



**CITY OF WESTWOOD  
City Council Meeting  
January 14, 2021 - 7:00 PM**

Note: In an effort to mitigate the spread of COVID-19, this meeting will be held remotely via Zoom. As a result of the remote-holding of the City Council meeting, there will not be open Comment on Non-Agenda Items. Any comments for the City Council on non-agenda items must be submitted in writing to [abby.schneweis@westwoodks.org](mailto:abby.schneweis@westwoodks.org) prior to 5:00 PM on Thursday, January 14, 2021, to be shared at the meeting. Comments must be limited to five (5) minutes in length, as read.

Access Online:

<https://us02web.zoom.us/j/82743508686>

Or

Access By Telephone:

( 312) 626-6799

Webinar ID: 827 4350 8686

**Agenda Items**

- I. Call to Order – Mayor David E. Waters
- II. [Shawnee Mission School District Bond Referendum Resolution of Support](#)
- III. Comment on Non-Agenda Items
- IV. Approval of Meeting Minutes
  - A. [December 10, 2020 City Council Meeting](#)
- V. City Treasurer’s Report
  - A. [December Treasurer’s Report](#)
  - B. [December Appropriations Ordinance No. 722](#)
- VI. City Attorney Report – City Attorney Ryan Denk
- VII. [Administrative Report](#) – City Clerk Leslie Herring
- VIII. [Police/Court Report](#) – Chief Greg O'Halloran
- IX. [Public Works Report](#) – Public Works Director John Sullivan
  - A. [Public Works Service Agreement Addendums for the City of Mission Woods and the City of Westwood Hills](#)
- 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

- X. Adjournment

**CITY OF WESTWOOD, KANSAS  
RESOLUTION NO. 89-2021**

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WESTWOOD,  
KANSAS, IN SUPPORT OF THE SHAWNEE MISSION SCHOOL DISTRICT 2021  
BOND REFERENDUM**

**WHEREAS THE GOVERNING BODY OF THE CITY OF WESTWOOD RECOGNIZES  
THAT:**

**WHEREAS**, the success of the Shawnee Mission School District as a whole is a positive economic driver for our community, supporting property values, attracting businesses and jobs, and leading to desirable neighborhoods with strong community relationships; and

**WHEREAS**, we recognize that the entire Shawnee Mission School District must continue to thrive and excel, assuring a quality curriculum, varied educational activities, safe and modern facilities, and superior teachers; and

**WHEREAS**, exemplary local schools are a key factor in safe and vibrant neighborhoods, serving as a social hub for families, with shared support and concern for all neighborhood children; and

**WHEREAS**, the Shawnee Mission School District's objective of helping students achieve academic success leads to college and career readiness, creating the next generation of engaged, empathetic members of the local community; and

**WHEREAS**, the proposed bond issuance will allow for the hiring of additional secondary teachers, reducing teacher workloads and allowing for more personal student instruction; and

**WHEREAS**, we recognize that the Shawnee Mission School District has proposed a capital investment plan that is not just for the immediate future, but for the next 20 years, and must always invest today with an eye on the needs of the future; and

**WHEREAS**, the proposed bond issuance will rebuild five elementary schools, including Westwood View Elementary, which has been a central focus of the community for over 90 years; and

**WHEREAS**, additional upgrades will renovate Middle and High Schools, replace roofs, upgrade HVAC equipment, and update building technology and security, providing modern, safe facilities for district students; and

**WHEREAS**, the City of Westwood and our residents have a long history of commitment to Westwood View and the Shawnee Mission School District.

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

That the City of Westwood, Kansas supports and endorses the Shawnee Mission School District's 2021 Bond Referendum and urges all residents to do so as well.

**ADOPTED by the Governing Body of the City of Westwood, Kansas, 14th day of January, 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**

**City of Westwood, Kansas**  
**City Council Meeting**  
**4700 Rainbow Boulevard**  
**December 10, 2020 – 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 December 10, 2020. The City Clerk called the roll. A quorum was present.

**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, October 8, 2020 to be shared during the meeting. Comments were to be limited to five minutes in length, as read.

No comments were made

**Approval of November 12, 2020 City Council Meeting Minutes**

Minutes from the November 12, 2020 Council Meeting were included in the agenda packet. Motion by Councilmember Hannaman to approve minutes documents a submitted. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

**Treasurer's Report**

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

Motion by Councilmember Hannaman to approve Appropriations Ordinance No. 721 for November 2020 in the amount of \$217,839.89. Second by Councilmember Cummins. Mrs. Herring performed a roll call vote, motion carried by a 5-0 vote.

**City Attorney Report**

**Consider Government Enforcement Services Agreement for Johnson County Local Health Officer Orders and County Board Health Orders**

On November 13, 2020, the Johnson County Board of County Commissioners, sitting as the Johnson County Board of Public Health, adopted Johnson County Board of Public Health Order No. 002-20 (the "Health Order"). Among other things, the Health Order established certain social distancing requirements and limitations on gatherings for individuals, businesses, and activities. The Health Order became effective in all of Johnson County as of 12:01 A.M. on Monday, November 16, 2020, and shall remain in effect through 11:59 P.M. on January 31, 2020, unless otherwise amended, revoked, or replaced.

The Health Order was issued by the County pursuant to certain statutory authority, namely K.S.A. 65-119. This type of order could generally be enforced by the district attorney pursuant to K.S.A. 65-127 and, depending on the situation, K.S.A. 65-129. However, there has been concern over the practical ability to enforce such rules given the backlog of cases currently pending in district court (which has seen eliminations of or, at best, severe reductions in, trials).

However, pursuant to K.S.A. 19-101d, the Board of County Commissioners has the power to enforce certain of its "resolutions" by prosecution in the Johnson County Codes Court. To help alleviate district court pressures, and presumably to better allow the County to enforce its own Health Order, on November 19, 2020, the County adopted Resolution No. 108-20 establishing noncompliance with the Health Order as a violation of the Johnson County Code.

That notwithstanding, there is some question as to whether the County can enforce its own resolutions in Johnson County Codes Court within city limits, absent an agreement by the applicable city to allow for that (as cities generally have their own home rule powers within their borders). Accordingly, the County has requested that cities within Johnson County approve an agreement with the County allowing for County enforcement of the Health Order, as incorporated into the County Code. That Agreement is presented tonight to the City Council for consideration and approval. The City Attorney has worked with other city attorneys and the County on preparing and finalizing an acceptable form of Agreement, which provides for the following:

The County, and not the City, will be responsible for enforcement of the Health Order within the City limits. The City agrees to reasonably cooperate with the County in the sharing of information related to enforcement, and to also assist in educating its citizens as to the requirements of the Health Order. The Agreement is limited only to Johnson County Board of Public Health Order No. 002-20. No other orders would be covered by this Agreement (there are not currently any in effect, but if there should be, the County and the City could amend the Agreement appropriately). Either party can terminate the Agreement at any time, if deemed in the best interests of the City or County.

Motion by Councilmember Harris to approve the Government Enforcement Services Agreement for Johnson County Local Health Officer Orders and County Board Health Orders. Second by Councilmember Wimer. Motion carried by a 5-0 voice vote.

**Consider Resolution No 88-2020 establishing fees for the location of small cell facilities in the City's right-of-way**

The purpose of the attached Resolution is to establish fees specifically for the small cell facilities in the City, both for new facilities and for attachment to existing facilities. The City has received requests for the placement of small cell facilities which may come in the form of a new monopole or attachment to an existing facility such as a streetlight pole.

