

**OTTAWA CITY COMMISSION****Wednesday, August 20, 2025 - 10:00 am****REGULAR MEETING AGENDA****Ottawa City Hall - 101 S. Hickory**

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 958 8516 8215#. To view on YouTube: <https://www.youtube.com/@ottawaksgov>

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may in person, via Zoom or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item.

To submit your comment or request the meeting Zoom link to give a public comment, email [publiccomments@ottawaks.gov](mailto:publiccomments@ottawaks.gov) no later than **8:00 am on August 20, 2025**; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

**I. CALL TO ORDER****II. ROLL CALL** \_\_\_\_ Allen \_\_\_\_ Clayton \_\_\_\_ Caylor \_\_\_\_ Crowley \_\_\_\_ Skidmore**III. WELCOME****IV. PLEDGE OF ALLEGIANCE****V. INVOCATION - Pastor Drew Reding, Grace Community Fellowship Church****VI. PUBLIC COMMENTS**

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

**VII. APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, AND NOMINATIONS****VIII. CONSENT AGENDA**

- A. Minutes from August 13, 2025 Meeting (*Pp. 3-6*)
- B. July 2025 Finance Monthly Report (*Pp. 7-19*)
- C. Minutes from April 24, 2025 Board of Zoning Appeals Meeting (*Pp. 20-21*)
- D. Partner Agency Reports from July 2025 (*receive and file*)
  - 1. Franklin County Development Council (*Pp. 22-31*)
  - 2. Ottawa Library (*Pp. 32-34*)
  - 3. Ottawa Main Street Association (*Pp. 35-39*)
  - 4. Prairie Paws Animal Shelter (*Pp. 40-47*)
- E. Agenda Approval

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

**IX. DECLARATION**

At this time, I'd like to give the Commissioners a chance to declare any conflict or communication they've had that might influence their ability to consider today's issues impartially.

**X. UNFINISHED BUSINESS****A. Resolution Amending Economic Development Incentive Policy—Director Landis (*Pp. 48-87*)**

**Comment:** The amended Economic Development Incentive Policy includes revisions to the fee schedule and Reinvestment Housing Incentive Districts and repeals Resolution 1884-21.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

**XI. NEW BUSINESS**

**A. 2nd Quarter 2025 Outside Agency Reports**

1. Franklin County Development Council
2. Ottawa Library
3. Ottawa Main Street Association
4. Prairie Paws Animal Shelter

**B. 2025 Standard Traffic Ordinance - Chief Weingartner (Pp. 88-91)**

**Comments:** This is an annual revision to the Standard Traffic Ordinance (STO) published by the League of Kansas Municipalities.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**C. Ordinance Incorporating the Uniform Public Offense Code for Kansas Cities - Chief Weingartner (Pp. 92-94)**

**Comments:** Staff recommends adoption of ordinance with revisions outlined in summary provided by the League of Kansas Municipalities.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**D. Consideration of Sample Language for Special Purpose and General Purpose Sales Tax Framework for Placement on the November 4, 2025 General Election —City Manager Silcott and City Attorney Finch (Pp. 95-109)**

**Comments:** City Manager Silcott and City Attorney Finch will review sample ballot language to direct staff on the Governing Body's desired course of action for consideration of a resolution at the August 27, 2025, City Commission meeting.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

**XII. COMMENTS BY CITY MANAGER**

**XIII. COMMENTS BY GOVERNING BODY**

**XIV. ANNOUNCEMENTS**

- |    |                    |  |
|----|--------------------|--|
| A. | August 26, 2025    | OU Fusion—6:0 pm, Legacy Square            |
| B. | August 27, 2025    | City Commission Meeting—4:00 pm, City Hall |
| C. | September 3, 2025  | City Commission Meeting—7:00 pm, City Hall |
| D. | September 10, 2025 | City Commission Meeting—4:00 pm, City Hall |

**XV. ADJOURN**

**Regular Meeting Minutes  
City Hall  
Minutes of August 13, 2025**

The Governing Body met at 4:00 p.m. on this date for the Regular City Commission Meeting, with the following members present and participating: Mayor Allen, Mayor Pro Tem Clayton, Commissioner Caylor, Commissioner Crowley and Commissioner Skidmore. Mayor Allen called the meeting to order.

Mayor Allen welcomed the audience and led the Pledge of Allegiance to the American flag. Commissioner Skidmore gave the invocation.

**Public Comments**

George Ogle, 1305 S. Elm, addressed the Commission regarding delays he has experienced in the review process for his proposed residential development project.

**Appointments, Proclamations, Recognitions, Nominations, and Public Hearings**

**Consent Agenda**

Commissioner Crowley moved to approve the consent agenda, seconded by Mayor Pro Tem Clayton. The agenda included the minutes from August 6, 2025 Regular Meeting and approval of the Regular Meeting agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Declaration**

No declarations were made.

**Unfinished Business**

**New Business**

**Franklin County Emergency Communication Center budget presentation**

FCECC Director Sarah Peffly and Franklin County Clerk Janet Paddock presented the 2026 proposed budget for the Franklin County Emergency Communication Center, which the City of Ottawa funds at 50% through the interlocal cooperation agreement adopted in 2013. The City's portion of the appropriation for 2026 is \$690,665, representing a 9.04% increase over the 2025 amount. Key drivers of the increase include implementation of a two-year compensation adjustment plan to remain competitive with other dispatch centers, a \$1/hour raise for all dispatchers, and COLA and merit increases. Director Landis reviewed the historical appropriation amounts dating back to 2013. Clerk Paddock noted the practice of issuing annual refunds to the City for unused budget allocations after the County's audit is complete.

Director Peffly shared operational highlights from 2024, including 55,564 total calls answered, with 49,735 of those classified as calls for service. Emergent calls totaled 9,913, while non-emergent calls accounted for 45,494. The center also handled 157 text-to-911 messages and logged 360,189 push-to-talk radio transmissions, averaging 3.5 seconds per transmission. The primary call volume came from Franklin County Sheriff's Office, Ottawa Police Department, Wellsville Police Department, Kansas Highway Patrol, Kansas Wildlife and Parks and DEU, with additional calls routed from multiple rural fire districts and state agencies.

August 13, 2025

Unofficial Until Approved

1

Staffing remains a critical focus, with 12 authorized positions and two dispatcher vacancies. She also highlighted the FCECC's ACE accreditation in Emergency Medical Dispatch, continuing education requirements for all dispatchers, and the peer support program available to employees.

The Governing Body agreed by consensus to review the interlocal agreement later in the year.

**Resolution Authorizing the Sale, Conveyance, and Release of Leases for the Premier Auto Project, Phase I Industrial Revenue Bonds**

Director Landis reviewed the purpose and background of the proposed resolution, which represents the final step in closing out the Phase I Industrial Revenue Bonds (IRBs) for the Premier Auto Project. She reminded the Governing Body that the IRBs were issued in 2022 solely as a financing mechanism to provide sales tax exemption for eligible project costs associated with the construction of the approximately 30,000-square-foot auto dealership at 506 E. 23rd Street. No City funds were pledged or expended for repayment, and the developer is solely responsible for all bond-related obligations.

Landis explained that with the construction of the Phase I project complete, the developer has exercised its option under the lease to purchase the project from the City. Bond counsel Kutak Rock has certified that the bonds have been paid in full and that all terms of the lease have been satisfied, including payment of any legal fees and execution of the necessary release documents. Approval of the resolution authorizes the Mayor to execute the Release of Leases and any related closing documents, allowing the City to formally convey its leasehold interest back to Premier Real Estate of Ottawa LLC and terminate the associated base lease and lease agreements recorded in 2022.

Commissioner Skidmore made a motion, seconded by Commissioner Caylor, to adopt the resolution authorizing the sale and conveyance of the City's leasehold interest in the Premier Auto Project, Phase I, and the execution of a Release of Leases. The motion was considered and upon being put, all present voted aye. The Mayor declared this resolution duly adopted, and this resolution was duly numbered Resolution No. 1987-25.

**Consider Approval of Updated Agreement for the 15th and Main Street Traffic Signal, Sidewalk and Inspection Services**

Director Snethen presented the updated professional services agreement with GFT Infrastructure, Inc. (formerly TranSystems) for engineering and inspection services on the 15th and Main Street Traffic Signal Project. He explained that the original contract, approved earlier in 2025 for \$53,600, included design and inspection services for the replacement of the existing traffic signal.

Following a May 14, 2025 Commission discussion initiated by Mayor Pro Tem Clayton, staff explored the feasibility of incorporating a sidewalk connection from the intersection to the Prairie Spirit Rail Trail. Snethen reported that GFT had evaluated the request, prepared a revised scope of work, and provided a fee proposal to include additional survey, legal description preparation for easements, updated plan sheets, contract document revisions, bidding support, and expanded part-time construction inspection services.

The revised agreement increases the contract amount to \$78,100, an additional \$24,500 over the original. The increase covers the direct costs associated with the sidewalk addition, including design modifications to accommodate pedestrian connectivity, extended inspection time, and added surveying



and legal documentation. Funding for the base project will remain within the Electric CIP Fund, while the sidewalk portion will be funded from the City's Capital Projects – Sidewalk Fund, which has sufficient available balance to cover the cost.

Commissioners expressed support for the expanded project scope, noting that the sidewalk connection will improve pedestrian safety, enhance trail access, and align with the City's multimodal transportation goals.

Mayor Pro Tem Clayton made a motion, seconded by Commissioner Crowley, to approve the updated agreement with GFT Infrastructure, Inc. in the amount of \$78,100 for the expanded scope of the 15th and Main Street Traffic Signal and Sidewalk Project and authorize the City Manager to execute the agreement and any necessary documents. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

### **Ottawa Community Survey – Summary of Results**

Communications and Outreach Coordinator Eytcheson presented the results from the 2025 Community Survey, conducted July 7 through August 6, 2025, which received 991 total responses, representing approximately 20% of registered voter households in Ottawa. The survey was distributed through multiple channels, including postcards mailed to all registered voters, inserts in utility bills, QR-coded signage at public facilities, and online promotion through the City's website and social media.

The 14-question survey gathered anonymous feedback on resident satisfaction with City services, community priorities, and the pending renewal of the City's one-cent local sales tax. Respondents expressed high levels of satisfaction with fire and emergency medical services, police services, and access to community recreation such as parks, trails, and the Ottawa Municipal Auditorium. However, the condition of streets, curbs, and sidewalks was the most frequent concern, with 57% rating them below average or poor, making street repair the community's top five-year priority. Other priority areas identified included recreation and quality-of-life amenities, utility infrastructure upgrades, and economic development.

Eytcheson noted strong public support for renewing the one-cent local sales tax, which is set to expire on June 30, 2026. Overall, 89% of respondents indicated they would likely vote "yes" on renewal, with the highest levels of support tied to specific uses:

- Property tax relief: 76% said they were more likely to support renewal if it continued to offset property taxes by roughly 13.87 mills.
- Cost sharing with non-residents: 76% supported renewal when reminded that the sales tax captures revenue from visitors and those living outside city limits who use Ottawa's services.
- Targeted investments: 79% supported renewal if dedicated in part to street improvements, 64% if dedicated to parks and recreation, and 63% if dedicated to replacing the aging community pool.

The Commission agreed that placing the sales tax renewal question on the November 4, 2025 General Election ballot would be the most cost-effective and timely option, with a resolution deadline of September 3, 2025. Staff will return with draft ballot language for Commission review at an upcoming meeting.

### **City Manager Comments**

City Manager Silcott offered congratulations on the induction of Flint Hills Trail State Park into the Rails to Trails Conservancy Hall of Fame, noting its 93-mile route and the connection between the Flint Hills and Prairie Spirit trails. He provided an update on the August 13 power outage affecting approximately 1,300 customers, caused by a turkey vulture making contact with multiple energized phases, with service restored in about 20 minutes. Silcott also reported operational highlights, including completion of school crosswalk repainting, storm debris removal, replacement of the grit classifier liner at the Water Reclamation Facility, draining and winterizing of the Forest Park Pool, installation of a rebuilt cooling tower pump, and City staff volunteering weekly with ECKAN's summer lunch program for youth. He concluded with reminders about upcoming events, including the August 15 Chamber Coffee, August 16 "Surfin' USA" concert at OMA, August 19 Munsee Veterans program at NCCC, and August 23 Airport Days.

### **Governing Body Comments**

Commissioner Skidmore expressed appreciation for timely communication about outages and incidents. Commissioner Crowley praised the design of the new Commission Chambers for improving interaction. Commissioner Caylor suggested celebrating with past commissioners to view the new Commission Chambers. Mayor Pro Tem Clayton wished students, parents, and teachers well for the school year and reminded drivers to watch for children. Mayor Allen noted that all Commission Room improvements were funded entirely with ARPA dollars, with no local tax dollars used.

### **Announcements**

- A. August 20, 2025      City Commission Meeting – 10:00 am, City Hall
- B. August 26, 2025      Ottawa University Fusion – 6:00 pm, Legacy Square
- C. August 27, 2025      City Commission Meeting – 4:00 pm, City Hall
- D. September 3, 2025    City Commission Meeting – 7:00 pm, City Hall

### **Adjournment**

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 5:19 pm.

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Melissa Reed, City Clerk

# Finance Department Monthly Report

2025/07



Prepared By:  
Rebekah McCurdy, City Treasurer

# Memorandum

[Back to Agenda](#)

TO: City Manager and the Honorable City Commission

FROM: Melanie Landis, Finance Director

SUBJECT: July 2025 Monthly Report - Finance Department & City Clerk

The Finance Department conducts a variety of business daily including: utility billing, customer service and payment counter for utility payments, accounting functions including payroll, accounts payable, accounts receivable, financial reporting, annual operating budget, and debt management. The City Clerk maintains custody of official records, issues licenses, and serves as a central contact between citizens, the governing body and city departments.

## July 2025 Activities of Note:

### City Clerk:

5 licenses issued.  
73 licenses issued YTD.  
7 open record requests.  
84 open records YTD.

### Utility Billing:

6,754 bills produced.  
359 service orders  
completed.

### Project Updates:

\*Finalized CIP for  
Public Hearing  
\*TGT implementation with  
local hotels  
\*Fall Golf Tournament  
Planning

Included in this monthly report are independent reports on:



Revenues Report



Grant Report



Budget Report



Investment Report



Treasurer's Reports



Debt Report



# Revenues Report as of July 31, 2025

Sales and use taxes are budgeted to provide approximately 46.83% of the general fund's revenue budget as well as fund special projects and purchases. The attached reports provide a summary and comparison look at this revenue source. Sales tax distributions are received two months after the sales occurred; for example March sales tax receipts for the City represent sales tax collected for January sales.

The various sources of sales tax impact the City of Ottawa's 2025 operating budget as follows:

## SALES AND USE TAX

### Budget Summary

#### GENERAL PURPOSE

##### General Fund 001

	% of General Fund Sales Tax Budget	2025 Budget	2025 Projected	% of Anticipated Collection of Budget
City Sales Tax	53.2%	\$ 3,502,600	\$ 3,449,075	98.5%
City Compensating Use Tax	12.1%	\$ 797,500	\$ 760,000	95.3%
Franklin County Sales Tax	26.3%	\$ 1,732,500	\$ 1,668,215	96.3%
Franklin County Compensating Use Tax	8.4%	\$ 550,000	\$ 534,000	97.1%
	<b>100.0%</b>	<b>\$ 6,582,600</b>	<b>\$ 6,411,290</b>	<b>97.4%</b>

#### DESIGNATED PURPOSE

##### Proximity Park Special Sales Tax Fund 097

	% of General Fund Sales Tax Budget	2025 Budget	2025 Projected	% of Anticipated Collection of Budget
City Sales Tax	83.3%	\$ 1,800,750	\$ 1,710,944	95.0%
City Compensating Use Tax	16.7%	\$ 361,800	\$ 376,927	104.2%
	<b>100.0%</b>	<b>\$ 2,162,550</b>	<b>\$ 2,087,872</b>	<b>96.5%</b>

**Summary Report** - This report shows all sales tax revenues received in this month. A breakdown of how much revenue is allocated into the General Fund and the proximity park special sales tax improvements fund.

**Historical Summary Report** - This report compares sales tax receipts and growth (decline) in receipts. Highlighted here are overall sales tax receipts and breakdowns by fund.



# Summary Sales Tax Report

## as of July 31, 2025

### Summary Sales Tax Report

#### For the Month of July

City Sales Tax	\$ 490,586.28	growth over last year 7.3 %
City Compensating Use Tax	\$ 86,052.81	-31.0 %
Franklin County Sales Tax	\$ 150,993.04	3.9 %
Franklin County Compensating Use Tax	\$ 43,444.19	-16.9 %
<b>Totals</b>	<b>\$ 771,016.32</b>	
<b>plus CID Incentives</b>	<b>\$ 26,985.88</b>	
<b>July State Distribution</b>	<b>\$ 798,002.20</b>	

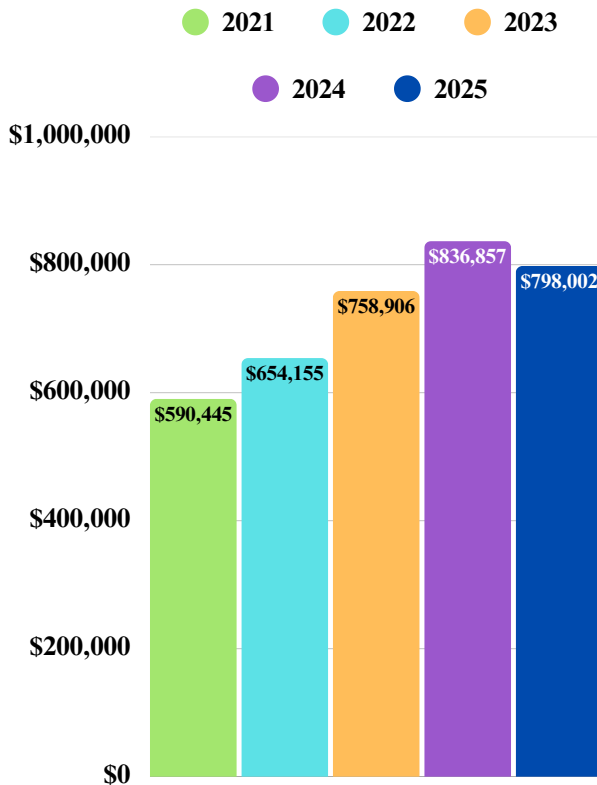
#### Tax Incentive Districts

##### CID

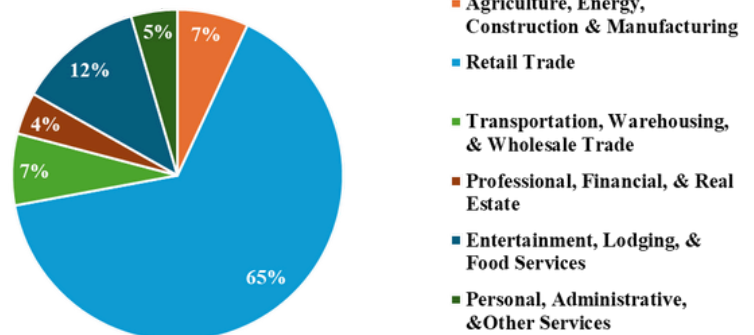
19th & Princeton	\$ 6,434.88
21st & Princeton	\$ 11,046.86
NW 35 & Princeton	\$ 9,504.14
<b>Total</b>	<b>\$ 26,985.88</b>

	City Sales Tax	City Compensating Use Tax	Franklin County Sales Tax	Franklin County Compensating Use Tax	Total-to-Date
General Fund	\$2,055,081.09	\$ 441,969.58	\$ 975,894.15	\$ 315,182.03	\$3,788,126.85
Sales Tax-Proximity Park	\$1,027,540.56	\$ 220,984.79			\$1,248,525.35
CID - Princeton & 19th	\$ 40,729.23				\$ 40,729.23
CID - Princeton & 21st	\$ 59,950.38				\$ 59,950.38
CID - NW 35 & Princeton	\$ 55,410.88				\$ 55,410.88
<b>Total-to-date</b>	<b>\$3,238,712.14</b>	<b>\$ 662,954.37</b>	<b>\$ 975,894.15</b>	<b>\$ 315,182.03</b>	<b>\$5,192,742.69</b>

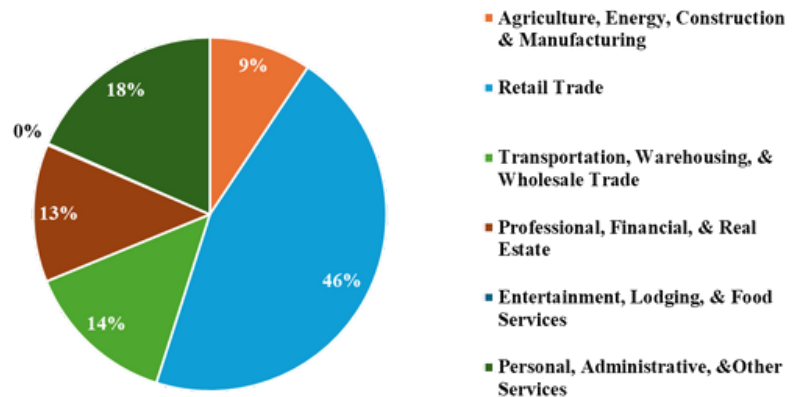
### Historical July Distributions



City Sales Tax  
(by NAICS code)



City USE Tax  
(by NAICS code)







# Ad Valorem Report as of July 31, 2025

Ad Valorem revenues are split between four specific funds within The City of Ottawa's annual budget: the General Fund, Ottawa Memorial Auditorium, the City Library (not operated by The City of Ottawa), and the General Obligation Debt Fund. The table below shows the year-to-date revenue receipts from the County's Ad Valorem Distributions. The City typically receives distributions in January, March, June, September, October, and December each year. The distributions are not equally distributed, but instead relate to payments received in both property taxes and motor vehicle taxes.

AD VALOREM REVENUES			
	Received YTD	Budget 25	% of Budget Received
<b>General Fund</b>			
Ad Valorem	\$ 3,892,538	\$ 4,315,230	90 %
Motor Vehicle	\$ 132,061	\$ 309,040	43 %
Delinquent Personal	\$ 938		
Delinquent Real	\$ 81,369	\$ 70,000	116 %
Recreational Vehicle	\$ 2,244	\$ 4,370	51 %
Heavy Weight Vehicle	\$ 805	\$ 805	54 %
Watercraft	\$ 1,260	\$ 1,260	50 %
Commercial Vehicle	<u>\$ 11,570</u>	<u>\$ 11,570</u>	<u>82 %</u>
	<b>\$ 4,119,622</b>	<b>\$ 4,712,275</b>	<b>87 %</b>
<b>Auditorium Fund</b>			
Ad Valorem	\$ 221,280	\$ 240,720	92 %
Motor Vehicle	\$ 6,376	\$ 14,615	44 %
Delinquent Personal	\$ 45		
Delinquent Real	\$ 3,884	\$ 3,900	100 %
Recreational Vehicle	\$ 109	\$ 200	54 %
Heavy Weight Vehicle	\$ 20	\$ 45	45 %
Watercraft	\$ 31	\$ 55	56 %
Commercial Vehicle	<u>\$ 453</u>	<u>\$ 445</u>	<u>102 %</u>
	<b>\$ 232,197</b>	<b>\$ 259,980</b>	<b>89 %</b>
<b>Library Fund</b>			
Ad Valorem	\$ 1,072,714	\$ 1,226,035	87 %
Motor Vehicle	\$ 35,986	\$ 84,570	43 %
Delinquent Personal	\$ 261		
Delinquent Real	\$ 22,558	\$ 25,000	90 %
Recreational Vehicle	\$ 163	\$ 1,200	51 %
Heavy Weight Vehicle	\$ 115	\$ 220	52 %
Watercraft	\$ 173	\$ 345	50 %
Commercial Vehicle	<u>\$ 2,555</u>	<u>\$ 3,165</u>	<u>81 %</u>
	<b>\$ 1,134,976</b>	<b>\$ 1,340,535</b>	<b>85 %</b>
<b>Debt Service Fund</b>			
Ad Valorem	\$ 388,719	\$ 421,275	92 %
Motor Vehicle	\$ 14,122	\$ 33,185	43 %
Delinquent Personal	\$ 110		
Delinquent Real	\$ 9,773	\$ 10,000	98 %
Recreational Vehicle	\$ 241	\$ 470	51 %
Heavy Weight Vehicle	\$ 45	\$ 85	53 %
Watercraft	\$ 68	\$ 135	50 %
Commercial Vehicle	<u>\$ 1,003</u>	<u>\$ 1,245</u>	<u>81 %</u>
	<b>\$ 414,084</b>	<b>\$ 466,395</b>	<b>89 %</b>



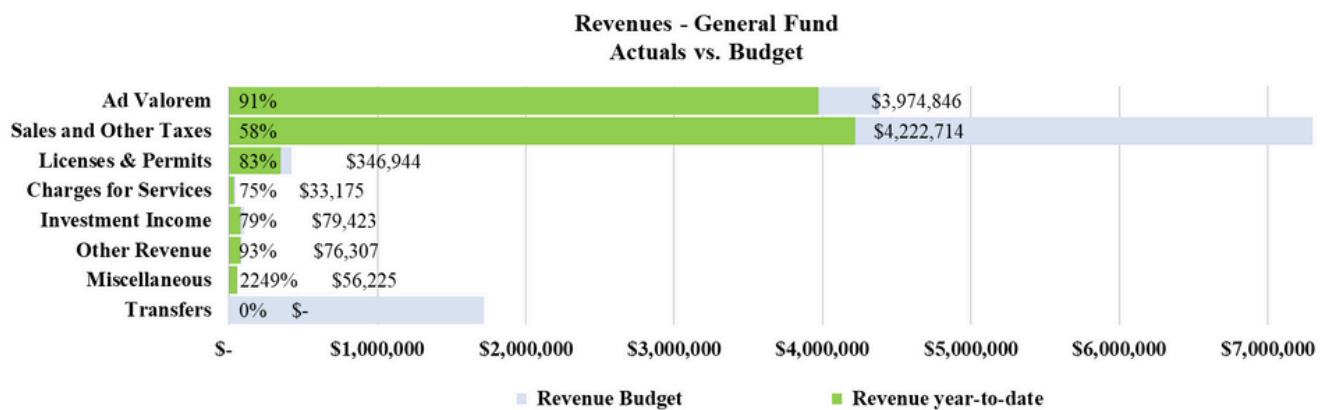


# Budget Report as of July 31, 2025

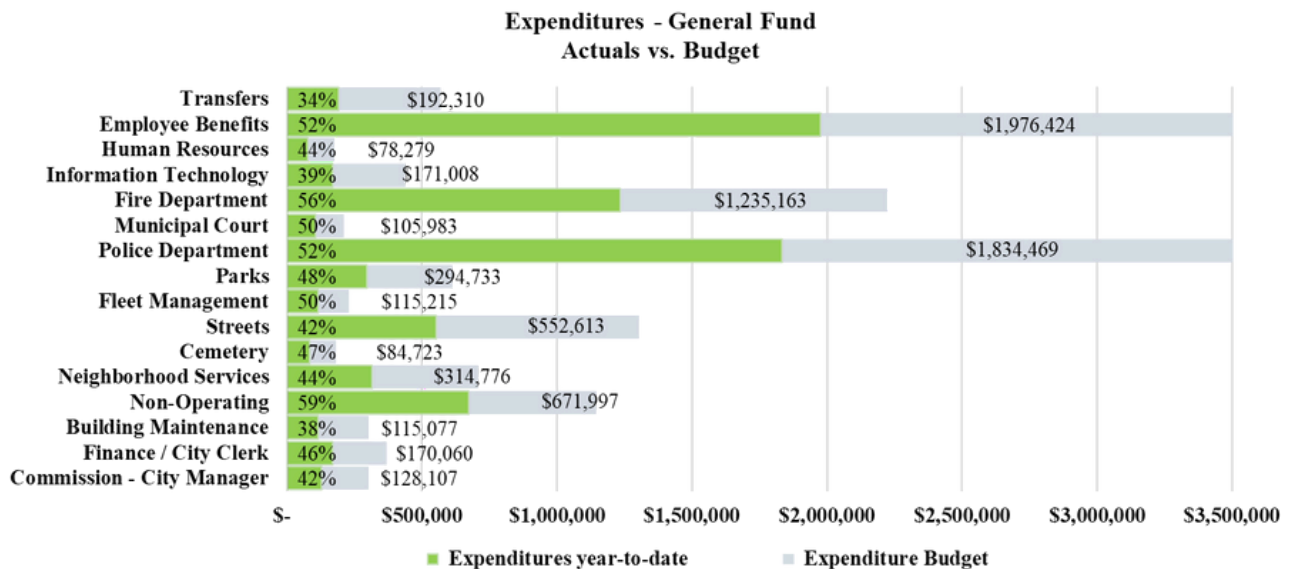
The City of Ottawa adopts an annual budget that sets the expenditure limit for each budgeted fund. Below are tables that show the 2025 revenue received and 2025 expenditures for a specific fund or fund type.

## General Fund

Revenues are budgeted conservatively to help support the services provided by each Fund for the City of Ottawa. The General Fund is made up of multiple department budgets. The graph below shows how actual revenues fell in comparison to the budgeted revenues for the General Fund. Where percentages are over 100% revenues surpassed the budget expectations.



The table below outlines where actual expenditures fall in comparison to the budgeted expenditures broken down by department within the General Fund.

