \$13K from prior year due to some computer purchases made in January 2020.
 - iii. Public Works expenditures total expenditures of \$35,569 decreased from last year by 14K. Most of the decrease is in wages line as well as the Sand & Salt expense line.
 - iv. Police expenditures are 78,610 down from prior by \$20K. This is due to Wages of \$10K decreasing as well as a Machinery and equipment line by \$5K.
 - v. Parks and Rec expenditures remain nominal at \$175 for the month.
 - c. Net Receipts Over (Under) Expenditures in the General Fund are \$350,373 due to the tax payment from the county as well as a decrease in expenditures overall for the month.
4. Other Funds – Current Month and Year to Date
 - a. General activity shown in all the funds with several revenue items being received in stormwater and special highway.
 - b. The January UMB TIF payment was made in December so is not reflected in the January activity.

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 January 31, 2021

	General Fund 01/31/2021	Capital Improvements Fund 01/31/2021	Equipment Reserve Fund 01/31/2021	Stormwater Fund 01/31/2021	Special Highway Fund 01/31/2021	Woodside TIF/CID Fund 01/31/2021	Debt Service Fund 01/31/2021	All Funds 01/31/2021
Assets								
Current Assets								
Cash In Bank	1,122,665.98	856,008.08	138,646.53	243,142.90	70,625.20	486,017.88	133,910.45	3,051,017.02
Cash In Bank - Bond Fund	36,541.06	0.00	0.00	0.00	0.00	0.00	0.00	36,541.06
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	1,159,408.29	856,008.08	138,646.53	243,142.90	70,625.20	486,017.88	133,910.45	3,087,759.33
Total Assets	\$ 1,159,408.29	\$ 856,008.08	\$ 138,646.53	\$ 243,142.90	\$ 70,625.20	\$ 486,017.88	\$ 133,910.45	\$ 3,087,759.33
Liabilities and Fund Balance								
Current Liabilities								
Encumbrances	4,781.36	0.00	13,327.07	0.00	0.00	0.00	0.00	18,108.43
Woodside Village Deposits	9.19	0.00	0.00	0.00	0.00	0.00	0.00	9.19
Refundable Bond Deposits	36,119.99	0.00	0.00	0.00	0.00	0.00	0.00	36,119.99
Total Current Liabilities	40,910.54	0.00	13,327.07	0.00	0.00	0.00	0.00	54,237.61
Total Liabilities	40,910.54	0.00	13,327.07	0.00	0.00	0.00	0.00	54,237.61
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	350,373.95	5,957.61	0.00	67,904.92	14,505.67	210,320.56	7,925.60	656,988.31
Total Fund Balance	1,118,497.75	856,008.08	125,319.46	243,142.90	70,625.20	486,017.88	133,910.45	3,033,521.72
Total Liabilities and Fund Balance	\$ 1,159,408.29	\$ 856,008.08	\$ 138,646.53	\$ 243,142.90	\$ 70,625.20	\$ 486,017.88	\$ 133,910.45	\$ 3,087,759.33

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas
Cash Flow
For the One Month Ended January 31, 2021