Use of City facilities and the City's Right-of-Way for small cell is heavily regulated, both by the State of Kansas and the Federal Government. This fee resolution contains alternative pricing based on the continuing existence and validity of FCC Regulations that establish safe harbors for what a municipality may charge for placement of small cell facilities. On September 27, 2018, the FCC issued a Declaratory Ruling that established safe harbor amounts for both one-time and annual small cell fees. In doing so, the FCC did not create any binding regulations on what a municipality may charge. However, the safe harbor amounts presumptively comply with Federal laws and regulations and, therefore, would not be the subject of a challenge by small cell providers. This resolution sets out fees that are in excess of the safe harbor amounts but contains a caveat that small cell providers may choose to pay the safe harbor amount instead of the fee listed in the resolution. If the FCC's Declaratory Ruling is overturned by a court, however, the small cell provider would need to pay the City the difference between the fees it previously paid, and the fees as listed in this resolution.

The City is obligated to manage the rights-of-way, balance the needs of its users, and to preserve and promote the public health, safety, and welfare. The City is also responsible to its citizens for the use and management of public facilities, to protect public finances, and to ensure appropriate compensation for the private use of public property. Allowing providers to attach communication equipment to City streetlight poles or place a new pole, when such secondary use will not interfere with the intended public use, properly managing such collocation, and obtaining consistent and market-based compensation for the use of the City's street lights, minimizes incursions into the right-of-way, furthers the City's regulatory and proprietary obligations, and promotes the public health, safety and welfare. Applicable state and federal law and regulations require the City to exercise its responsibilities in a reasonable, nondiscriminatory, and competitively neutral manner. Thus, the City must charge users the same fees for the same or similar uses.

Motion by Councilmember Harris to adopt Resolution No. 88-2020, establishing fees for the location of small cell facilities in the City's Right-of-Way

**Consider Small Cell Facility Deployment and Master Right-of-Way Agreement with AT&T**

The City has been approached by New Cingular Wireless PCS, LLC d/b/a AT&T Mobility (AT&T), which is interested in placing small cell facilities in the City's Right-of-Way to provide 5G service. AT&T anticipates that most facilities will be attached to existing poles, but some new monopoles – dedicated small cell poles – may be necessary. The attached agreement is the result of a group negotiation of several City Attorneys in Johnson County, spearheaded by Overland Park, with AT&T.

The City has previously entered into franchise agreements with telecommunications providers, including one with Mobilitie (a different entity than AT&T Mobility despite the similar names) in 2017. However, the State of Kansas enacted a statutory change in 2019 prohibiting the use of franchise agreements for small cell facilities. Based on this change in statutory scheme, this Agreement was drafted through negotiations between AT&T and several cities in the area. Other cities have already approved this agreement, with Overland Park doing so earlier this week and Lenexa last week. Staff expects that additional cities will approve the same or similar agreement in the coming months, including Leawood, Olathe, Merriam, Prairie Village, and Shawnee.

This is a non-exclusive agreement with AT&T that will govern the construction, operation, installation, and maintenance of AT&T's small cell facilities within the City. As set out in the City's new Fee Resolution, Resolution 88-2020, passed tonight, AT&T will pay for both attachment of facilities to

existing poles and placement of new poles. AT&T will also pay an annual fee for the continued placement of its facilities in the ROW.

Pursuant to this Agreement, AT&T will pay an annual fee of \$25 per site for ROW use, plus an annual fee of \$270 per site. AT&T will also reimburse the City for any reasonable costs incurred to inspect potential sites and make those sites ready for attachment.

Motion by Councilmember Harris to authorize the Mayor to enter into the Small Cell Facility Deployment and Master Right of Way Agreement with AT&T. Second by Councilmember Cummins. Motion carried by a 5-0 voice vote.

#### **Administrative Report**

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

#### **Consider Request for Fence Variance – 4942 Booth**

On December 4, 2020, City staff received an application for a fence variance for 4942 Booth St. Homeowner Karl Phares is proposing to install a new 5' steel fence in his backyard. This application requires a variance for:

- Material – fences exceeding 4' in height are to be made of wood or live material (Westwood Zoning Ord. Section 4.3.9.A.2).
- Height – a 5' fence would only be allowed in the rear yard of the property (Westwood Zoning Ord. Section 4.3.9.B.2); and
- Placement – the 5' rear yard fence is proposed to come nearer to the front property line than the rear line of the primary structure (Westwood Zoning Ord. Section 4.3.9.C.3).

Mr. Phares has received acknowledgement from the two adjoining residential neighbors of his proposed fence. The proposed fence does not pose an impediment to the right of way. The proposed fence does not impact any established trees on the property. The proposed fence does not pose any sight line issues.

Mr. Phares was in attendance and offered to answer any of the Governing Body's questions.

Motion by Councilmember Hannaman to approve the fence variance for 4942 Booth as submitted. Second by Councilmember Steele. Motion carried by a 5-0 voice vote.

#### **Informational Item: League of Kansas Municipalities 2021 Statement of Municipal Policy**

Each year, before the legislative session begins, the League of Kansas Municipalities (LKM) updates and publishes its Statement of Municipal Policy. This document is intended for use by LKM when working with legislators on behalf of Kansas cities and counties and our interests.

This past summer, LKM invited officials from cities all around the state to review and workshop the Statement of Municipal Policy. I personally sat in on committees to review and update policy positions pertaining to public officers & employees and utilities and, as such was able to learn about other updates and changes discussed.

Notable updates to the Statement include:



- Police Reform. New section added to voice support for local police departments and to state that federal or state reform should be focused on providing resources, incentivizing transparency, encouraging good police practices, and promoting racial equity and justice.
- Emergency Management. Sentence added to promote cities' role in responding to disasters.
- Transportation Safety. Sentence added to be inclusive of all users of the transportation system.
- Electric Charging Station Infrastructure. New section added to support expansion of same.
- Stormwater Management. Sentence added to endorse state measures to incentivize and enable investment in green infrastructure.

#### **Public Safety Report**

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

#### **Public Works Report**

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

#### **Consider 2021 Johnson County CARS funding Agreement for Improvements on State Line**

State Line Road is slated to be resurfaced in 2021 with a two-inch mill and overlay. The project is a joint project with Kansas City, Missouri. The engineering estimate of this work is \$191,000.00.

As a designated County Assistance Road System ("CARS") Program road, this work on State Line Road qualifies for up to 50% financial assistance from Johnson County. Since the roadway is located within two jurisdictions, Westwood will be reimbursed by Kansas City, MO for the work performed within its jurisdiction and Westwood will be reimbursed up to \$55,000.00 for the work within its jurisdiction by Johnson County. Enclosed is the agreement for Johnson County CARS funding for the State Line Road work.

Motion by Councilmember Steele to authorize the Mayor to execute the Agreement between Johnson County, Kansas, and the City of Westwood, Kansas, for the Public Improvement of State Line Road from its North City Limits to its South City Limits. Second by councilmember Wimer. Motion carried by a 5-0 voice vote.

#### **Committee Reports**

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

Councilmember Hannaman had nothing to report.

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

Councilmember Cummins noted the committee met on December 9<sup>th</sup> and discussed replacing street banners and messaging to residents about how to stay informed on city issues.

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

Councilmember Harris had nothing to report. Mr. Harris thanked Mr. Sullivan, Mrs. Herring and Chief O'Halloran for their leadership throughout the year.

**d. Public Works Committee**

Councilmember Steele noted the committee met on December 3<sup>rd</sup> to discuss and provide input to staff about a request for proposals for consultant services for the MARC Planning Sustainable Places project on 47<sup>th</sup> Street. Councilmember Steele, Mr. Sullivan and Mrs. Herring attended a Vision Zero workshop hosted by MARC for city staff and elected officials. Vision Zero is a strategy to eliminate traffic fatalities and severe injuries.