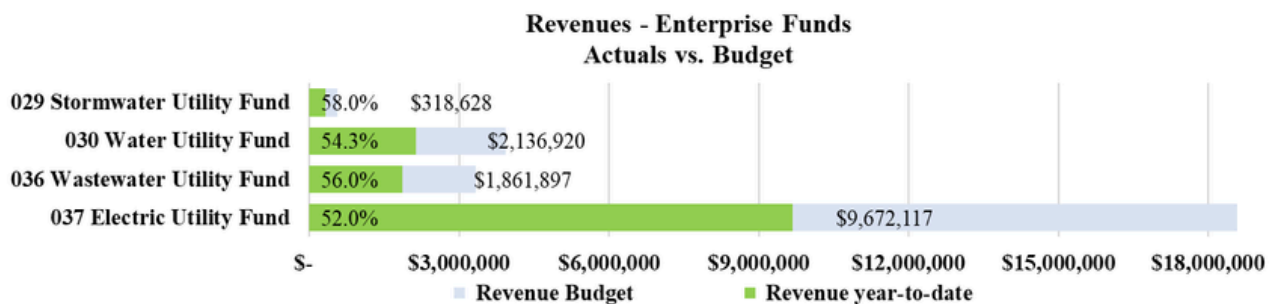




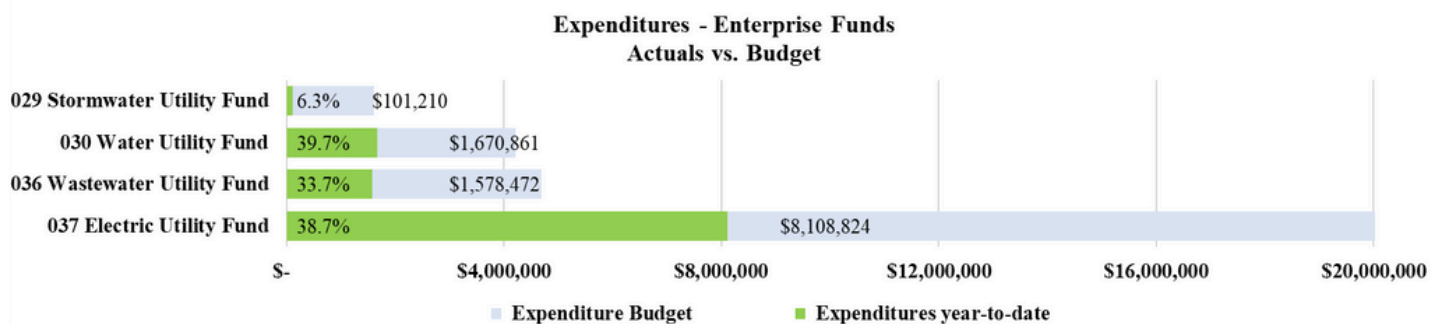
# Budget Report continued...

## Enterprise Funds

The City of Ottawa has four Enterprise Funds: Stormwater Utility Fund , Water Utility Fund, Wastewater Utility Fund, and Electric Utility Fund. The graph below shows how actual revenues fell in comparison to the budgeted revenues for each of these funds. Where percentages are over 100% revenues surpassed the budget expectations.



The table below outlines where actual expenditures fall in comparison to the budgeted expenditures for each of the four Enterprise Funds.

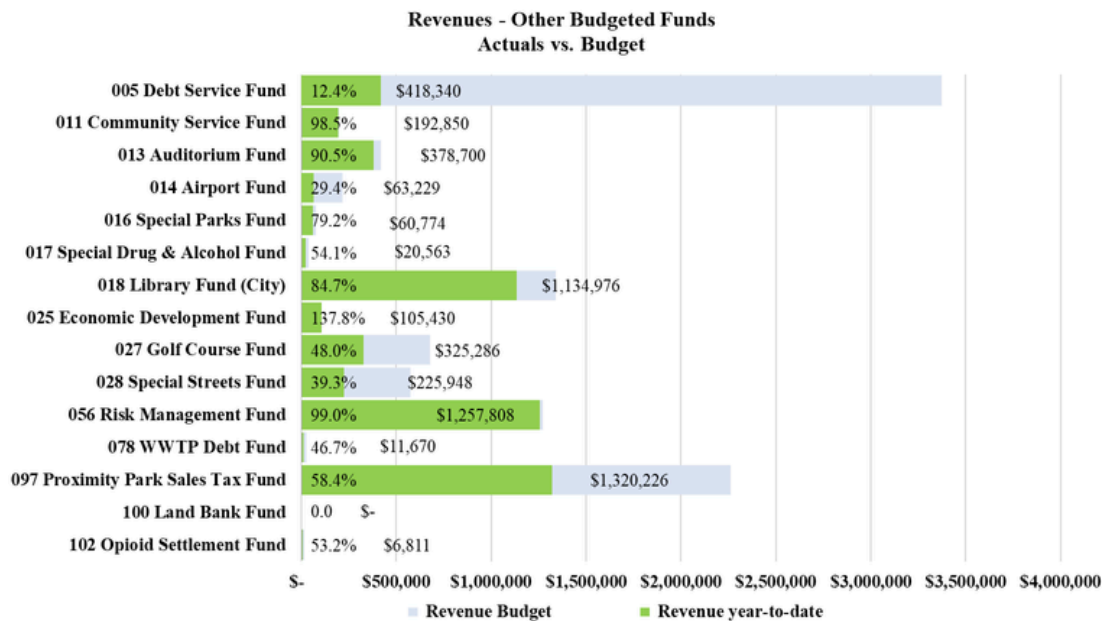




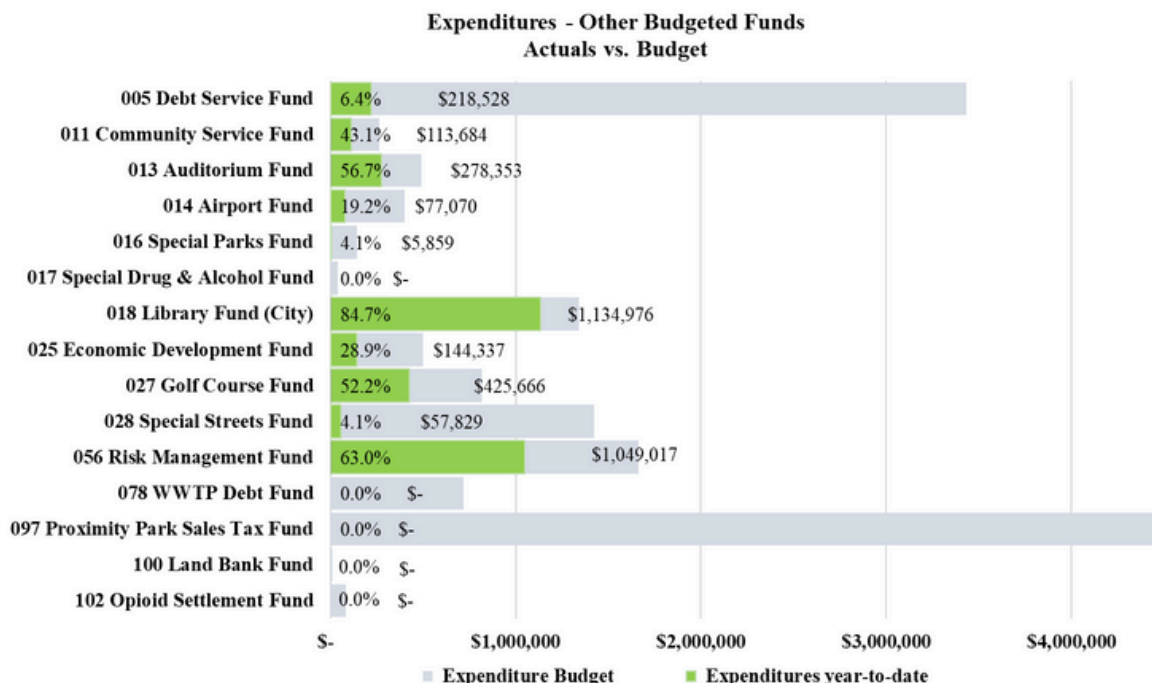
# Budget Report continued...

## Other Budgeted Funds

In addition to the General Fund and Enterprise Funds there are Other Budgeted Funds within the City of Ottawa. The graph below shows how actual revenues fell in comparison to the budgeted revenues for each of these funds. Where percentages are over 100% revenues surpassed the budget expectations.



The table below outlines where actual expenditures fall in comparison to the budgeted expenditures across the Other Budgeted Funds .





# Monthly Treasurer's Report as of July 31, 2025

The Monthly Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened in the month of July impacted each fund.

CITY OF OTTAWA MONTHLY TREASURER'S REPORT JULY 31, 2025								
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH BALANCE
001	General Fund	\$ 4,842,750.85	\$ 666,117.38	\$ 1,279,790.10	\$ 4,229,078.13	\$ (128.00)	\$ 9,563.96	\$ 4,238,770.09
005	Debt Service Fund	\$ 311,715.94	\$ 240.29	\$ -	\$ 311,956.23	\$ -	\$ -	\$ 311,956.23
011	Community Service Support	\$ 172,373.18	\$ -	\$ 18,924.16	\$ 153,449.02	\$ -	\$ -	\$ 153,449.02
013	Auditorium Fund	\$ 164,380.22	\$ 13,351.69	\$ 28,100.78	\$ 149,631.13	\$ -	\$ 355.30	\$ 149,986.43
014	Airport Fund	\$ 219,784.67	\$ 6,540.97	\$ 5,214.61	\$ 221,111.03	\$ -	\$ -	\$ 221,111.03
016	Special Park & Rec Fund	\$ 298,062.26	\$ 1,730.93	\$ -	\$ 299,793.19	\$ -	\$ -	\$ 299,793.19
017	Special Drug & Alcohol	\$ 39,859.06	\$ -	\$ -	\$ 39,859.06	\$ -	\$ -	\$ 39,859.06
018	Library Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
025	Economic Development Fund	\$ 495,359.88	\$ 12,150.84	\$ 7,770.53	\$ 499,740.19	\$ -	\$ -	\$ 499,740.19
027	Golf Course Fund	\$ 69,058.92	\$ 42,655.34	\$ 72,920.10	\$ 38,794.16	\$ -	\$ 1,013.32	\$ 39,807.48
028	Special Streets Fund	\$ 1,417,630.67	\$ 14,625.36	\$ 14,154.34	\$ 1,418,101.69	\$ -	\$ 253.48	\$ 1,418,355.17
029	Stormwater Utility	\$ 1,923,872.64	\$ 45,316.55	\$ 41,720.94	\$ 1,927,468.25	\$ -	\$ 2,510.00	\$ 1,929,978.25
030	Water Utility	\$ 1,292,775.19	\$ 345,297.51	\$ 241,356.48	\$ 1,396,716.22	\$ -	\$ 4,722.82	\$ 1,401,439.04
036	Waste Water Utility	\$ 2,879,151.77	\$ 277,731.10	\$ 321,908.28	\$ 2,834,974.59	\$ -	\$ 1,266.53	\$ 2,836,241.12
037	Electric Utility	\$ 8,849,186.95	\$ 1,703,980.94	\$ 1,342,535.63	\$ 9,210,632.26	\$ -	\$ (118,946.48)	\$ 9,091,685.78
046	Electric CIP Fund	\$ 2,539,649.69	\$ 1,957.77	\$ -	\$ 2,541,607.46	\$ -	\$ -	\$ 2,541,607.46
050	Capital Improvement	\$ 627,741.51	\$ 452.99	\$ 40,114.64	\$ 588,079.86	\$ -	\$ -	\$ 588,079.86
051	Utility Credits	\$ 175,919.25	\$ 204.81	\$ -	\$ 176,124.06	\$ -	\$ (910.80)	\$ 175,213.26
052	Capital Projects-Sidewalk	\$ 209,352.04	\$ -	\$ 4,355.45	\$ 204,996.59	\$ -	\$ -	\$ 204,996.59
053	Equipment Reserve	\$ 818,494.50	\$ 625.35	\$ 7,271.50	\$ 811,848.35	\$ -	\$ -	\$ 811,848.35
054	Law Enforcement Trust	\$ 14,985.93	\$ 255.85	\$ -	\$ 15,241.78	\$ -	\$ -	\$ 15,241.78
056	Risk Management	\$ 1,153,885.33	\$ 4,229.99	\$ 20,462.37	\$ 1,137,652.95	\$ -	\$ -	\$ 1,137,652.95
057	AEO Foundation Loan Fund	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89
076	TIF-South Hwy 59	\$ 2,166,510.77	\$ 1,670.13	\$ -	\$ 2,168,180.90	\$ -	\$ -	\$ 2,168,180.90
078	Sales Tax-WWTP Projects	\$ 725,622.70	\$ 559.38	\$ -	\$ 726,182.08	\$ -	\$ -	\$ 726,182.08
079	TIF/CID-Princeton & 19th	\$ 830,018.97	\$ 7,066.16	\$ 17,535.45	\$ 819,549.68	\$ -	\$ -	\$ 819,549.68
080	CID-Princeton & 21st	\$ 27,546.08	\$ 11,046.86	\$ 26,910.74	\$ 11,682.20	\$ -	\$ -	\$ 11,682.20
081	TIF/CID-Holiday Inn	\$ 330,316.53	\$ 9,504.14	\$ 25,017.93	\$ 314,802.74	\$ -	\$ -	\$ 314,802.74
091	TIF-K-68 Hwy District	\$ 1,243,035.52	\$ 958.24	\$ -	\$ 1,243,993.76	\$ -	\$ -	\$ 1,243,993.76
095	Grants-FAA Airport Imp.	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75
097	Sales Tax-Proximity Park	\$ 5,013,375.06	\$ 196,225.93	\$ -	\$ 5,209,600.99	\$ -	\$ -	\$ 5,209,600.99
098	Prox Park Infrastructure	\$ 152,201.97	\$ 117.33	\$ -	\$ 152,319.30	\$ -	\$ -	\$ 152,319.30
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement	\$ 87,875.85	\$ -	\$ -	\$ 87,875.85	\$ -	\$ -	\$ 87,875.85
103	GO 2022A	\$ 1,618,800.24	\$ 1,247.91	\$ 4,000.00	\$ 1,616,048.15	\$ -	\$ 4,000.00	\$ 1,620,048.15
401	Grants-Fire	\$ 10,068.19	\$ -	\$ 327.86	\$ 9,740.33	\$ -	\$ -	\$ 9,740.33
402	Grants-Parks	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35
407	Grants-ARPA	\$ 129,848.07	\$ -	\$ 38,934.46	\$ 90,913.61	\$ -	\$ -	\$ 90,913.61
409	Grants-BASE	\$ 1,396,455.20	\$ 1,074.90	\$ 2,085.00	\$ 1,395,445.10	\$ -	\$ -	\$ 1,395,445.10
800	Self-Insured Health	\$ 1,768,229.75	\$ 228,999.65	\$ 207,070.67	\$ 1,790,158.73	\$ 309.87	\$ -	\$ 1,789,848.86
801	Flex Spending Account	\$ 9,214.53	\$ 6,157.28	\$ 4,963.64	\$ 10,408.17	\$ -	\$ -	\$ 10,408.17
GRAND TOTAL		\$ 44,158,590.29	\$ 3,602,093.57	\$ 3,773,445.66	\$ 43,987,238.20	\$ 181.87	\$ (96,171.87)	\$ 43,890,884.46



# YTD Treasurer's Report as of July 31, 2025

The YTD (year-to-date) Treasurer's Report is a snapshot of fund activities.

The table below shows how transactions that happened from July 1<sup>st</sup> to 31<sup>st</sup> impacted each fund.

This report updates each month to include the new month of transactions.

CITY OF OTTAWA YEAR-TO-DATE TREASURER'S REPORT JULY 31, 2025								
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH BALANCE
001	General Fund	\$ 3,641,594.22	\$ 8,789,633.80	\$ 8,040,937.85	\$ 4,390,290.17	\$ (976.23)	\$ (152,496.31)	\$ 4,238,770.09
005	Debt Service Fund	\$ 112,143.99	\$ 418,339.75	\$ 218,527.51	\$ 311,956.23	\$ -	\$ -	\$ 311,956.23
011	Community Service Support	\$ 74,283.14	\$ 192,850.00	\$ 113,684.12	\$ 153,449.02	\$ -	\$ -	\$ 153,449.02
013	Auditorium Fund	\$ 53,301.81	\$ 378,699.64	\$ 278,353.42	\$ 153,648.03	\$ -	\$ (3,661.60)	\$ 149,986.43
014	Airport Fund	\$ 235,087.18	\$ 63,229.45	\$ 77,069.60	\$ 221,247.03	\$ -	\$ (136.00)	\$ 221,111.03
016	Special Park & Rec Fund	\$ 244,877.60	\$ 60,774.47	\$ 5,858.88	\$ 299,793.19	\$ -	\$ -	\$ 299,793.19
017	Special Drug & Alcohol	\$ 19,295.67	\$ 20,563.39	\$ -	\$ 39,859.06	\$ -	\$ -	\$ 39,859.06
018	Library Fund	\$ -	\$ 1,134,975.64	\$ 1,134,975.64	\$ -	\$ -	\$ -	\$ -
025	Economic Development Fund	\$ 548,343.25	\$ 105,430.01	\$ 144,337.07	\$ 509,436.19	\$ -	\$ (9,696.00)	\$ 499,740.19
027	Golf Course Fund	\$ 137,643.59	\$ 325,286.09	\$ 425,665.85	\$ 37,263.83	\$ 600.00	\$ 3,143.65	\$ 39,807.48
028	Special Streets Fund	\$ 1,250,457.50	\$ 225,947.95	\$ 57,828.59	\$ 1,418,576.86	\$ -	\$ (221.69)	\$ 1,418,355.17
029	Stormwater Utility	\$ 1,721,946.35	\$ 318,627.64	\$ 101,209.64	\$ 1,939,364.35	\$ -	\$ (9,386.10)	\$ 1,929,978.25
030	Water Utility	\$ 950,062.82	\$ 2,136,920.24	\$ 1,670,860.53	\$ 1,416,122.53	\$ -	\$ (14,683.49)	\$ 1,401,439.04
036	Waste Water Utility	\$ 2,644,700.38	\$ 1,861,896.68	\$ 1,578,471.55	\$ 2,928,125.51	\$ -	\$ (91,884.39)	\$ 2,836,241.12
037	Electric Utility	\$ 7,806,845.77	\$ 9,672,117.46	\$ 8,108,824.16	\$ 9,370,139.07	\$ -	\$ (278,453.29)	\$ 9,091,685.78
046	Electric CIP Fund	\$ 2,965,314.40	\$ 42,631.66	\$ 466,338.60	\$ 2,541,607.46	\$ -	\$ -	\$ 2,541,607.46
050	Capital Improvement	\$ 619,571.68	\$ 8,622.82	\$ 40,114.64	\$ 588,079.86	\$ -	\$ -	\$ 588,079.86
051	Utility Credits	\$ 179,119.23	\$ (5,097.28)	\$ -	\$ 174,021.95	\$ -	\$ 1,191.31	\$ 175,213.26
052	Capital Projects-Sidewalk	\$ 211,525.03	\$ 935.26	\$ 5,130.45	\$ 207,329.84	\$ -	\$ (2,333.25)	\$ 204,996.59
053	Equipment Reserve	\$ 1,111,531.94	\$ 16,088.52	\$ 295,170.11	\$ 832,450.35	\$ -	\$ (20,602.00)	\$ 811,848.35
054	Law Enforcement Trust	\$ 13,642.88	\$ 1,598.90	\$ -	\$ 15,241.78	\$ -	\$ -	\$ 15,241.78
056	Risk Management	\$ 944,065.56	\$ 1,257,807.65	\$ 1,049,017.24	\$ 1,152,855.97	\$ -	\$ (15,203.02)	\$ 1,137,652.95
057	AEO Foundation Loan Fund	\$ 22,236.86	\$ 3,942.03	\$ -	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89
076	TIF-South Hwy 59	\$ 1,893,842.21	\$ 274,338.69	\$ -	\$ 2,168,180.90	\$ -	\$ -	\$ 2,168,180.90
078	Sales Tax-WWTP Projects	\$ 714,512.27	\$ 11,669.81	\$ -	\$ 726,182.08	\$ -	\$ -	\$ 726,182.08
079	TIF/CID-Princeton & 19th	\$ 488,221.93	\$ 380,703.58	\$ 34,294.36	\$ 834,631.15	\$ -	\$ (15,081.47)	\$ 819,549.68
080	CID-Princeton & 21st	\$ 24,534.99	\$ 60,060.28	\$ 48,903.52	\$ 35,691.75	\$ -	\$ (24,009.55)	\$ 11,682.20
081	TIF/CID-Holiday Inn	\$ 79,003.04	\$ 305,604.69	\$ 45,906.75	\$ 338,700.98	\$ -	\$ (23,898.24)	\$ 314,802.74
091	TIF-K-68 Hwy District	\$ 1,023,966.07	\$ 220,027.69	\$ -	\$ 1,243,993.76	\$ -	\$ -	\$ 1,243,993.76
095	Grants-FAA Airport Imp.	\$ 35,025.80	\$ -	\$ 17,013.05	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75
097	Sales Tax-Proximity Park	\$ 3,889,374.79	\$ 1,320,226.20	\$ -	\$ 5,209,600.99	\$ -	\$ -	\$ 5,209,600.99
098	Prox Park Infrastructure	\$ 151,939.84	\$ 2,473.46	\$ 2,094.00	\$ 152,319.30	\$ -	\$ -	\$ 152,319.30
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement	\$ 81,064.96	\$ 6,810.89	\$ -	\$ 87,875.85	\$ -	\$ -	\$ 87,875.85
103	GOBOND 2022A	\$ 1,597,060.13	\$ 26,060.82	\$ 7,072.80	\$ 1,616,048.15	\$ -	\$ 4,000.00	\$ 1,620,048.15
401	Grants-Fire	\$ 8,956.19	\$ 9,172.00	\$ 8,387.86	\$ 9,740.33	\$ -	\$ -	\$ 9,740.33
402	Grants-Parks	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35
407	Grants-ARPA	\$ 228,043.78	\$ -	\$ 120,100.17	\$ 107,943.61	\$ -	\$ (17,030.00)	\$ 90,913.61
409	Grants-BASE	\$ 1,799,758.38	\$ 26,040.23	\$ 427,524.95	\$ 1,398,273.66	\$ -	\$ (2,828.56)	\$ 1,395,445.10
800	Self-Insured Health	\$ 1,298,657.37	\$ 1,616,954.27	\$ 1,122,510.54	\$ 1,793,101.10	\$ 3,252.24	\$ -	\$ 1,789,848.86
801	Flex Spending	\$ 15,706.66	\$ 44,710.12	\$ 50,008.61	\$ 10,408.17	\$ -	\$ -	\$ 10,408.17
GRAND TOTAL		\$ 38,926,548.03	\$ 31,336,674.50	\$ 25,696,192.06	\$ 44,567,030.47	\$ 2,876.01	\$ (673,270.00)	\$ 43,890,884.46





# Grant Tracking Report as of July 31, 2025

This report highlights dedicated efforts in researching, applying for, managing, and closing out grant opportunities for the City of Ottawa. Grants play a crucial role in funding community projects, providing an essential source of financial support to advance key initiatives. By strategically leveraging grant funding, the City aims to reduce the financial burden on taxpayers and utility customers, supplementing project costs to help mitigate the need for increases in property taxes or utility rates.

JULY				
	Drafts In Progress	Submitted	Pending Award Announcement	Awarded
Grant Applications	1	1	6	1
YTD Data	N/A	14	N/A	7

ACTIVE GRANTS					
	Department	Last Reporting	Grant Award	Funding Received	Estimated Close-out
ARPA	Various	Apr. 2024	\$ 1,897,073	\$ 1,897,073	Apr. 2026
ARPA Housing	Economic Development	Q1 2024	\$ 3,000,000	\$ 3,000,000	Q1 2025
BASE Grant	Utilities	Q2 2025	\$ 5,000,000	\$ 5,000,000	Q3 2025
Department of Transportation	Airport	N/A	\$ 585,000	\$ -	Q4 2026
Federal Aviation Association	Airport	N/A	\$ 2,996,200	\$ -	Q4 2026
Kansas Arts Commission	OMA	Jan. 2025	\$ 15,127	\$ 15,127	Aug. 30, 2025
Moderate Income Housing Grant	Economic Development	Ongoing	\$ 532,000	\$ 45,000	Ongoing
Wal-Mart Grant	Fire	N/A	\$ 4,500	\$ 4,500	TBD

## Trainings Attended:

### Webinars and Virtual Meetings:

1. Safer Streets For All Debrief
2. Kansas Forest Service Community IRA Grant Meeting
3. KAC - How to Manage Your Grant Meeting
4. OMA Pathways Collaboration Meeting
5. Local Infrastructure Hub: Strong Financial Stewardship Strategies for Managing Shifting Infrastructure Policy



# Investment Report as of July 31, 2025

Kansas state statute (K.S.A. 12-1675 et seq.) allows the City of Ottawa to establish an investment policy to manage idle funds. The investment objectives for all investment activities are, in priority order, safety, liquidity, and return on investment. Staff are charged with ensuring all operating requirements are covered by liquid funds while maximizing return on investment for all funds held by the City of Ottawa.

The information below outlines the City's Pooled Investment Funds. The pooled fund consists of idle funds from a variety of funds and interest revenue is split across participating funds at the time the revenue is realized.

CITY OF OTTAWA, KANSAS INVESTMENT SCHEDULE July 2025									
ID NUMBER	TYPE	BANK	PURCHASE DATE	MATURITY	INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY	
1030509788	S	CDAR	OAK	2/6/2025	8/7/2025	\$ 3,000,000.00	\$ 3,000,000.00	4.58%	\$ 68,511.78
1030695379	S	CDAR	OAK	2/27/2025	8/28/2025	\$ 3,000,000.00	\$ 3,000,000.00	4.58%	\$ 68,511.78
1029707584	S	CDAR	OAK	9/18/2024	9/18/2025	\$ 1,000,000.00	\$ 1,000,000.00	4.40%	\$ 44,019.60
1030879909	S	CDAR	OAK	3/26/2025	9/25/2025	\$ 2,000,000.00	\$ 2,000,000.00	4.58%	\$ 45,925.48
1030256553	S	CDAR	OAK	12/26/2024	12/26/2025	\$ 1,000,000.00	\$ 1,000,000.00	4.48%	\$ 44,785.00
1030509826	S	CDAR	OAK	2/6/2025	2/5/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.35%	\$ 43,380.82
1030695328	S	CDAR	OAK	2/27/2025	2/26/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.35%	\$ 43,380.82
1030879925	S	CDAR	OAK	3/26/2025	3/26/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.40%	\$ 44,000.00
64155	S	CD	KSB	4/17/2025	4/17/2026	\$ 2,000,000.00	\$ 2,000,000.00	4.04%	\$ 80,800.00
30566981	S	CD	GSSB	12/19/2024	6/19/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.35%	\$ 65,190.41
1030509842	S	CDAR	OAK	2/6/2025	8/5/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.35%	\$ 64,952.05
1030695344	S	CDAR	OAK	2/27/2025	8/26/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.35%	\$ 64,952.05
1030879984	S	CDAR	OAK	3/26/2025	9/26/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.35%	\$ 65,428.77
1031033701	S	CDAR	OAK	4/24/2025	10/24/2026	\$ 1,000,000.00	\$ 1,000,000.00	4.00%	\$ 60,054.79
Total Fixed Investments							\$ 20,000,000.00	APY 4.39%	
OVERNIGHT AND MONEY MARKET ACCOUNTS									
Overnight	S	MIP	KMIP	7/1/2025	7/31/2025	\$ 1,189.85	\$ 1,192.95	3.02%	
7082592	S	CDAR	OAK	7/1/2025	7/31/2025	\$ 8,221,651.21	\$ 8,252,220.97	4.25%	
7082592	S	MM	OAK	7/1/2025	7/31/2025	\$ 240,838.46	\$ 240,866.30	4.25%	
Total Pooled Investment Funds						\$ 28,494,280.22			
Total for period ending: 7/31/2025									
PREPARED BY: Rebekah McCurdy, Assistant Finance Director									
*Interest rate show on the overnight and money market accounts are the stated rate as of July 31, 2025. These rate can change daily.									

**2024 Investment Interest Revenue: \$1,576,092**

## 2025 Investment Interest Revenue

Realized Investment Interest YTD \$ 449,899

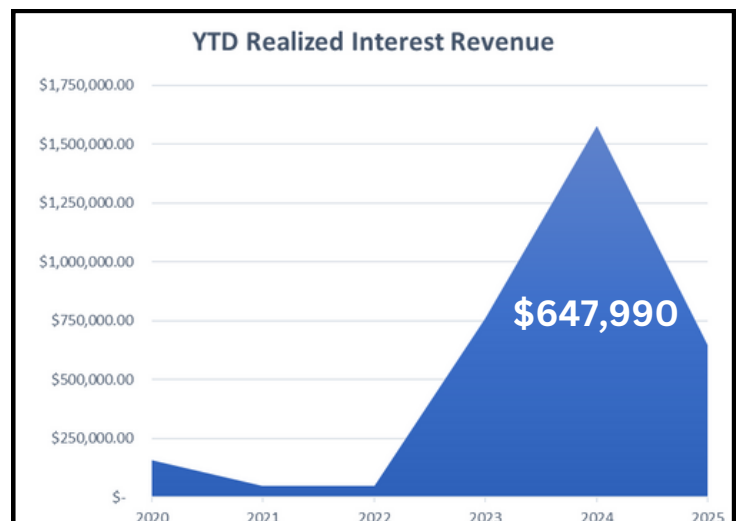
Sweep and Operational Interest YTD \$ 198,091

Unrealized 2025 Investment Interest Revenue \$ 311,927

**Investment Interest for 2025 \$ 959,917**

**2026 Unrealized Interest Revenue: \$ 532,140**

*\*All unrealized revenues are not realized until the maturity of investments.*







# Debt Report as of July 31, 2025

The information below outlines the City's Debt as of July 31, 2025. Currently, the City of Ottawa has General Obligation Bond Debt (GO Debt) and lease purchase agreement debt.

