

OTTAWA CITY COMMISSION

Wednesday, October 22, 2025 - 4:00 pm



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 860 5916 7188#. 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 no later than 2:00 pm on October 22, 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 - Father Kenneth Clem, Sacred Heart 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 October 15, 2025 Regular Meeting (Pp. 3-6)
- B. September 2025 Finance Monthly Report (Pp. 7-20)
- C. Partner Agency Reports for September 2025 (*receive and file*)
 - 1. Franklin County Development Council (Pp. 21-28)
 - 2. Ottawa Library (Pp. 29-31)
 - 3. Ottawa Main Street Association (Pp. 32-36)
 - 4. Prairie Paws Animal Shelter (Pp. 37-44)
- D. 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

XI. NEW BUSINESS**A. Utility Payment KIOSK Update - Assistant Director McCurdy (Pp. 45-47)**

Comments: Assistant Director McCurdy will present an update on the removal of the inoperable unit and list possible alternative KIOSK options.

Motion: _____

Second: _____

Vote: _____

B. Selection of Strategic Government Resources (SGR) as City Manager Search Consultant - City Attorney Finch and Director Stegman-Jacobson (Pp. 48-90)

Comments: The Governing Body will consider selecting Strategic Government Resources (SGR) to assist with the recruitment process for the next City Manager.

Motion: _____

Second: _____

Vote: _____

C. Review of Third Quarter 2025 Department Reports - City Manager Silcott (Pp. 91-111)

Comments: Department Directors submitted reports for third quarter 2025 for review.

D. Active Projects Update - City Manager Silcott (Pp. 112-119)

Comments: Review of active projects.

XII. COMMENTS BY CITY MANAGER**XIII. COMMENTS BY GOVERNING BODY****XIV. ANNOUNCEMENTS**

- | | | |
|----|-------------------|---|
| A. | October 29, 2025 | City Commission Meeting - 4:00 pm, Cancelled |
| B. | October 29, 2025 | Open House—5:00 pm, City Hall |
| C. | November 5, 2025 | City Commission Meeting - 7:00 pm, City Hall |
| D. | November 12, 2025 | City Commission Meeting - 4:00 pm, City Hall |
| E. | November 19, 2025 | City Commission Meeting - 10:00 am, City Hall |

XV. EXECUTIVE SESSION

Motion: I move that the Commission recess into executive session to engage in privileged and confidential communication with the board's attorney, pursuant to the attorney client privilege exception, K.S.A. 75-4319 (b)(2). The open meeting will resume in this room at _____ a.m.

XVI. ADJOURN

**Regular Meeting Minutes
City Hall
Minutes of October 15, 2025**

The Governing Body met at 10:00 a.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. Pastor Darron Story, Westminster Presbyterian Church, gave the invocation.

Public Comments

No public comments were received.

Appointments, Proclamations, Recognitions, Nominations, and Public Hearings

Proclamation Recognizing October as Domestic Violence Awareness Month

Commissioner Skidmore read the proclamation recognizing October 2025 as Domestic Violence Awareness Month, noting the prevalence of domestic violence and affirming support for victims and service providers. Maggie Bornholdt, Willow Domestic Violence Center, accepted the proclamation.

Proclamation Recognizing October 15, 2025 as Arbor Day

Mayor Pro Tem Clayton read the proclamation recognizing October 15, 2025 as Arbor Day, highlighting the environmental and community benefits of trees. Greg Morrow accepted the proclamation.

Proclamation Recognizing October 15, 2025 as Support Your Local Chamber of Commerce Day

Commissioner Crowley read the proclamation recognizing the Ottawa Area Chamber of Commerce for more than a century of leadership, advocacy, and service to the business community. Ryland Miller accepted the proclamation and thanked the City of Ottawa for the partnership.

Consent Agenda

Commissioner Crowley moved to approve the consent agenda, seconded by Commissioner Caylor. The agenda included the minutes from the October 1, 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

Tree Inventory Report / IRA Grant Announcement

Blaine Stroble with the Kansas Forest Service presented the 2024 citywide tree inventory results. Key findings included: 6,225 public trees recorded; 95.7% alive and in fair-to-good condition; 267 trees (4.3%) flagged for removal; species diversity generally strong but with Silver Maple (16.3%) and Pin

October 15, 2025

Unofficial Until Approved

Oak (14.0%) exceeding the 10% guideline; an aging canopy with over 25% of trees >30" DBH; and annual ecosystem service benefits valued at \$65,714. The report will inform maintenance priorities and replanting strategies.