	General Fund Month Ending 01/31/2021	Capital Improvements Month Ending 01/31/2021	Equipment Reserve Fund Month Ending 01/31/2021	Stormwater Fund Month Ending 01/31/2021	Special Highway Fund Month Ending 01/31/2021	Woodside TIF/CID Fund Month Ending 01/31/2021	Debt Service Fund Month Ending 01/31/2021	All Funds Month Ending 01/31/2021
Unencumbered Cash, Beginning Period	804,252.98	850,050.47	125,319.46	175,237.98	56,119.53	275,697.32	125,984.85	2,412,662.59
Receipts								
Taxes	486,136.02	22,707.61	0.00	0.00	0.00	0.00	7,925.60	516,769.23
Fees and Licenses	43,775.30	0.00	0.00	0.00	0.00	0.00	0.00	43,775.30
Building Permits	1,431.00	0.00	0.00	0.00	0.00	0.00	0.00	1,431.00
Intergovernmental	25,947.91	0.00	0.00	0.00	0.00	0.00	0.00	25,947.91
Restricted Use	0.00	0.00	0.00	72,332.97	14,505.67	210,320.56	0.00	297,159.20
Fines	7,201.00	0.00	0.00	0.00	0.00	0.00	0.00	7,201.00
Miscellaneous	134.67	0.00	0.00	0.00	0.00	0.00	0.00	134.67
Total Receipts	564,625.90	22,707.61	0.00	72,332.97	14,505.67	210,320.56	7,925.60	892,418.31
Expenditures								
Salary & Benefits	122,858.58	0.00	0.00	0.00	0.00	0.00	0.00	122,858.58
Employee Expenses	5,979.24	0.00	0.00	0.00	0.00	0.00	0.00	5,979.24
Professional Fees	42,700.37	0.00	0.00	0.00	0.00	0.00	0.00	42,700.37
General Operating Expenses	5,631.57	0.00	0.00	0.00	0.00	0.00	0.00	5,631.57
Utilities	26,297.95	0.00	0.00	0.00	0.00	0.00	0.00	26,297.95
Equipment and Maintenance	4,115.49	0.00	0.00	12.16	0.00	0.00	0.00	4,127.65
Street and Stormwater	6,668.75	16,750.00	0.00	4,415.89	0.00	0.00	0.00	27,834.64
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	214,251.95	16,750.00	0.00	4,428.05	0.00	0.00	0.00	235,430.00
Prior Year Cancelled Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Increase / (Decrease) in Payables and Encumbrances	4,781.36	0.00	13,327.07	0.00	0.00	0.00	0.00	18,108.43
Increase / (Decrease) in Refundable Bond Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unencumbered Cash, End of Period	\$ 1,159,408.29	\$ 856,008.08	\$ 138,646.53	\$ 243,142.90	\$ 70,625.20	\$ 486,017.88	\$ 133,910.45	\$ 3,087,759.33

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas

Statement of Operations

General Fund

For The One Period and One Periods Ended January 31, 2021 and 2020

	Month Ending 01/31/2021	Year To Date 01/31/2021	Year To Date 01/31/2020	Year Ending 12/31/2021	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Receipts					
Taxes	\$ 486,136.02	\$ 486,136.02	\$ 464,169.79	\$ 1,717,803.00	1,231,666.98
Fees and Licenses	43,775.30	43,775.30	42,865.87	474,200.00	430,424.70
Building Permits	1,431.00	1,431.00	6,097.50	30,000.00	28,569.00
Intergovernmental	25,947.91	25,947.91	28,398.79	336,100.00	310,152.09
Restricted Use	0.00	0.00	3,735.45	0.00	0.00
Fines	7,201.00	7,201.00	16,563.00	140,000.00	132,799.00
Miscellaneous	134.67	134.67	1,898.41	3,050.00	2,915.33
Total Receipts	564,625.90	564,625.90	563,728.81	2,701,153.00	2,136,527.10
Expenditures					
General Overhead					
Salary & Benefits	3,038.34	3,038.34	6,957.78	59,478.00	56,439.66
Employee Expenses	100.00	100.00	0.00	1,200.00	1,100.00
Professional Fees	37,679.75	37,679.75	32,477.81	184,716.00	147,036.25
General Operating Expenses	848.10	848.10	2,534.09	21,630.00	20,781.90
Utilities	24,871.27	24,871.27	32,979.84	242,258.00	217,386.73
Street and Stormwater	6,668.75	6,668.75	0.00	264,670.00	258,001.25
Park and Events	0.00	0.00	2,500.00	14,750.00	14,750.00
Interfund Transfers	0.00	0.00	0.00	296,730.00	296,730.00
Total General Overhead	73,206.21	73,206.21	77,449.52	1,085,432.00	1,012,225.79
Administrative					
Salary & Benefits	24,091.00	24,091.00	22,085.63	286,562.00	262,471.00
Employee Expenses	1,830.15	1,830.15	3,720.90	6,100.00	4,269.85
Professional Fees	275.00	275.00	0.00	0.00	(275.00)
General Operating Expenses	493.45	493.45	13,432.65	18,030.00	17,536.55
Park and Events	0.00	0.00	175.00	2,000.00	2,000.00
Interfund Transfers	0.00	0.00	0.00	3,000.00	3,000.00
Total Administrative	26,689.60	26,689.60	39,414.18	315,692.00	289,002.40