## Debt Summary City of Ottawa as of July 31, 2025

Bond Issuance	Original Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2009A - NE Water Tower	\$ 2,345,000	PT & WT	2029	3.00 - 4.20%	\$ 805,000
2014A - Water, Wastewater System, & Traffic Way Improvements	\$ 7,855,000	SS, WP, & WT	2030	2.00 - 3.50%	\$ 785,000
2017A - Proximity Park Improvements	\$ 5,000,000	PP	2026	2.00 - 2.50%	\$ 1,210,000
2017B - Airport Improvements	\$ 555,000	PT	2027	1.75 - 3.15 %	\$ 185,000
2018A - Stormwater Improvements	\$ 1,650,000	SW	2038	2.375 - 4.00%	\$ 1,255,000
2018B - Proximity Park Land Acquisition	\$ 1,050,000	PP	2026	2.75 - 3.375%	\$ 295,000
2019A - Refunding of Electric Infrastructure Improvements	\$ 1,105,000	EL	2027	3.00%	\$ 800,000
2020A - Proximity Park Sewer Improvements	\$ 1,617,000	PP	2050	2.125%	\$ 1,455,632
2021A - Refinance of Utility Infrastructure Improvements	\$ 5,540,000	WP, WT, & WW	2039	1.10 - 3.00%	\$ 4,440,000
2021B - Refunding Electric Debt & Cooling Tower	\$ 5,925,000	EL	2028	0.25 - 1.05%	\$ 3,095,000
2022A - Public Building & Stormwater Improvements	\$ 3,280,000	PT & SW	2032	4.00%	\$ 2,705,000

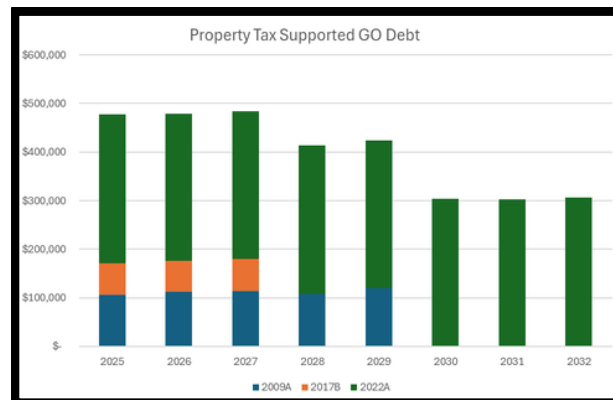
## Lease Summary City of Ottawa as of July 31, 2025

Leased Property	Original Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2017 - Pierce Fire Truck	\$ 633,650	PP	2028	3.46%	\$ 279,382
2018 - Sewer Van	\$ 201,559	WW	2028	3.83%	\$ 99,748
2022 - Police Patrol Unit	\$ 52,543	PP	2027	4.38%	\$ 21,691
2022 - Police Patrol Unit	\$ 54,373	PP	2025	4.38%	\$ -
2022 - Bucket Truck	\$ 166,897	EL	2032	4.62%	\$ 120,454
2023 - Pierce Fire Truck	\$ 740,116	PP	2032	5.00%	\$ 530,770

### Funding Source Key:

EL: Electric Fund  
PP: Proximity Park Sales Tax Fund  
PT: Property Taxes  
SS: Special Streets Fund  
SW: Stormwater Fund  
WP: Wastewater Treatment Plant Sales Tax  
WT: Water Fund  
WW: Wastewater Fund

The graph to the right shows the repayment schedule for General Obligation Debt issuances that are supported by property taxes from 2025 moving forward to retirement of all issuances; which is scheduled for 2032.



**Board of Zoning Appeals Meeting Minutes  
Ottawa, Kansas  
Minutes of April 24, 2025**

Member Walburn called the meeting to order.

The Board of Zoning Appeals convened at 4:00 p.m. on this date with the following members present and participating: Member Walburn. Vice-Chair Griffith and Chair Crowley participated via Zoom

Neighborhood and Community Services staff Director Lucas Neece, Zack Martin, and Ashley Hird were present.

**IV. Declaration:**

None.

**V. Public Comments:**

None received.

**VI. Consent Agenda:**

A motion to approve minutes from January 13, 2025, was made by Vice Chair Griffith, followed by a second by Chair Crowley. All present voted aye.

A motion to approve minutes from April 04, 2025, was made by member Walburn, followed by a second by Vice Chair Griffith.

**VII. Public Hearing:**

**A. Application by Vanknight Homes, LLC to request a variance to Article 04, section 4-401 of the adopted Subdivision Regulations for a property located at 415 E 15<sup>th</sup> Street.**

Mr. Martin advised that the applicant rescinded their application at this time.

No public comments were received.

Public Hearing was closed at 4:03 p.m.

**VIII. Adjournment:**

Chair Crowley made a motion to adjourn the meeting, followed by a second by Vice Chair Griffith. All present voted aye.

Respectfully submitted,

Ashley Hird  
Planning Assistant

# Franklin County Development Council

*"It's A Great Day to Live In Franklin County!"*

## **Monthly Report to Ottawa, Franklin County, and Membership**

**August 2025**

*Respectfully Submitted by Paul Bean, Executive Director*

### **FCDC Leadership Teams**

#### **Housing**

The team met in July and had a presentation from the same group that did the previous housing study. This conversation covered a senior housing study, a developer day, and other aspects of additional housing studies and promotional events. We then received pricing options. The group has agreed to pass on these services at this time due to the high cost shared in the estimates.

We do continue to work closely with the City of Ottawa with potential new housing developments in the city.

#### **Childcare**

We continue to look for answers to the childcare crisis. We are looking for short term and long-term solutions. In the short term we are working with a potential investor to purchase the building that hosted the Emerald Learning Center and get it back up and running. They are hoping for a Patterson Foundation grant and will received work in October if they are funded. In the meantime, they will be visiting in town to work on partnerships with industry.

We have identified a couple of local providers that are interested in operating a childcare center if we can get one created. One of the local churches is discussing expansion of existing childcare space.

We have a listing of the current providers and will be working to host a gathering to discuss more options and ideas for expansion of services.

#### **Existing Industry Support**

We are working with Commerce to create marketing materials to promote one on one meetings with industry and commerce to share the incentive programs available to existing industry for expansion, training, and ongoing support.

We are working on hosting a meeting for all industry/business to learn about the impact pro/con of the "Big Beautiful Bill". We hope to host this event in the next 60 days.

We are working on educational sessions for employees. Currently we are working on CPR training and hope to have an offering in the coming weeks.

### Workforce

NCCC, Ottawa University, and USD 290 are working on identifying dates this Fall to host industry on campus and to take interested students to industry locations. We will work to do the same with the other three county school districts once this program is up and running. We hope to have two rounds each semester.

Crystal Anderson, Jennifer Sprague, and Paul Bean are on the board of Kansas Works. They are working to get KS Works to hire a representative to work only in Franklin County. This person would bring the KS Works programs and efforts directly to Franklin County in partnership with our education partners and our business and industry.

### eCommunity

Network Kansas has updated the loan program. As a result, we will be hosting a lenders luncheon in the next month to provide information to area lenders as to this resource for new and expanding retail businesses.

### Executive Director Comments

Our leadership teams have been moving forward and I am excited about some of the activities that will help us support each area of focus in the coming weeks and months. I appreciate greatly the time and effort put in by our volunteer teams. We are happy to have more join the teams if there is an area of interest by members of our community.

While the Ottawa and County budgets are not finalized, early indications are that we will continue to receive great support from both for the next year. I appreciate greatly the support and confidence shown by Ottawa and Franklin County with their investment in our organization.

FCDC continues to review opportunities for grant funding for a variety of needs across the county. In the current environment we do not know if grants will be funded, but it is important to continue to seek funds in the event they do eventually become available. "Don't Ask, Don't Get" is my motto.







## DAVIDSON & BROWN, CHARTERED

Certified Public Accountants

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Jay E. Davidson, CPA  
Michael D. Brown, CPA

### Accountants' Compilation Report

To the Board of Directors  
Franklin County Development Council, Inc.

Management is responsible for the accompanying financial statements of Franklin County Development Council, Inc. (a nonprofit organization), which comprises the statements of assets, liabilities, and net assets—modified cash basis as of July 31, 2025 and the related statements of revenue and expenses—modified cash basis for the current month and the seven months then ended in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information appearing is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

We are not independent with respect to Franklin County Development Council, Inc.

August 4, 2025  
Ottawa, Kansas

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**Franklin County Development Council Inc.**  
**Statement of Assets, Liabilities & Net Assets--Modified Cash Basis**  
**As of July 31, 2025**

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1042 Patriots Bank CD #161590	59,949.86
1060 3560 OAK STAR	60,513.41
1081 Mid America Bank CD #40005811	22,462.43
1084 Kansas State Bank CD#62718	20,429.81
1087 Oak Star CD	28,176.77
1088 Edward Jones CD Schwab	25,000.00
1089 Edward Jones CD Truist	25,000.00
1090 Patriots Bank Cd #165986	19,802.85
1091 Bank Midwest CD	15,360.72
Total Bank Accounts	<u>\$ 276,695.85</u>
Total Current Assets	<u>\$ 276,695.85</u>
<b>TOTAL ASSETS</b>	<u>\$ 276,695.85</u>
<b>LIABILITIES AND NET ASSETS</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	5,221.59
Total Other Current Liabilities	<u>\$ 5,221.59</u>
Total Current Liabilities	<u>\$ 5,221.59</u>
Total Liabilities	<u>\$ 5,221.59</u>
Net Assets	
3900 Unrestricted Net Assets	250,916.00
Net Income	20,558.26
Total Net Assets	<u>\$ 271,474.26</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 276,695.85</u></u>

**Franklin County Development Council Inc.**  
**Statement of Revenues & Expenses--Modified Cash Basis**  
**July 2025**

	Total	
	Jul 2025	Jan - Jul, 2025 (YTD)
<b>Income</b>		
3001 County Contribution	5,632.75	39,429.25
3002 City of Ottawa	5,632.75	39,429.25
3003 Wellsville Contribution		5,000.00
3027 2025 Dues		45,951.80
3810 Interest Income	511.55	6,285.61
3890 Other Income		196.00
3965 E Community Revenue		14,000.00
<b>Total Income</b>	<b>\$ 11,777.05</b>	<b>\$ 150,291.91</b>
<b>Gross Profit</b>	<b>\$ 11,777.05</b>	<b>\$ 150,291.91</b>
<b>Expenses</b>		
4100 Auto/Travel/Conference	518.20	1,525.20
5030 Advertising Expenses	672.84	1,786.29
5050 Accounting Fees	1,350.00	5,580.00
5150 Postage		184.33
5160 Operating Supplies		703.57
5300 Insurance		1,123.00
5315 Special Meeting Expense	215.74	738.84
5335 Prospect Costs/mktg		7,804.54
5405 Team Kansas		1,000.00
5410 KEDA Membership		330.00
5430 KCADC SmartPort		3,500.00
5550 Software	236.87	1,431.90
5600 Workforce Program Expenses		2,585.77
5965 E-Community Expense		3,303.50
6550 Executive Director Salary	11,666.66	81,666.62
6555 Executive Director Benefits	1,107.66	7,408.32
6557 Executive Director Cell Phone	50.00	350.00
Payroll Expenses	896.32	6,316.27
Company Contributions		
Retirement	351.50	2,460.50
<b>Total Company Contributions</b>	<b>\$ 351.50</b>	<b>\$ 2,460.50</b>
<b>Total Payroll Expenses</b>	<b>\$ 1,247.82</b>	<b>\$ 8,776.77</b>
Unapplied Cash Bill Payment Expense		-65.00
<b>Total Expenses</b>	<b>\$ 17,065.79</b>	<b>\$ 129,733.65</b>
<b>Net Operating Income</b>	<b>-\$ 5,288.74</b>	<b>\$ 20,558.26</b>
<b>Change in Unrestricted Net Assets</b>	<b>-\$ 5,288.74</b>	<b>\$ 20,558.26</b>

## SUPPLEMENTARY INFORMATION

**Franklin County Development Council Inc.**  
**Statement of Revenues & Expenses--Modified Cash Basis**  
**July 2025**

	Total			
	Jul 2025	Jul 2024 (PY)	Change	% Change
<b>Income</b>				
3001 County Contribution	5,632.75	5,632.75	0.00	0.00%
3002 City of Ottawa	5,632.75	5,632.75	0.00	0.00%
3026 2024 Dues		100.00	(100.00)	-100.00%
3810 Interest Income	511.55	3,752.63	(3,241.08)	-86.37%
<b>Total Income</b>	<b>\$ 11,777.05</b>	<b>\$ 15,118.13</b>	<b>\$ (3,341.08)</b>	<b>-22.10%</b>
<b>Gross Profit</b>	<b>\$ 11,777.05</b>	<b>\$ 15,118.13</b>	<b>\$ (3,341.08)</b>	<b>-22.10%</b>
<b>Expenses</b>				
4100 Auto/Travel/Conference	518.20	269.34	248.86	92.40%
5000 Administration		84.99	(84.99)	-100.00%
5030 Advertising Expenses	672.84		672.84	
5050 Accounting Fees	1,350.00	1,380.00	(30.00)	-2.17%
5160 Operating Supplies		213.69	(213.69)	-100.00%
5315 Special Meeting Expense	215.74	185.49	30.25	16.31%
5335 Prospect Costs/mktg		100.00	(100.00)	-100.00%
5550 Software	236.87	155.99	80.88	51.85%
5965 E-Community Expense		123.00	(123.00)	-100.00%
6550 Executive Director Salary	11,666.66	11,716.66	(50.00)	-0.43%
6555 Executive Director Benefits	1,107.66	992.06	115.60	11.65%
6557 Executive Director Cell Phone	50.00		50.00	
Payroll Expenses	896.32	896.32	0.00	0.00%
Company Contributions			0.00	
Retirement	351.50	351.50	0.00	0.00%
<b>Total Company Contributions</b>	<b>\$ 351.50</b>	<b>\$ 351.50</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Payroll Expenses</b>	<b>\$ 1,247.82</b>	<b>\$ 1,247.82</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$ 17,065.79</b>	<b>\$ 16,469.04</b>	<b>\$ 596.75</b>	<b>3.62%</b>
<b>Net Operating Income</b>	<b>\$ (5,288.74)</b>	<b>\$ (1,350.91)</b>	<b>\$ (3,937.83)</b>	<b>-291.49%</b>
<b>Change in Unrestricted Net Assets</b>	<b>\$ (5,288.74)</b>	<b>\$ (1,350.91)</b>	<b>\$ (3,937.83)</b>	<b>-291.49%</b>

**Franklin County Development Council Inc.**  
**Statement of Revenues & Expenses--Modified Cash Basis**  
**January - July, 2025**

	Total			
	Jan - Jul, 2025	Jan - Jul, 2024 (PY)	Change	% Change
<b>Income</b>				
3001 County Contribution	39,429.25	39,429.25	0.00	0.00%
3002 City of Ottawa	39,429.25	39,429.25	0.00	0.00%
3003 Wellsville Contribution	5,000.00	5,000.00	0.00	0.00%
3026 2024 Dues		48,250.00	(48,250.00)	-100.00%
3027 2025 Dues	45,951.80		45,951.80	
3810 Interest Income	6,285.61	13,412.05	(7,126.44)	-53.13%
3890 Other Income	196.00	2,202.00	(2,006.00)	-91.10%
3965 E Community Revenue	14,000.00	4,435.28	9,564.72	215.65%
<b>Total Income</b>	<b>\$ 150,291.91</b>	<b>\$ 152,157.83</b>	<b>\$ (1,865.92)</b>	<b>-1.23%</b>
<b>Gross Profit</b>	<b>\$ 150,291.91</b>	<b>\$ 152,157.83</b>	<b>\$ (1,865.92)</b>	<b>-1.23%</b>
<b>Expenses</b>				
4100 Auto/Travel/Conference	1,525.20	1,430.11	95.09	6.65%
5000 Administration		99.98	(99.98)	-100.00%
5030 Advertising Expenses	1,786.29	2,087.80	(301.51)	-14.44%
5050 Accounting Fees	5,580.00	6,005.49	(425.49)	-7.09%
5150 Postage	184.33	153.83	30.50	19.83%
5160 Operating Supplies	703.57	1,544.56	(840.99)	-54.45%
5300 Insurance	1,123.00	1,121.00	2.00	0.18%
5315 Special Meeting Expense	738.84	995.08	(256.24)	-25.75%
5326 Membership Retention		1,586.39	(1,586.39)	-100.00%
5330 Other expense		0.00	0.00	
5335 Prospect Costs/mktg	7,804.54	4,627.56	3,176.98	68.65%
5405 Team Kansas	1,000.00	1,000.00	0.00	0.00%
5410 KEDA Membership	330.00	330.00	0.00	0.00%
5430 KCADC SmartPort	3,500.00	3,500.00	0.00	0.00%
5550 Software	1,431.90	3,560.84	(2,128.94)	-59.79%
5600 Workforce Program Expenses	2,585.77		2,585.77	
5965 E-Community Expense	3,303.50	2,767.00	536.50	19.39%
6550 Executive Director Salary	81,666.62	82,016.62	(350.00)	-0.43%
6555 Executive Director Benefits	7,408.32	6,944.42	463.90	6.68%
6557 Executive Director Cell Phone	350.00		350.00	
Payroll Expenses	6,316.27	6,362.47	(46.20)	-0.73%
Company Contributions			0.00	
Retirement	2,460.50	2,460.50	0.00	0.00%
<b>Total Company Contributions</b>	<b>\$ 2,460.50</b>	<b>\$ 2,460.50</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Payroll Expenses</b>	<b>\$ 8,776.77</b>	<b>\$ 8,822.97</b>	<b>\$ (46.20)</b>	<b>-0.52%</b>
Unapplied Cash Bill Payment Expense	(65.00)		(65.00)	
<b>Total Expenses</b>	<b>\$ 129,733.65</b>	<b>\$ 128,593.65</b>	<b>\$ 1,140.00</b>	<b>0.89%</b>
<b>Net Operating Income</b>	<b>\$ 20,558.26</b>	<b>\$ 23,564.18</b>	<b>\$ (3,005.92)</b>	<b>-12.76%</b>
<b>Change in Unrestricted Net Assets</b>	<b>\$ 20,558.26</b>	<b>\$ 23,564.18</b>	<b>\$ (3,005.92)</b>	<b>-12.76%</b>

**Franklin County Development Council Inc.**  
**Budget vs. Actuals: 2025 Budget - FY25 P&L**  
 January - July, 2025

	Total			
	Actual	Budget	Over Budget	% of Budget
<b>Income</b>				
3001 County Contribution	39,429.25	67,593.00	-28,163.75	58.33%
3002 City of Ottawa	39,429.25	67,594.00	-28,164.75	58.33%
3003 Wellsville Contribution	5,000.00	5,000.00	0.00	100.00%
3027 2025 Dues	45,951.80	50,000.00	-4,048.20	91.90%
3810 Interest Income	6,285.61	7,000.00	-714.39	89.79%
3850 Annual Meeting		500.00	-500.00	0.00%
3890 Other Income	198.00	7,000.00	-6,804.00	2.80%
3910 Transfers from Reserves		5,048.00	-5,048.00	0.00%
3965 E Community Revenue	14,000.00	0.00	14,000.00	
<b>Total Income</b>	<b>\$ 150,291.91</b>	<b>\$ 209,735.00</b>	<b>-\$ 59,443.09</b>	<b>71.66%</b>
<b>Gross Profit</b>	<b>\$ 150,291.91</b>	<b>\$ 209,735.00</b>	<b>-\$ 59,443.09</b>	<b>71.66%</b>
<b>Expenses</b>				
4100 Auto/Travel/Conference	1,525.20	300.00	1,225.20	508.40%
5000 Administration		100.00	-100.00	0.00%
5030 Advertising Expenses	1,786.29	2,500.00	-713.71	71.45%
5040 Website		3,800.00	-3,800.00	0.00%
5050 Accounting Fees	5,580.00	9,000.00	-3,420.00	62.00%
5160 Postage	184.33	350.00	-165.67	52.67%
5160 Operating Supplies	703.57	2,000.00	-1,296.43	35.18%
5300 Insurance	1,123.00	1,700.00	-577.00	66.06%
5310 Annual Meeting Expense		800.00	-800.00	0.00%
5315 Special Meeting Expense	738.84	1,500.00	-761.16	49.26%
5326 Membership Retention		2,000.00	-2,000.00	0.00%
5335 Prospect Costs/mktg	7,804.54	500.00	7,304.54	1560.91%
5400 KCADC Membership		2,500.00	-2,500.00	0.00%
5405 Team Kansas	1,000.00	2,000.00	-1,000.00	50.00%
5410 KEDA Membership	330.00	330.00	0.00	100.00%
5430 KCADC SmartPort	3,500.00	3,500.00	0.00	100.00%
5500 Equipment		500.00	-500.00	0.00%
5550 Software	1,431.90	3,700.00	-2,268.10	38.70%
5600 Workforce Program Expenses	2,585.77	2,000.00	585.77	129.29%
5650 Day on the Job Expenses		1,500.00	-1,500.00	0.00%
5965 E-Community Expense	3,303.50	2,000.00	1,303.50	165.18%
6550 Executive Director Salary	81,666.62	140,000.00	-58,333.38	58.33%
6555 Executive Director Benefits	7,408.32	16,582.00	-9,173.68	44.68%
6557 Executive Director Cell Phone	350.00	0.00	350.00	
Payroll Expenses	6,316.27	10,573.00	-4,256.73	59.74%
Company Contributions			0.00	
Retirement	2,460.50	0.00	2,460.50	
<b>Total Company Contributions</b>	<b>\$ 2,460.50</b>	<b>\$ 0.00</b>	<b>\$ 2,460.50</b>	
<b>Total Payroll Expenses</b>	<b>\$ 8,776.77</b>	<b>\$ 10,573.00</b>	<b>-\$ 1,796.23</b>	<b>83.01%</b>
Unapplied Cash Bill Payment Expense	-65.00		-65.00	
<b>Total Expenses</b>	<b>\$ 129,733.65</b>	<b>\$ 209,735.00</b>	<b>-\$ 80,001.35</b>	<b>61.86%</b>
<b>Net Operating Income</b>	<b>\$ 20,558.26</b>	<b>\$ 0.00</b>	<b>\$ 20,558.26</b>	
<b>Change in Unrestricted Net Assets</b>	<b>\$ 20,558.26</b>	<b>\$ 0.00</b>	<b>\$ 20,558.26</b>	

		OTTAWA LIBRARY					
		General Fund					
		Receipts & Expenditures					
			7/31/2025				
			Current	Yr to Date	Encumb.	YTD % of	Budget
		Budget Amount	Month	Actual	paid in	Budget	Balance
Budget							
Code							
	Beginning Cash Balance	114,303.15	673,392.78	114,303.15			
	Receipts:						
301.00	City Appropriations	1,340,535.00	0.00	1,134,975.64		84.67%	-205,559.36
303.00	Interest	675.00	66.70	379.05		56.16%	-295.95
304.00	State Aid	3,500.00	2,000.00	7,403.72		211.53%	3,903.72
305.00	NEKLS Grants	54,281.00	13,570.75	27,141.50		50.00%	-27,139.50
306.00	Fines and Fees	5,850.00	709.95	3,668.47		62.71%	-2,181.53
307.00	Copiers & Computers Income	7,150.00	662.09	4,832.23		67.58%	-2,317.77
308.00	Endowment Interest	8,400.00	0.00	0.00		0.00%	-8,400.00
313.00	Gift	200.00	25.00	2,350.00		1175.00%	2,150.00
316.00	Programs Income	100.00	0.00	0.00		0.00%	-100.00
321.00	General Fund Reserve	0.00	0.00	0.00		0.00%	0.00
328.00	Erate Reimb	0.00	0.00	0.00		0.00%	0.00
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00		0.00%	0.00
334.00	Donations	0.00	111.40	138.25		0.00%	138.25
341.00	Grant/Fundraising	0.00	-45.37	432.96		0.00%	432.96
345.00	Snack Machine Income	0.00	0.00	1,535.26		0.00%	1,535.26
351.00	Community Reads	0.00	0.00	6,515.24		0.00%	6,515.24
	Total Income	1,534,994.15	17,100.52	1,189,372.32	0.00	77.48%	-345,621.83
	Beginning Balances Restricted Funds:						
	Clarence W. Koch	50.00		Dorothy Brockus Memorial		175.00	
	Wish List Fundraiser	5,268.33		Myron Welton Memorial		310.00	
	BBBS	820.84		Mary Evelyn Bundy Memorial		325.00	
	Community Read (O-Town Reads)	30,073.60		Betty Wittmeyer Mem (Gen)		125.00	
	Wasser (6X6)	398.71		Read & Feed (WMPC&Optimist)		1,373.18	
	Barbara Dew Memorial	2,075.00		John Reedy Memorial		96.80	
	Teen Snack Machine	4,054.49		Patricia Nelson		50.00	
	Peg Carr (Large Print)	524.65		Ruth Wasko Memorial		96.80	
	Leadership Franklin County (health materials)	220.00		Marilyn Nordeen Memorial		50.00	
	Pomona Friends	1,400.00		Celeste Campbell Memorial		25.00	
	Linda Knight Memorial	200.00		Children's Donated Funds		15,000.12	
	Bill Bennett (art/arch)	500.00		NEKLS Focus Grant		18,000.00	
	Hal Bundy Memorial	660.00					
	B. Dew Local Hist & Gen	9,597.97					
	GV Donation	5,000.00					
	Gary Vathauer Mem. (ref)	1,180.00					
		97,650.49					
	EXPENDITURES:						
	Salaries, etc.						
401.00	Staff Salaries	770,388.00	54,275.23	384,829.09		49.95%	385,558.91
402.00	Social Security	59,475.00	3,883.17	27,797.79		46.74%	31,677.21
403.00	KPERS	69,480.00	4,855.81	38,722.28		55.73%	30,757.72
404.00	Employee Insurance	103,527.00	7,401.57	50,520.02		48.80%	53,006.98
405.00	Unemployment	766.00	54.18	397.11		51.84%	368.89
407.00	Workers Comp Ins	3,900.00	0.00	1,231.00		31.56%	2,669.00
410.00	Off. & Dir/Emp Prac Insurance	3,125.00	0.00	2,839.71		90.87%	285.29
	Subtotal Salaries,etc.	1,010,661.00	70,469.96	506,337.00	0.00	50.10%	504,324.00
	Materials and Programs						
501.00	Juvenile Books	41,822.00	3,629.16	25,406.88		60.75%	16,415.12
502.00	Adult Books	54,369.00	2,758.16	26,702.57		49.11%	27,666.43
503.00	Periodicals	8,364.00	436.30	7,514.83		89.85%	849.17
506.00	A.V. Materials	47,753.00	3,486.61	27,267.19		57.10%	20,485.81
507.00	Programs	10,000.00	33.40	1,029.83		10.30%	8,970.17
513.00	Gift	0.00	0.00	3,564.65		0.00%	-3,564.65
518.00	Electronic Access Expenditures	1,200.00	0.00	0.00		0.00%	1,200.00
520.00	A.V. Materials-Children	7,135.00	400.97	4,202.57		58.90%	2,932.43
533.00	Transfers Out	0.00	0.00	0.00		0.00%	0.00
541.00	Grant Expenditures	0.00	0.00	18,000.00		0.00%	-18,000.00
544.00	6X6 Early Lit Grt Exp-materials	0.00	0.00	0.00		0.00%	0.00
546.00	Wish List Fund Expenses	0.00	995.86	1,256.18		0.00%	0.00
551.00	Community Reads Expense	0.00	0.00	2,149.38		0.00%	0.00
	Subtotal Materials and Programs	170,643.00	11,740.46	117,094.08	0.00	68.62%	53,548.92



		OTTAWA LIBRARY					
		General Fund					
		Receipts & Expenditures					
			7/31/2025				
			Current	Yr to Date	Encumb.	YTD % of	Budget
		Budget Amount	Month	Actual	paid in	Budget	Balance
Budget							
Code							
	Operating						
601.00	Building Insurance & Treas. Bond	6,750.00	0.00	250.00		3.70%	6,500.00
602.00	Audit	5,600.00	0.00	5,291.80		94.50%	308.20
603.00	Gas	4,704.00	502.95	3,520.65		74.84%	1,183.35
604.00	Water and Electric	34,496.00	1,812.00	12,684.00		36.77%	21,812.00
605.00	Telephone	5,200.00	339.80	2,850.95		54.83%	2,349.05
606.00	Postage	2,000.00	527.69	1,043.41		52.17%	956.59
607.00	Public Relations	5,000.00	953.00	2,658.96		53.18%	2,341.04
608.00	Custodial Supplies & Bldg. Maint.	10,000.00	149.97	4,175.30		41.75%	5,824.70
610.00	Office Supplies	16,940.00	323.31	6,786.72		40.06%	10,153.28
611.00	Copiers & Computers Expenses	5,060.00	131.40	1,980.20		39.13%	3,079.80
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	18,000.00	2,079.98	12,042.30		66.90%	5,957.70
612.00	Prof Mtgs & Memb & mile Grant funds expenditures	0.00	2,326.22	2,326.22		0.00%	-2,326.22
614.00	Equipment Purchase	14,000.00	0.00	8,404.08		60.03%	5,595.92
615.00	Equip. rental and repair	10,400.00	822.61	5,967.97		57.38%	4,432.03
616.00	Miscellaneous	500.00	10.00	270.72		54.14%	229.28
617.00	Automation Support	9,400.00	31.40	6,241.60		66.40%	3,158.40
618.00	Collection Agency	620.00	81.55	302.90		48.85%	317.10
619.00	Computer Software	5,717.00	1,204.50	5,159.05		90.24%	557.95
625.00	Cash S/O	0.00	-3.84	-58.02		0.00%	58.02
627.00	Snack Machine Expense	0.00	280.66	1,635.90		0.00%	-1,635.90
725.00	Reserve	107,303.15	0.00	0.00		0.00%	107,303.15
727.00	Transfer to CIF	92,000.00	0.00	0.00		0.00%	92,000.00
	Subtotal Operating	353,690.15	11,573.20	83,534.71	0.00	23.62%	270,155.44
	Total Expenditures	1,534,994.15	93,783.62	706,965.79	0.00	46.06%	828,028.36
	Ending Cash Balance		596,709.68	596,709.68			
	Less Restricted Receipts Balances:						
	Clarence W. Koch	50.00		Dorothy Brockus Memorial		175.00	
	Wish List Fundraiser	4,112.15		Myron Welton Memorial		310.00	
	BBBS	820.84		Mary Evelyn Bundy Memorial		325.00	
	Community Read (O-Town Reads)	27,924.22		Betty Wittmeyer Mem (Gen)		125.00	
	Wasser (6X6)	398.71		Read & Feed (WMPC&Optimist)		1,286.77	
	Barbara Dew Memorial	2,075.00		John Reedy Memorial		96.80	
	Teen Snack Machine	3,901.24		Patricia Nelson		50.00	
	Peg Carr (Large Print)	524.65		Ruth Wasko Memorial		96.80	
	Leadership Franklin County (health materials)	220.00		Marilyn Nordeen Memorial		50.00	
	Pomona Friends	468.26		Celeste Campbell Memorial		25.00	
	Linda Knight Memorial	200.00		Children's Donated Funds		14,674.12	
	Bill Bennett (art/arch)	0.00		NEKLS Focus Grant		0.00	
	Hal Bundy Memorial	660.00					
	B. Dew Local Hist & Gen	9,597.97					
	GV Donation	5,000.00					
	Gary Vathauer Mem. (ref)	1,180.00					
		74,347.53					
	Available Cash Balance		540,756.64				
	COMPOSITION, ENDING CASH BALANCE						
		Interest Rate					
	BMO MM	0.08%	203,448.81				
	BMW MM	0.25%	218,270.36				
	KSB NOW	0.03%	172,918.11				
	Petty Cash on Hand		140.00				
	A/R Pass Through		1,986.58				
	Payroll Liabilities		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-54.18				
			596,709.68				
		CAPITAL IMPROVEMENT					
		FUND ACTIVITY					
	OakStar Bank 6/2022	3.29%	172,942.33				
	Interest		392.07				
	Checks/Deposits net		-4,163.81				
	(Fundraising exp, Rent, Donations & Fundraisers included)		169,170.59				
	TOTALS: General Fund	596,709.68					
	Capital Improvement Fund	169,170.59					
		765,880.27					

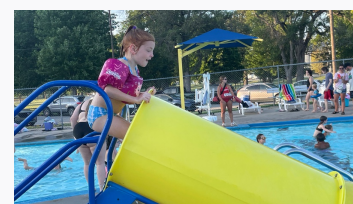
# Month At A Glance

Ottawa Library

**Ottawa Library**  
where books are just the beginning  
July 2025

## Pool Party

Despite an initial rain delay, our End of Summer Reading Pool Party on July 23rd was a huge success! Young readers and their families celebrated a summer of hard work and entertaining stories with an evening of swimming, games, and fun. It was the perfect way to wrap up our Summer Reading Program and honor all the children who met their reading goals. Thanks to everyone who joined us for a memorable evening!