Parks Superintendent Morrow announced that the City of Ottawa has been awarded \$97,430 through the Inflation Reduction Act Community Forestry Grant Program administered by the Kansas Forest Service. These funds will be used to remove hazardous trees in Forest Park, prune the remaining trees, and plant 25 new trees throughout the park.

2025 Grant Activity Report

City Clerk Scherman provided a report on the City's 2025 grant activity through September 30. The report outlined that since 2022, City staff have submitted more than 50 applications across multiple departments, resulting in over \$11.7 million in awarded funds. In 2025 alone, the City has received \$122,619 in grant awards supporting eligible operating and capital expenditures across multiple departments. Pending requests total \$1,221,165, including projects related to transportation safety, hazard mitigation, water infrastructure, multimodal trail planning, and Ottawa Memorial Auditorium (OMA) programming and equipment.

The presentation highlighted that the City was selected as a Champion for several projects currently under review, with final funding amounts to be confirmed upon determination. All awarded and pending grants are aligned with the City's adopted Strategic Plan and comply with applicable federal and state regulations, including reporting, allowable expenditures, and procurement standards.

Consider Resolution Revising Fees for Open Records Requests

City Clerk Scherman presented a resolution updating the City's fee structure for open records requests in accordance with recent legislative changes under HB 2134 and guidance from the Kansas Attorney General's Office. The new resolution replaces Resolution No. 1408-07 (adopted May 2, 2007) to ensure consistency with statewide standards for compliance with the Kansas Open Records Act (KORA).

The proposed resolution establishes that staff time will be billed at the lowest-paid qualified employee's hourly wage (excluding benefits) and eliminates the previous flat \$0.25 per-page charge, instead allowing recovery of the actual costs of materials such as paper, toner, and supplies. Electronic records will not incur per-page fees, though staff time may be billed. The policy also provides for prepayment when estimated costs exceed \$25 and authorizes the City Manager or City Clerk to waive or reduce fees when release of the records serves the public interest.

Commissioner Crowley made a motion, seconded by Commissioner Caylor, to approve the resolution updating fees for public record requests under the Kansas Open Records Act. The motion was considered and upon being put, all present voted aye. The Mayor declared this resolution duly adopted, and it was duly numbered Resolution No. 1997-25.

City Manager Comments

City Manager Silcott provided an update on recent departmental operations and upcoming events. Highlights included the replacement of utility poles in Forest Park, completion of asphalt work on Blackhawk Street, and continued alley maintenance and pothole repairs by the Streets Division. The Water Plant completed basin inspections, while Water Distribution and Wastewater Collection teams

repaired a main leak at 5th and Hickory and cleaned over 5,000 feet of sewer main. The Police Department finalized its annual Use of Force Review and qualification on the less-lethal pepper ball system. Silcott also announced new team members: Jason Ekland, Property Improvement Partner in Neighborhood & Community Services; Jeff Burkdoll, Maintenance Worker in Parks; Kyle Johnson, Facilities Maintenance Worker in Building Maintenance; and Cylar Guilfoyle, Maintenance Worker in Streets. Upcoming community events include the October 15 Candidates Forum, the October 24 Paranormal Investigation at the Ottawa Memorial Auditorium, and the November 8 Veterans Day Parade.

Governing Body Comments

Commissioner Skidmore wished his wife a happy birthday and encouraged the public to attend the upcoming Chamber Candidate Forum. He announced that the October 29 meeting will be canceled due to the City Open House, scheduled from 5:00 to 7:00 p.m. He also congratulated Commissioner Sara Caylor on receiving the prestigious E.A. Mosher Award, recognizing service and leadership in municipal government.

Mayor Pro Tem Clayton congratulated Commissioner Caylor on the award and shared reflections from the League of Kansas Municipalities Conference, noting it was encouraging to hear that communities across the state face similar challenges. He also reminded the public of the “Boo Bash” downtown event on October 25, which will include a costume contest.