**e. Parks & Recreation Committee**

Councilmember Wimer thanked the Governing Body and staff for participating in and facilitating the Mayor's Holiday Tree Lighting video. The video was recorded and produced by Westwood resident as Jackson Swain. Councilmember Wimer noted that the committee is holding a holiday decoration contest and encouraged all in attendance to submit any entries to city staff.

**Mayor's Report**

Mayor Waters noted that upon successful passage of a bond issue in January 2021, the Shawnee Mission School District will build a new Westwood View Elementary School.

Mayor Waters thanked the Governing Body and staff for their hard work over the past year and wished them a happy holiday season.

**Adjournment**

Motion by Councilmember Harris to adjourn the meeting. Second by Councilmember Hannaman. Motion carried by a 5-0 voice vote. The meeting adjourned at 8:52 pm.

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

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

**City of Westwood  
Treasurer's Report  
12/31/2020**

1. Balance Sheet by Fund – shows overall cash balances for the City.
  - a. We have recorded Encumbrances of \$122,415.15 through year-end. This includes a new line totaling \$86,285.97 of additional encumbrances which is essentially including all 2020 expenditures in the 2020 Budget year although some of these expenditures were not paid until after year end. This is a common practice allowed by state statute and the Kansas Municipal Audit and Accounting Guide (KMAAG). In the past these have generally been recorded through the audit process.
  - b. Ending unencumbered cash through 12/31/20 is \$2,376,533. To compare that to prior year Unencumbered cash at 12/31/19 was \$1,910,729 so overall cash remains up from the prior year.
2. Cash Flow – shows beginning cash by fund and associated revenues and expenditures for each fund in a more summarized format.
  - a. Total Receipts and Total Expenditures appear much higher this month largely due to the year-end transfers that were recorded totaling \$512,000. The expenditures are also higher due to the recording of year end encumbrances. Revenue is also higher this month due to the November sales tax revenue that wasn't received until December.
3. Statement of Operations – General Fund
  - a. Overall Revenue is up \$61K from the prior year due. Following are some changes in the detailed line items that account for this increase.
    - i. Taxes – this line is up \$69K from prior year. Ad Valorem taxes are up \$61K from prior and in line with budget reflecting a 96% collection rate. City and County sales tax revenue continues to be strong through November and overall is up from prior year by \$20K. This is offset by a decrease in Liquor Tax of about \$16K so we are starting to see some shifts in the other sources of tax revenues.
    - ii. Fees and Licenses – this line is down about \$42K from the prior year. Decreases in Utility Franchise Fees \$24K, Community Room Rental \$5K, Pool Fees \$10K, Licenses \$3K.
    - iii. Building Permits – up \$86K over last year, due to a large project permit issued in November.
    - iv. Intergovernmental – down \$26K from prior – Police, Public works reimbursement work primarily accounts for this change.
    - v. Restricted Use - State Highway Maintenance – down \$12K from prior due to these funds being recorded directly into the state high fund this year.
    - vi. Fines – down \$64K from prior year.
    - vii. Miscellaneous – up \$50K from prior year – the City has received COVID Funds disbursements totaling \$50K for the year.
  - b. Overall Expenditures are down \$158K from prior year. The General fund is still well under budget authority of \$2,939,534 for the year, with total expenditures of \$2,589,639 for the year. December expenditures are higher than most months due to the year-end transfers to other funds totaling \$222K.
    - i. General Overhead total expenditures of \$604,716, Prior year at \$832,430 which is a decrease of \$227K. This is due to a decrease in transfers from this department totaling \$217K from the prior year. Other expenditures are down \$10K from prior.
    - ii. Administrative expenditures in current year are \$316,425 up from prior year of \$285,056 by about \$31K. This is largely due to an increase in computer expenses that aligns with an increase in the budget for that line item as well as classification of Professional Fees recorded in a different department last year.
    - iii. Public Works expenditures in current year are \$517,149 increased from \$489,745 in the prior year, up \$27K. The transfers from this department were increased by \$43K over the prior year so net without transfers the department would be down in spending by \$16K.
    - iv. Police expenditures in the current year are \$1,103,183 up from prior year of \$1,058,821 an increase of \$44K. The transfers from this department were increased by \$66K from the prior year so net without transfers the department would be down in spending \$22K from prior year.

- v. Parks and Rec expenditures in the current year are \$48,164 down from \$51,735 in the prior year for a \$3K decrease.
  - vi. Non-Departmental Equipment purchases also decreased \$30K from the prior year due to department classification.
- c. Net Receipts Over (Under) Expenditures in the General Fund are \$99,573 compared to a spending in excess of revenue in the prior year of \$(120,062). The prior year amount includes transfers of \$403K which is \$181K higher than the current year, so the adjusted net receipts in 2019 would be comparatively \$61K. So net current year is up about \$39K overall in the general fund.
- d. Revenue is up slightly, and expenditures have remained lower than prior year that has accounted for this slight increase in the current year.
- 4. Other Funds – Current Month and Year to Date
  - a. Capital Improvement Fund – did receive the Foundation Donations in December totaling \$37K.
  - b. Year-end Transfers are recorded in the varying funds this month.
- 5. Summary of Expenditures – Actual and Budget
  - a. All funds are under the 2020 Budget authority.
  - b. We do have allowable budget credits available in capital improvements fund for the Bond Proceeds on the refinance as well as the donation received from the foundation.
- 6. Year End Transfers
  - a. Summary of transfers included and original budgeted amount.
  - b. We did make two modifications to the original budgeted transfers. The General Fund to Capital Improvement Transfer was reduced by \$135K which was included as a contingency building permit fees, should this additional revenue come through for this purpose the subsequent transfer would be made. There was no additional received this year so the transfer was not made.
  - c. We also reduced the General to Capital Improvements transfer by \$5K for remaining budget in the Engineering line in the Public Works fund. It has been common practice to transfer the remaining funds from this line to CIP at year end.
  - d. We also added a transfer from the Capital Improvement Fund to the Debt Service fund of \$75K. This was done to fund the upcoming debt payment on the GO Bonds. The revenue is currently being allocated to CIP and then is being transferred to Debt Service to make this payment.
  - e. After transfers fund cash balance is in line with the projected carryover used for the 2021 Budget.

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 December 31, 2020

	General Fund 12/31/2020	Capital Improvements Fund 12/31/2020	Equipment Reserve Fund 12/31/2020	Stormwater Fund 12/31/2020	Special Highway Fund 12/31/2020	Woodside TIF/CID Fund 12/31/2020	Debt Service Fund 12/31/2020	All Funds 12/31/2020
<b>Assets</b>								
Current Assets								
Cash In Bank	836,490.08	850,050.47	138,646.53	179,219.02	56,119.53	275,697.32	125,984.85	2,462,207.80
Cash In Bank - Bond Fund	36,539.51	0.00	0.00	0.00	0.00	0.00	0.00	36,539.51
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	873,230.84	850,050.47	138,646.53	179,219.02	56,119.53	275,697.32	125,984.85	2,498,948.56
<b>Total Assets</b>	<b>\$ 873,230.84</b>	<b>\$ 850,050.47</b>	<b>\$ 138,646.53</b>	<b>\$ 179,219.02</b>	<b>\$ 56,119.53</b>	<b>\$ 275,697.32</b>	<b>\$ 125,984.85</b>	<b>\$ 2,498,948.56</b>
<b>Liabilities and Fund Balance</b>								
Current Liabilities								
Encumbrances	68,977.86	0.00	13,327.07	3,981.04	0.00	0.00	0.00	86,285.97
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	105,107.04	0.00	13,327.07	3,981.04	0.00	0.00	0.00	122,415.15
Total Liabilities	105,107.04	0.00	13,327.07	3,981.04	0.00	0.00	0.00	122,415.15
Fund Balance								
Fund Balance	668,550.65	517,512.64	71,432.03	260,053.36	173,551.31	173,542.76	46,084.55	1,910,727.30
Fund Balance - Current Year	99,573.15	332,537.83	53,887.43	(84,815.38)	(117,431.78)	102,154.56	79,900.30	465,806.11
Total 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
<b>Total Liabilities and Fund Balance</b>	<b>\$ 873,230.84</b>	<b>\$ 850,050.47</b>	<b>\$ 138,646.53</b>	<b>\$ 179,219.02</b>	<b>\$ 56,119.53</b>	<b>\$ 275,697.32</b>	<b>\$ 125,984.85</b>	<b>\$ 2,498,948.56</b>

No assurance is provided. Substantially all disclosures omitted.