## Upcoming Book Sale

Join us for a LARGE indoor book sale.

Fri, Aug 22<sup>nd</sup> 5pm - 8pm (open to Friends of the Ottawa Library members)

Sat, Aug 23<sup>rd</sup> 8am - 5pm (open to the public)

\$1.00 Bag Sale from 3pm - 5pm



## Prices

Hardbacks ..... \$1.00  
Paperbacks ..... \$0.50  
Children's Books ... \$0.25  
DVDs ..... \$1.00

Audiobooks, games, puzzles, and special collections will be priced as marked.

## Checkouts

Adult	3,466
Youth	6,234
Hoopla Digital	1,143
Kanopy	109
<b>Total Checkouts</b>	<b>10,952</b>

## Visitors

In person	9,030
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## Volunteer Hours

Community Service	0
Friends of the Library	64
FOL Board	7
Library Board	7
<b>Volunteers</b>	<b>78</b>
<b>Total Hours</b>	<b>156</b>

## Adult Summer Reading Party

We capped off a fantastic adult Summer Reading program with a relaxed evening of good food and great company. On Thursday, July 17th, participants gathered to celebrate a summer of rewarding reading. Everyone enjoyed delicious BBQ from Smoked Creations, lively conversation, and the chance to win some excellent prizes. We want to thank everyone who made this year's program enormously successful!



# Ottawa Main Street Association

PO Box 1061, Ottawa, KS 66067

## Regular Meeting of the Board of Directors

Mon. July 14th 6:30pm – Chamber Board Room or via ZOOM



## Agenda

<b>Roll Call of Board Members, Ex-Officio Members, &amp; Guests:</b> <i>(All Present Unless Otherwise Noted, L for Live &amp; In Person, Z for Zoom, EA for Excused Absence, A for Unexcused Absence)</i>  <b>Executive Committee:</b> <b>President -Dawnua Dawson</b> <b>Vice President – Secretary – Eric Duderstadt</b> <b>Treasurer Wynndee Lee</b>	<b>Board Members</b> Cathy Skeet- Riley Browning- Veronda Mourning- Wynndee Lee- Brett Chartier- Dawnua Dawson Jeff Carroll Zachary Clayton Clarence Anderson Eric Duderstadt John McGrath Britine Batish Rylee Mason	<b>GUEST</b>	<b>Ex-Officio Members:</b>  Zachary Clayton <i>City of Ottawa</i> - Brian Silcott, <i>City of Ottawa</i> - Ryland Miller, <i>Ottawa Area Chamber of Commerce</i> -  <b>DIRECTOR:</b> Sara Stauffer -
<b>Call to Order / Introduction of Guests:</b>			
<b>Public Comments</b>			
<b>Approval of Minutes</b>			
<b>Director Report</b>	<b>Signs Grant Tax Credit Update</b>		
<b>Treasurer's Report &amp; Approval Financials</b>	<b>Account Balances</b> Operating Account: IWW: City <b>Bills to be paid</b>		
<b>Old Business</b>	Dueling Pianos Membership Drive Board Positions/Committee Chairs Zip Trip		

	Transformational Strategy
New Business	Bylaws Articles 2025 National Night Out on Tuesday, August 5th, 2025 5-7pm OU Intern
<b>President's Report</b>	
<b>Executive Session</b>	
<b>Adjournment</b>	8p.m. or before

Upcoming Dates to calendars:

**July 17th Third Thur 5-8 PM**

**June 20<sup>th</sup> Let's Cruise 4-8 PM**

**July 25<sup>th</sup> Zip Trip 7am-12pm**

**Aug 5<sup>th</sup> National Night Out 5-7pm**



# MINUTES

Ottawa Main Street Association

Meeting Date: July 14<sup>th</sup>, 2025

## ATTENDANCE:

Director: Sara Stauffer

Board Members Present: Riley Browning, Wynndee Lee, Zachary Clayton, Eric Duderstadt, Brett Chartier, John McGrath, Dawnua Dawson, Jeff Carroll, Clarence Anderson, Veronda Mourning, Britine Batish, Rylee Mason

Board Members Absent: Cathy Skeet, Clarence Anderson

Ex-Officio Members Present: none

Guests Present: none

## CALL TO ORDER:

A regularly scheduled meeting of the OMSA Board was called to order at 6:33 pm by Dawnua.

## AGENDA:

1. Public Comments: No members of the public were in attendance and no public comments were submitted for consideration.
2. Approval of Minutes/Financials: Riley moved to approve the minutes from June's meeting as submitted. Jeff seconded. Motion carried.
3. Director's Report: Sara submitted a director's report to the board for review, which highlighted her recent community engagement, main street development, and event planning activities:
  - a. Sara updated the board on current grant and tax credit projects. Two downtown businesses (Plaza 1907 and Turner Flowers) were awarded a Kansas Signs Grants! The first Tax Credit Project submitted through OMSA by Shawn Markley has also been approved!
  - b. Sara provided an update on final arrangements being made for Ottawa's Zip Trip by Fox 4 News which will be live in Ottawa on July 25<sup>th</sup>.
  - c. Sara also mentioned several community engagement activities, including working with Ottawa University to strengthen relations between campus life and downtown.
4. Treasurer's Report: Wynndee presented the Treasure's report for review. She provided an update to the Board of the operating account, as well as the status of IWW funds. No bills were presented for payment. The Board reiterated the need for a new and separate bank account to help distinguish between OMSA operations and Grant/Tax Credit projects. Riley moved to approve July's financials as submitted. Zach seconded. Motion carried.
5. Old Business: An update of this year's Membership Drive was provided. Currently \$19,500 has been received for 2025 memberships, with a goal of \$23,000. A list of existing and potential new members was distributed to board members and Sara encouraged active participation from all board members in this year's membership drive.

Dueling Pianos Fundraiser has been scheduled for November 8<sup>th</sup> at the Ottawa Memorial Auditorium.

A discussion took place with regards to filling the Vice Chairman position. Eric motioned to elect Jeff, Wynndee seconded. Motion carried.

The need for a sub committee in charge of reviewing a draft of the Transformational Strategy and offering feedback was discussed. Several board members volunteered and a meeting will be scheduled in the near future.

6. New Business: Amended By Laws and Articles were presented for review by the Board. Proposed changes centered on adapting to the current functionality and operations of the OMSA. Jeff Motioned to approve all changes. Zach seconded. Motion carried.

Sara and Dawnua met with a potential intern candidate from OU to help with marketing efforts. Dawnua is finalizing a job description and looking into funding assistance for the position.

After thoughtful consideration, OMSA respectfully declined to participate as a event of its own downtown in this year's National Night Out on August 5<sup>th</sup>, 2025. Sara will participate going to community.

7. President's Report: Dawnua is working on a job description for an intern position as well as a "playbook" to be used as a reference for job duties and continuity plan in case of emergency or other unexpected circumstances that prohibit officers/board members from fulfilling their roles.
8. Executive Session: Wynndee motioned to enter into Executive Session to discuss By Laws for a period of 15 minutes, beginning at 7:25 pm and ending at 7:40 pm.
9. Other Discussion: Zach mentioned that "Make My Move" funds are available through the State of Kansas which could be used to incentivize families to move to Ottawa.

#### **ADJOURNMENT:**

There was no further action taken. With no other business, the meeting was adjourned by Dawnua at 8:03 pm.



# BREWS BEATS, & BOUTIQUES

A FAMILY-FRIENDLY  
COMMUNITY CELEBRATION

SEP  
6TH  
2025

ENJOY THE FREEDOM OF  
OUR DOWNTOWN  
COMMON CONSUMPTION  
AREA.



TAKE YOUR DRINK  
TO GO AND ENJOY LIVE  
MUSIC AND SHOPPING  
DOWNTOWN AT OUR  
LOCAL BOUTIQUES

COMMON CONSUMPTION  
IN EFFECT  
FROM 9 AM - 11 PM,  
7 DAYS A WEEK

## RECEIPT RAFFLE AT HALEY PARK

STOP BY THE OMSA TABLE TO BE ENTERED TO WIN A  
GIFTCARD TO YOUR FAVORITE DOWNTOWN  
BUSINESS.

12 - 5 PM | HALEY PARK  
LIVE MUSIC

12 - 5 PM  
MAKER MARKET VENDOR  
POPUUP ALONG THE 100 &  
200 BLOCKS OF MAIN

## FREE COTTON CANDY

PROVIDED BY OMSA

## FREE POPCORN

PROVIDED BY ARVEST BANK

## YARDGAMES & GIVEAWAYS

PROVIDED BY BMO BANK

BREWS, BEATS & BOUTIQUES IS THE OTTAWA MAIN STREET  
ASSOCIATION'S KICKOFF EVENT IN CONJUNCTION WITH THE OTTAWA  
BIKE AND TRAIL MOONRISE BIKE RIDE, SHOWCASING WHAT OTTAWA  
HAS TO OFFER TO VISITORS COMING IN FROM AROUND THE WORLD  
AND SUPPORTING OUR DOWNTOWN BUSINESSES AND COMMUNITY



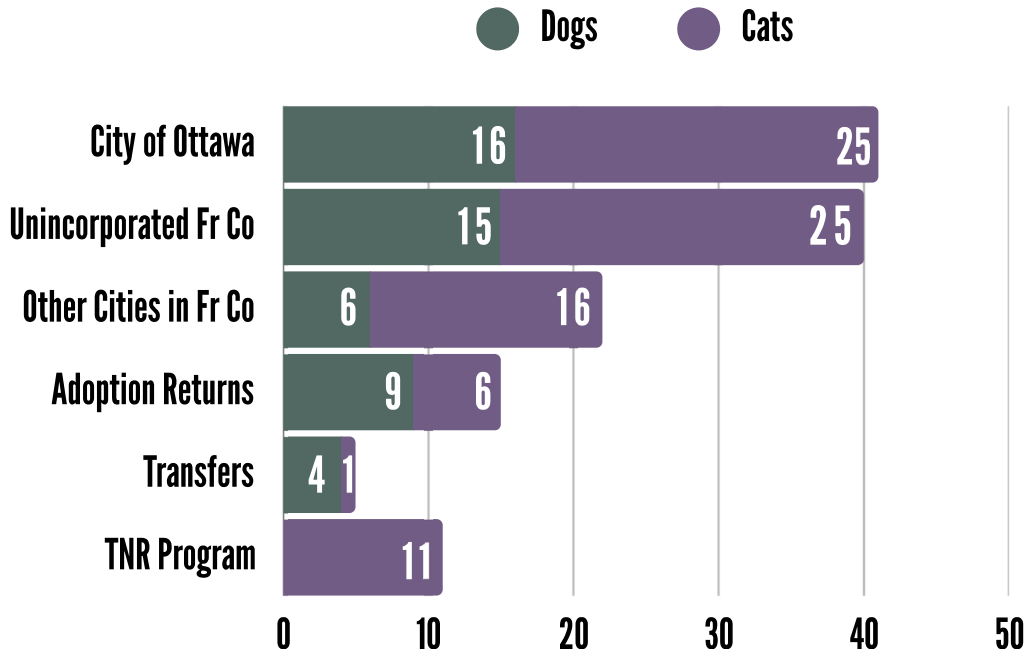


## HIGHLIGHTS:

- DR STUEVE JOINED THE TEAM
- THE ANNUAL BOW MEOW GALA SOLD OUT EARLY
- SHELTER PUPS WERE SPOILED BY STARBUCKS
- OPTIONS FOR ANIMALS CHIROPRACTIC STUDENTS STUDIED ON SHELTER PETS

# JULY INTAKES

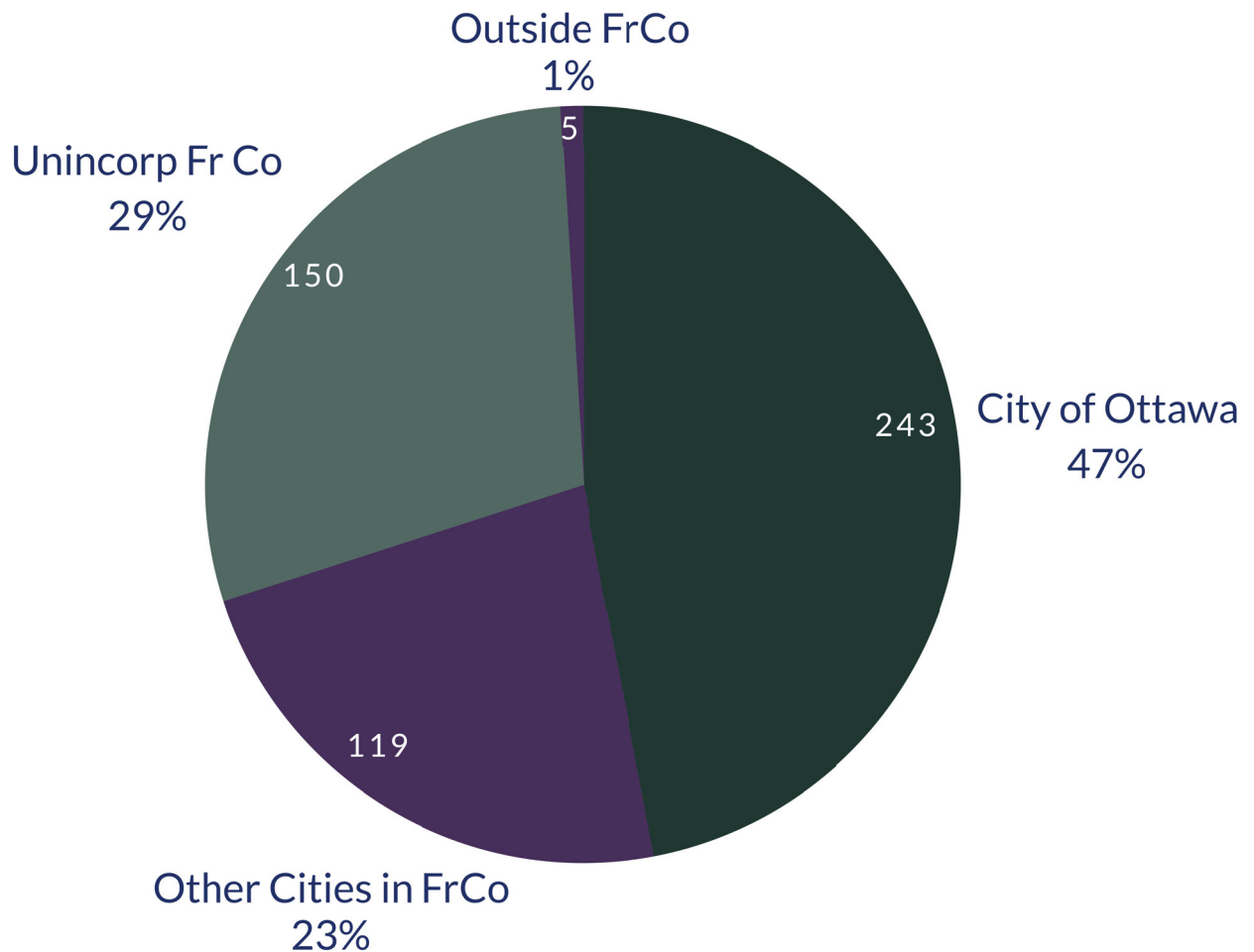
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	July 2025	YTD 2025
Dogs	50	365
Cats	84	548
Total	134	913

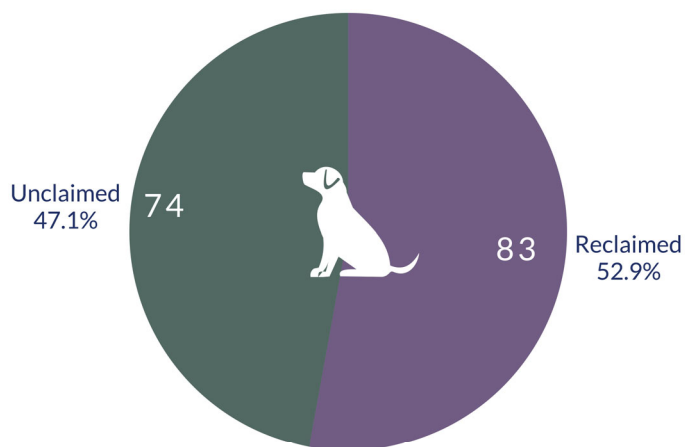
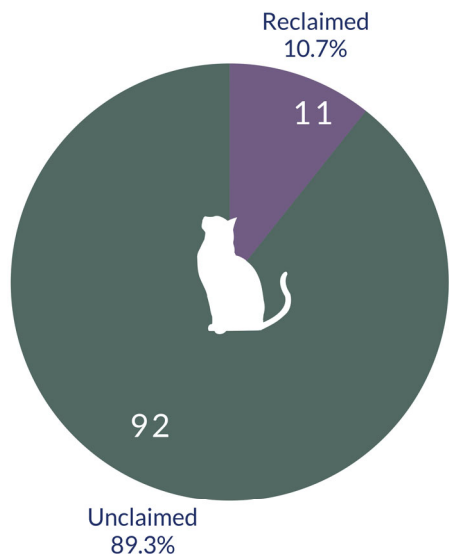
## YTD INTAKES BY JURISDICTION

Excludes returned adoptions and animals participating in TNR, emergency boarding and the transfer program.



# YTD 2025 STRAY RECLAIM RATES

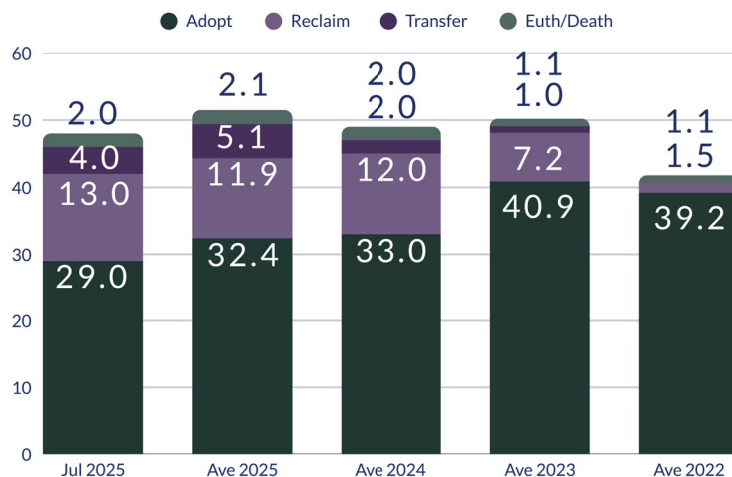
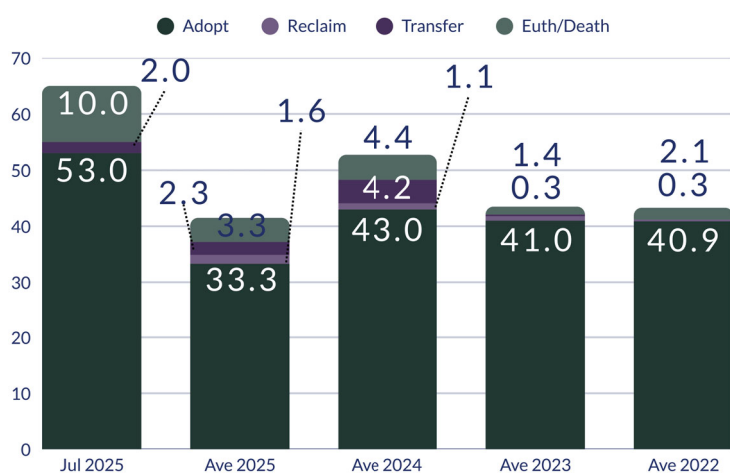
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## CAT OUTCOMES

## DOG OUTCOMES

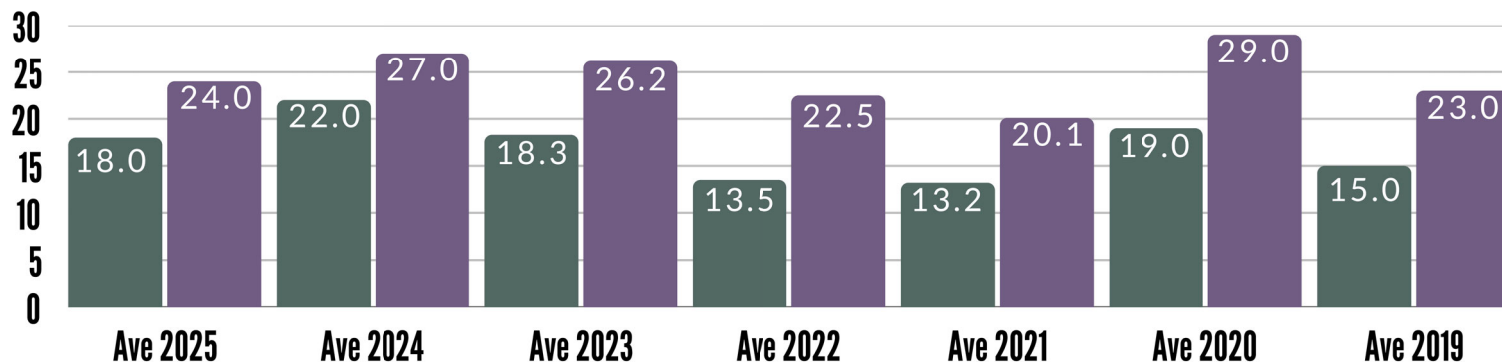
NUMBER OF ANIMALS



## LENGTH OF STAY

DAYS

● Dogs ● Cats



The average LOS across both species YTD is 20.0 days

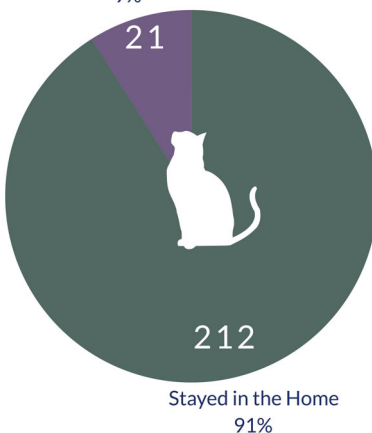


# YEAR TO DATE ADOPTION RETURN RATE

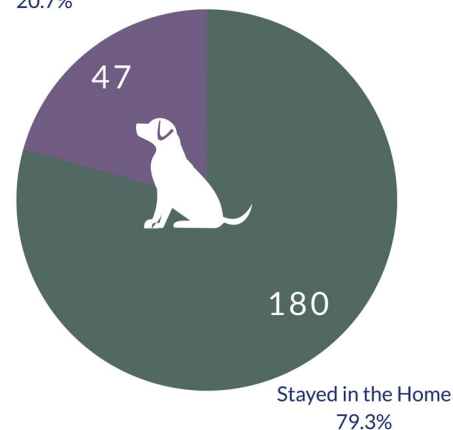
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Generally a low return rate is positive and currently the return rate across both species is 15.0%.

Returned After Adoption  
9%



Returned After Adoption  
20.7%



## OTHER MEASURABLES

KPI	YTD 2025	YTD 2024	2023	2022
Live Release Rate	94.8%	93.5%	97.3%	97.2%
Volunteer Program	4,284 Hours 210 Active Volunteers	6,266 Hours 167 Active Volunteers	5,218 Hours	3,549 Hours
Public Pets served with free vaccines/microchips	145	386	56	230
Public Pets served with low-cost spay/neuter	564	925	1,155	82
Cats spayed/neutered through TNR	215 cats, 645 Prevented Kittens	233 cats, 732 Prevented Kittens	332 Cats 1,038 Prevented Kittens	434 Cats 1,302 Prevented Kittens

## UPCOMING EVENTS

**September 12<sup>th</sup>:** Bow Meow Gala @ The Warren Place in Gardner, followed by after party at Transport Brewing.

Visit our website [www.prairiepaws.org](http://www.prairiepaws.org) or contact Alexis for more details [alexis.bolan@prairiepaws.org](mailto:alexis.bolan@prairiepaws.org)

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2023 through July 2025

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	Jan - Dec 23	Jan - Dec 24	Jan - July 25	2025 Budget YTD
Ordinary Income/Expense				
Income				
4 - Contributed support				
40 - Unrestricted				
4010 - Indiv/business cont. (unrest)				
4015 - Contributions - unrestricted				
4015A - Contributions - Ottawa	126,038.67	102,429.38	93,805.11	63,000.00
4015B - Contributions - Manhattan	0.00	35,635.25	19,444.14	17,500.00
4015C - Contributions - Emporia	0.00	3,380.15	6,193.67	5,040.00
4020 - Contributions-direct mail	54,992.00	40,310.66	21,533.00	24,000.00
4030 - Memorials & bequests	24,589.35	41,423.00	13,082.64	21,000.00
4040 - Gifts in kind				
4041 - Gifts in Kind - Goods	53,568.59	75,632.00	32,543.00	35,000.00
4042 - Gifts in Kind - Services	75,145.00	74,033.00	53,679.00	35,000.00
Total 4040 - Gifts in kind	128,713.59	149,665.00	86,222.00	70,000.00
4050 - Foundations/trusts	31,026.00	42,287.61	26,762.10	25,800.00
4060 - Grants	396,900.00	445,845.00	51,375.00	35,000.00
4075 - Grants-Grants - Capital Improvement				
4075A - Grants-Grants - Capital Improvement-Ottawa	0.00	0.00	0.00	0.00
4075B - Grants-Grants - Capital Improvement-MHK	0.00	0.00	12,360.53	0.00
4075C - Grants-Grants - Capital Improvement-Emporia	0.00	0.00	44,173.00	0.00
Total 4075 Grants - Capital Improvement	0.00	0.00	56,533.53	0.00
4070 - Training Contributions	0.00	12,360.00	140.00	0.00
Total 4010 - Indiv/business cont. (unrest)	707,267.61	833,025.39	375,091.19	261,340.00
4100 - Fundraising(unrestricted)				
4120 - Golf Tournament				
4120A - Golf Tournament - Ottawa	16,410.37	14,596.28	17,116.13	15,000.00
4120B - Golf Tournament - Manhattan	0.00	4,699.44	2,200.00	0.00
4155 - Galas				
4155A - Bow Meow Gala - Ottawa	70,874.67	69,464.20	14,738.32	15,000.00
4155B - Gala - Manhattan	0.00	17,827.92	27,385.74	25,000.00
4175 - Miscellaneous fundraising	44,152.99	59,869.63	7,393.92	28,000.00
Total 4100 - Fundraising(unrestricted)	131,438.03	166,457.47	68,834.11	83,000.00
Total 40 - Unrestricted	838,705.64	999,482.86	443,925.30	344,340.00
Total 4 - Contributed support	838,705.64	999,482.86	443,925.30	344,340.00
4540 - Local government support				
4551 - Anderson County	7,752.00	7,752.00	0.00	0.00
4553 - City of Ottawa	62,400.00	62,400.00	36,400.00	36,400.00
4559 - City of Wellsville	1,790.00	1,122.36	0.00	1,000.00
4563 - Franklin County	46,213.00	44,000.00	25,666.69	25,669.00
4565 - Miami County	5,500.00	5,500.00	5,500.00	5,500.00
4570 - City of Manhattan	0.00	362,782.97	209,272.00	209,270.81
4571 - Riley County	0.00	30,000.00	33,250.00	35,000.00
4573 - Pottawatomie County	0.00	27,840.00	22,000.00	19,250.00
4574 - City of Emporia	0.00	69,098.36	105,264.00	92,106.00
4780 - Other Cities/Counties	2,400.00	8,700.00	5,120.00	4,480.00
Total 4540 - Local government support	126,055.00	619,195.69	442,472.69	428,675.81
5 - Earned revenues				
5180 - Program service fees				
5181 - Adoption PPAS				
5181A- Adoption - Ottawa	88,550.25	69,215.18	38,798.00	49,000.00
5181B - Adoption - Manhattan	0.00	84,668.75	60,238.72	49,000.00
5181C - Adoption - Emporia	0.00	7,804.01	18,183.75	17,500.00