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas

Statement of Operations

General Fund

For The One Period and One Periods Ended January 31, 2021 and 2020

	Month Ending 01/31/2021	Year To Date 01/31/2021	Year To Date 01/31/2020	Year Ending 12/31/2021	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Public Works					
Salary & Benefits	29,137.67	29,137.67	39,450.34	389,236.00	360,098.33
Employee Expenses	22.00	22.00	314.36	6,900.00	6,878.00
Professional Fees	1,130.00	1,130.00	0.00	15,000.00	13,870.00
General Operating Expenses	1,581.48	1,581.48	2,611.23	22,050.00	20,468.52
Utilities	992.47	992.47	1,101.15	23,500.00	22,507.53
Equipment and Maintenance	2,705.81	2,705.81	6,508.83	44,000.00	41,294.19
Interfund Transfers	0.00	0.00	0.00	40,000.00	40,000.00
Total Public Works	35,569.43	35,569.43	49,985.91	540,686.00	505,116.57
Police					
Salary & Benefits	66,591.57	66,591.57	76,723.09	1,053,180.00	986,588.43
Employee Expenses	4,027.09	4,027.09	3,998.78	26,500.00	22,472.91
Professional Fees	3,615.62	3,615.62	7,736.57	65,800.00	62,184.38
General Operating Expenses	2,708.54	2,708.54	3,857.05	58,500.00	55,791.46
Utilities	258.38	258.38	368.04	5,000.00	4,741.62
Equipment and Maintenance	1,409.68	1,409.68	5,461.41	17,974.00	16,564.32
Interfund Transfers	0.00	0.00	0.00	20,000.00	20,000.00
Total Police	78,610.88	78,610.88	98,144.94	1,246,954.00	1,168,343.12
Parks & Rec					
Professional Fees	0.00	0.00	0.00	10,000.00	10,000.00
General Operating Expenses	0.00	0.00	0.00	2,000.00	2,000.00
Utilities	175.83	175.83	1,216.15	31,000.00	30,824.17
Equipment and Maintenance	0.00	0.00	0.00	6,000.00	6,000.00
Park and Events	0.00	0.00	0.00	11,850.00	11,850.00
Total Parks & Rec	175.83	175.83	1,216.15	60,850.00	60,674.17
Total Expenditures	214,251.95	214,251.95	266,210.70	3,249,614.00	3,035,362.05
Receipts Over (Under) Expenditures	\$ 350,373.95	\$ 350,373.95	\$ 297,518.11	\$ (548,461.00)	(898,834.95)

No assurance is provided. Substantially all disclosures omitted.

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

	Other Funds					
	Capital Improvements Fund Month To Date 01/31/2021 Actual	Equipment Reserve Fund Month To Date 01/31/2021 Actual	Stormwater Fund Month To Date 01/31/2021 Actual	Special Highway Fund Month To Date 01/31/2021 Actual	Woodside TIF/CID Fund Month To Date 01/31/2021 Actual	Debt Service Fund Month To Date 01/31/2021 Actual
Receipts						
Taxes						
Ad Valorem Tax	0.00	0.00	0.00	0.00	0.00	7,924.52
City Sales & Use Tax - Special	22,707.61	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Tax	0.00	0.00	0.00	0.00	0.00	1.08
Total Taxes	\$ 22,707.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,925.60
Restricted Use						
Stormwater Utility Fee	0.00	0.00	72,332.97	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	3,725.25	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	10,780.42	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	11,234.68	0.00
WV CID-2	0.00	0.00	0.00	0.00	5,037.23	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	22,707.61	0.00	72,332.97	14,505.67	210,320.56	7,925.60
Expenditures						
Equipment and Maintenance						
Repairs & Maint Leaf Truck	0.00	0.00	12.16	0.00	0.00	0.00
Total Equipment and Maintenance	0.00	0.00	12.16	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	16,750.00	0.00	0.00	0.00	0.00	0.00
Leaf Pickup Expenses	0.00	0.00	4,415.89	0.00	0.00	0.00
Total Street and Stormwater	16,750.00	0.00	4,415.89	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	16,750.00	0.00	4,428.05	0.00	0.00	0.00
Receipts Over (Under) Expenditures	\$ 5,957.61	\$ 0.00	\$ 67,904.92	\$ 14,505.67	\$ 210,320.56	\$ 7,925.60

No assurance is provided. Substantially all disclosures omitted.