# City of Westwood, Kansas

## Cash Flow

For the One Month Ended December 31, 2020

	General Fund Month Ending 12/31/2020	Capital Improvements Fund Month Ending 12/31/2020	Equipment Reserve Fund Month Ending 12/31/2020	Stormwater Fund Month Ending 12/31/2020	Special Highway Fund Month Ending 12/31/2020	Woodside TIF/CID Fund Month Ending 12/31/2020	Debt Service Fund Month Ending 12/31/2020	All Funds Month Ending 12/31/2020
<b>Unencumbered Cash, Beginning Period</b>	<b>1,011,168.35</b>	<b>534,986.20</b>	<b>71,432.03</b>	<b>373,491.24</b>	<b>56,119.53</b>	<b>276,762.50</b>	<b>20,984.85</b>	<b>2,344,944.70</b>
<b>Receipts</b>								
Taxes	150,729.80	44,524.64	0.00	0.00	0.00	0.00	0.00	195,254.44
Fees and Licenses	37,601.88	0.00	0.00	0.00	0.00	0.00	0.00	37,601.88
Building Permits	15,676.99	0.00	0.00	0.00	0.00	0.00	0.00	15,676.99
Intergovernmental	24,486.79	0.00	0.00	0.00	0.00	0.00	0.00	24,486.79
Fines	5,411.00	0.00	0.00	0.00	0.00	0.00	0.00	5,411.00
Grants and Donations	0.00	37,000.00	0.00	0.00	0.00	0.00	0.00	37,000.00
Reimbursements	0.00	0.00	0.00	21,185.04	0.00	0.00	0.00	21,185.04
Miscellaneous	42,063.92	0.00	0.00	0.00	0.00	0.00	0.00	42,063.92
Interfund Transfers	0.00	298,000.00	109,000.00	0.00	0.00	0.00	105,000.00	512,000.00
<b>Total Receipts</b>	<b>275,970.38</b>	<b>433,220.87</b>	<b>109,000.00</b>	<b>21,185.04</b>	<b>0.00</b>	<b>32,268.93</b>	<b>105,000.00</b>	<b>976,645.22</b>
<b>Expenditures</b>								
Salary & Benefits	131,056.58	0.00	0.00	0.00	0.00	0.00	0.00	131,056.58
Employee Expenses	9,177.82	0.00	0.00	0.00	0.00	0.00	0.00	9,177.82
Professional Fees	37,197.05	0.00	0.00	0.00	0.00	0.00	0.00	37,197.05
General Operating Expenses	14,671.26	0.00	0.00	0.00	0.00	(11,158.70)	0.00	3,512.56
Utilities	43,223.74	0.00	0.00	0.00	0.00	0.00	0.00	43,223.74
Equipment and Maintenance	26,909.30	53,041.60	55,112.57	457.26	0.00	0.00	0.00	135,520.73
Street and Stormwater	0.00	(9,885.00)	0.00	3,981.04	0.00	0.00	0.00	(5,903.96)
Park and Events	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	44,492.81	0.00	44,492.81
Interfund Transfers	222,000.00	75,000.00	0.00	215,000.00	0.00	0.00	0.00	512,000.00
<b>Total Expenditures</b>	<b>484,485.75</b>	<b>118,156.60</b>	<b>55,112.57</b>	<b>219,438.30</b>	<b>0.00</b>	<b>33,334.11</b>	<b>0.00</b>	<b>910,527.33</b>
Prior Year Cancelled Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Increase / (Decrease) in Payables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Increase / (Decrease) in Refundable Bond Deposits	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
<b>Unencumbered Cash, End of Period</b>	<b>\$ 873,230.84</b>	<b>\$ 850,050.47</b>	<b>\$ 138,646.53</b>	<b>\$ 179,219.02</b>	<b>\$ 56,119.53</b>	<b>\$ 275,697.32</b>	<b>\$ 125,984.85</b>	<b>\$ 2,498,948.56</b>

No assurance is provided. Substantially all disclosures omitted.

# City of Westwood, Kansas

## Statement of Operations

General Fund

For The One Period and Twelve Periods Ended December 31, 2020 and 2019

	Month Ending 12/31/2020 Actual	Year To Date 12/31/2020 Actual	Year To Date 12/31/2019 Prior Year	Year Ending 12/31/2020 Current Budget	Over/(Under) Budget
<b>Receipts</b>					
Taxes	\$ 150,729.80	\$ 1,621,705.00	\$ 1,552,724.46	\$ 1,647,019.00	\$ (25,314.00)
Fees and Licenses	37,601.88	439,502.70	481,455.86	485,200.00	(45,697.30)
Building Permits	15,676.99	127,247.14	40,943.41	169,200.00	(41,952.86)
Intergovernmental	24,486.79	317,301.88	343,904.29	346,500.00	(29,198.12)
Restricted Use	0.00	0.00	11,864.12	0.00	0.00
Fines	5,411.00	122,336.75	186,407.91	140,000.00	(17,663.25)
Grants and Donations	0.00	43.75	0.00	0.00	43.75
Reimbursements	0.00	225.00	0.00	0.00	225.00
Miscellaneous	42,063.92	60,850.19	10,426.87	3,050.00	57,800.19
<b>Total Receipts</b>	<b>275,970.38</b>	<b>2,689,212.41</b>	<b>2,627,726.92</b>	<b>2,790,969.00</b>	<b>(101,756.59)</b>
<b>Expenditures</b>					
General Overhead					
Salary & Benefits	14,663.26	59,315.93	53,480.15	60,652.00	(1,336.07)
Employee Expenses	1,530.10	1,530.10	0.00	0.00	1,530.10
Professional Fees	9,897.33	133,036.89	123,710.38	133,400.00	(363.11)
General Operating Expenses	861.07	13,004.43	12,436.23	14,780.00	(1,775.57)
Utilities	38,426.33	274,624.23	231,073.47	244,057.00	30,567.23
Equipment and Maintenance	53.12	2,092.51	0.00	0.00	2,092.51
Park and Events	0.00	3,832.00	8,116.25	14,750.00	(10,918.00)
Miscellaneous	0.00	0.00	760.00	15,000.00	(15,000.00)
Intergovernmental	0.00	7,280.50	0.00	0.00	7,280.50
Interfund Transfers	110,000.00	110,000.00	402,853.92	327,040.00	(217,040.00)
<b>Total General Overhead</b>	<b>175,431.21</b>	<b>604,716.59</b>	<b>832,430.40</b>	<b>809,679.00</b>	<b>(204,962.41)</b>
Administrative					
Salary & Benefits	19,960.89	262,444.13	266,238.05	279,450.00	(17,005.87)
Employee Expenses	2,377.83	8,469.11	6,159.06	5,600.00	2,869.11
Professional Fees	10,675.00	15,551.00	0.00	0.00	15,551.00
General Operating Expenses	3,325.33	25,741.45	9,197.99	21,030.00	4,711.45
Utilities	0.00	290.92	0.00	0.00	290.92
Park and Events	250.00	928.77	3,461.09	2,000.00	(1,071.23)
Interfund Transfers	3,000.00	3,000.00	0.00	3,000.00	0.00
<b>Total Administrative</b>	<b>39,589.05</b>	<b>316,425.38</b>	<b>285,056.19</b>	<b>311,080.00</b>	<b>5,345.38</b>

No assurance is provided. Substantially all disclosures omitted.