**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2023 through July 2025

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	Jan - Dec 23	Jan - Dec 24	Jan - July 25	2025 Budget YTD
<b>Total 5181 - Adoption PPAS</b>	88,550.25	161,687.94	117,220.47	115,500.00
5185 · Surrender Contributions	75.00	4,112.50	1,190.00	2,450.00
<b>5187 · S/N Contributions - Community</b>				
5187A - Community S/N - Ottawa	91,330.01	83,736.38	54,156.54	61,250.00
5187B - Community S/N - Manhattan	0.00	28,624.03	42,067.29	45,500.00
5187C - Community S/N - Emporia	0.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	4,031.40	3,691.60	1,074.12	1,400.00
<b>5189 · Reclaim fees</b>				
5189A - Reclaim - Ottawa	3,895.00	3,820.80	3,863.19	2,562.00
5189B - Reclaim - Manhattan	0.00	4,790.00	2,914.50	2,800.00
5189C - Reclaim - Emporia	0.00	2,171.09	3,436.97	2,800.00
<b>Total 5180 · Program service fees</b>	<u>277,053.24</u>	<u>459,020.87</u>	<u>225,923.08</u>	<u>234,262.00</u>
 <b>5820 · Retail &amp; Micro Chip Income</b>				
5820A - Retail & Micro Chip - Ottawa	2,907.38	5,720.93	4,815.14	3,150.00
5820B - Retail & Micro Chip - Manhattan	0.00	3,515.09	2,964.82	2,100.00
5820C - Retail & Micro Chip - Emporia	0.00	0.00	165.93	700.00
<b>5830 · Pet Licence Contributions</b>				
5830A Pet License - Ottawa	3,941.00	5,313.00	770.00	1,800.00
5830B - Pet License - Manhattan	0.00	10,235.77	5,561.00	6,300.00
5830C - Pet License - Emporia	0.00	0.00	0.00	0.00
<b>Total 5 · Earned revenues</b>	<u>283,901.62</u>	<u>483,805.66</u>	<u>240,199.97</u>	<u>248,312.00</u>
 <b>6710 · Interest income</b>				
6721 · Interest Income (Unrestricted)	5.45	0.00	0.00	0.00
<b>Total 6710 · Interest income</b>	<u>5.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
6810 · Unrealized gain(loss) - invest	4,082.21	19,673.36	10,932.64	0.00
6900 · Miscellaneous Income	540.00	0.00	0.00	0.00
<b>Total Income</b>	<u>1,253,289.92</u>	<u>2,122,157.57</u>	<u>1,137,530.60</u>	<u>1,021,327.81</u>
 <b>Gross Profit</b>	<b>1,253,289.92</b>	<b>2,122,157.57</b>	<b>1,137,530.60</b>	<b>1,021,327.81</b>
 <b>Expense</b>				
<b>7200 · Payroll expenses (all locations)</b>				
<b>7250 · Wages &amp; salary</b>				
7251 · Wages	132,218.99	240,269.23	177,592.27	181,557.68
7252 · Hourly wages	178,879.07	449,733.76	277,629.95	313,800.00
7253 · Simple IRA Expense	7,495.49	14,445.90	11,995.61	12,383.93
7254 · Authorized time off	7,621.54	16,567.69	18,201.85	6,276.00
7256 · Health Insurance	7,800.00	20,447.27	14,415.63	18,200.00
7257 · Overtime Wages	1,074.88	9,103.66	6,476.21	3,500.00
<b>Total 7250 · Wages &amp; salary</b>	<u>335,089.97</u>	<u>750,567.51</u>	<u>506,311.52</u>	<u>535,717.61</u>
 <b>7260 · Payroll Taxes</b>				
7261 · FICA taxes	23,204.54	52,168.73	34,513.64	39,643.10
7262 · State unemployment	516.05	533.37	0.00	0.00
7263 · Workers compensation	3,383.00	4,870.00	1,165.00	1,200.00
<b>Total 7260 · Payroll Taxes</b>	<u>27,103.59</u>	<u>57,572.10</u>	<u>35,678.64</u>	<u>40,843.10</u>
<b>Total 7200 · Payroll expenses (all locations)</b>	<b>362,193.56</b>	<b>808,139.61</b>	<b>541,990.16</b>	<b>576,560.71</b>
 <b>7500 · Other Personnel Expenses</b>				
7510 · Accounting fees	6,030.00	11,850.00	8,400.00	8,400.00
7511 · Professional fees - other	24,107.46	34,000.00	21,000.00	21,000.00
7515 · Uniform Expense	2,768.17	3,704.90	671.87	1,400.00
<b>Total 7500 · Other Personnel Expenses</b>	<u>32,905.63</u>	<u>49,554.90</u>	<u>30,071.87</u>	<u>30,800.00</u>
 <b>8100 · Non-personnel expenses</b>				
8110 · Office supplies & Postage	3,068.02	6,617.72	3,780.01	3,500.00
8115 · Telephone & Internet				

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2023 through July 2025

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	Jan - Dec 23	Jan - Dec 24	Jan - July 25	2025 Budget YTD
8115A - Telephone and Internet - Ottawa	7,946.23	8,016.29	4,523.33	4,725.00
8115B - Telephone and Internet - Manhattan	0.00	3,723.07	2,206.35	2,205.00
8140 - Equipment rental	3,074.75	7,727.03	5,305.41	4,620.00
8150 - Computer and IT Related	6,339.38	7,883.77	3,998.92	3,810.00
<b>Total 8100 - Non-personnel expenses</b>	<b>20,428.38</b>	<b>33,967.88</b>	<b>19,814.02</b>	<b>18,860.00</b>
<b>8200 - Occupancy Expenses</b>				
8205 - Repairs & maintenance				
8205A - Repairs & Maint - Ottawa	45,141.86	39,325.31	23,600.46	24,500.00
8205B - Repairs & Maint - Manhattan	0.00	43,653.13	15,946.89	14,000.00
8205C - Repairs & Maint - Emporia	0.00	4,080.04	2,804.25	1,225.00
8210 - Utilities				
8210A - Utilities - Ottawa	39,718.11	37,859.71	25,201.54	22,400.00
8210B - Utilities - Manhattan	0.00	23,779.16	19,355.32	14,000.00
8210C - Utilities - Emporia	0.00	3,657.50	6,392.03	5,250.00
8220 - Insurance - nonemployee	10,823.34	18,742.72	11,799.62	11,802.00
<b>Total 8200 - Occupancy Expenses</b>	<b>95,683.31</b>	<b>171,097.57</b>	<b>105,100.11</b>	<b>93,177.00</b>
<b>8300 - Travel &amp; meeting expenses</b>				
8310 - Training	1,085.92	0.00	0.00	0.00
8315 - Staff development/meetings	7,558.26	8,116.71	4,852.01	2,800.00
8320 - Automobile expense	5,173.98	11,618.64	10,649.24	7,700.00
<b>Total 8300 - Travel &amp; meeting expenses</b>	<b>13,818.16</b>	<b>19,735.35</b>	<b>15,501.25</b>	<b>10,500.00</b>
<b>8500 - Animal expenses</b>				
8510 - Animal expenses				
8510A - Animal expenses - Ottawa	50,069.78	47,012.77	33,528.53	33,000.00
8510B - Animal expenses - Manhattan	0.00	31,654.24	22,541.13	17,500.00
8510C - Animal expenses - Emporia	0.00	5,210.99	9,898.16	5,600.00
8512 - Food expense				
8512A - Food expense - Ottawa	12,348.56	15,049.53	7,335.15	8,750.00
8512B - Food expense - Manhattan	0.00	4,308.17	3,669.07	2,450.00
8513 - Vet expense				
8513A - Vet expense - Ottawa	7,954.43	15,878.21	2,785.48	3,500.00
8513B - Vet expense - Manhattan	0.00	3,579.60	17,321.11	24,625.00
8513C - Vet expense - Emporia	0.00	3,043.81	2,763.83	3,500.00
8514 - Spay/neuter expense				
8514A - Spay/neuter expense - Ottawa	87,367.65	69,697.29	46,584.08	45,500.00
8514B - Spay/neuter expense - Manhattan	0.00	22,586.87	41,126.40	36,750.00
8514C - Spay/neuter expense - Emporia	0.00	718.35	745.10	1,400.00
8516 - Cleaning supplies				
8516A - Cleaning supplies - Ottawa	6,102.56	5,968.57	2,343.16	2,800.00
8516B - Cleaning supplies - Manhattan	0.00	5,096.98	3,116.81	2,450.00
8516C - Cleaning supplies - Emporia	0.00	2,616.04	104.01	1,050.00
8519 - Training Expense				
8519A - Training Expense - Ottawa	0.00	850.00	0.00	245.00
8519B - Sorenson Training Expense	0.00	4,943.96	1,150.48	595.00
8519C - Training Expense - Emporia	0.00	0.00	0.00	245.00
8520 - Cremation Expense				
8520A - Cremation Expense - Ottawa	4,561.00	3,970.56	1,740.44	2,450.00
8520B - Cremation Expense - Manhattan	0.00	1,509.03	1,289.00	700.00
<b>Total 8500 - Animal expenses</b>	<b>168,403.98</b>	<b>243,694.97</b>	<b>198,041.94</b>	<b>193,110.00</b>
<b>8530 - Fundraising expenses</b>				
8531 - Fundraisng - general	11,732.32	14,211.07	6,045.92	7,000.00
8535 - Fundraing - Galas				
8535A - Bow Meow Gala Expense - Ottawa	14,440.21	11,247.90	1,785.50	1,500.00
8535B - Gala Expense - Manhattan	0.00	8,826.59	6,541.86	7,500.00

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
January 2023 through July 2025

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	Jan - Dec 23	Jan - Dec 24	Jan - July 25	2025 Budget YTD
8544 - Fundraising- Golf Tournament				
8544A - Golf Tournament - Ottawa	5,028.93	4,545.65	4,748.17	5,000.00
8544B - Golf Tournament - Manhattan	0.00	1,943.42	500.00	0.00
8545 - Direct Mail Expenses	4,628.29	13,535.53	6,908.45	3,320.00
<b>Total 8530 - Fundraising expenses</b>	<b>35,829.75</b>	<b>54,310.16</b>	<b>26,529.90</b>	<b>24,320.00</b>
8600 - Miscellaneous				
8605 - Marketing				
8605A - Marketing - Ottawa	5,456.21	7,627.50	6,000.00	4,200.00
8605B - Marketing - Manhattan	0.00	0.00	0.00	700.00
8605C - Marketing - Emporia	0.00	0.00	0.00	700.00
8610 - Bank service charges	5,824.56	11,289.07	8,527.02	7,000.00
8615 - Dues and subscriptions	138.00	1,366.83	1,111.59	700.00
8620 - Capital Improv Project Expense				
8620C - Capital Improv Project Exp-Emp	0.00	0.00	342.84	0.00
8650 - Licenses and permits	1,118.31	1,457.92	406.25	2,200.00
8660 - Miscellaneous	1,134.81	1,200.28	224.80	1,400.00
8676 - Volunteer Expenses	405.71	1,712.96	152.48	700.00
<b>Total 8600 - Miscellaneous</b>	<b>14,077.60</b>	<b>24,654.56</b>	<b>16,764.98</b>	<b>17,600.00</b>
<b>Total Expense</b>	<b>743,340.37</b>	<b>1,405,155.00</b>	<b>953,814.23</b>	<b>964,927.71</b>
<b>Net Ordinary Income</b>	<b>509,949.55</b>	<b>717,002.57</b>	<b>183,716.37</b>	<b>56,400.10</b>
Other Income/Expense				
Other Income				
6700 - Other Income	636.00	151,072.68	0.00	0.00
<b>Total Other Income</b>	<b>636.00</b>	<b>151,072.68</b>	<b>0.00</b>	<b>0.00</b>
Other Expense				
9700 - Other Expenses				
9701 - In Kind Goods Expense	53,568.59	75,632.00	32,543.00	35,000.00
9701 - In Kind Services Expense	75,145.00	74,033.00	53,679.00	35,000.00
9910 - Interest expense	4,683.23	3,653.97	0.00	0.00
<b>Total 9700 - Other Expenses</b>	<b>132,760.82</b>	<b>2,246.29</b>	<b>86,222.00</b>	<b>70,000.00</b>
9800 - Fixed asset purchases	0.00	0.00	145.25	
<b>Total Other Expense</b>	<b>132,760.82</b>	<b>2,246.29</b>	<b>86,367.25</b>	<b>70,000.00</b>
<b>Net Other Income</b>	<b>-132,760.82</b>	<b>-2,246.29</b>	<b>-86,367.25</b>	<b>-70,000.00</b>
<b>Net Income</b>	<b>377,188.73</b>	<b>714,756.28</b>	<b>97,349.12</b>	<b>-13,599.90</b>

Agenda Item: X.A

City of Ottawa  
City Commission Meeting  
August 20, 2025

**TO:** Mayor and City Commission  
**SUBJECT:** Resolution adopting the Economic Incentive Policy with updates to RHID policy and fee schedule  
**INITIATED BY:** Finance Director  
**AGENDA:** New Business

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**Recommendation:** Consider adoption of a Resolution amending the Economic Incentive Policy, repealing Resolution 1884-21 in its entirety.

This is the second of two presentations discussing the policy and process recommendations. The first discussion occurred on August 6, 2025 in preparation for the adoption of the final policy.

**Background:** The current Economic Incentive Policy was adopted on January 30, 2019 and can be found on the City's website at [www.ottawaks.gov/economicdevelopment](http://www.ottawaks.gov/economicdevelopment). The incentive policy document encompasses all incentive options for development within the City of Ottawa. Since the original adoption of this city policy, there have been changes at the State level to the RHID incentive tool.

In July 2021, the Act was expanded to include the renovation of buildings over 25 years old in the central business districts for residential use. This allows for development of upper-story lofts and apartments.

In 2023, Senate Bill No. 17 was passed which included the following changes:

- Renamed – Reinvestment Housing Incentive District (formerly Rural Housing Incentive District).
- Population eligibility changes for cities and counties (not affecting Ottawa)
- New Allowable costs - In a major program expansion, K.S.A. 12-5249 was amended to allow for the renovation or construction of residential dwellings, multi-family units, or buildings exclusively for residential use on existing lots if a) the infrastructure has been in existence for at least 10 years; or b) the existing lot(s) has been subject to special assessments.

The RHID Act requires the support of a relevant, less than two years old, housing needs assessment for the county and/or city in which the RHID would exist. The most recent housing needs analysis for Franklin County, which includes specific needs for the City of Ottawa, was commissioned by the Franklin County Development Council and presented in March 2025.

**Analysis:** The City's current policy limits the RHID incentive tool to a stricter set of criteria than approved for use by the State of Kansas in some aspects and needs updated with the newest inclusions under state statute.

Reinvestment Housing Incentive District policy (currently labeled as Rural Housing Incentive District) is Section 5.i beginning on page A-32 of the Economic Incentive Policy.

Recommendations for changes to the policy include:

1. **Removal of language referring to the preference for use of RHID for “ten or more rental homes”.** The RHID Act allows for incentive districts to include the construction of renter-occupied and/or for-sale homes. The City finds it advantageous to allow for both models to accomplish all categories of housing need within the housing study.
2. **Addition of a pre-application** to the process that would be used to determine if the project is a good fit for the RHID process, and would receive Commission support, before the applicant makes a significant monetary investment into the process.
3. **Alter the process** to allow the Commission to find the project in line with the housing needs analysis prior to conducting further financial analysis on the project.
4. **Deposit becomes \$10,000**, currently \$5,000, aligning with the requirement for all economic incentives whereby \$5,000 is a non-refundable amount used to offset the internal cost of the process and the remaining \$5,000 is a deposit toward the cost of financial advisor and bond counsel.
5. **But-For analysis waiver** for:
  - a. Projects that directly meet housing needs as outlined in a current Housing Needs Analysis.
  - b. Housing development needs as determined by the City Commission.
6. **Follow RHID Act for eligible costs** by eliminating specific eligible costs from the policy supporting simplification of the process.

While not specifically outlined in the policy document, the process changes proposed for RHID consideration aim to create a developer friendly process and support housing growth in the community by lowering costs and reducing barriers. The updated process is proposed as follows:

- Pre-Application submitted by Developer
- Staff reviews application for completeness and feasibility
- Resolution finding that the project proposal meets the housing needs as defined under the RHID Act and the bi-annual housing study
- KS Secretary of Commerce considers establishment of proposed district
- Developer submits Formal Incentive Application, executed Funding Agreement, and deposit
- But-For analysis performed for complex projects or layered incentive requests – performed by financial advisor
- Financial Impact Analysis, Feasibility Study, and Term sheet prepared by City
- Incentive Review Committee meets to review incentive proposal
- Resolution of intent to create district, adopt Development Plan, and hold public hearing
- Hold public hearing
- Ordinance creates district, adopts Development Plan, and approves Development Agreement
- 30-day veto period

**Financial Considerations:** Use of the RHID incentive tool allows the City to invest valuation increment from currently unrealized property values to support the housing needs of the community by reimbursing the developer for eligible costs over a specific period of time. The current value of the land continues to be distributed to all taxing jurisdictions. The city retains 2.5% administration fee from each reimbursement distribution.

**Legal Considerations:** Bond counsel and city attorney are involved in each incentive process.

**Recommendation/Action:** It is recommended that the Commission review and comment on the policy framework amending the Reinvestment Housing Incentive District (RHID) policy at the August 6, 2025, meeting and consider a resolution adopting those changes at a future Commission meeting.

**Attachments:**

**X.A.1** Resolution amending an economic development incentive policy that establishes the policies and procedures that establishes the policies and procedures for Constitutional Tax Abatement, Industrial Revenue Bonds, Tax Increment Financing and Star Bond Financing, Transportation Development Districts, Special Benefit Districts, CDBG revolving loan fund for the City of Ottawa, Kansas, Neighborhood Revitalization Program, and Reinvestment Housing Incentive Districts formerly Rural Housing Incentive Districts; and repealing resolution number 1884-21.

**X.A.2** Resolution Exhibit A - Economic Development Incentive Policy

**X.A.3** Redline RHID section of Policy



RESOLUTION NO. \_\_\_\_\_-25

**A RESOLUTION AMENDING AN ECONOMIC DEVELOPMENT INCENTIVE POLICY THAT ESTABLISHES THE POLICIES AND PROCEDURES FOR CONSTITUTIONAL TAX ABATEMENT, INDUSTRIAL REVENUE BONDS (IRB), TAX INCREMENT FINANCING (TIF) AND STAR BOND FINANCING, COMMUNITY IMPROVEMENT DISTRICTS (CID), TRANSPORTATION DEVELOPMENT DISTRICTS (TDD), SPECIAL BENEFIT DISTRICTS (SBD), THE CDBG REVOLVING LOAN FUND FOR THE CITY OF OTTAWA, KANSAS, NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) AND REINVESTMENT HOUSING INCENTIVE DISTRICTS (RHID) FORMERLY RURAL HOUSING INCENTIVE DISTRICTS; AND REPEALING RESOLUTION NUMBER 1884-21**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, AS FOLLOWS:**

**Section 1.** The Governing Body hereby approves and adopts the Economic Development Incentive Policy in the form attached hereto as ***Exhibit A***.

**Section 2.** Resolution Number 1884-21 is hereby repealed in its entirety.

**Section 3.** This Resolution shall be in full force and effect from and after its adoption.

**ADOPTED** by the Governing Body of the City of Ottawa, Kansas on \_\_\_\_\_, 2025.

**CITY OF OTTAWA, KANSAS**

(Seal)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# Economic Development Incentive Policy



Exhibit A

Adopted by Resolution \_\_\_\_\_

August 20, 2025

**CITY OF OTTAWA**  
**ECONOMIC DEVELOPMENT INCENTIVE POLICY**

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## 1. Introduction

The securing of private economic investment to broaden the tax base is an important current and long-term objective of the City of Ottawa (City). When fiscal benefits exceed fiscal costs, a broadened tax base provides local government with the financial resources to maintain and enhance the services available to all residents. The creation of job opportunities for Franklin County (County) residents is an important current and long-term objective of the City. The quality of life for all area residents is enhanced when good job opportunities are available.

The City of Ottawa is interested in having one policy summarizing the goals, objectives, and standards for economic incentives (“Economic Incentives”). The decision to provide Economic Incentives to a business entity or citizen is guided by the expectation that the financial benefits to the City will produce a sufficient return on the City’s investment. All proposed Economic Incentives are subject to public hearing as a matter of policy, even if not statutorily required. Governmental agencies are not eligible for Economic Incentives under this Policy. No elected or appointed officer, employee or committee of the City, Ottawa Area Chamber of Commerce or Franklin County Development Council (FCDC) employee, board, or other public or private body or individual, shall be authorized to speak for and/or commit the Governing Body of the City to the granting of an Economic Incentive. This Economic Development Incentive Policy (Policy) is meant to encourage the following:

- a. Research and development-based businesses;
- b. High-tech businesses;
- c. Environmentally friendly businesses;
- d. Expansion of existing industry;
- e. Business start-ups;
- f. Businesses that will provide additional sales tax revenues to the City of Ottawa;
- g. Recruitment of new companies from out of state or abroad;
- h. The retention of businesses which are good corporate citizens that will add to the quality of life in Ottawa through their leadership and support of local civic and philanthropic organizations;
- i. Training and development of Ottawa area employees; and
- j. Housing expansion to meet needs of citizens.

Because of Ottawa’s assets and the desire of area residents to plan for the future and retain a community that is different from other growing suburban areas, an Economic Incentive may not be offered to every applicant that is eligible under state statutes. Nothing herein shall imply or suggest that the Governing Body is under any obligation to provide an incentive to any applicant. The

Governing Body reserves the right to deviate from this Policy when, in the opinion of the Governing Body, it is in the best interests of the City to do so.

## **2. General Policy Considerations**

### **a. Pirating**

It is the intent of the City, the County and the FCDC to avoid participation in “bidding wars” between Kansas cities or areas competing for the relocation of an existing Kansas business through attempts to offer the largest tax incentive or other public inducement, which is detrimental to the state’s economy and the public interest. It is the policy of the City to discourage applications for Economic Incentives, or to grant Economic Incentives, that deliberately encourage and cause the pirating of business from another Kansas community to this community. This Policy does not preclude providing information to companies that inquire about Ottawa or are seeking an expansion or consolidation rather than relocation. It also does not preclude the granting of an Economic Incentive in those situations where:

1. The company has already made a decision to relocate or expand; or
2. The company is seriously considering moving out of state.

### **b. Performance Agreement**

Any Economic Incentive granted pursuant to this Policy shall be accompanied by a Performance Agreement or Development Agreement between the applicant and the City; provided, however, that for IRBs, the terms and conditions of the Economic Incentive will be included in the IRB lease and, if applicable, a payment in lieu of taxes agreement. The Performance Agreement shall include provisions governing the situation if an applicant fails to meet the wage, number of jobs, and/or capital investment projections set forth in the original application. Each Economic Incentive shall be reviewed annually. The Governing Body shall receive an annual update based on such review, and if the Governing Body determines that a business or project is not in compliance with the provisions of the Performance Agreement, then the Economic Incentive may be modified pursuant to the Performance Agreement as the Governing Body deems appropriate. Modifications to the Economic Incentive may include, but are not limited to, termination of the Economic Incentive, reduction of any Economic Incentive (including but not limited to reductions in tax abatement due to failure to meet requirements as set forth in this Policy) and claw-back of any existing Economic Incentive. To the extent necessary, the County Appraiser and the State Board of Tax Appeals shall be notified of appropriate actions to modify any Economic Incentive.

### **c. “But For” Principle**

Each application for an Economic Incentive shall demonstrate that the Economic Incentive will make such a difference in determining the decision of the business to locate, expand or remain in the City that the business would not otherwise be established, expanded or retained without the availability of such incentive.

**d. Reimbursement Priority**

Unless otherwise indicated in this Policy, the Governing Body will give preference to Economic Incentives that will be used to reimburse costs of public infrastructure or improvements having a clear public benefit.

**e. No Retroactive Granting of Economic Incentives**

No Economic Incentives will be granted on a retroactive basis, *i.e.*, to reimburse costs incurred by an applicant prior to an expression of intent by the Governing Body to grant such Economic Incentive. Economic Incentives will be granted pursuant to the guidelines of this Policy and effective on the date indicated and approved by the Governing Body.

**f. Transfer of Economic Incentives; Change in Use**

Economic Incentives granted by the City may only be transferred with the express consent of the Governing Body or as provided in any Performance Agreement. The City shall be notified by the applicant of any substantive change in the use of a property receiving Economic Incentives.

**g. Tax Protests and Payments**

The Governing Body expects applicants receiving Economic Incentives to be current on taxes and assessments payable to all taxing jurisdictions.

The Governing Body further expects that, during the time an applicant is receiving Economic Incentives, such applicant will not protest the valuation for ad valorem taxes below the assessed value at the time Economic Incentives are awarded without a dollar-for-dollar decrease in the Economic Incentives received.

The City reserves the right to withdraw any and all Economic Incentives and terminate any Performance Agreement with the applicant if the applicant protests their valuation for ad valorem taxes below the assessed value at the time Economic Incentives are awarded.

**h. Civic Participation**

The Governing Body expects that applicants receiving Economic Incentives demonstrate a commitment to the community through participation in civic organizations or other, similar contributions.

**i. Effect on Existing Business or Industry**

The Governing Body may consider whether applications for Economic Incentives have serious detrimental effects on an existing business or industry in the City. Economic

Incentives may be discouraged when the effect would be to grant the applicant an unfair advantage within the local market structure.

**j. Clean, Non-Polluting Businesses**

The proposed use must be clean, in keeping with the character of Ottawa, non-polluting and consistent with all planning and community development policies, ordinances and codes.

**k. Whole Community Considerations**

The proposed use must have a positive impact on the community and not overload or overburden public facilities, streets or other public improvements.

**3. Types of Development**

**a. Industrial**

The City will be selective as to the kinds of industrial businesses (*i.e.*, businesses that are not retail businesses) that are recruited and assisted. In general, the primary objective of the City's industrial Economic Development Incentive Policy is to target new and expanding businesses that are environmentally sound, strengthen our local economy, and demonstrate a need for public financial support in order to locate, expand or remain in Ottawa. Additionally, the City favors industry that creates high-caliber employment, such as high skill, high wage jobs with increased employee benefits and superior working conditions.

When considering proposals brought before the City, City staff and the Governing Body shall be cognizant of the investment being made by the business, the risk involved in doing business, and the reputation of the City which is created by decisions that are made.

**b. Retail**

The City relies heavily on sales taxes to support the provision of general services to its residents and visitors. The primary objectives of the City in granting Economic Incentives to retail businesses for development include the expansion of the sales tax base, general enhancement of quality of life, development as the regional hub for goods and services in east central Kansas, and the expansion of the property tax base.

The City encourages the creation of mixed use developments that contain commercial/retail uses as well as living units as this is a way to maximize available space and is a more efficient use of existing and future infrastructure.

**c. Housing**

In general, the primary objective of the City's housing Economic Development Incentive Policy is to identify and address housing needs within the City by incentivizing construction or rehabilitation of quality housing.



In determining whether to grant an Economic Incentive for a housing project, the Governing Body will consider the following factors:

- (1) Whether there is a shortage of quality housing of various price ranges in the City or County despite the best efforts of public and private housing developers;
- (2) Whether the shortage of quality housing can be expected to persist and that additional financial incentives are necessary in order to encourage the private sector to construct or renovate housing in the City or County;
- (3) Whether the shortage of quality housing is a substantial deterrent to the future economic growth and development of the City or County; and
- (4) Whether the future economic well-being of the City or County depends on the Governing Body providing additional incentives for the construction or renovation of quality housing in the City or County.

#### **4. Statement of Process**

##### **a. Economic Incentive Application**

New or existing businesses that seek Economic Incentives from the City must file an *Application for Economic Incentives* before their request can be considered in the form then available from the Neighborhood and Community Services Department. The application shall contain the following accompanying information if not included on the Application form:

1. Specific information on Economic Incentives being requested.
2. Company profile including longevity of company, principal officers, stockholders and clients.
3. Audited financial statements – last five (5) years or since date of incorporation if company has not been in existence for five (5) years; provided that, upon request this may be provided to City consultants pursuant to a non-disclosure agreement.
4. Business Plan as it relates to the proposed business to be located in Ottawa. Business Plan to include:
  - a. Number of employees along with a detailed breakdown of the classification and wages for each position type.
  - b. Projected annual operating costs for the proposed development.
  - c. Projected annual revenues and financing for the first ten (10) years.

5. For constitutional abatements and property tax abatement IRBs, a Cost Benefit Analysis Worksheet
6. For applicants wishing to develop a greenfield site, or redevelop property along existing infrastructure, the following items are required:
  - a. A detailed site development plan.
  - b. Construction estimates for all improvements. If asking for a TIF, TDD, IRB, CID, RHID or SBD, applicant must provide an itemized breakdown of eligible costs for the Economic Incentive program being requested.
  - c. Estimated utility usage and composition of wastewater produced by the site.
  - d. Detailed information regarding traffic patterns to and from the site being developed, including the number of vehicles per day (average and peak times) as well as size and type of vehicle.
  - e. If the proposed development requires the extension/creation/reconstruction of City of Ottawa water, electric, sewer, road, or stormwater infrastructure, the applicant must provide detailed cost estimates. **City of Ottawa staff will not provide cost estimates.** The applicant will be required to retain the services of a qualified engineer for this purpose.
7. Sources of funds for the project other than the requested Economic Incentives, including information on all other incentives requested or granted by state or federal jurisdictions.

The City will not consider the granting of any Economic Incentive unless the applicant submits a full and complete application, and provides additional information as may be requested by City staff or the Governing Body. The accuracy of the information provided in the application shall be certified by the applicant. Any misstatement or error in fact may render the application null and void and may be cause for the repeal of any proceedings adopted in reliance on said information. Applications will not be considered after the issuance of building permits. Refer to the Fee Schedule, herein, for application and renewal fee information.

#### **b. Fee Schedule**

Except as otherwise set forth, any applicant requesting any Economic Incentive shall pay to the City a nonrefundable application fee of \$1,000. The application fee shall be submitted at the same time the *Application for Economic Incentives* is submitted.

A deposit of \$10,000 for any Economic Incentive, pursuant to an executed Funding Agreement, will be deposited with the City and held to pay for the City's out of pocket costs associated with the City's review of the application and other actions and agreements associated with the proposed Economic Incentive, including but not limited to the City's cost of legal counsel, financial advisors and consultants necessary to evaluate the application; provided, however, that fees for IRBs will be listed in the IRB sections of this Policy. In the event that costs for third-party services incurred by the City exceed the deposit collected, the applicant shall deposit same sum again or reimburse the City for such additional cost, immediately upon request, but no later than prior to final consideration of the Economic Incentive by the Governing Body.