Announcements

A. October 22, 2025	City Commission Meeting – 4:00 pm, City Hall
B. October 29, 2025	Open House – 5:00 pm, City Hall

Executive Session

Recess

Commissioner Caylor made a motion, seconded by Commissioner Crowley, to recess into executive session for a discussion of the hiring of an employee and an employee evaluation pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The open meeting will resume in this room at 11:30 a.m. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Commissioner Caylor made a motion, seconded by Commissioner Crowley, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 11:30 a.m.

Recess

Commissioner Caylor made a motion, seconded by Commissioner Crowley, to recess into executive session for a period of 20 minutes to engage in privileged and confidential communication with the City’s attorney pursuant to the attorney-client privilege exception, K.S.A. 75-4319(b)(2). The open meeting will resume in this room at 11:52 a.m. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

City of Ottawa
Regular Meeting Minutes
October 15, 2025
Page 4

Commissioner Skidmore made a motion, seconded by Commissioner Caylor, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 11:52 a.m.

Adjournment

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 11:53 am.

Melissa Scherman, City Clerk

Monthly Finance Report

September 2025



Prepared By:
Rebekah McCurdy, City Treasurer

Transmittal

TO: City Manager and the Honorable City Commission
FROM: Melanie Landis, Finance Director
SUBJECT: September 2025 Financial Report

During the month of September, the following items were important to note related to the financial health of the City.

Revenues:

- Ad Valorem Taxes: YTD collections are 91% of the 2025 Budget, compared to 94% from the same time frame relative to the 2024 Budget, demonstrating the delinquency rate of payments for 2025 compared to 2024 is trending slightly higher.
- Sales/Use Taxes: City/County Sales/Use Tax collections are down 1.38% compared to 2024 YTD Actual receipts. Collections are on target for the adjusted 2025 budgeted receipts.
- Investment Income: One short-term investment and one 12-month investment matured in September, generating \$90,036.22 in additional investment interest. The YTD investment income across all funds is 130% of the 2025 Budget.
- Miscellaneous Revenues
 - In September, the City received the third quarter special alcohol tax distribution of \$37,770.94. In accordance with KSA 79-41a04, revenues are distributed quarterly by the State Treasurer based on population and point-of-sale location, with cities over 6,000 in population receiving 70% of the tax collected from drinking establishments located within city boundaries. The City of Ottawa utilizes these funds to support services and initiatives focused on the prevention and education of alcohol and drug abuse.
 - Received the first Transient Guest Tax payments from our local establishments in the amount of \$28,781.87.

Expenses:

- The final payment was made to meet the grant match requirement for the Building A Stronger Economy (BASE) Grant. Staff anticipate the closeout of the BASE Grant during quarter 4 of 2025.
- The annual General Obligation Debt payments were made in September. The City strategically utilizes long-term debt to distribute the cost of improvements fairly to actual users over the related project's useful life.

Overall financial position is trending as expected for cash balances and budget performance.

Revenues Report as of September 30, 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 Revised Budget	2025 Projected	% of Anticipated Collection of Budget
City Sales Tax	53.8%	\$ 3,449,075	\$ 3,447,038	99.9%
City Compensating Use Tax	11.9%	\$ 760,000	\$ 726,353	95.6%
Franklin County Sales Tax	26.0%	\$ 1,668,215	\$ 1,653,904	99.1%
Franklin County Compensating Use Tax	8.3%	\$ 534,000	\$ 520,146	97.4%
	100.0%	\$ 6,411,290	\$ 6,347,442	99.0%

DESIGNATED PURPOSE

Proximity Park Special Sales Tax Fund 097

	% of Special Sales Tax Budget	2025 Revised Budget	2025 Projected	% of Anticipated Collection of Budget
City Sales Tax	81.6%	\$ 1,745,150	\$ 1,723,311	98.7%
City Compensating Use Tax	18.4%	\$ 393,200	\$ 363,133	92.4%
	100.0%	\$ 2,138,350	\$ 2,086,444	97.6%