# City of Westwood, Kansas

## Statement of Operations

General Fund

For The One Period and Twelve Periods Ended December 31, 2020 and 2019

	Month Ending 12/31/2020	Year To Date 12/31/2020	Year To Date 12/31/2019	Year Ending 12/31/2020	
	Actual	Actual	Prior Year	Current Budget	Over/(Under) Budget
Public Works					
Salary & Benefits	32,078.95	377,566.74	363,895.73	388,402.00	(10,835.26)
Employee Expenses	206.50	3,150.91	4,575.87	6,650.00	(3,499.09)
Professional Fees	1,710.70	7,425.70	5,575.00	15,000.00	(7,574.30)
General Operating Expenses	2,597.37	19,664.67	18,165.64	25,550.00	(5,885.33)
Utilities	1,048.09	10,365.34	10,543.58	16,000.00	(5,634.66)
Equipment and Maintenance	25,953.05	55,976.25	86,989.89	42,100.00	13,876.25
Interfund Transfers	43,000.00	43,000.00	0.00	35,000.00	8,000.00
Total Public Works	106,594.66	517,149.61	489,745.71	528,702.00	(11,552.39)
Police					
Salary & Benefits	64,353.48	919,801.63	929,390.66	987,223.00	(67,421.37)
Employee Expenses	5,063.39	16,324.40	14,104.10	27,000.00	(10,675.60)
Professional Fees	5,029.02	41,575.55	50,529.02	64,300.00	(22,724.45)
General Operating Expenses	8,091.49	47,483.79	49,637.02	55,500.00	(8,016.21)
Utilities	522.35	3,365.17	3,345.59	5,000.00	(1,634.83)
Equipment and Maintenance	(6,162.27)	8,632.77	11,815.30	11,000.00	(2,367.23)
Interfund Transfers	66,000.00	66,000.00	0.00	66,000.00	0.00
Total Police	142,897.46	1,103,183.31	1,058,821.69	1,216,023.00	(112,839.69)
Parks & Rec					
Professional Fees	9,885.00	9,885.00	10,000.00	10,000.00	(115.00)
General Operating Expenses	0.00	998.15	1,069.10	2,000.00	(1,001.85)
Utilities	3,226.97	22,416.15	27,989.42	43,000.00	(20,583.85)
Equipment and Maintenance	7,065.40	14,490.33	3,524.22	6,000.00	8,490.33
Park and Events	0.00	374.74	9,153.01	13,050.00	(12,675.26)
Total Parks & Rec	20,177.37	48,164.37	51,735.75	74,050.00	(25,885.63)

No assurance is provided. Substantially all disclosures omitted.



# City of Westwood, Kansas

## Statement of Operations

General Fund

For The One Period and Twelve Periods Ended December 31, 2020 and 2019

	Month Ending 12/31/2020 Actual	Year To Date 12/31/2020 Actual	Year To Date 12/31/2019 Prior Year	Year Ending 12/31/2020 Current Budget	Over/(Under) Budget
Non-Departmental					
General Operating Expenses	(204.00)	0.00	0.00	0.00	0.00
Equipment and Maintenance	0.00	0.00	30,000.00	0.00	0.00
Total Non-Departmental	(204.00)	0.00	30,000.00	0.00	0.00
Total Expenditures	484,485.75	2,589,639.26	2,747,789.74	2,939,534.00	(349,894.74)
Receipts Over (Under) Expenditures	<u>\$ (208,515.37)</u>	<u>\$ 99,573.15</u>	<u>\$ (120,062.82)</u>	<u>\$ (148,565.00)</u>	<u>\$ 248,138.15</u>

No assurance is provided. Substantially all disclosures omitted.

**City of Westwood, Kansas**  
**Statement of Operations**  
Other Funds  
For The One Period Ended December 31, 2020

	Other Funds					
	Capital Improvements Fund Month To Date 12/31/2020 <div>Actual</div>	Equipment Reserve Fund Month To Date 12/31/2020 <div>Actual</div>	Stormwater Fund Month To Date 12/31/2020 <div>Actual</div>	Special Highway Fund Month To Date 12/31/2020 <div>Actual</div>	Woodside TIF/CID Fund Month To Date 12/31/2020 <div>Actual</div>	Debt Service Fund Month To Date 12/31/2020 <div>Actual</div>
Receipts						
Taxes						
City Sales & Use Tax - Special	44,524.64	0.00	0.00	0.00	0.00	0.00
Total Taxes	\$ 44,524.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Restricted Use						
JoCo CARS Program	53,696.23	0.00	0.00	0.00	0.00	0.00
WV CID-1	0.00	0.00	0.00	0.00	21,746.02	0.00
WV CID-2	0.00	0.00	0.00	0.00	10,522.91	0.00
Grants and Donations	37,000.00	0.00	0.00	0.00	0.00	0.00
Reimbursements	0.00	0.00	21,185.04	0.00	0.00	0.00
Interfund Transfers	298,000.00	109,000.00	0.00	0.00	0.00	105,000.00
Total Receipts	433,220.87	109,000.00	21,185.04	0.00	32,268.93	105,000.00
Expenditures						
General Operating Expenses	0.00	0.00	0.00	0.00	(11,158.70)	0.00
Equipment and Maintenance						
Repairs & Maint Vehicles	0.00	0.00	129.26	0.00	0.00	0.00
Repairs & Maint Leaf Truck	0.00	0.00	328.00	0.00	0.00	0.00
Repairs & Maint Streets	53,041.60	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment Purchase	0.00	55,112.57	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	53,041.60	55,112.57	457.26	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	(9,885.00)	0.00	0.00	0.00	0.00	0.00
Leaf Pickup Expenses	0.00	0.00	3,981.04	0.00	0.00	0.00
Total Street and Stormwater	(9,885.00)	0.00	3,981.04	0.00	0.00	0.00
Miscellaneous						
UMB CID Payment	0.00	0.00	0.00	0.00	44,492.81	0.00
Total Miscellaneous	0.00	0.00	0.00	0.00	44,492.81	0.00
Interfund Transfers	75,000.00	0.00	215,000.00	0.00	0.00	0.00
Total Expenditures	118,156.60	55,112.57	219,438.30	0.00	33,334.11	0.00
Receipts Over (Under) Expenditures	\$ 315,064.27	\$ 53,887.43	\$ (198,253.26)	\$ 0.00	\$ (1,065.18)	\$ 105,000.00

No assurance is provided. Substantially all disclosures omitted.