City of Westwood, Kansas
Appropriation Ordinance No. 723

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

	General	Capital	Equipment			Woodside		
	Month Ending	Improvements	Reserve	Stormwater	Special Highway	TIF/CID	Debt Service	Total All Funds
	1/31/2021	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending
	1/31/2021	1/31/2021	1/31/2021	1/31/2021	1/31/2021	1/31/2021	1/31/2021	1/31/2021
Expenditures								
Salary & Benefits	122,858.58	0.00	0.00	0.00	0.00	0.00	0.00	122,858.58
Employee Expenses	5,979.24	0.00	0.00	0.00	0.00	0.00	0.00	5,979.24
Professional Fees	42,700.37	0.00	0.00	0.00	0.00	0.00	0.00	42,700.37
General Operating Expenses	5,631.57	0.00	0.00	0.00	0.00	0.00	0.00	5,631.57
Utilities	26,297.95	0.00	0.00	0.00	0.00	0.00	0.00	26,297.95
Equipment and Maintenance	4,115.49	0.00	0.00	12.16	0.00	0.00	0.00	4,127.65
Street and Stormwater	6,668.75	16,750.00	0.00	4,415.89	0.00	0.00	0.00	27,834.64
Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	214,251.95	16,750.00	0.00	4,428.05	0.00	0.00	0.00	235,430.00

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

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

SECTION 2. That the payment of all claims and charges against the respective accounts and funds provided in the budget for the year 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 11th day of February, 2021.

MAYOR

ATTEST: CITY CLERK



Chief Administrative Officer/City Clerk Report

February 2021

To: Mayor and City Council

From: Leslie Herring, Chief Administrative Officer/City Clerk

Date: February 11, 2021

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

Current Priorities

4th Quarter 2020 through 1st Quarter 2021

- *Adopt 2018 building codes*
 - **February presentation to Council delayed due to staffing shortage; will plan to present at the March meeting**
- *Finalize the update to the employee handbook/personnel policy*
 - **We plan to begin this work in February**
- *Create a financial/purchasing policy*
 - **Currently being worked by the Administration & Compensation Committee**
- *Conduct the annual review of the Comprehensive Plan and consider adopting the drafted Strategic Plan*
 - **Comprehensive Plan currently being worked by the Planning Commission**
 - **I am beginning to review the draft October 2016 Governing Body Strategic Plan; I am evaluating options for us to hold a strategic planning retreat following consideration by the City Council of the Westwood View Elementary site plan to discuss:**
 - **The contents of this draft plan**
 - **City Council roles, expectations, processes, and procedures**
 - **Aligning City resources to established goals**
- *Create a manual for City Council roles, expectations, processes, and procedures*
 - **I will work to create a template document and will add content and details following the strategic planning retreat**
- *Create a business inventory of contacts, expressed desires and needs, and opportunities for development*
 - **Councilmember Steele, representing the Business & Community Affairs Committee, and I visited nine businesses on January 21st, one of the few warm, sunny days so far this winter. We made some good connections, gained valuable insights, and began seeing possible ways for the City to support and promote our local businesses even more. As the weather allows, I will continue to block off time on my calendar to make these calls on businesses and will continue to coordinate with the Business & Community Affairs Committee or am happy to make rounds with any other councilmembers who are interested.**

Westwood View Elementary Site Plan

Since the passage of the Shawnee Mission School District's strategic bond issue on January 26th, our office has been hard at work managing communications about the project and also coordinating with the School District, Planning Commission, staff and consultants, and the public to aid this exciting and fast-paced project run smoothly and transparently, while also being responsive to not only the Westwood community but also to the applicant, SMSD.

Building Services

Building Official Eddie McNeil has been preparing recommendations related to adoption of the 2018 building codes. We anticipate this item will be on the March 11th City Council meeting agenda for consideration and action. Eddie has been working with neighboring jurisdictions; outside, related agencies, and Johnson County in the formulation of his recommendations. He is available to take preliminary questions prior to the March meeting.

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

Residential

New construction – None

Additions – None

Misc.

- 2714 W. 51st Street – Kitchen remodel
- 2407 W. 49th Terrace – Kitchen and (2) bathroom remodel

Commercial – No permits issued for non-minor work

Planning Commission Report

The planning commission subcommittees have been meeting to evaluate the sections of the zoning regulations identified for review. They presented initial findings and progress to the body as a whole at the February 1, 2021 planning commission meeting. Work will continue at the subcommittee level, with additional updates scheduled to be presented at the March 1st meeting. Given the Westwood View Elementary site plan application currently under review and scheduled for Planning Commission review this spring, the work on the text amendment language may be slightly delayed.