At its discretion, the Governing Body may consider waiving a portion of the fee or deposit upon request.

During the period in which Economic Incentives are received by an applicant, such applicant shall pay an annual non-refundable renewal fee in the minimum amount of \$500 or as provided in the Performance Agreement or Development Agreement between the City and the applicant.

The City shall use its designated Bond Counsel and its designated Financial Advisor or Municipal Advisor to represent its interests. The City reserves the right to approve the selection of other necessary participants in the administration of an Economic Incentive, including but not limited to, the underwriter and trustee/fiscal agent. The City, at its discretion, may retain additional independent advisors to assist the City in analyzing the merits of the application and in making a determination of its approval at the applicant's expense. Examples of additional advisors include environmental specialists or a certified public accountant.

#### **c. Review by the Economic Development Review Team**

For any application for Economic Incentives, it is the expectation of the Governing Body that all applications under this Policy are to be vetted for accuracy, clarity and compliance to the City's policy requirements, by the Economic Development Review Team. The team is comprised of the City Manager, City Attorney, City Clerk, Neighborhood and Community Services Director, Finance Director, Public Works Director, Utilities Director, USD 290 Superintendent, Franklin County Administrator, Franklin County Clerk, and FCDC Executive Director.

#### **d. But-For Analysis**

All TIF, CID, TDD, RHID and SBD applications shall be considered in light of the "but-for" principle, *i.e.*, the requested Economic Incentive must make such a difference in the decision of the applicant that the project would not be economically feasible "but for" the availability of that Economic Incentive. In evaluating the economic feasibility, the staff shall consider factors that include, but are not limited to:

- a. the extraordinary or unique costs associated with developing the project;
- b. the applicant's financial investment in the project;

- c. the property, sales and other tax and fee revenue that may result from the project;
- d. the creditworthiness and experience of the applicant;
- e. developer compliance with other City development projects and development agreements, including but not limited to delinquency on property tax; and
- f. the value added, including intangible costs and benefits received by the City and other taxing jurisdictions, as a result of the proposed project.

The but-for analysis is supplemental to any statutorily required cost-benefit analysis.

**e. Memorandum of Understanding**

Authority to issue memorandums of understanding to consider requests for Economic Incentives shall lie only with the Governing Body. Such memorandums of understanding shall only be issued by the Governing Body, and as an expression of good faith intent, but shall not in any way bind the City to the granting of an Economic Incentive and shall not obligate the City to proceed with negotiations if the Governing Body determines the requested Economic Incentive is not in the best interest of the City. Unless noted otherwise, such memorandums of understanding shall expire six months after issuance, but may be renewed. A public hearing shall not be required prior to the issuance of memorandums of understanding.

**f. Notice and Hearing**

As a matter of policy, rather than statute, no Economic Incentive shall be granted by the City prior to a public hearing thereon. Notice of the public hearing shall be published in the official city newspaper, giving the time and place, and the hearing may be held at a regular or special meeting of the Governing Body. The City Manager shall also notify the Franklin County Commissioners, the Superintendent of USD 290 school district, and the clerk of any taxing jurisdiction, excluding the state, which derives or could derive tax revenue from the affected business advising them of the scheduled public hearing and inviting their review and comment. Upon request, the City Manager shall provide any such public agency with a copy of the application, which shall remain confidential unless released by the Governing Body. It is expected that the applicant will attend any public hearings.

**g. Action by the City**

The City shall consider granting an Economic Incentive pursuant to this Policy after receipt of a complete application from the applicant in a form prescribed by the City together with the application fee and deposit. The application shall be submitted in sufficient time for staff to follow established procedures for publication of notice, to review the project's preliminary site plans and building elevations, to prepare a cost benefit analysis, and to notify other taxing jurisdictions within which the project is located as required pursuant to City policy. The

project's site plans and building elevations are subject to final approval to ensure that they are similar to the preliminary plans and elevations submitted.

Based on each application and such additional information as may be requested by the City, the City shall prepare or cause to be prepared a financial analysis or analyses which shall be used by the Governing Body in considering the request for Economic Incentive. In making its decision, the Governing Body may also consider any fiscal and/or economic impact analyses performed by the County and any other taxing jurisdiction within which the property proposed for the Economic Incentive is located.

#### **h. Waiver of Requirements**

The Governing Body reserves the right to grant or deny an Economic Incentive under circumstances beyond the scope of this Policy, or to waive any procedural requirement. However, no such action or waiver shall be taken or made except upon a finding by the Governing Body that a compelling or imperative reason or emergency exists, and that such action or waiver is found and declared to be in the public interest.

The Governing Body will not entertain requests for Economic Incentives outside of what is allowed by, or in accordance with, this Policy. If any interested party would like the Governing Body to include an additional Economic Incentive to this Policy, or modify the criteria for an existing Economic Incentive, that party must formally address the Governing Body and request that this Policy be amended.

### **5. Types of Economic Incentives**

#### **a. Constitutional Abatement**

##### **1. Policy**

The grant of property tax abatement will be considered for real property and improvements in accordance with the provisions of Article 11, Section 13 of the Constitution of the State of Kansas and applicable statutes.

##### **2. Amount of Tax Abatement**

To accomplish the economic objectives of the City as outlined earlier in this Policy, it shall be the policy of the City to consider providing a 50% constitutional tax abatement per year for up to 10 years for projects that qualify for tax abatement under Kansas law and meet the tax abatement provisions in this Policy. The abatement percentage of 50% may be adjusted based upon compelling justification and in the discretion of the Governing Body.

Additional abatement amounts may be based on the following criteria:

- a. A company that has been paying property tax in Franklin County and whose payments are current to date for at least three years may be eligible for an additional five percent tax abatement for a new project.
- b. Additional abatement adjustments may be considered for projects that meet the following criteria:
  1. When the investment under consideration exceeds \$20 million the Governing Body may consider a property tax abatement that exceeds fifty percent.
  2. Companies that employ or will employ more than 100 employees.
  3. Companies whose new construction achieves U.S. Green Building Council “LEED Certification.”

All applications will be considered on a case-by-case basis. The Governing Body is under no obligation to approve any requested tax abatement and reserves the right to deviate from the policies contained herein if, in the opinion of the Governing Body, circumstances warrant such deviation. The Governing Body may vary the amount and duration of the abatement provided that any abatement to a business shall not decrease such business’s existing tax liability.

### **3. Payment of PILOTs**

Any payment in lieu of taxes, which may be required of a business granted a property tax abatement, shall be paid to the County Treasurer, with notice of the amount and date paid provided to the City. The specific provisions for payment of PILOTs shall be set forth in the Performance Agreement or payment in lieu of taxes agreement for IRBs between the City and the applicant.

## **b. Industrial Revenue Bonds**

### **1. Policy Statement**

It shall be the policy of the City to consider the issuance of industrial revenue bonds *for sales tax exemption* pursuant to 12-1740 *et seq.* (the “IRB Act”) for the purposes set out in this Policy, and the IRB Act. Industrial revenue bonds may also be issued for the purpose of property tax abatement.

### **2. Amount of Tax Abatement**

To accomplish the economic objectives of the City as outlined earlier in this Policy, it shall be the policy of the City to consider providing a 50% IRB tax abatement per year for up to 10 years for projects that qualify for tax abatement under the IRB Act and meet the tax abatement provisions in this Policy. The abatement percentage of 50% may be adjusted based upon compelling justification and in the discretion of the Governing Body.

Additional abatement amounts may be based on the following criteria:

- A. A company that has been paying property tax in Franklin County and whose payments are current to date for at least three years may be eligible for an additional five percent tax abatement for a new project.
- B. Additional abatement adjustments may be considered for projects that meet the following criteria:
  - 1. When the investment under consideration exceeds \$20 million the Governing Body may consider a property tax abatement that exceeds fifty percent.
  - 2. Companies that employ or will employ more than 100 employees.
  - 3. Companies whose new construction achieves U.S. Green Building Council “LEED Certification.”

### **3. Project Eligibility**

- A. The applicant must have a sound financial base. The City’s Financial Advisor shall make recommendation to the Economic Development Review Team and Governing Body as to an applicant’s financial stability.
- B. It is the policy of the City that applicants for IRBs purchase their own bonds. If not so purchased, the underwriter, City Bond Counsel and City Financial Advisor must provide reasonable assurance the bonds are secure and marketable and that the bond issue complies with applicable state and federal laws.
- C. If the bonds are not purchased by the applicant, the City may require credit enhancement such as a letter of credit, bond insurance, personal guarantees, pledges of other collateral, a bond reserve account, or a combination thereof.
- D. The City requires the use of its designated Bond Counsel and its designated Financial Advisor. The City reserves the right to approve the selection of other participants including, but not limited to, the underwriter and trustee/fiscal agent. The City, at its discretion, may retain additional independent advisors to assist the City in analyzing the merits of the application and in making a determination of its approval at the applicant’s expense, such as: environmental specialist or certified public accountant.
- E. Prior to finally approving an application, the project for which IRBs are requested must be appropriately zoned.

### **4. Amount and Term**



The minimum issuance size for all IRB issues shall be at least \$2 million, and the term for any IRB issue cannot exceed the useful life of the financed assets.

## **5. Costs and Fees**

The applicant shall reimburse the City for all costs associated with the issuance of IRBs, including but not limited to, the cost-benefit analysis, all legal notices, application fees to the Board of Tax Appeals, the City's bond counsel fees and all other miscellaneous costs.

Each applicant approved for issuance of industrial revenue bonds shall pay the City an origination fee in an amount equal to 1% of the total industrial revenue bond issuance up to \$10MM, and 0.2% for amounts in excess of \$10MM. Payment of the origination fee is a requirement for issuing industrial revenue bonds. Origination fees collected by the City shall be received into the Economic Development Fund to be used for the purpose of promoting and furthering local economic development activities.

## **c. Tax Increment Financing and STAR Bonds**

### **1. Objectives**

Applications for Tax Increment Financing will be considered in accordance with the provisions of K.S.A. 12-1770 *et seq.* (the TIF Act). It is the policy of the Governing Body to promote economic development and job creation, stimulate and develop property for the economic welfare and quality of life in the City. The City will consider STAR bond financing pursuant to K.S.A. 12-17,160 *et seq.* on a case-by-case basis by applying the standards and procedures set forth in this TIF policy where applicable.

### **2. Project Eligibility**

Regardless of what may be allowed by the TIF Act, it is the City's policy that redevelopment project costs shall not include:

- attorney fees, financial advisor fees, real estate commissions paid to developers, developer fees, and fees paid to consultants representing developers. This prohibition does not extend to architectural and engineering fees, environmental and geotechnical consultants or other similar due diligence expenses associated with a project or related infrastructure; and
- soft costs such as marketing expenses and moving expenses for employees of businesses locating to the district.

### **3. Amount**

The City recognizes that a simple system of determining the amount of TIF to be granted in order to reach the objectives within this Policy may not always be equitable if applied uniformly to different kinds of redevelopment plans. As a result, in determining the actual

amount, percentage and duration of TIF to be granted, the City will consider the factors using a but-for analysis on a case-by-case basis. As a matter of policy, the City will consider requests for redirection of property taxes but will not consider requests for both property and sales taxes.

#### **4. Other**

##### **A. Financing Methods**

The City's preference is a reimbursement, pay as you go model rather than issuing bonds; however a bond issue can be considered at the City's discretion. The maximum period for any debt, bond or reimbursement shall be twenty (20) years. The issuance of TIF bonds is dependent on structure and creditworthiness of each bond issue. The City shall determine whether TIF bonds will be sold through negotiation or public sale and, if sold through negotiation, will select the underwriter to purchase the TIF bonds.

##### **B. Property Acquisition**

The use of condemnation by the City to acquire the property as permitted by law will be considered by the City only upon a finding that the applicant has attempted in good faith to acquire the property privately. In the event the City approves the use of condemnation, the applicant shall be responsible for all costs associated with the proceedings including court and litigation costs, appraisals, attorney's fees and the final condemnation awards made, through the cost of sale as clarified in the development agreement. The City may proceed to acquire property within the TIF district by purchase or eminent domain (with 2/3 vote of the Governing Body) and implement the plan. However, the City may not exercise eminent domain in conservation areas.

##### **C. Applicant Requirements**

City shall be paid an annual administrative fee equal to 2.5% of the annual TIF revenue generated within the TIF district, to cover the administration and other City costs related to the TIF. This fee is in lieu of the annual renewal fee of \$500.00 set forth in the City's Economic Development Incentive Policy for other economic development incentives.

#### **d. Community Improvement District**

##### **1. Policy Statement**

It is the policy of the City to consider the establishment of CIDs for reimbursable expenses in the amount of \$250,000 or greater in order to promote economic development and tourism within the City. An applicant may petition the City to utilize special assessments or a special sales tax to fund projects eligible under the CID statutes. In considering the

establishment of a CID, the Governing Body shall consider whether the proposed CID will achieve the economic development purposes outlined in this Policy.

It is the further policy of the City that a CID shall only be established for projects where the applicant/developer pays for the cost of eligible CID improvements (at no cost to the City) and agrees to be reimbursed on a pay-as-you-go basis for such costs from the City's receipt of CID sales tax revenues or CID special assessment revenues.

The use of CIDs should not alter the requirements of the City's Economic Development Incentive Policy in regard to the development paying for public infrastructure or meeting building codes. When establishing a CID, special consideration will be given to public benefits.

## **2. Project Eligibility**

It is the intent of the City to allow only projects involving capital investment and improvements to qualify for reimbursement. Purchase of consumables, items, services or property considered to be operating expenses shall not qualify for reimbursement.

## **3. Amount**

The City recognizes that a simple system of determining the amount of CID sales tax to be granted in order to reach the objectives within this Policy may not always be equitable if applied uniformly to different kinds of redevelopment plans. As a result, in determining the actual amount, percentage and duration of CID sales tax to be granted, the City will consider the factors using a but-for analysis on a case-by-case basis.

## **4. Other**

### **A. Method of Financing**

The Governing Body will consider creation of a CID where (1) the costs of CID improvements will be financed on a pay-as-you-go basis from CID sales tax revenues or (2) the costs of CID improvements consisting only of public infrastructure improvements will be financed from CID special assessments. In the instance where public infrastructure CID improvements will be financed from CID special assessments, the City will consider the issuance of special obligation CID special assessment bonds. The City will not issue special obligation or general obligation bonds for CID improvements, other than the limited circumstances set forth in this section. The proposed method of financing will be clearly shown in the petition.

### **B. Applicant Requirements**

City shall be paid an annual administrative fee equal to 5.0% of the annual CID revenue generated within the CID, to cover the administration and other City costs

related to the CID. This fee is in lieu of the annual renewal fee of \$500.00 set forth in the City's Economic Development Incentive Policy for other economic development incentives.

**e. Transportation Development District**

**1. Policy Statement**

The Governing Body is responsible for encouraging and promoting the City's economic health. The Transportation Development District Act (the TDD Act), K.S.A. 12-17,140 *et seq.*, as amended, authorizes the City to create Transportation Development Districts for the purpose of financing transportation related projects or other infrastructure related projects from revenue sources within the established district.

The Governing Body, by its inherent authority, reserves the right to reject any preliminary proposal or petition for creation of a TDD at any time in the review process when it considers such action to be in the best interest of the City.

**2. Objectives**

It shall be the policy of the City to consider creating a TDD if, in the opinion of the Governing Body: 1) it is in the best interest of the City to create a TDD, and 2) creation of such a TDD would meet one or more of the following:

- A. Result in the building of transportation related infrastructure and/or other infrastructure beyond what the City would require or would otherwise build;
- B. Stimulate quality, retail development to enhance the City's diverse economic base; or
- C. The project will be located in an area that has been targeted by the Governing Body for economic development or redevelopment; or has specific site constraints making development more difficult or costly.

**3. Project Eligibility**

TDD proceedings shall be initiated by petition, on a form prescribed by the City and containing the information required in K.S.A. 12-17,140 *et seq.*, as amended. A TDD petition must be submitted with signatures of 100% of the property owners of all of the land area within the proposed District.

TDD financing will not be approved if any signatory to a petition has a financial interest in real estate located in the City with existing delinquent tax obligations. All petitioners will be required to certify, under oath, that they have no financial interest in any real estate with delinquent special assessments, ad valorem taxes, or other city, state or federal taxes at any location in the County.

#### **4. Amount**

The City recognizes that a simple system of determining the amount of TDD Sales Tax to be granted in order to reach the objectives within this Policy may not always be equitable if applied uniformly to different kinds of redevelopment plans. As a result, in determining the actual amount, percentage and duration of TDD Sales Tax to be granted, the City will consider the factors using a but-for analysis on a case-by-case basis.

#### **5. Financing Methods**

The City's preference is a reimbursement, pay as you go model rather than issuing bonds; however a bond issue can be considered at the City's discretion. The maximum period for any debt, bond or reimbursement shall be twenty-two (22) years. The issuance of TDD bonds is dependent on structure and creditworthiness of each bond issue. The City shall determine whether TDD bonds will be sold through negotiation or public sale and, if sold through negotiation, will select the underwriter to purchase the TDD bonds.

### **f. Special Benefit Districts**

#### **1. Policy**

It is the policy of the City of to consider the establishment of Special Benefit Districts pursuant to K.S.A. 12-6a01 *et seq.* (the SBD Act), as amended from time to time. It shall be the policy of the City to create a SBD, if, in the opinion of the Governing Body, it is in the best interest of the City to do so. The Governing Body shall consider the following factors when creating a SBD:

- The necessity of improvements to existing streets and alleys within the City; and
- The City's overall plan for development in the City;
- If a petition to create a SBD is received by the City, the substance of the petition and the petitioner's willingness to secure the project with letters of credit or other suitable security.

#### **2. Project Eligibility**

The Governing Body will consider creating a SBD for projects providing a special benefit to a defined improvement district area. Such special benefit projects may include, but are not limited to, collector and arterial roadways, main and lateral storm water drains, sanitary sewer systems, street lighting, parks, flood control works, bridges, retaining walls, off-street parking facilities and asbestos control and lead control projects.

#### **3. Amount**

The City recognizes that a simple system of determining the amount of city participation in order to reach the objectives within this Policy may not always be equitable if applied

uniformly to different kinds of redevelopment plans. As a result, in determining the actual amount, percentage and duration of city participation to be granted, the City will consider the factors on a case-by-case basis.

#### **4. Term**

The Governing Body shall review the financial feasibility of each SBD proposed for consideration and shall use this information in determining the appropriate term of the District. It is the expectation that the financing shall mature no more than ten (10) years from date of issue, unless otherwise provided by law or agreed to by the Governing Body.

#### **5. Other**

##### **A. Reimbursement**

The City's preference is for special assessment-only backed SBD. The City may consider a general obligation backed SBD when such is determined by the Governing Body to be in the best interest of the City. The City shall determine whether SBD bonds will be sold through negotiation or public sale and, if sold through negotiation, will select the underwriter to purchase the SBC bonds.

##### **B. Petition**

The City's preference is for petitions to create a SBD be submitted with 100% property owner participation or with an agreement that the persons submitting the petition agree to be responsible for all assessments.

##### **C. Maximum Assessment**

The City's preference is for the "maximum assessment approach" set forth in K.S.A. 12-6a08(c) of the SBD Act.

##### **D. City's Contribution**

The City's preference is to pay the entire costs of intersection improvements within approved SBDs. Other requests to pay costs of improvements in the SBD will be considered on a case-by-case basis.

##### **E. SBD Boundaries**

The SBD shall be defined and the limits set by first ascertaining the center line of the street or alley to be improved and then by measuring the distance from said line to a point which shall be one-half the distance to the center line of the next parallel street on either side of said street to be improved. In the event there shall be no parallel street, then the distance from the center line to the street to be



improved shall be measured as if a street did exist or, where applicable, by using the nearest property lines established by plat.

#### **F. Apportionment**

All assessments to divide the cost of the improvements among the properties within the SBD shall be established on a case-by-case basis, as permitted by the SBD Act.

#### **G. Financial Guarantee**

The City will require a financial guarantee in the form of a letter of credit, bond, escrow, or similar security from an applicant petitioning to establish an SBD. The financial guarantee will be applied to satisfy the annual principal and interest costs of bonded public improvements in the event any special assessment is not paid when due. The financial guarantee will be released when certificates of occupancy are issued for a specified percentage of the structures within the SBD, which percentage shall be determined on a case-by-case basis.

### **g. CDBG Revolving Loan Fund**

#### **1. Purpose**

The purpose of the Community Development Block Grant (CDBG) Revolving Loan Fund is to assist new or existing industrial and/or commercial businesses in creating, expanding, and/or relocating in the City. The use of the Revolving Loan Fund is intended to impact the economy of the City in a positive manner, allowing the loan generated to remain in and benefit the community, meeting the “appropriateness” criterion of the Kansas Department of Commerce (KDOC).

#### **2. Project Eligibility**

##### **A. Applicants**

The Revolving Loan Fund is available to owner-user businesses, developers, for-profit companies and non-profit companies. Industrial manufacturing, retail, commercial and service businesses are eligible for consideration by the City. Personal guarantees are required for projects financed by the Revolving Loan Fund. No more than one loan will be extended to any applicant at one time.

##### **B. But-For Test**

Applicants must acknowledge that the proposed project would not progress without Revolving Loan Fund financing.

##### **C. Uses of Revolving Loan Fund Proceeds**

Proceeds from the Revolving Loan Fund may be used for fixed assets, including land, buildings, construction, renovation, machinery, equipment and leasehold improvements. Proceeds may also be used for working capital, provided; for plant expansions involving construction and acquisition, working capital is fully collateralized with fixed assets and a private lending institution is providing a portion of the financing. Refinancing projects will not be eligible.

#### **D. Job-Creating Projects**

The City's preference is to use the Revolving Loan Fund to finance job-creating projects. As a guideline, the City expects at least one job to be created for every \$35,000 of City involvement. The City expects 51% of jobs created to be for persons earning enough to qualify for Low-to-Moderate Income (LMI) status, according to the LMI guidelines set forth annually by the Kansas Department of Commerce.

#### **E. Special Consideration**

Preference will be given to those projects that exceed the minimum requirements set forth in this Policy. The City may give special consideration to projects that meet the following criteria:

1. Projects that prove they exceed the minimum requirements of job creation while maintaining ability to meet debt service;
2. Projects that request loans for capital assets rather than working capital;  
or
3. Projects that create jobs in the basic sector which will spin off additional jobs in the service and retail sector.

### **3. Amount, Minimum Interest Rate and Term**

#### **A. Amount**

The maximum amount of funding available for eligible projects is dependent upon the funds available. The minimum amount of funding available is \$5,000.

#### **B. Minimum Interest Rate**

The minimum Interest Rate shall be 4.00%.

#### **C. Term**

The maximum term for real estate and working capital loans is ten (10) years, based

on life of asset, or based on the ability to repay.

#### **4. Conditions**

##### **A. Equity**

The amount of equity required of the applicant will be determined on a case-by-case basis, although no 100% financed projects will be considered. Matching funds are preferred at the 2/1 ratio of loan amount to personal injection.

##### **B. Collateral**

The City must take a collateral position in each asset financed or pledged. Generally, second lien position will be accepted is a local commercial lending institution is involved. Collateral value, as established by appraisal (real estate and used equipment) or cost verification must be adequate to secure the loan.

#### **5. Application Procedure**

##### **A. Application**

Applicants must complete the Revolving Loan Fund application available from the Neighborhood and Community Services Department.

##### **B. Bank Qualification**

Applicants must furnish from the applicant's participating bank a letter stating the amount the participating bank is willing to loan on this particular project. The participating bank should be willing to fund operating capital beyond the amount in the request. The participating bank must provide a copy of the latest credit report on the applicant.

##### **C. Tax Returns**

The applicant must provide the City a copy of the last three (3) years of business and personal federal income tax returns.

##### **D. Application Fee**

The applicant will pay a \$100 application fee at the time the application is received by the City. The application fee is non-refundable.

##### **E. Loan Costs**

All costs related to the processing of the application will be paid by the applicant (e.g. credit checks, appraisals, fees, mortgage registration, etc.).

## **6. Loan Procedure**

### **A. Delivery of Loan Proceeds**

#### **i. Loans Less than \$10,000**

A check in the amount of the loan will be forwarded to the borrower's lending bank, which shall pay the bills incurred by the borrower upon receipt of said bills. Upon expending the total amount of the loan funds, the lending bank shall provide copies of all bills paid with loan proceeds.

#### **ii. Loans of \$10,000 or More**

The contractor or subcontractor will present the itemized bill to the business owner. Upon approval of the bill, the business owner will turn it over to appointee to inspect the progress and work done at the business site. Upon approval at the inspection, the submitted bill will be reviewed. With the approval, it is then submitted for payment. The payment is made directly by the City to the contractor.

### **B. Drawdowns**

The first drawdown must be made within ninety (90) days of the written approval. The final drawdown must be made within one hundred fifty (150) days of approval.

### **C. Repayment**

The loans will require Interest Only Payments for the first twelve (12) monthly payments, with the first payment due one (1) month from the date of the loan. The fully amortized payments of principal and interest will begin thirteen (13) months from the date of the loan.

### **D. Penalty Assessment of Late Payments**

Penalties assessment for late payments will equal an annual rate of .1% of outstanding loan balance for 0-30 days. If loan is not brought current within first thirty (30) days, then the penalty assessed will be at an annual rate of 10% on the outstanding loan balance for the entire number of days the loan is delinquent; with a minimum penalty of \$10.00.

## **7. Other**

### **A. Applicant Businesses Must Remain in the City**

The unpaid balance of the loan shall become due and payable without notice, within

thirty (30) days of said business (loan recipient) moving its primary business office, including, but not limited to the payroll and administration, out of the boundaries of the City.

## **B. Annual Report**

The annual report form is provided to each loan recipient upon execution of the loan documents, and must be submitted on each individual whose job is created or retained as a result of a Revolving Loan Fund loan. This includes individuals who are hired or retained anytime between the date of the loan approval and the date the loan is paid off in full, provided the job is created as a result of the loan.

Annual reports are due on a semiannual basis, as the dates as follow:

- January 20, for the reporting period of July 1 through December 31 of the preceding year; and
- July 20, for the reporting period of January 1 through June 30 of the same year.

Annual reports shall be due until the loan is repaid in full. These reports furnish the necessary information to fulfill reporting requirements mandated by the Kansas Department of Commerce and/or U. S. Department of Housing and Urban Development.

## **h. Neighborhood Revitalization Program**

### **1. Policy Statement**

It is the policy of the City to consider the establishment of neighborhood revitalization area pursuant to K.S.A. 12-17,114 *et seq.* (the NRA) from time to time. It shall be the policy of the City to create a neighborhood revitalization area, if, in the opinion of the Governing Body, it is in the best interest of the City to do so. As part of the City's NRP, the Governing Body shall consider the following factors when designating an area of the City a neighborhood revitalization area:

- the revitalization and the increased health, safety, welfare and prosperity in specific areas of the City; and
- new construction and rehabilitation in specific areas of the City

### **2. Project Eligibility**

When determining whether a parcel of residential or commercial real property is eligible for the NRP, the real property must meet the following requirements:

1. The property must be within one of the designated neighborhood revitalization areas.
2. Construction must have begun after the date the area was designated an eligible neighborhood revitalization area.
3. Improvements must conform to the current City Comprehensive Land Use Plan and Zoning Ordinance.
4. The new, as well as existing, improvements to the property must conform to all other codes, rules, and regulations in effect at the time the building permit is issued.

### **3. Process**

#### **A. Application Fee**

A \$25 application fee is required at the time an application is submitted. The application fee is nonrefundable.

#### **B. City Consideration of Application**

Upon receipt of a completed application, the Neighborhood and Community Services Department will gather current appraisal and tax information from the Franklin County Appraiser and Franklin County Treasurer. If the property taxes are current and the amount of the estimated cost of improvements is more than the required amount, the process continues. If not, a letter is sent to the applicant stating their application will not be forwarded to the review committee.

##### **1. Review Committee**

A review committee (Review Committee) consisting of one member each from the City, the County, and the U.S.D. 290 School Board will review the application. The Review Committee may recommend an appropriate rebate period and rebate amount for each application. The Review Committee will then forward its recommendation to the Governing Body for consideration.

##### **2. Determination of Rebate Amount**

The Review Committee may recommend a property tax increment rebate based on the amount of property tax increase resulting from the improvements to the structure or property located in a neighborhood revitalization area.

### 3. Rebate Period

The Review Committee may recommend a property tax increment rebate period using the guidelines in this Policy.

#### a. Commercial Development

Improvements increasing assessed value between 10% and 19%:  
maximum of five years

Improvements increasing assessed value at least 20%: maximum of  
10 years

#### b. Residential Development

New construction: maximum of 10 years

Remodel: maximum of five years

### 4. Rebate Amount

The Review Committee may recommend a property tax increment rebate amount using the guidelines in this Policy. The County charges an annual \$50 administrative fee for processing rebates, and the percentages indicated in this Policy do not include that annual fee.

#### a. Commercial Development

Improvements increasing assessed value at least 20%:

Years 1-5	100%
Year 6	50%
Year 7	40%
Year 8	30%
Year 9	20%
Year 10	10%

Improvements increasing assessed value 10% to 19%:

Year 1	100%
Years 2-3	75%
Years 4-5	50%

#### b. Residential Development

New construction

Years 1-10	95%
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Remodel

Years 1-5	95%
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## **5. Rebate Disbursement**

Upon payment of the real estate taxes **in full** by the taxpayer, the rebate in the amount of the property tax increment (minus the \$50 administration fee retained by the county) will be made within thirty (30) days after the next distribution date (as specified in KSA 12-1678a and amendments thereto). The tax rebate shall be made by the Franklin County Treasurer's Office through the NRP fund established by the taxing units participating in the NRP.

### **i. Reinvestment Housing Incentive District**

#### **1. Policy Statement**

The declared purpose of the Reinvestment Housing Incentive District (RHID) Act, established by K.S.A. 12-5241 et seq., is to encourage the development and renovation of housing in areas of Kansas that experience a shortage of housing. Cities and counties are authorized under the RHID Act to provide financial assistance to qualifying projects through the establishment of a District and a Development Plan for needed housing as prescribed by a housing needs analysis meeting the requirements of K.S.A. 12-5244(a).