**City of Westwood, Kansas**  
**Statement of Operations**  
Other Funds  
For The Twelve Periods Ended December 31, 2020

	Other Funds					
	Capital Improvements Fund Year To Date 12/31/2020 Actual	Equipment Reserve Fund Year To Date 12/31/2020 Actual	Stormwater Fund Year To Date 12/31/2020 Actual	Special Highway Fund Year To Date 12/31/2020 Actual	Woodside TIF/CID Fund Year To Date 12/31/2020 Actual	Debt Service Fund Year To Date 12/31/2020 Actual
<b>Receipts</b>						
Taxes						
Ad Valorem Tax	0.00	0.00	0.00	0.00	0.00	14,059.45
City Sales & Use Tax - Special	264,703.81	0.00	0.00	0.00	0.00	0.00
Total Taxes	\$ 264,703.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,059.45
Restricted Use						
Stormwater Utility Fee	0.00	0.00	134,829.30	0.00	0.00	0.00
State Hwy Maintenance	0.00	0.00	0.00	14,830.20	0.00	0.00
Special Highway Fund Revenue	0.00	0.00	0.00	42,869.27	0.00	0.00
JoCo CARS Program	53,696.23	0.00	0.00	0.00	0.00	0.00
WV Ad Valorem Tax	0.00	0.00	0.00	0.00	279,819.84	0.00
WV CID-1	0.00	0.00	0.00	0.00	120,076.83	0.00
WV CID-2	0.00	0.00	0.00	0.00	65,282.86	0.00
Bond Proceeds	3,473,473.16	0.00	0.00	0.00	0.00	17,431.97
Grants and Donations	37,000.00	0.00	0.00	0.00	0.00	0.00
Reimbursements	99,478.00	0.00	21,185.04	0.00	0.00	0.00
Interfund Transfers	298,000.00	109,000.00	0.00	0.00	0.00	105,000.00
Total Receipts	4,226,351.20	109,000.00	156,014.34	57,699.47	465,179.53	136,491.42
<b>Expenditures</b>						
Professional Fees	4,805.00	0.00	0.00	0.00	0.00	0.00
General Operating Expenses	0.00	0.00	26.94	0.00	0.00	0.00
Equipment and Maintenance						
Repairs & Maint Vehicles	0.00	0.00	129.26	0.00	0.00	0.00
Repairs & Maint Leaf Truck	0.00	0.00	646.35	0.00	0.00	0.00
Repairs & Maint Streets	53,041.60	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment Purchase	0.00	55,112.57	0.00	0.00	0.00	0.00
Total Equipment and Maintenance	53,041.60	55,112.57	775.61	0.00	0.00	0.00
Street and Stormwater						
Capital Improvement Expense	288,149.27	0.00	0.00	0.00	0.00	0.00
Bond Project Costs	3,472,817.50	0.00	0.00	0.00	0.00	9,478.55
Special Highway Expense	0.00	0.00	0.00	175,131.25	0.00	0.00
Stormwater Expense	0.00	0.00	19,922.50	0.00	0.00	0.00
Leaf Pickup Expenses	0.00	0.00	5,104.67	0.00	0.00	0.00
Miscellaneous						
UMB TIF Payment	0.00	0.00	0.00	0.00	318,532.16	0.00
UMB CID Payment	0.00	0.00	0.00	0.00	44,492.81	0.00
Interest on GO Bond	0.00	0.00	0.00	0.00	0.00	51,607.47
Total Miscellaneous	0.00	0.00	0.00	0.00	363,024.97	51,607.47
Interfund Transfers	75,000.00	0.00	215,000.00	0.00	0.00	0.00
Prior Year Cancelled Encumbrances	0.00	0.00	0.00	0.00	0.00	(4,494.90)
Total Expenditures	3,893,813.37	55,112.57	240,829.72	175,131.25	363,024.97	56,591.12
<b>Receipts Over (Under) Expenditures</b>	<b>\$ 332,537.83</b>	<b>\$ 53,887.43</b>	<b>\$ (84,815.38)</b>	<b>\$ (117,431.78)</b>	<b>\$ 102,154.56</b>	<b>\$ 79,900.30</b>

No assurance is provided. Substantially all disclosures omitted.

**City of Westwood, Kansas**  
Summary of Expenditures - Actual and Budget  
Regulatory Basis  
For The Year Ended December 31, 2020

	<b>Certified Budget</b>	<b>Expenditures Chargeable to Current Year</b>	<b>Difference Over/(Under)</b>
<b>Expenditures</b>			
General Fund	2,939,534.00	2,589,639.26	(349,894.74)
Capital Improvements Fund	393,000.00	3,893,813.37	3,500,813.37 *
Equipment Reserve Fund	84,250.00	55,112.57	(29,137.43)
Stormwater Fund	241,000.00	240,829.72	(170.28)
Special Highway Fund	180,000.00	175,131.25	(4,868.75)
Woodside TIF/CID Fund	471,030.00	363,024.97	(108,005.03)
Debt Service Fund	106,000.00	56,591.12	(49,408.88)
<b>Total Expenditures</b>	<b><u>4,414,814.00</u></b>	<b><u>7,374,142.26</u></b>	<b><u>2,959,328.26</u></b>

\*Capital Improvements Fund has Qualifying Budget Credits of \$3,510,473 for 2020. This would leave this fund under the Certified Budget by \$9,660 for the year.

No assurance is provided. Substantially all disclosures omitted.

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City of Westwood, Kansas  
Appropriation Ordinance No. 722

AN ORDINANCE APPROPRIATING CITY EXPENDITURES FOR THE PERIOD OF DECEMBER 1, 2020 - DECEMBER 31, 2020 AND SUMMARIZING SAID EXPENDITURE HEREIN.

	General Month Ending 12/31/2020	Capital Improvements Month Ending 12/31/2020	Equipment Reserve Month Ending 12/31/2020	Stormwater Month Ending 12/31/2020	Special Highway Month Ending 12/31/2020	Woodside TIF/CID Month Ending 12/31/2020	Debt Service Month Ending 12/31/2020	Total All Funds Month Ending 12/31/2020
<b>Expenditures</b>								
Salary & Benefits	131,056.58	0.00	0.00	0.00	0.00	0.00	0.00	131,056.58
Employee Expenses	9,177.82	0.00	0.00	0.00	0.00	0.00	0.00	9,177.82
Professional Fees	37,197.05	0.00	0.00	0.00	0.00	0.00	0.00	37,197.05
General Operating Expenses	14,671.26	0.00	0.00	0.00	0.00	(11,158.70)	0.00	3,512.56
Utilities	43,223.74	0.00	0.00	0.00	0.00	0.00	0.00	43,223.74
Equipment and Maintenance	26,909.30	53,041.60	55,112.57	457.26	0.00	0.00	0.00	135,520.73
Street and Stormwater	0.00	(9,885.00)	0.00	3,981.04	0.00	0.00	0.00	(5,903.96)
Park and Events	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	44,492.81	0.00	44,492.81
Interfund Transfers	222,000.00	75,000.00	0.00	215,000.00	0.00	0.00	0.00	512,000.00
<b>Total Expenditures</b>	<b>484,485.75</b>	<b>118,156.60</b>	<b>55,112.57</b>	<b>219,438.30</b>	<b>0.00</b>	<b>33,334.11</b>	<b>0.00</b>	<b>910,527.33</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 2020 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 14th day of January, 2021.