The subcommittees are:

- A. Lot coverage, setbacks, & flat roofs: Kaiser, Robinett, & Weaver
- B. Fences & driveways: Breer & Low
- C. Eave heights, uninterrupted wall surfaces, attached garage setback from front façade: Atchity, Junk, Page, & Prout

The comprehensive plan is also under review, with recommendations for modification/amendment forthcoming. This amendment will also include the Complete Streets policy adopted by resolution of the city council in October 2020.

WESTWOOD

January 2021

ACTIVITIES / OFFENSE	THIS MONTH	21-YTD	20-YTD	21-Avg	CHANGE
<i>PART I CRIMES</i>					
MURDER					No Change
RAPE					No Change
ROBBERY					No Change
BURGLARY					
BUSINESS					No Change
RESIDENTIAL					No Change
VEHICLE	1	1		0.50	1
MOTOR VEH THEFT			2		-2
LARCENY / THEFT			2		-2
ASSAULT / BATTERY			1		-1
ARRESTS					
FELONY					No Change
MISDEMEANOR					No Change
TRAFFIC			1		-1
DRUG					No Change
DUI					No Change
WARRANTS	1	1	3	0.50	-2
CONFINED			1		-1
SUMMONS					
HAZARD	13	13	88	6.50	-75
NON-HAZARD	92	92	244	46.00	-152
DUI					No Change
ORD. VIOLATION	1	1		0.50	1
ACCIDENTS					
NON-INJURY			2		-2
INJURY			1		-1
PRIVATE PROPERTY					No Change
ADMIN.DUTIES-PD	36	36	20	18.00	16
ADMIN.DUTIES - CITY	5	5		2.50	5
ALARM	6	6	1	3.00	5
ANIMAL	5	5	2	2.50	3
ASSIST - POLICE	4	4		2.00	4
ASSIST - PUB MOTOR	20	20	4	10.00	16
BLD. CHECK-SHAKE					No Change
BLD. CHECK-PATROL	1445	1445	1140	722.50	305
BUSINESS CHECK	369	369	22	184.50	347
CIVIL MATTER					No Change
EXTRA PATROL HAZARD					No Change
EXTRA PATROL NON HAZ			3		-3
EXTRA PATROL DUI					No Change
EXTRA PATROL ORD.					No Change

WESTWOOD

January 2021

ACTIVITIES / OFFENSE	THIS MONTH	21-YTD	20-YTD	21-Avg	CHANGE
CRIMINAL DAMAGE			1		-1
DISTURBANCE	1	1	1	0.50	No Change
DISORDERLY CONDUCT					No Change
FIELD INTERVIEW FORM					No Change
FIRE			1		-1
FOLLOW UP	5	5		2.50	5
INFO / INVEST	9	9	7	4.50	2
JUVENILE					No Change
MENTAL HEALTH					
SUICIDE					No Change
ATT SUICIDE					No Change
INVOLUNTARY COMMITTAL					No Change
ALL OTHER MENTAL HEALTH					No Change
MEDICAL CALL	17	17	3	8.5	14
NATURE UNKNOWN					No Change
NOISE COMPLAINT			1		-1
OPEN DOOR			6		-6
ORD. COMPLAINT					No Change
ORD. VIOL WARNING					No Change
ORD. VIOL LETTER					No Change
OTHER					No Change
PED. CHECK					No Change
PUBLIC SERVICE	41	41	12	20.50	29
RECOVERED PROP					No Change
RESIDENCE CHECK	20	20	27	10.00	-7
SUSPICIOUS SUBJECT	3	3	6	1.50	-3
VEH CHECK OCCUPIED	3	3		1.50	3
VEH CHECK UNOCCUPIED	6	6	1	3.00	5
TELE. CALL HARASS					No Change
TELE. CALL THREAT					No Change
TRAFFIC COMPLAINT	1	1	3	0.50	-2
TRAFFIC WARNING	28	1	24	0.50	-23
UNATTENDED DEATH	1	1		0.50	1

Total Activity

1998

Last Year - YTD Activity

1266

Year to Date Activity

1998

Difference in Activity

732

Total Monthly Summons

106

Hazardous Summons Percentage

12%

**WESTWOOD
INCIDENT SUMMARY**

BURGLARY TO AUTO

CASE NO: 21-0001	LOCATION: 1900 W 47th Pl
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DATE : 1/1/2021

ACTIVITY: Unknown suspect(s) entered the locked vehicle by breaking the drivers side window out and took a phone charger.
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WESTWOOD
COURT SUMMARY
JANUARY, 2021