It is the policy of the City to benefit projects where the applicant/developer demonstrates the highest public benefit and encourages an equitable distribution of housing projects citywide, including downtown, as determined by housing demand. Each proposed district and project plan will be evaluated on its own merit and an evaluation of the proposal will be performed and used in determining the financial need of the project.

It is the preference of the City that proposed districts and projects are at no cost to the City, funded by the developer, and reimbursed for approved eligible expenditures on a pay-as-you-go basis from the tax increment generated by the project.

#### **2. Project Eligibility**

RHID incentives will be considered for districts and projects supported by a housing needs analysis meeting the requirements of K.S.A. 12-5244(a) with priority given to projects meeting the reported diverse housing needs.

Applications shall be considered in light of the "but-for" principle, *i.e.*, RHID financing must make such a difference in the decision of the applicant that the project would not be economically feasible "but-for" the availability of the incentive. The but-for analysis may be replaced by a financial impact analysis in cases where the project meets the specific housing needs outlined in the most recent bi-annual housing study or when the City Commission determines a specific housing need. In evaluating economic feasibility, staff shall consider factors that include, but are not limited to:

- A. the extraordinary or unique costs associated with developing the project;
- B. the applicant's financial investment in the project;
- C. the property, sales and other tax and fee revenue that may result from the project;
- D. the credit worthiness and experience of the applicant;
- E. the applicant's compliance with other City development projects and development agreements, including but not limited to delinquency on property tax; and
- F. the value added, including intangible costs and benefits received by the City and other taxing jurisdictions, as a result of the proposed project.

### **3. Process**

The application and other information required by this Policy must be submitted in sufficient time for staff to follow established procedures for publication of notice, to review the submitted documents and analyze the merits of the proposed RHID in the context of existing economic development incentive policy. The process for considering an application to establish an RHID shall be as follows:

#### **A. Application Fee.**

Any pre-application requesting the establishment of an RHID shall be accompanied by a non refundable application fee of \$1,000.

#### **B. Pre-Application and Supplemental Information.**

An applicant requesting that the City create an RHID must file:

1. A Pre-Application including the following information:
  - a. Cover Letter requesting the creation of a district including the general description of the housing development expected to occur, the names of housing developer or developers constructing the housing, the expected timing of housing development, a narrative describing how the project meets housing needs, and why a financial incentive is necessary to complete the project
  - b. Legal description of the proposed district and a map depicting parcels
  - c. Evidence of site control or detailed plan for site control
  - d. Certification of non-delinquency on property tax on any property the applicant controls or owns
  - e. Certification that developer entity nor shareholders/partners/members are delinquent on utility bills, zoning, property maintenance or code cases.
  - f. Site is properly zoned.
2. Provide either: (1) a housing needs analysis meeting the requirements of K.S.A. 12-5244(a), supporting the findings contained in K.S.A. 12-5244(a), and meeting any guidelines established by the Kansas Department of

Commerce; or (2) a request to rely on a housing needs analysis prepared by the City;

### **C. Secretary of Commerce Review.**

If the Governing Body determines that it is in the best interest of the City to move forward with the proposed development or redevelopment plan, the Governing Body shall take such action and make such findings as required under K.S.A. 12-5244 as amended, including submission of a resolution of the Governing Body to the Secretary of Commerce. If the Secretary of Commerce agrees with the findings contained in the resolution, the Governing Body may proceed with establishing the proposed RHID.

### **D. Formal Incentive Request Application.**

An application requesting a specific incentive amount supported by a business plan/pro forma. The formal request shall include:

1. a business plan/pro forma including all sources of funds, all anticipated expenses prepared by an engineer or contractor, by category including private and public infrastructure, vertical construction, engineering/design, and eligible costs under the RHID Act.
2. a development or redevelopment plan meeting the requirements of K.S.A. 12-5245; and
3. a business plan demonstrating that the applicant has the financial ability to complete the proposed project in a timely manner and that the project meets the criteria for establishment of an RHID as set forth in this Policy.
4. Statement of specific financial need (total request for reimbursement under the RHID incentive)

The applicant shall furnish such additional information as requested by the City in order to clarify the application or to assist staff or the Governing Body with the evaluation of the application.

### **E. Funding Agreement and Deposit.**

Any formal application to request an RHID incentive shall be followed by a funding agreement and non-refundable fee of \$5,000 plus a deposit of \$5,000. The funding agreement will confirm the applicant's commitment to pay all out of pocket costs incurred by the City related to such review and to such proceedings, including but not limited to the City's cost of legal counsel and financial advisors necessary to evaluate and establish the proposed RHID. The deposit shall be retained by the City pursuant to a funding agreement to pay for the City's out of pocket internal costs associated with its review of the application and the proceedings relating to the proposed project.

#### **F. Development Agreement.**

Upon receipt of the agreement of the Secretary of Commerce, but before the Governing Body acts to establish the RHID, the City and the applicant shall negotiate a development agreement to implement the proposed development or redevelopment plan.

#### **G. Public Hearing.**

When the development or redevelopment plan, a draft development agreement, and all additional information required by the RHID Act and this Policy are ready to be presented to the Governing Body, the Governing Body will consider adopting a resolution ordering a public hearing on establishing the RHID and adopting such plan. The Governing Body shall give such notice and hold such hearing in the manner required by the RHID Act.

#### **H. Governing Body Findings.**

After the public hearing is conducted, if advisable, the Governing Body may establish an RHID district by passing an ordinance creating the district, adopting the development or redevelopment plan, and approving the development agreement.

### **4. Method of Financing**

It is the policy of the City to reimburse the cost of eligible RHID improvements to the applicant on a pay-as-you-go basis as RHID revenues are received rather than through the issuance of special obligation bonds.

### **5. Eligible Costs**

It is the intent of the City to allow eligible costs as determined by the RHID Act.

## **6. Administration of Economic Incentives**

### **a. Annual Review for Compliance**

Subject to any applicable Performance Agreement, Economic Incentives granted shall be subject to an annual review to ensure that the ownership, use of property, and the economic performance of the business, including the capital investment, employment, and wages, are pursuant to requirements and criteria of this Policy, the application, and the conditions of the granting of Economic Incentives. The review shall also include a comprehensive review of the entire Economic Incentive period for the business (if applicable), including milestones and project phases for the business. The annual review shall provide an opportunity for the company receiving the Economic Incentive to describe their achievements, especially in the areas of environmentally sound practice, community engagement and services, and job

training. If the business; (i) no longer qualifies for the Economic Incentive pursuant to law or this Policy; (ii) substantially fails to meet the expectations set forth in the application for an Economic Incentive or related Performance Agreement; or (iii) substantially fails to meet the criteria or objectives of this Policy, then the Governing Body, after notice, may modify any Economic Incentive by ordinance or resolution

The failure of a business to comply with the performance standards set forth in the Performance Agreement, shall be grounds for the modification or revocation of the Economic Incentive granted.

The City may require an annual renewal application to be filed or other information necessary to assure the continued qualification of the business. Any material omission or misstatement of fact in information provided to the City in any such statement or renewal application may be cause for repeal of any Economic Incentive ordinance adopted, renewed or extended in reliance thereon.

#### **b. Annual Renewal Fee**

Except as described herein for the TIF and CID incentives, the City shall require an annual renewal fee of \$100 for each business receiving an Economic Incentive during each calendar year that such incentive remains in place.

### **7. Amendments**

The Governing Body of the City retains the right to amend any portion of this Policy as needed from time to time.

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## APPENDIX A

### USE OF INCENTIVES

<b>Incentive</b>	<b>Redevelopment</b>	<b>Attraction / Retention</b>	<b>Targeted Business</b>	<b>Minimum Investment</b>	<b>Base %</b>
Tax Abatement	X	X	X	*	50%
Industrial Revenue Bonds (IRB)	X	X	X	\$2,000,000	50%
Tax Increment Financing (TIF)	X	X	X	*	*
Sale Tax Revenue Bonds (STAR)	X	X	X	*	*
Community Improvement District (CID)	X	X	X	\$250,000	*
Transportation Development District (TDD)	X	X		\$250,000	*
Special Benefit District (SBD)	X	X	X	*	*
CDBG Revolving Loan Fund	X	X	X	*	*
Neighborhood Revitalization Act	X			*	*
Rural Housing Incentive District (RHID)	X		X	*	*

\* Determined on a case-by-case basis

## Attachment X.A.3 - Redline copy of current RHID policy section

**i. ~~Rural Reinvestment~~ Housing Incentive District****1. Policy Statement**

The declared purpose of the Reinvestment Housing Incentive District (RHID) Act, established by K.S.A. 12-5241 et seq., is to encourage the development and renovation of housing in areas of Kansas that experience a shortage of housing. Cities and counties are authorized under the RHID Act to provide financial assistance to qualifying projects through the establishment of a District and a Development Plan for needed housing as prescribed by a housing needs analysis meeting the requirements of K.S.A. 12-5244(a).

It is the policy of the City to benefit projects where the applicant/developer demonstrates the highest public benefit and encourages an equitable distribution of housing projects citywide, including downtown, as determined by housing demand. Each proposed district and project plan will be evaluated on its own merit and an evaluation of the proposal will be performed and used in determining the financial need of the project.

It is the preference of the City that proposed districts and projects are at no cost to the City, funded by the developer, and reimbursed for approved eligible expenditures on a pay-as-you-go basis from the tax increment generated by the project.

It is the policy of the City to consider the establishment of rural housing incentive districts (RHIDs or Districts) pursuant to K.S.A. 12-5241 et seq. (the RHID Act), as amended from time to time, for developments containing a minimum of ten renter occupied units. It is the further policy of the City that RHIDs shall only be established for projects where the applicant/developer pays for the cost of eligible RHID improvements (at no cost to the City) and agrees to be reimbursed on a pay-as-you-go basis for such costs from the City's receipt of RHID revenues.

**2. Project Eligibility**

RHID incentives will be considered for districts and projects supported by a housing needs analysis meeting the requirements of K.S.A 12-5244(a) with priority given to projects meeting the reported diverse housing needs.

In considering applications for RHIDs, the Governing Body shall prioritize projects that propose new streets or public utility improvements. Applications shall also be considered in light of the

"but-for" principle, i.e. RHID financing must make such a difference in the decision of the applicant that the project would not be economically feasible "but-for" the availability of the incentive. The but-for analysis may be replaced by a financial impact analysis in cases where the project meets the specific housing needs outlined in the most recent bi-annual housing study or when the City Commission determines a specific housing need. In evaluating economic feasibility, staff shall consider factors that include, but are not limited to:

- a. the extraordinary or unique costs associated with developing the project;
- b. the applicant's financial investment in the project;
- c. the property, sales and other tax and fee revenue that may result from the project;
- d. the credit worthiness and experience of the applicant;
- e. the applicant's compliance with other City development projects and development agreements, including but not limited to delinquency on property tax; and
- f. the value added, including intangible costs and benefits received by the City and other taxing jurisdictions, as a result of the proposed project.



### 3. Process

C. ~~Timing of Submissions.~~ The application and other information required by this Policy must be submitted in sufficient time for staff to follow established procedures for publication of notice, to review the submitted documents and analyze the merits of the proposed RHID in the context of existing economic development incentive policy. The process for considering an application to establish an RHID shall be as follows:

A. ~~Application Fee.~~ Any pre-application requesting the establishment of an RHID shall be accompanied by a non-refundable application fee of \$1,000.

B. ~~Pre-Application and Supplemental Information.~~ An applicant requesting that the City create an RHID must file:

i. ~~An Pre-Application for Economic Incentives, in the form then required by the City's Community Development Department including the following information:~~

a. ~~Cover Letter requesting the creation of a district including the general description of the housing development expected to occur, the names of housing developer or developers constructing the housing, the expected timing of housing development, a narrative describing how the project meets housing needs, and why a financial incentive is necessary to complete the project~~

b. ~~Legal description of the proposed district and a map depicting parcels~~

c. ~~Evidence of site control or detailed plan for site control~~

d. ~~Certification of non-delinquency on property tax on any property the applicant controls or owns~~

e. ~~Certification that developer entity nor shareholders/partners/members are delinquent on utility bills, zoning, property maintenance or code cases.~~

f. ~~Site is properly zoned.~~

ii. ~~ii.~~ either: (1) a housing needs analysis meeting the requirements of K.S.A. 12-5244(a), supporting the findings contained in K.S.A. 12-5244(a), and meeting any guidelines established by the Kansas Department of Commerce; or (2) a request to rely on a housing needs analysis prepared by the City;

C.D. ~~Secretary of Commerce Review.~~ If the Governing Body determines that it is in the best interest of the City to move forward with the proposed development or redevelopment plan, the Governing Body shall take such action and make such findings as required under K.S.A. 12-5244 as amended, including submission of a resolution of the Governing Body to the Secretary of Commerce. If the Secretary of Commerce agrees with the findings contained in the resolution, the Governing Body may proceed with establishing the proposed RHID.

D. *Formal Incentive Request Application.* An application requesting a specific incentive amount supported by a business plan/pro forma. The formal request shall include:

- i. ~~\_\_\_\_\_~~ iii. ~~\_\_\_\_\_~~ a business plan/pro forma including all sources of funds, all anticipated expenses, prepared by an engineer or contractor, by category including private and public infrastructure, vertical construction, engineering/design, and eligible costs under the RHID Act.
- ii. a development or redevelopment plan meeting the requirements of K.S.A. 12-5245; and
- iii. ~~\_\_\_\_\_~~ iv. ~~\_\_\_\_\_~~ a business plan evidencing demonstrating that the applicant has the financial ability to complete the proposed project in a timely manner and that the project meets the criteria for establishment of an RHID as set forth in this Policy.
- iv. Statement of specific financial need (total request for reimbursement under the RHID incentive)

The applicant shall furnish such additional information as requested by the City ~~in order to~~ in order to clarify the application or to assist staff or the Governing Body with the evaluation of the application.

EB. *Application Fee and Funding Agreement and Deposit.* Any formal application to request establish an RHID incentive shall be followed accompanied by a funding agreement and non-refundable application fee of \$1,000 plus a deposit of \$5,000. The funding agreement will confirm the applicant's commitment to pay all out of pocket costs incurred by the City related to such review and to such proceedings, including but not limited to the City's cost of legal counsel and financial advisors necessary to evaluate and establish the proposed RHID. The deposit shall be retained by the City pursuant to a funding agreement to pay for the City's out of pocket internal costs associated with its review of the application and the proceedings relating to the proposed project. The applicant will pay all out of pocket costs incurred by the City related to such review and to such proceedings, including but not limited to the City's cost of legal counsel and financial advisors necessary to evaluate and establish the proposed RHID.

~~C. *Timing of Submissions.* The application and other information required by this Policy must be submitted in sufficient time for staff to follow established procedures for publication of notice, to review the submitted documents and analyze the merits of the proposed RHID in the context of existing economic development incentive policy.~~

~~D. *Secretary of Commerce Review.* If the Governing Body determines that it is in the best interest of the City to move forward with the proposed development or redevelopment plan, the Governing Body shall take such action and make such findings as required under K.S.A. 12-5244, including submission of a resolution of the Governing Body to the Secretary of Commerce. If the Secretary of Commerce agrees with the findings contained in the resolution, the Governing Body may proceed with establishing the proposed RHID.~~

- FE.** *Development Agreement.* Upon receipt of the agreement of the Secretary of Commerce, but before the Governing Body acts to establish the RHID, the City and the applicant shall negotiate a development agreement to implement the proposed development or redevelopment plan.
- GF.** *Public Hearing.* When the development or redevelopment plan, a draft development agreement, and all additional information required by the RHID Act and this Policy are ready to be presented to the Governing Body, the Governing Body will consider adopting a resolution ordering a public hearing on establishing the RHID and adopting such plan. The Governing Body shall give such notice and hold such hearing in the manner required by the RHID Act.
- HG.** *Governing Body Findings.* After the public hearing is conducted, if advisable, the Governing Body may establish an RHID district by passing an ordinance creating the district, adopting the development or redevelopment plan, and approving the development agreement.

#### **4. Method of Financing**

It is the policy of the City to reimburse the cost of eligible RHID improvements to the applicant on a pay-as-you-go basis as RHID revenues are received rather than through the issuance of special obligation bonds.

#### **5. Eligible Costs**

It is the intent of the City to allow eligible costs as determined by the RHID Act, to limit reimbursement from RHID revenues to the following types of expenditures despite any other costs which may qualify for reimbursement pursuant to the RHID Act, as amended from time to time:

- ~~• Acquisition of property within the specific project area or areas;~~
- ~~• Payment of relocation assistance;~~
- ~~• Site preparation;~~
- ~~• Sanitary and storm sewers and lift stations;~~
- ~~• Drainage conduits, channels and levees;~~
- ~~• Street grading, paving, graveling, macadamizing, curbing, guttering and surfacing;~~
- ~~• Street lighting fixtures, connection and facilities;~~
- ~~• Underground gas, water, heating, and electrical services and connections located within the public right of way;~~
- ~~• Sidewalks; and~~
- ~~• Water mains and extensions.~~

Agenda Item: XI.B

**City of Ottawa  
City Commission Study Session  
August 20, 2025**

**TO:** Mayor and Honorable City Commission  
**SUBJECT:** Standard Traffic Ordinance 2025 Edition  
**INITIATED BY:** Adam Weingartner, Police Chief  
**AGENDA:** Items for Presentation & Resolution Adoption

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**Recommendations:** It is recommended the City Commission review and accept the proposed ordinance adopting the 52<sup>nd</sup> Edition of the 2025 Standard Traffic Ordinance for Kansas Cities (STO) at the August 20, 2025, commission meeting.

**Background:** The City of Ottawa annually adopts revisions to the Standard Traffic Ordinance (STO) which is published annually by the League of Kansas Municipalities (LKM). The STO is a uniform code derived from Kansas statutes and includes local amendments pertinent to traffic laws adopted by the City Commission each year. The proposed ordinance (*Draft Ordinance attached as II.C.1a*) includes only local amendments previously approved by the governing body. The STO has been reviewed by the City Attorney, City Prosecutor, Chief of Police, and City Manager, and all reviewing persons recommend adoption.

**Analysis:** The following sections were modified in the 52<sup>nd</sup> edition of the STO published in 2025. The amendments included in the proposed ordinance would maintain the City of Ottawa's compliance with applicable Kansas statutes while addressing local concerns. The following changes are included from the 52<sup>nd</sup> Edition:

- *Section 40.3      Passing a Stationary Vehicle Displaying Hazard or Caution Signals*
  - *This is a new subsection adding the same requirements to “move over, slow down” ordinances already in effect for other types of vehicles.*
- *Section 114.5      Unlawful Operation of a Work-Site Utility Vehicle*
  - *Changed “all-terrain vehicle” to “work-site utility vehicle” in section (c)(2).*
- *Section 201.1      Failure to Comply with a Traffic Citation*
  - *Updated corresponding STO sections that meet the Failure to Comply with a Traffic Citation section. No substantial changes.*

The Police Department is responsible for the enforcement of the STO. The ordinance must be published in the official publication of record as the proposed ordinance(s) amend(s) sections of the STO which have been deemed unnecessary for the City. There must be at least three copies of the STO on file with the City Clerk. Upon adoption, and publication, new manuals will be issued to staff with the police department, municipal court, court clerk, city clerk and Ottawa library.

Additionally, online versions are available at <https://www.ottawaks.gov/municipal-court>.

The Code of the City of Ottawa, Kansas is available at <http://ottawaks.citycode.net/index.html#!codeOfTheCityOfOttawaKansas>.

**Financial Considerations:** There is a publication fee for the adoption of this ordinance. Purchase of the books and electronic versions is included in the Municipal Court budget adopted for 2025.

**Legal Considerations:** City legal staff has reviewed the proposed ordinance and has approved to form and content. The City is authorized to adopt the STO by reference under the authority of and in accordance with K.S.A. 12-3009 through 12-3012 and K.S.A. 12-3301 and 12-3302.

**Recommendations/Actions:** It is recommended the City Commission adopt the 2025 edition of the Standard Traffic Ordinance by adopting the proposed ordinance.

**Attachments:** II.B.1a: Proposed Ordinance (2 pages).

**ORDINANCE NO. \_\_\_\_\_**

An ordinance regulating traffic within the corporate limits of the City of Ottawa, Kansas; incorporating by reference the *Standard Traffic Ordinance* for Kansas Cities, edition of 2025, providing certain penalties and repealing that ordinance numbered 4120-23.

Be it Ordained by the Governing Body of the City of Ottawa, Kansas:

**Section 1. INCORPORATING STANDARD TRAFFIC ORDINANCE.** There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Ottawa, Kansas, that certain standard traffic ordinance known as the *Standard Traffic Ordinance* for Kansas Cities, Edition of 2025, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. One copy of said *Standard Traffic Ordinance* shall be marked or stamped “Official Copy as Adopted by Ordinance No. \_\_\_\_\_,” and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge, and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such *Standard Traffic Ordinance* similarly marked, as may be deemed expedient.

**Section 2. TRAFFIC INFRACTIONS AND TRAFFIC OFFENSES.**

- (a) An ordinance traffic infraction is a violation of any section of this ordinance that prescribes or requires the same behavior as that prescribed or required by a statutory provision that is classified as a traffic infraction in K.S.A. 8-2118.
- (b) All traffic violations that are included within this ordinance, and are not ordinance traffic infractions, as defined in subsection (a) of this section, shall be considered traffic offenses.

**Section 3. PENALTY FOR SCHEDULED FINES.** The fine for violation of an ordinance traffic infraction or any other traffic offense in which the municipal judge establishes a fine in a fine schedule shall not be less than \$40.00 nor more than \$500.00. A person tried and convicted for violation of an ordinance traffic infraction or other traffic offense in which a fine has been established in a schedule of fines shall pay a fine fixed by the court not to exceed \$500.

**Section 4. AMENDMENT.** Section 12-101 of the Municipal Code of the City of Ottawa, Kansas is hereby amended to include the number of this ordinance and removal of references to Ordinance 4120-23.

**Section 5. REPEAL.** Ordinance numbered 4120-23 is hereby repealed.

**Section 6. SEVERABILITY:** If any provision of this code is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the code and the applicability thereof to other persons and circumstances shall not be affected.

**Section 7. EFFECTIVE DATE.** This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

Passed by the City Commission of the City of Ottawa on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Emily Allen, Mayor

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Melissa Reed, City Clerk



Agenda Item: XI.C

City of Ottawa  
City Commission Study Session  
August 20, 2025

**TO:** Mayor and Honorable City Commission  
**SUBJECT:** Uniform Public Offense Code Ordinance 2025 Edition  
**INITIATED BY:** Adam Weingartner, Police Chief  
**AGENDA:** Items for Presentation & Resolution Adoption

---

**Recommendations:** It is recommended the City Commission review and accept the proposed ordinance adopting the 41st Edition of the 2025 Uniform Public Offense Code for Kansas Cities (UPOC) at the August 20, 2025, commission meeting.

**Background:** The City of Ottawa annually adopts revisions to the Uniform Public Offense Code (UPOC) which is published annually by the League of Kansas Municipalities (LKM). The UPOC is a uniform code derived from Kansas statutes and includes local amendments adopted by the City Commission each year. The proposed ordinance includes only local amendments previously approved by the governing body. *(Please refer to II.D.2a)* The UPOC was reviewed by the City Attorney, City Prosecutor, Chief of Police, and City Manager, and all reviewing persons recommend adoption.

**Analysis:** The proposed ordinance would adopt the 2025 Edition of the UPOC. The amendments included in the proposed ordinance would maintain the City of Ottawa's compliance with applicable Kansas statutes while addressing local concerns. Ordinance 4121-23 adopting the 2025 edition of the UPOC is repealed. Several changes are incorporated into the 2025 Uniform Public Offense Code and include:

- *Section 6.7.2 Trespassing on a Critical Infrastructure Facility*
  - *Section (d)(7), additional descriptions for wireline, broadband or wireless telecommunications or video services infrastructures.*

The Police Department is responsible for the enforcement of the UPOC. The ordinance must be published in the official publication of record as the proposed ordinance amends sections of the UPOC which have been deemed unnecessary for the City. There must be at least three copies of the UPOC on file with the City Clerk. Upon adoption, and publication, new manuals will be issued to staff with the police department, municipal court, court clerk, city clerk and Ottawa library.

Additionally, online versions are available at <https://www.ottawaks.gov/municipal-court>.

The Code of the City of Ottawa, Kansas is available at <http://ottawaks.citycode.net/index.html#!codeOfTheCityOfOttawaKansas>.

**Financial Considerations:** There is a publication expense for the adoption of this ordinance. Purchase of the books and electronic versions is included in the Municipal Court budget adopted for 2025.

**Legal Considerations:** City legal staff has reviewed the proposed ordinance and has approved to form and content. The City is authorized to adopt the UPOC by reference under the authority of and in accordance with K.S.A. 12-3009 through 12-3012 and K.S.A. 12-3301 and 12-3302.

**Recommendations/Actions:** It is recommended the City Commission adopt the 2025 edition of the Uniform Public Offense Code.

**Attachments:** II.C.2a: Proposed Ordinance (1 page).

**ORDINANCE NO. \_\_\_\_\_**

An ordinance regulating public offenses within the corporate limits of the City of Ottawa, Kansas; incorporating by reference the *Uniform Public Offense Code for Kansas Cities*, edition of 2023, **with certain amendments**, and repealing Ordinance 4121-23.

Be it Ordained by the Governing Body of the City of Ottawa, Kansas:

**Section 1. INCORPORATING UNIFORM PUBLIC OFFENSE CODE.** There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Ottawa, Kansas, that certain code known as the *Uniform Public Offense Code*, Edition of 2024, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified, or changed. One official copy of said *Uniform Public Offense Code* shall be marked or stamped "Official Copy as Adopted by Ordinance No. \_\_\_\_\_," with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance, and filed with the city clerk to be open to inspection and available to the public at all reasonable hours.

**Section 2.** Section 10.6 of the Uniform Public Offense Code is amended as follows:

**SECTION 10.6 AIR GUN, AIR RIFLE, BOW AND ARROW, SLINGSHOT, BB GUN OR PAINTBALL GUN.**

The unlawful operation of an air gun, air rifle, bow and arrow, slingshot, BB gun or paint ball gun is the shooting, discharging or operating of any air gun, air rifle, bow and arrow, slingshot, BB gun or paint ball gun, within the city, except: A) within the confines of a building or other structure from which the projectiles cannot escape; or B) when such person has received prior written authorization for such discharge from the Chief of Police or his or her designee. Unlawful operation of an air gun, air rifle, bow and arrow, slingshot, BB gun or paint ball gun is a Class C violation.

**Section 3. Repeal.** Ordinance number 4121-23 is hereby repealed.

**Section 4. Amendment.** Section 16-101 of the Municipal Code of the City of Ottawa, Kansas is hereby amended to include the number of this ordinance and removal of references to Ordinance 4121-23.

**Section 5. Effective Date.** This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

Passed by the City Commission of the City of Ottawa on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Emily Allen, Mayor

\_\_\_\_\_  
Melissa Reed, City Clerk

Agenda Item: XI.D

City of Ottawa  
City Commission Meeting  
August 20, 2025

**TO:** City Commission  
**SUBJECT:** Deliberate Ballot Language Framework Related to the Consideration of a One-Cent Local Sales Tax Upon the July 30, 2026, Expiry of the Existing One-Cent Local Sales Tax for (½ cent) General Purpose & (½ cent) Economic Development.  
**INITIATED BY:** City Manager  
**AGENDA:** New Business

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**Recommendation:** It is recommended the City Commission deliberate the sample special purpose sales tax ballot language and the sample general purpose sales tax language frameworks, directing staff on the Governing Body's desired course of action.

**Background:** On July 2, 2025, the City Commission authorized distribution of a community survey to guide program development, service enhancements, and resource allocation ahead of the July 30, 2026 expiration of the City's one-cent local sales tax; at the August 13 meeting, staff presented results and was directed to provide sample ballot language for both a general-purpose (non-sunsetting) and a special-purpose (typically ten-year sunset) option for deliberation on August 20.

In 2024, the operations portion of the 2015 sales tax generated \$2,026,270, approximately 13.87 mills and non-renewal could create an annual revenue shortfall exceeding \$4 million, materially affecting services and capital investments. The month-long survey yielded 991 responses, with 89% supporting renewal, especially when linked to property-tax relief, cost-sharing with non-residents, and dedicated funding for streets, parks, and recreational amenities (e.g., a new pool). Overall, responses signal clear priorities for infrastructure, code enforcement, and continued transparency about how sales-tax revenues fund visible improvements.

**Analysis:** City Attorney Blaine Finch has provided sample ballot language for a special purpose sales tax and general-purpose sales tax options for the City Commission to deliberate for placement on the November 4, 2025, general election ballot.

**Financial Considerations:** There is a small publication cost associated with the publication of the resolution and election notice in accordance with K.S.A. 25-105.

**Legal Considerations:** Approve as to Form

**Recommendation/Action:** Deliberate the sample ballot language framework, directing staff on the Governing Body's desired course of action for consideration of a resolution at the August 27, 2025, City Commission meeting.

**Attachments:** XI.D.1 City Attorney Memorandum (1 pg); XI.D.2 Community Survey Findings (13 pp)

## MEMORANDUM

**To: Governing Body**  
**From: City Attorney**  
**CC: City Manager**  
**Re: Sales Tax**  
**Date: August 18, 2025**

Cities in Kansas may levy a sales tax only after approval by the electorate. The process of submitting the question to the public is started by the passage of a resolution. The resolution must specify whether the sales tax is for general purposes or a special purpose. Regardless of whether a sales tax is levied for general or special purposes, the city must specify the purposes for which the revenues will be used. Op. Atty. Gen. 2008-25.

The sales tax expiring in June of 2026 is a special purpose sales tax. Should the governing body choose to replace it with a new special purpose sales tax the specific purposes must be stated in the resolution and ballot question. As with all special purpose questions, such a tax will expire 10 years after it begins. Here is an example of a special purpose question.