\_\_\_\_\_  
MAYOR

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



## Chief Administrative Officer/City Clerk Report

January 2021

To: Mayor and City Council

From: Leslie Herring, Chief Administrative Officer/City Clerk

Date: January 14, 2021

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

### Current Priorities

4<sup>th</sup> Quarter 2020 through 1<sup>st</sup> Quarter 2021

- *Adopt 2018 building codes*
  - **Currently on track for presentation to Council in February**
- *Finalize the update to the employee handbook/personnel policy*
  - **We plan to begin this work in late January/early 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 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*
  - **I will begin working on this and making introductions at businesses this spring to build out the content**

### Annual License and Permits Renewal

Abby has been processing renewals of pet, occupational, rental, and massage licenses and Eddie has been conducting annual rental inspections. This is a busy time of year at the front counter.

## **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 February 11, 2021 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 February meeting.

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

### *Residential*

New construction (2020 total: 5)

- 2120 W. 48<sup>th</sup> Street: Single-family home
- 4924 Booth Street: Single-family home

Additions

- 2904 W. 48<sup>th</sup> Terrace: Rear addition
- 2801 W. 51<sup>st</sup> Street: Rear addition

Misc.

- 2207 W. 48<sup>th</sup> Street: House demolition

### *Commercial*

New construction – None

Additions

- 2701 W. 47<sup>th</sup> Street (Lulu's Thai Noodle Shop): Add a roof over the concrete patio

Misc. – None

## **Planning Commission Report**

The planning commission subcommittees have been meeting to evaluate the sections of the zoning regulations identified for review. They have agreed to present initial findings and progress to the body as a whole at the February 1, 2021 planning commission meeting. 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

DECEMBER 2020

ACTIVITIES / OFFENSE	THIS MONTH	20-YTD	19-YTD	20-Avg	CHANGE
<i>PART I CRIMES</i>					
MURDER					No Change
RAPE		1		0.08	1
ROBBERY			1		-1
<b>BURGLARY</b>					
BUSINESS					No Change
RESIDENTIAL		1	1	0.08	No Change
VEHICLE	3	26	30	2.50	-4
MOTOR VEH THEFT		6	3	0.50	3
LARCENY / THEFT	4	25	29	2.08	-4
ASSAULT / BATTERY		4	2	0.33	2
<b>ARRESTS</b>					
FELONY		3	4	0.25	-1
MISDEMEANOR		1	10	0.08	-9
TRAFFIC		2	2	0.17	No Change
DRUG	2	16	6	1.33	10
DUI	1	2		0.17	2
WARRANTS	2	24	62	2.00	-38
CONFINED			17		-17
<b>SUMMONS</b>					
HAZARD	33	469	675	39.08	-206
NON-HAZARD	38	982	1716	81.83	-734
DUI		1		0.08	1
ORD. VIOLATION	4	47	9	3.92	38
<b>ACCIDENTS</b>					
NON-INJURY	1	11	18	0.92	-7
INJURY		4	2	0.33	2
PRIVATE PROPERTY		1		0.08	1
ADMIN.DUTIES-PD	29	353	274	29.42	79
ADMIN.DUTIES - CITY	4	47	3	3.92	44
ALARM	12	46	24	3.83	22
ANIMAL		12	6	1.00	6
ASSIST - POLICE	6	59	66	4.92	-7
ASSIST - PUB MOTOR	14	113	70	9.42	43
BLD. CHECK-SHAKE	1	69	43	5.75	26
BLD. CHECK-PATROL	1440	13036	14150	1086.33	-1114
BUSINESS CHECK	391	1151	219	95.92	932
CIVIL MATTER		3	9	0.25	-6
EXTRA PATROL HAZARD					No Change
EXTRA PATROL NON HAZ		3			3
EXTRA PATROL DUI					No Change
EXTRA PATROL ORD.					No Change

# WESTWOOD

DECEMBER 2020

ACTIVITIES / OFFENSE	THIS MONTH	20-YTD	19-YTD	20-Avg	CHANGE
CRIMINAL DAMAGE	3	9	1	0.75	8
DISTURBANCE	3	33	20	2.75	13
DISORDERLY CONDUCT					No Change
F.I.F	1	2		0.17	2
FIRE		4	8	0.33	-4
FOLLOW UP	5	27		2.25	27
INFO / INVEST	5	42	48	3.50	-6
JUVENILE		4	4	0.33	No Change
<b>MENTAL HEALTH</b>					
SUICIDE		1		0.083333333	1
ATT SUICIDE		2		0.17	2
INVOLUNTARY COMMITTAL		2		0.166666667	2
ALL OTHER MENTAL HEALTH	1	7		0.58	7
MEDICAL CALL	12	83	45	6.92	38
NATURE UNKNOWN		3	6	0.25	-3
NOISE COMPLAINT		9	17	0.75	-8
OPEN DOOR		22	16	1.83	6
ORD. COMPLAINT		4		0.33	4
ORD. VIOL WARNING		1	9	0.08	-8
ORD. VIOL LETTER		1		0.08	1
OTHER		5	1	0.42	4
PED. CHECK	1	6		0.50	6
PUBLIC SERVICE	25	157	128	13.08	29
RECOVERED PROP	1	12	8	1.00	4
RESIDENCE CHECK	36	338	528		-190
SUSPICIOUS SUBJECT	6	44	41	3.67	3
VEH CHECK OCCUPIED	1	21	16	1.75	5
VEH CHECK UNOCCUPIED	1	31	37	2.58	-6
TELE. CALL HARASS		1		0.08	1
TELE. CALL THREAT			1		-1
TRAFFIC COMPLAINT	9	28	32	2.33	-4
TRAFFIC WARNING	23	132	334	11.00	-202
UNATTENDED DEATH					No Change

Total Activity

2015

Last Year - YTD Activity

15915

Year to Date Activity

15861

Difference in Activity

-54

Total Monthly Summons

75

Hazardous Summons Percentage

44%

**WESTWOOD  
INCIDENT SUMMARY**

**BURGLARY TO AUTO**

**CASE NO:** 20-0327      **LOCATION:** 2707 W 47th Terr  
**DATE :** 12/3/2020  
**ACTIVITY:** Unknown suspect(s) entered the unlocked vehicle but no loss was reported.

**CASE NO:** 20-0338      **LOCATION:** 4725 Booth St  
**DATE :** 12/15/2020  
**ACTIVITY:** Unknown suspect(s) entered the unlocked vehicle and took a sweater without permission.

**CASE NO:** 20-0345      **LOCATION:** 1900 State Line Rd  
**DATE :** 12/21/2020  
**ACTIVITY:** Unknown suspect(s) entered the unlocked vehicle and took CD's and some change in coins without permission.

**LARCENY / THEFT**

**CASE NO:** 20-0331      **LOCATION:** 4700 Rainbow Blvd  
**DATE :** 12/9/2020  
**ACTIVITY:** Unknown suspect(s) stole victim's social security number and used it to make an unemployment claim with the State of K

**CASE NO:** 20-0337      **LOCATION:** 2800 W 47th Terr  
**DATE :** 12/14/2020  
**ACTIVITY:** Unknown suspect(s) stole victim's social security number and used it to obtain unemployment benefits.

**CASE NO:** 20-0335      **LOCATION:** 4804 Belinder Ave  
**DATE :** 12/14/2020  
**ACTIVITY:** Unknown suspect(s) attempted to cut a catalytic converter off of a vehicle in a driveway, but were interrupted by a neighbor.