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
January 08, 2020	42	05	\$3,814.50	26	15
January 22, 2020	27	10	\$1,590.00	11	26
January 29, 2020	06	04	\$2,640.00	06	00
TOTALS					
January, 2021	75	19	\$ 8,044.50	43	41
January, 2020	159	30	\$24,306.00	57	44
TOTAL (\$8,044.50) less					
* Kansas DL fees:					\$ 81.00
* Judges Training Fund:					\$ 23.50
* LET Training Fund:					\$ 537.50
* Seat Belt Fund:					\$ 0.00
January, 2021 TOTAL:					\$7,402.50

Y.T.D. TOTALS 2021		Y.T.D. TOTALS 2020	
ARRAIGNMENTS:	75	ARRAIGNMENTS:	159
TRIALS	19	TRIALS:	30
LETTERS:	43	LETTERS:	57
WARRANTS:	41	WARRANTS:	44
FINES:	\$8,044.50	FINES:	\$24,306.00
KS DL FEES:	\$81.00	KS DL FEES:	\$203.00
JUDGES FUND:	\$23.50	JUDGES FUND:	\$67.50
L.E.T.FUND:	\$537.50	L.E.T FUND:	\$1527.50
Comm Correct Fund:	\$0.00	Comm Correct Fund:	\$ 0.00
SEAT BELT FUND:	\$0.00	SEAT BELT FUND:	\$20.00

COUNCIL ACTION FORM

Public Safety Item

Meeting Date: February 11, 2021

Staff Contact: Greg O'Halloran, Chief of Police

Agenda Item: Review, authorize payment and the Mayor to sign the 2021 annual contract with the Kansas City Metropolitan Crime Commission and pay the annual invoice.

Background / Description of Item:

- The Kansas City Metropolitan Crime Commission (KCMCC) sponsors the Greater Kansas City Crime Stoppers TIPS Hotline.
- TIPS receive 1,000's of calls every year which have helped solve 100's of felony cases metro wide.
- KCMCC is a non-profit corporation and relies on the support of the metro area municipalities and other fund raising efforts.
- They provide a vital service as many criminals know no geographical boundaries.
- They provide media coverage as needed in larger cases.
- This has been supported by Westwood for a number of years.
- The cost to Westwood is \$1,000 annually and the expense was budgeted for in the 2020 budget.
- It has or will be reviewed by the City Attorney prior to execution.

Staff Recommendation:

Authorize the Mayor to sign the necessary documents and renew the contract with the Kansas City Metropolitan Crime Commission and pay the annual invoice.

CONTRACT

This Contract is entered into this year, 2021, by and between the City of Westwood and the Kansas City Metropolitan Crime Commission a Missouri not-for-profit corporation located at 3100 Broadway, Suite #1234, Kansas City, Missouri 64111.

WHEREAS, the Crime Commission has run and continues to run a Crime Stoppers program promoting the 816-474-TIPS Hotline Program in the Greater Kansas City area, which includes Johnson and Wyandotte Counties in Kansas and Cass, Clay, Jackson, Lafayette, Platte and Ray Counties in Missouri.

WHEREAS, the City of Westwood wishes to contract with the Crime Commission to provide this service in Westwood, KS.

NOW, THEREFORE, the parties agree as follows:

1. The City of Westwood will pay the Crime Commission an annual fee of \$1,000.00 dollars, payable on the date hereof and on each anniversary date of the date hereof during the term of this contract. Such annual fee may be adjusted each year as the parties hereto may agree.

2. The Crime Commission will provide its Crime Stoppers Program in Westwood which the program shall include, at a minimum, the following services:

- a) Maintain the Crime Stoppers Hotline, (currently 816-474-TIPS) which will be answered a minimum of eight hours per day;
- b) Provide publicity concerning the availability of the Crime Stoppers TIPS Hotline;
- c) Provide rewards for information leading to the arrest, issuance of a warrant or indictment, which results from calls to the Crime Stoppers TIPS Hotline;
- d) Forward information received on the Crime Stoppers TIPS Hotline regarding crimes in Westwood, KS.

and shall not be considered a part of Westwood, KS or the City of Westwood.

The Crime Commission shall not be subject to any control by Westwood, KS or the City of Westwood.