**Shall a special purpose retailers' sales tax in the amount of one cent (equal to 1%) be levied in Ottawa, KS, for a period of 10 years following the sunset of the special purpose retailers' sales tax authorized by Ordinance No. 3886-14, by the Kansas Department of Revenue, for the limited and continuing purposes of property tax stabilization, retirement of infrastructure and land acquisition debt with development of a new Industrial and Business Development Park, and continued support of general fund operations and capital needs."**

Here is an example of a general purposes question based on the recent survey conducted by the city:

**Shall a retailers' sales tax in the amount of one cent (equal to 1%) be levied in the City of Ottawa, Kansas for general purposes. Such general purposes to include: a) improving, rebuilding, and maintaining roads, including but not limited to streets, curbs, gutters, sidewalks, storm water facilities, and street lighting associated therewith; b) development, improvement, and maintenance of city parks; c) design, construction and operation of recreational facilities and amenities for the community; d) funding general government operations to limit reliance on property taxes; and e) all things related and necessary to such goals including land acquisition, construction costs, and the payment of principal and interest on bonds or other obligations to finance such projects. Said tax to be collected by the Kansas Department of Revenue beginning after the sunset of that special purpose retailers' sales tax authorized by Ordinance No. 3886-14.**

Cities may not amend the purpose of the tax once approved by the public. Sales tax revenues may be used to support the issuance of general obligation bonds to finance public improvements. K.S.A. 12-195.

The process to place the question on the ballot is the adoption of a resolution calling the election. Notice pursuant to the general bond law, K.S.A. 10-120, namely publication twice, and then the county election officer places the question on the ballot. If approved by the voters, the city would pass an ordinance to levy the tax.



City of Ottawa  
**COMMUNITY SURVEY REPORT**

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**AUGUST 2025**



# SURVEY LOGISTICS

## DISTRIBUTION

- Postcard mailed to all registered voter households
- Link on city website's homepage
- Social media posts throughout survey period
- Inserts in utility bills
- Fliers at city facilities (library, pool, golf course)

## SURVEY TIMELINE

Survey was conducted between July 7 - August 6, 2025

## # OF RESPONSES

- 991 total respondents
- 11% of registered voters (8,936 voters)
- 20.4% of voter households (4,848 households)

## RESPONSE TYPE

- 960 online submissions
- 31 paper submissions



**IMPORTANT COMMUNITY SURVEY**

**We need your input on Ottawa's future.**


More repairs to our streets and sidewalks?  
A new community pool?  
Upgrades to our utility infrastructure?  
Improvements to our parks and trails?  
Increased focus on police, fire & public safety?

Let us know what you value most about our city, what areas need improvement, and what would you like to see the city prioritize over the next few years.

Please scan this QR code or visit [ottawaks.gov/survey](http://ottawaks.gov/survey) to share your feedback, or call us at (785) 229-3637 to request a hardcopy survey and we will mail one to you.

[ottawaks.gov/survey](http://ottawaks.gov/survey)

**PLEASE PROVIDE YOUR INPUT BY AUGUST 6**




City of Ottawa Kansas Municipal Government  
July 7 at 4:45PM

More repairs to our streets and sidewalks?  
A new community pool?  
Upgrades to our utility infrastructure?  
Improvements to our parks and trails?  
Increased focus on police, fire & public safety?

Visit [www.ottawaks.gov/survey](http://www.ottawaks.gov/survey) to let us know what you value most about Ottawa, opportunities for improvement, and what you would like to see the city prioritize over the next few years.

Please share your feedback using the survey link.



**We need your input on Ottawa's future.**

Please be part of the decision-making process for our community. Share your input, ideas and concerns by August 6.

**IMPORTANT COMMUNITY SURVEY**



**Would you take a few minutes to be part of the decision-making for our city?**

The first thing I recognized when I moved to Ottawa was the sincerity of everyone I met. There is a genuine interest in our community to make Ottawa a great place to live, work and raise our families. But, what draws and keeps people in Ottawa – whether it's that you were born and raised here, or you value a smaller community, or you found a good job here – is different for each of us.

As your city staff, city commissioners and I plan ahead, we need your help. We need to know what you value most about our city, what areas need improvement, and what you'd like to see us prioritize over the next few years. We also need to make some decisions over the next several months about the city's one-cent sales tax, how it's utilized, and whether there is support to continue that initiative.

Please scan this QR code or visit [ottawaks.gov/survey](http://ottawaks.gov/survey) to share your feedback, or call us at (785) 229-3637 to request a hardcopy survey and we will mail one to you. Your response will provide us with meaningful direction as we evaluate what the city needs to keep doing well and what we need to do better. If you have any questions, please don't hesitate to reach out to me.

*Brian*

**BRIAN SILCOTT**  
City Manager  
(785) 229-3637  
[bsilcott@ottawaks.gov](mailto:bsilcott@ottawaks.gov)

[ottawaks.gov/survey](http://ottawaks.gov/survey)

**PLEASE RESPOND BY AUGUST 6**

**We need your input on Ottawa's future.**



**COMPLETE THE SURVEY ONLINE**  
Scan this QR code or visit [www.ottawaks.gov/survey](http://www.ottawaks.gov/survey) to provide your input online.

**OR, REQUEST A MAIL SURVEY**  
To have a paper copy of the survey mailed to you, please call the city manager's office at (785) 229-3637.

**Please be part of the decision-making process for our community. Share your input and ideas by August 6.**

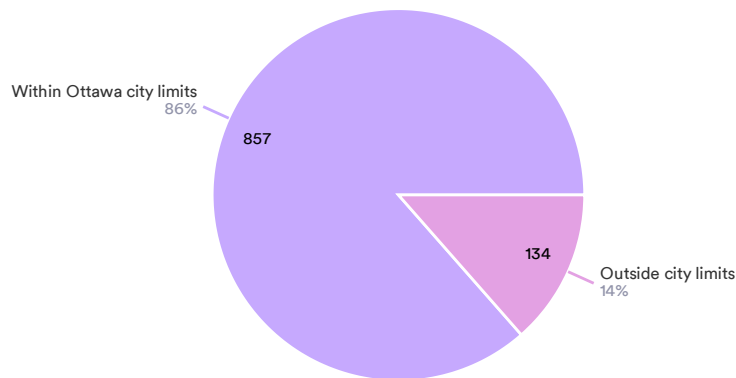
 City of Ottawa  
101 S Hickory Street  
Ottawa, Kansas 66067



# DEMOGRAPHICS

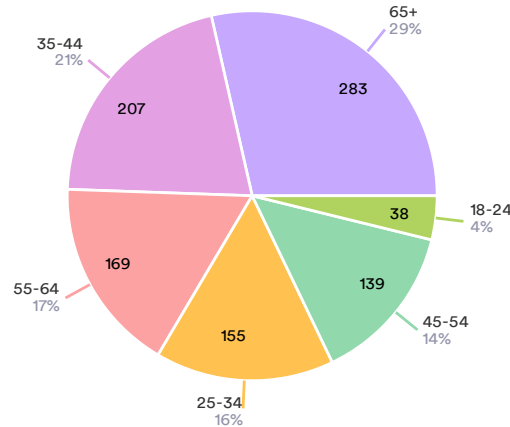
## GEOGRAPHY

- Inside City Limits - 857
- Outside City Limits - 134 \*



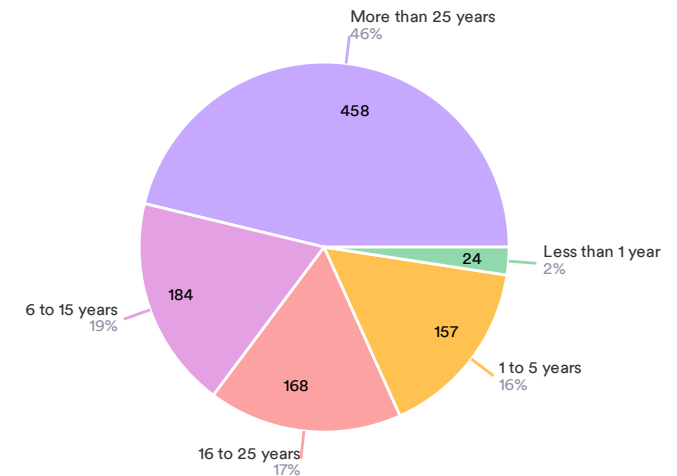
## AGE GROUP

- 18 to 24 year olds - 38
- 25 to 34 year olds - 155
- 35 to 44 year olds - 207
- 45 to 54 year olds - 139
- 55 to 64 year olds - 169
- 65+ - 283



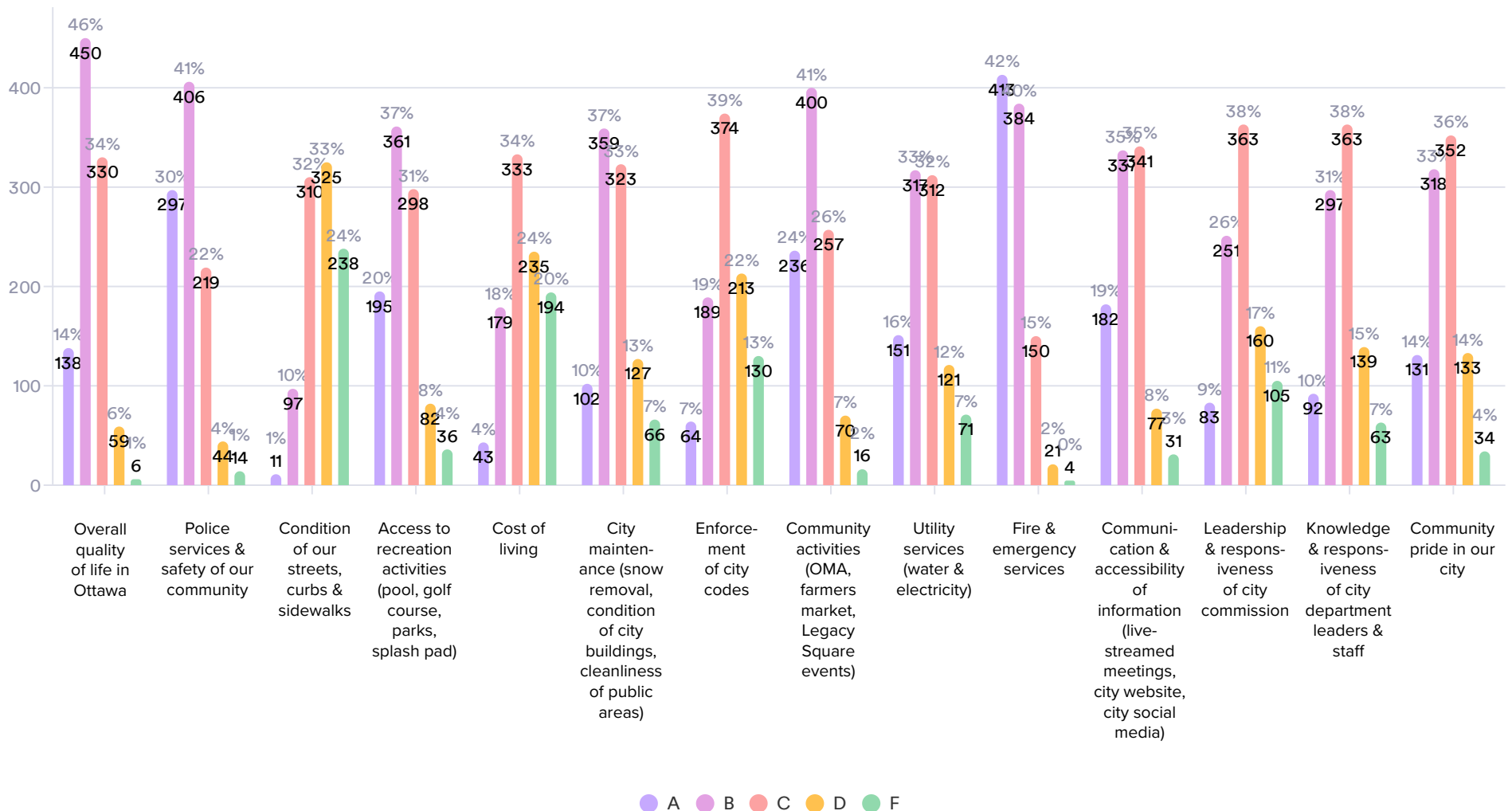
## YEARS OF RESIDENCY

- Less than 1 year - 24
- 1 to 5 years - 157
- 6 to 15 years - 184
- 16 to 25 years - 168
- More than 25 years - 458



\* For analysis purposes, the 134 responses received from non-city residents were not included in survey calculations, however, their full responses are included at the end of this report for review and consideration

# COMMUNITY METRICS



# COMMUNITY METRICS

## ANALYSIS

Survey respondents generally value their quality of life in Ottawa. Specifically, respondents are overwhelmingly satisfied with the quality of fire/EMS and police services provided by the city. Community activities (OMA, Forest Park events, Legacy Square events) and access to recreational activities (city pool, golf course, parks, playgrounds) also rated higher than average.

- **Quality of life** - received a passing grade (A-B-C) from 94% of respondents; and an A or B rating from 60% of respondents
- **Fire/emergency services** - rated the highest with a passing grade from 98% of respondents; and an A or B rating from 83% of respondents
- **Police services** - rated second highest with a passing grade from 95% of respondents; and an A or B rating from 71% of respondents
- **Community activities** - received a passing grade from 91% of respondents; and an A or B rating from 65% of respondents
- **Recreational activities** - received passing grade from 88% from respondents; and an A or B rating from 57% of respondents

## PRIMARY CONCERNS

Respondents are least satisfied with the condition of city streets, curbs & sidewalks, followed by the cost of living and the enforcement of city codes.

- **Condition of our streets, curbs & sidewalks** - received a D or F rating from 57% of respondents (24% F rating)
- **Cost of living in our community** - received a D or F rating from 44% of respondents (20% F rating)
- **Enforcement of city codes for upkeep of residences, yards & commercial buildings** - received a D or F rating from 36% of respondents (13% F rating)

## WHY OTTAWA?

The majority of respondents choose to live in Ottawa because they were **raised in the community or have family in Ottawa** (40.6%). Other reasons for choosing Ottawa ranked as follows:

- **Small town living** - 25%
- **Job opportunity** - 16.6%
- **More affordable compared to larger communities (Lawrence, Johnson County, Topeka, KC)** - 10%
- **Proximity to larger communities (Lawrence, KC)** - 7.7%

Other reasons mentioned included Ottawa University (5 respondents), the schools (5 respondents) and the bike trails (3 respondents).



Data	Response	%
★★★★★	216	36%
★★★★☆	149	25%
★★★☆☆	123	21%
★★☆☆☆	54	9%
★☆☆☆☆	56	9%

## CITY DEPARTMENT EXPERIENCES

### ANALYSIS

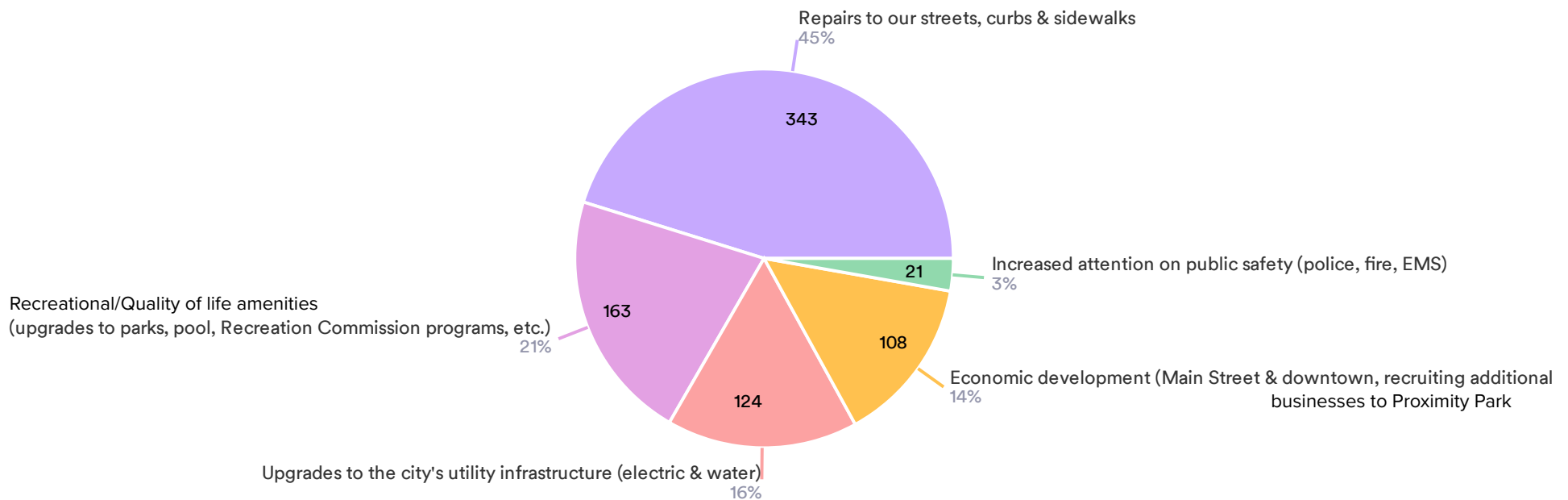
Of the survey respondents who had a recent interaction or communication with a city department, the average satisfaction with their experience was 3.69 (on a scale of 5). 36% of these respondents had an excellent experience (5-star rating) while 9% had a very poor experience (1-star rating). When the data is broken down by department, experience ratings were as follows. Departments receiving fewer than 5 ratings are included in the 3.69 aggregate rating.

- **Fire Department** - 4.5
- **Utilities** - 4
- **Police Department** - 3.8
- **Parks & Recreation** - 3.2
- **Public Works** - 2.9
- **Neighborhood & Community Services** - 2.9

### COMMUNICATION & ACCESSIBILITY

Survey respondents are generally satisfied with the level of communication and accessibility of information from the city (such as live video streaming of city commission meetings, ease of finding information on city website, updates and information on city's social media). 89% of respondents gave communication & accessibility of information a passing grade, while 54% rated city communication at an A or B.

## WHAT SHOULD BE THE CITY'S TOP PRIORITY OVER THE NEXT 5 YEARS?



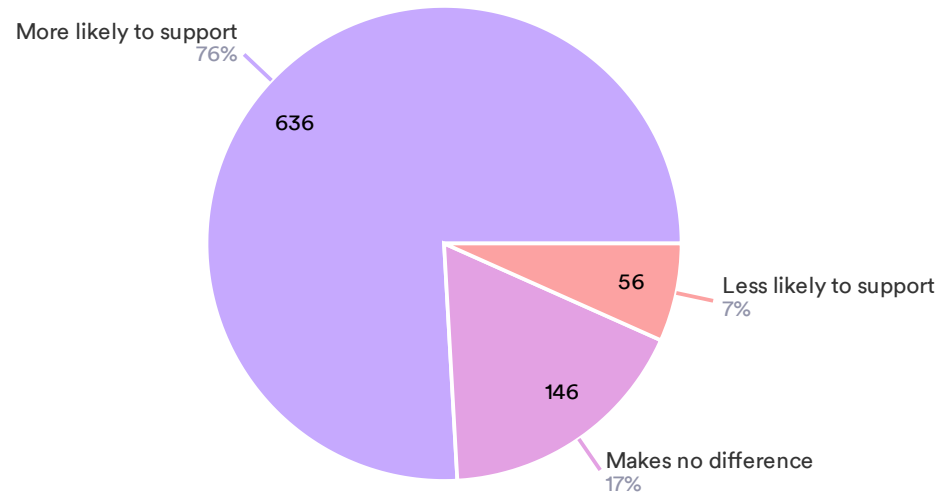
### ANALYSIS

Survey respondents are most interested in seeing repairs to streets, curbs & sidewalks (45%) prioritized over the next five years, followed by recreational/quality of life amenities, such as upgrades to parks, the pool, Recreation Commission programs (21%); upgrades to the city's utility infrastructure (16%); and increased economic development, such as Main Street, downtown & recruiting additional businesses to Proximity Park (14%).

3% of respondents would like to see increased attention on public safety prioritized. Other items mentioned at 1% or less included affordable housing, trimming city trees, lowering taxes, and enforcement of animal control.

## 1¢ SALES TAX: TO HOLD PROPERTY TAX DOWN

Right now, the one cent sales tax holds down property taxes on our homes and businesses by about 30% (a 13.87 mill reduction, which is \$2.02 million in reduced property taxes). Knowing this, would you be more or less likely to support continuing the one cent sales tax?

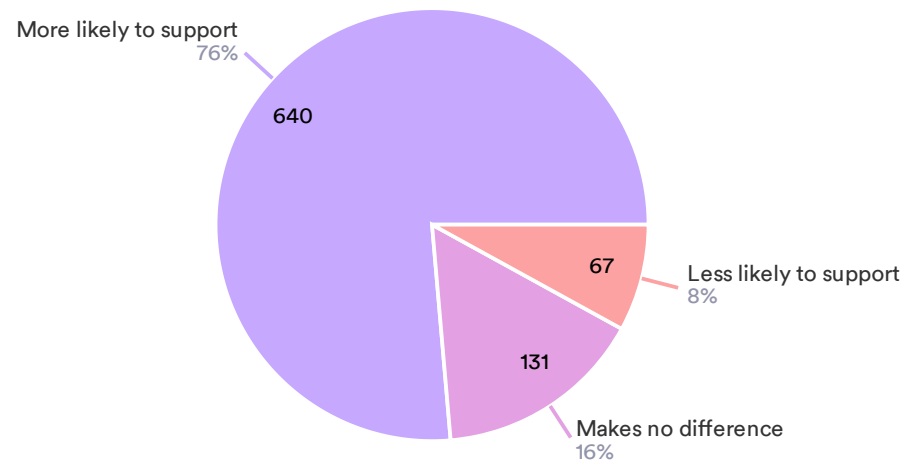


### ANALYSIS

76% of respondents indicate they would be more likely to support continuing the 1-cent sales tax if it continues to hold down property taxes on property owners.

## 1¢ SALES TAX: SPREADS COSTS OVER MORE PEOPLE

Currently, the one cent sales tax prevents a scenario where Ottawa residents bear all of the costs for services. The sales tax allows the city to spread the cost of services across more people - like visitors and neighbors who live outside the city limits and do not pay city property taxes, but who utilize city streets, parks, police and first responder services. Knowing this, would you be more or less likely to support continuing the one cent sales tax?



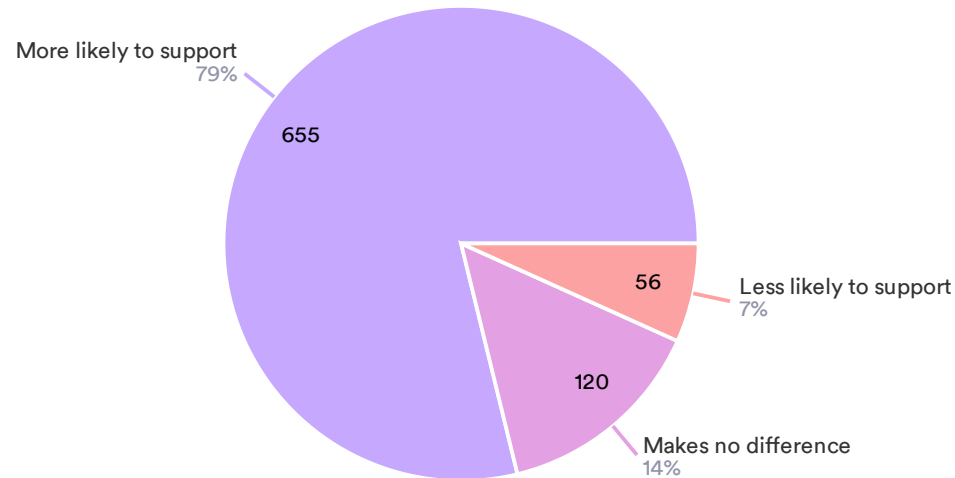
### ANALYSIS

On par with the property tax reduction factor, 76% of respondents indicated they would be more likely to support continuing the 1-cent sales tax because it spreads costs for services over more people, including taxpayers who live outside the city limits but utilize city services.



## 1¢ SALES TAX: IF USED FOR STREETS

Renewal of the one cent sales tax could be used to make street improvements around town, including maintaining and upgrading streets and making sidewalk, curb, gutter and pothole repairs. If a portion of the sales tax were dedicated to streets, would you be:

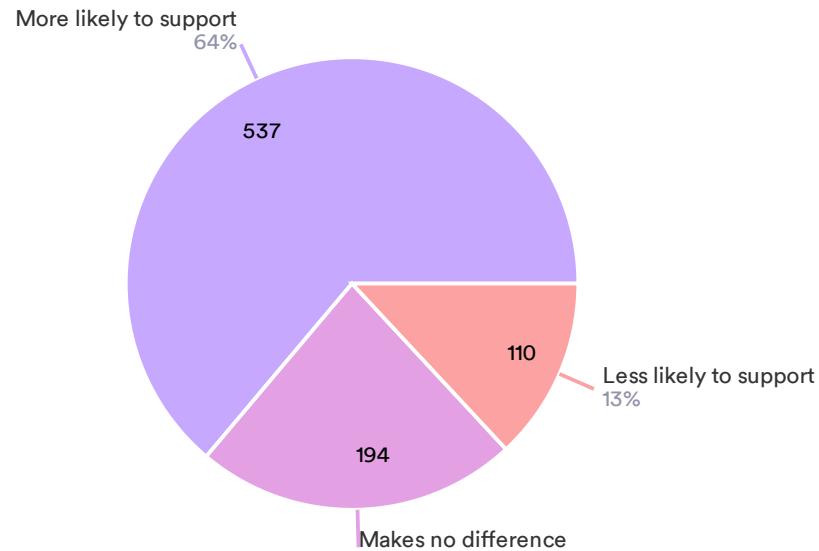


### ANALYSIS

Of the three suggested uses for the 1-cent sales tax revenues, street improvements garnered the most support with 79% of respondents indicating they would be more likely to support continuation of the sales tax if a portion of it were used to maintain and upgrade streets, and make sidewalk, curb, gutter and pothole repairs.

## 1¢ SALES TAX: IF USED FOR PARKS & RECREATION

The city maintains our community parks and walking trails, including Forest Park, Legacy Square, the ballfields, teen park, disc golf course, new fitness court and the new splash park. If a portion of the sales tax were dedicated to maintaining and improving our parks, trails and recreation amenities, would you be:

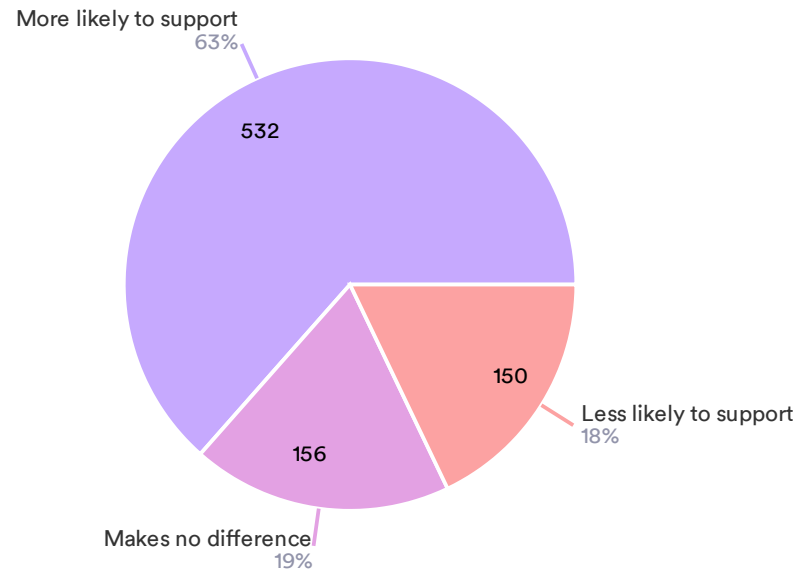


### ANALYSIS

64% of respondents indicated they would be more likely to support continuation of the 1-cent sales tax if a portion of it were used to maintain and improve the city's parks, trails and recreational amenities.

## 1¢ SALES TAX: IF USED FOR NEW POOL

The city pool is nearly 60 years old. Built in 1967, it has served our community well but is past its expected life cycle and continues to require costly repairs. Renewal of the one cent sales tax could be used to replace the city pool with a more cost efficient community pool that has more modern aquatics features. If a portion of the sales tax were dedicated to a new community pool, would you be:

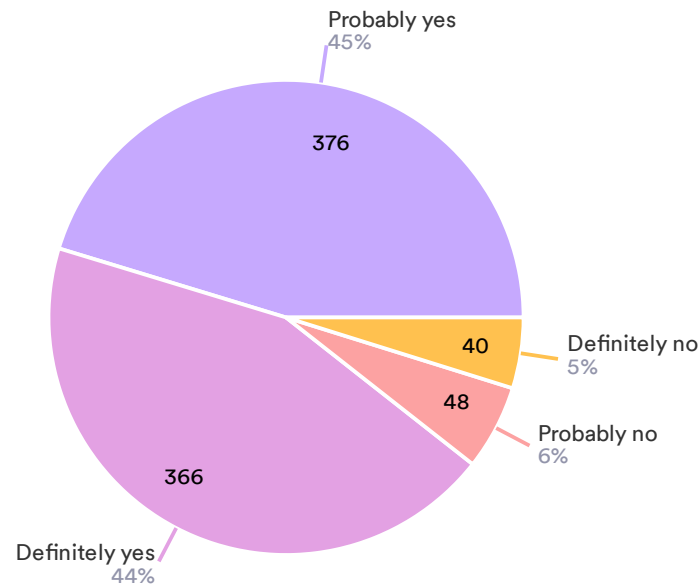


### ANALYSIS

63% of respondents indicated they would be more likely to support continuation of the 1-cent sales tax if a portion of it were used to replace the city pool with a new pool. While receiving strong support, this use of the sales tax did garner the highest percentage of opposition with 18% less likely to support continuation of the sales tax if it were invested in a new pool.

## 1¢ SALES TAX: SUPPORT FOR CONTINUATION

Having read how the one cent sales tax has been used and what it could be used for if renewed, if an election were held today, would you vote to keep the one cent sales tax in place?



### ANALYSIS

Overall support for continuing the 1-cent sales tax was strong with 89% of respondents indicating they would likely support a ballot question to keep the sales tax in place, with 44% of those indicating a definite yes. 11% of respondents indicated they would not likely support continuation, with 5% of those indicating a definite no.