**CASE NO:** 20-0346      **LOCATION:** 4701 Mission Rd  
**DATE :** 12/22/2020  
**ACTIVITY:** Employee took gift cards that were intended for other people and used them to buy items for themselves

WESTWOOD  
COURT SUMMARY  
DECEMBER, 2020

COURT DATE	ARRAIGNMENTS	TRIALS	FINES	LETTERS	WARRANTS
December 04, 2020	38	04	\$ 2,930.00	78	00
December 11, 2020	42	07	\$ 1,982.00	17	28
December 18, 2020	37	03	\$ 620.00	13	08
<b>TOTALS</b>					
December, 2020	117	14	\$ 5,532.00	108	36
December, 2019	127	12	\$19,507.00	48	36
<b>TOTAL (\$5,532.00) less</b>					
* Kansas DL fees:					\$122.00
* Judges Training Fund:					\$ 16.00
* LET Training Fund:					\$ 360.00
* Seat Belt Fund:					\$ 20.00
<b>December, 2020 TOTAL:</b>					<b>\$5,014.00</b>

Y.T.D. TOTALS 2020		Y.T.D. TOTALS 2019	
ARRAIGNMENTS:	1781	ARRAIGNMENTS:	1767
TRIALS	239	TRIALS:	191
LETTERS:	1880	LETTERS:	797
WARRANTS:	286	WARRANTS:	360
FINES:	\$134,711.40	FINES:	\$215,387.68
KS DL FEES:	\$2129.00	KS DL FEES:	\$2349.00
JUDGES FUND:	\$489.00	JUDGES FUND:	\$996.00
L.E.T.FUND:	\$9,496.50	L.E.T FUND:	\$13,702.50
COMM CORRECT FUND:	\$0.00	COMM CORRECT FUND:	\$250.00
SEATBELT SAFETY FUND:	\$300.00	SEATBELT SAFETY FUND:	\$2300.00

To: Governing Body  
From: John Sullivan, Director of Public Works  
Date: January 12, 2020  
Re: Monthly Status Report

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- 2019 (formerly 2018) Street and Storm water Improvement Projects: I will be meeting with the General Contractor on the Punchlist Items in the spring in preparation of the final inspection on the bond.
- W. 47<sup>th</sup> Street Project: Scope and fee have been determined. I will be forwarding the information to the City Attorney so that he can finish the agreement.
- Belinder CARS Project, UBAS with additional streets: We have received the reimbursement from the county.
- Annex Street Preliminary Design: The Engineer is working on the plans. We have met with KCMO and will be working on an interlocal agreement.
- 5050 Rainbow Demolition Plan: This project is complete.
- City Hall Touchless Water Fixture Replacement: This project is complete.

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, DECEMBER 2020**  
**DATE: January 12, 2021**

Some of the activities for Public Works in December 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 the leaf pickup program.
20. Installed Holiday Lights on Tree at City Hall.
21. Removed leaves from City grounds.
22. Swept streets in Westwood, Mission Woods.
23. Prepped for snow storm.

24. Monitored touchless plumbing fixture install.
25. Serviced Street Sweeper.

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

## **COUNCIL ACTION FORM**

Meeting Date: January 10, 2021

Staff Contact: John Sullivan, Public Works Director

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Agenda Item: Council Consideration authorizing the Mayor to execute Public Works Service Agreement Addendum's for the City of Mission Woods and the City of Westwood Hills.

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

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.

### **Staff Recommendation:**

Staff recommends Council 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.



**PUBLIC WORKS SERVICE AGREEMENT ADDENDUM  
MISSION WOODS, KANSAS  
CHARGES AND TERMS FOR SERVICE**

**EFFECTIVE DATE OF THIS ADDENDUM, JANUARY 1, 2021  
(to apply until a subsequent Addendum is executed)**

**For Service provided and attributable to Mission Woods:**

1. **Street Cleaning**  
120.36 per hour,  
19.64 per ton loading fee  
51.00 per ton for disposal of material
2. **Snow Removal**  
95.33 per hour
3. **De-icing**  
95.33 per hour  
Current market price to Westwood per ton for material  
19.64 per ton loading fee
4. **Other requested services**  
Hourly Reimbursement for Time Spent by the Following Individuals:  
75.67 per hour straight time -Director of Public Works  
39.12 per hour straight time; 54.72 per hour overtime-Superintendent of Public Works  
42.43 per hour straight time; 52.47 per hour overtime-Maintenance Worker III  
36.98 per hour-Loader  
40.97 per hour-Chipper  
33.51 per hour-Truck  
8.38 per hour-Car  
10.50 per hour-Miscellaneous Tool Charges  
10.50 per hour-Trailer

**Costs of Materials are at cost to the City of Westwood**

5. **Any costs may be adjusted on an item-by item basis and mutual agreement as appropriate under the circumstances.**
6. **Payment will be due after receipt of itemized invoice. Normally, if an invoice is received by the Wednesday before the first Tuesday of the month, a warrant for payment will be presented and approved by the Mission Woods Council on that first Tuesday; and payment will be made within 7 days thereafter.**
7. **If an invoice remains unpaid 90 days after presentation, Westwood may decline further service under this Agreement until the delinquency is cured.**

**IN WITNESS WHEREOF, the Mayor of Westwood, Kansas, has signed this Agreement on behalf of the City of Westwood, Kansas and the Mayor of Mission Woods, Kansas, has signed this Agreement on behalf of the City of Mission Woods, Kansas.**

**CITY OF WESTWOOD, KANSAS**

**CITY OF MISSION WOODS, KANSAS**

By: \_\_\_\_\_  
David Waters, Mayor

By: \_\_\_\_\_  
Darrell Franklin, Mayor

**ATTEST:**

**ATTEST:**

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

\_\_\_\_\_  
Shelley Floyd, City Clerk

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
Steven Mauer, City Attorney

**PUBLIC WORKS SERVICE AGREEMENT ADDENDUM  
WESTWOOD HILLS, KANSAS  
CHARGES AND TERMS FOR SERVICE**

**EFFECTIVE DATE OF THIS ADDENDUM JANUARY 1, 2021  
(to apply until a subsequent Addendum is executed)**

**For Service provided and attributable to Westwood Hills:**

- 1. Snow Removal**  
95.33 per hour
- 2. De-icing**  
95.33 per hour  
Current market price to Westwood per ton for material  
19.64 per ton loading fee
- 3. Other requested services**  
Hourly reimbursement for time spent by the following individuals:  
75.67 per hour straight time; -Director of Public Works  
39.12 per hour straight time; 54.72 per hour overtime-Superintendent of Public Works  
42.43 per hour straight time; 52.47 per hour overtime-Maintenance Worker III  
36.98 per hour-Loader  
40.97 per hour-Chipper  
33.51 per hour-Truck  
8.38 per hour-Car  
10.50 per hour-Miscellaneous Tool Charges  
10.50 per hour-Trailer

**Costs of Materials are at cost to the City of Westwood**

- 4. Any costs may be adjusted on an item-by item basis and mutual agreement as appropriate under the circumstances.**
- 5. Payment will be due after receipt of itemized invoice. Normally, if an invoice is received by the Wednesday before the second Monday of the month, a warrant for payment will be presented and approved by the Westwood Hills Council on that second Monday; and payment will be made within 7 days thereafter.**
- 6. If an invoice remains unpaid 90 days after presentation, Westwood may decline further service under this Agreement until the delinquency is cured.**

**IN WITNESS WHEREOF, the Mayor of Westwood, Kansas, has signed this Agreement on behalf of the City of Westwood, Kansas and the Mayor of Westwood Hills, Kansas, has signed this Agreement on behalf of the City of Westwood Hills, Kansas.**

**CITY OF WESTWOOD, KANSAS**

**CITY OF WESTWOOD HILLS, KANSAS**

**By: \_\_\_\_\_**  
David Waters, Mayor

**By: \_\_\_\_\_**  
Paula Schwach, Mayor

**ATTEST:**

**ATTEST:**

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

\_\_\_\_\_  
Beth O'Bryan, City Clerk

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
James Orr, City Attorney