4. This contract shall be for an initial term of one year, commencing on the date hereof. Upon expiration of the initial term of this Contract, and upon expiration of each additional one year period thereafter, the term of this Contract shall be extended automatically for a period of one year, unless and until either party hereto gives written notice to the other party hereto of its intent not to extend the term of this Contract for an additional one year period.

5. This Contract shall not be assignable without the prior written consent of both parties. Any purported assignment without such written consent shall be void.

IN WITNESS WHEREOF, the parties have executed this Contract the year and date first above written.

Westwood, KS

By _____

ATTEST: _____

KANSAS CITY METROPOLITAN CRIME COMMISSION

By  _____
Rick Armstrong

ATTEST: _____



**The Kansas City Metropolitan
Crime Commission**

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BRAD SPRONG, PAST CHAIR
DAVE JOHNSON, CHAIR-ELECT
CHRIS FISHER, VICE CHAIR
SARAH SMITH, VICE CHAIR
KARL ZOBRIST, VICE CHAIR
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CAROL MARINOVICH
ROBERT REINTJES, SR.
KENT SUNDERLAND

January 3, 2021

Chief Greg O'Halloran
City of Westwood
4700 Rainbow Blvd
Westwood, KS 66205

Chief Greg O'Halloran:

Thank you for being a loyal supporter of Crime Stoppers. Without your support Crime Stoppers, would not exist. Your support and partnership are very important to us, and we know **you are one of the reason's the TIPS Hotline is successful.**

It is time for the renewal of your contract with the Crime Stoppers TIPS Hotline. Here are just a few reasons to continue your support of Crime Stoppers:

➤ Crime Stoppers has received more than 4,000 TIPS leading to over 100 arrests through October 2020.

In cooperation with the Kansas City, Missouri Police Department and the City of Kansas City, Missouri, Crime Stoppers introduced enhanced rewards of "up to \$25,000.00" for KCMO homicides in June of 2019. Since then, 18 KCMO homicides have been solved taking our program total to 660 homicides solved since inception.

➤ Kansas City's Most Wanted Newspaper publishes 50+ local fugitives, giving area departments and citizens easy access to the wanted fugitives' listings. There have been 583 arrests from the Kansas City's Most Wanted Newspaper since 2006.

➤ Scholastic Crime Stoppers has seen success in combating school-based issues including, fifteen (15) suicide interventions and the program is in over 70 schools in the metropolitan area.

➤ Visit the newly redesigned Crime Stoppers website "www.kccrimestoppers.com" to view Unsolved Crimes, Wanted Suspects, Upcoming Events and more.

Like you, Crime Stoppers is passionate about fighting crime and making our communities safer. Thank you for being a Crime Fighter. Together we get hundreds of dangerous fugitives off our streets and out of our neighborhoods.

Sincerely,

Rick Armstrong
President

3100 Broadway Blvd, Ste 1234
Kansas City, MO 64111

816-960-6800
www.kc-crime.org

Crime Stoppers is a division of the Kansas City Metropolitan Crime Commission

KANSAS CITY METROPOLITAN
CRIME COMMISSION

3100 Broadway, Suite 1234
Kansas City, Missouri 64111
(816) 960-6800

January 3, 2021

City of Westwood
4700 Rainbow Blvd
Westwood, KS 66205

Contract Year 2021

AMOUNT DUE FOR CRIME STOPPERS ANNUAL CONTRACT FOR
816-474-TIPS HOTLINE SERVICES

Minimum Due for 2021	\$1,000
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Amount due and payable upon receipt.

Thank you for your support!

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, JANUARY 2021
DATE: FEBRUARY 9, 2021

Some of the activities for Public Works in January 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: None
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. We performed snow removal and deicing operations on numerous occasions.
20. We transferred public works equipment into old police vehicle.
21. We performed maintenance work on equipment.
22. We painted and installed flooring in the weight room.
23. We addressed two minor items related to our KDOL audit.

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

To: Governing Body
From: John Sullivan, Director of Public Works
Date: February 9, 2021
Re: Monthly Status Report

- 2019 (formerly 2018) Street and Storm water Improvement Projects: I will be meeting with the General Contractor on the Punchlist Items in the spring in preparation of the final inspection on the bond.
- W. 47th Street Project: The City Attorney is reviewing the changes requested by GBA on the agreement.
- Annex Street Preliminary Design: The Engineer is working on the plans.
- State Line CARS Project: We are working with Westwood Hills and KCMO on the interlocal agreement.