Summary Sales Tax Report as of September 30, 2025

Summary Sales Tax Report

For the Month of September

City Sales Tax*	\$ 459,240.16	12.9 %
City Compensating Use Tax	\$ 87,665.45	-5.8 %
Franklin County Sales Tax*	\$ 146,454.97	11.9 %
Franklin County Compensating Use Tax	\$ 39,711.82	-9.4 %
Totals	\$ 733,072.40	3.6%
plus CID Incentives	\$ 21,797.74	
September State Distribution	\$ 754,870.14	

compared to
September 2024

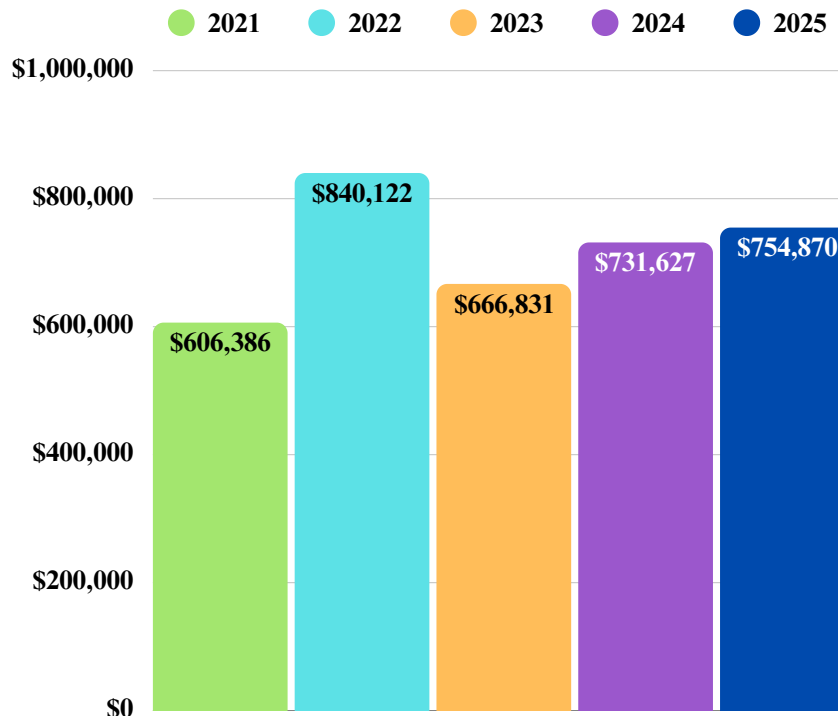
Tax Incentive Districts

CID

19th & Princeton	\$ 5,371.34
21st & Princeton	\$ 8,569.34
NW 35 & Princeton	\$ 7,857.06
Total	\$ 21,797.74

	City Sales Tax	City Compensating Use Tax	Franklin County Sales Tax	Franklin County Compensating Use Tax	Total-to-Date
General Fund	\$2,631,978.93	\$ 555,006.98	\$ 1,251,132.56	\$ 394,082.56	\$4,832,201.03
Sales Tax-Proximity Park	\$1,315,989.47	\$ 277,503.50			\$1,593,492.97
CID - Princeton & 19th	\$ 51,389.32				\$ 51,389.32
CID - Princeton & 21st	\$ 78,322.19				\$ 78,322.19
CID - NW 35 & Princeton	\$ 72,414.09				\$ 72,414.09
Total-to-date	\$4,150,094.00	\$ 832,510.48	\$ 1,251,132.56	\$ 394,082.56	\$6,627,819.60

Historical September Distributions**



*The city and county sales tax portion of the total Tax Disbursement arrived on 10/02 and is not reflected in the Treasurer's Reports that follows within this report as monthly revenue.

**On the Historic September Distributions, the 2022 distribution included more than 30 days of sales tax collections due to an error and the October 2022 Distribution is smaller to reflect the difference.

The Historical Distribution graph includes: City Sales/Use Tax, County Sales/Use Tax, and CID Distributions

Ad Valorem Report as of September 30, 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.

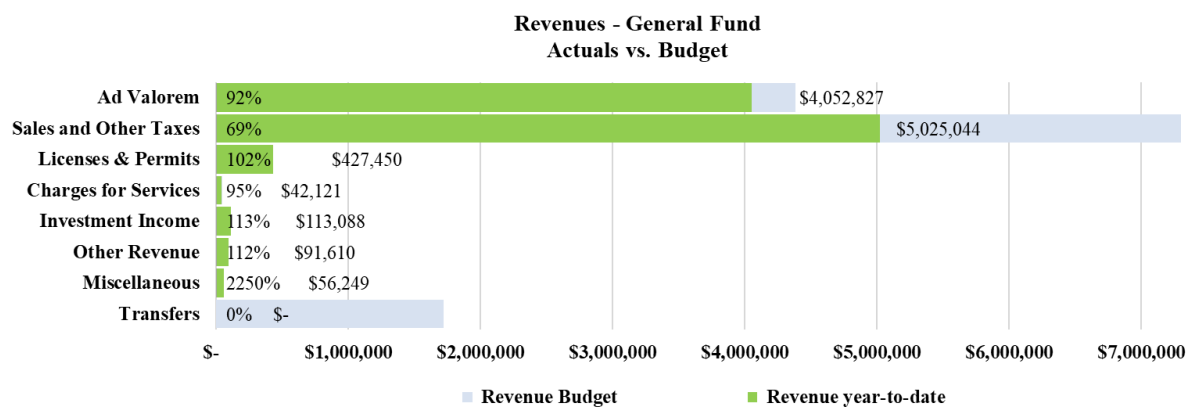
AD VALOREM REVENUES			
	Received YTD	Budget 25	% of Budget Received
General Fund			
Ad Valorem	\$ 3,953,956	\$ 4,315,230	92 %
Motor Vehicle	\$ 252,609	\$ 309,040	82 %
Delinquent Personal	\$ 1,040		
Delinquent Real	\$ 97,832	\$ 70,000	140 %
Recreational Vehicle	\$ 4,276	\$ 4,370	98 %
Heavy Weight Vehicle	\$ 436	\$ 805	54 %
Watercraft	\$ 634	\$ 1,260	50 %
Commercial Vehicle	<u>\$ 10,012</u>	<u>\$ 11,570</u>	<u>87 %</u>
	\$ 4,320,793	\$ 4,712,275	92 %
Auditorium Fund			
Ad Valorem	\$ 224,767	\$ 240,720	93 %
Motor Vehicle	\$ 12,221	\$ 14,615	84 %
Delinquent Personal	\$ 50		
Delinquent Real	\$ 4,674	\$ 3,900	120 %
Recreational Vehicle	\$ 207	\$ 200	104 %
Heavy Weight Vehicle	\$ 20	\$ 45	45 %
Watercraft	\$ 31	\$ 55	56 %
Commercial Vehicle	<u>\$ 480</u>	<u>\$ 445</u>	<u>108 %</u>
	\$ 242,451	\$ 259,980	93 %
Library Fund			
Ad Valorem	\$ 1,089,640	\$ 1,226,035	89 %
Motor Vehicle	\$ 68,977	\$ 84,570	82 %
Delinquent Personal	\$ 288		
Delinquent Real	\$ 27,182	\$ 25,000	109 %
Recreational Vehicle	\$ 1,169	\$ 1,200	97 %
Heavy Weight Vehicle	\$ 115	\$ 220	52 %
Watercraft	\$ 173	\$ 345	50 %
Commercial Vehicle	<u>\$ 2,711</u>	<u>\$ 3,165</u>	<u>86 %</u>
	\$ 1,190,255	\$ 1,340,535	89 %
Debt Service Fund			
Ad Valorem	\$ 394,848	\$ 421,275	94 %
Motor Vehicle	\$ 27,068	\$ 33,185	82 %
Delinquent Personal	\$ 121		
Delinquent Real	\$ 11,708	\$ 10,000	117 %
Recreational Vehicle	\$ 459	\$ 470	98 %
Heavy Weight Vehicle	\$ 45	\$ 85	53 %
Watercraft	\$ 68	\$ 135	50 %
Commercial Vehicle	<u>\$ 1,064</u>	<u>\$ 1,245</u>	<u>85 %</u>
	\$ 435,380	\$ 466,395	93 %

Budget Report as of September 30, 2025

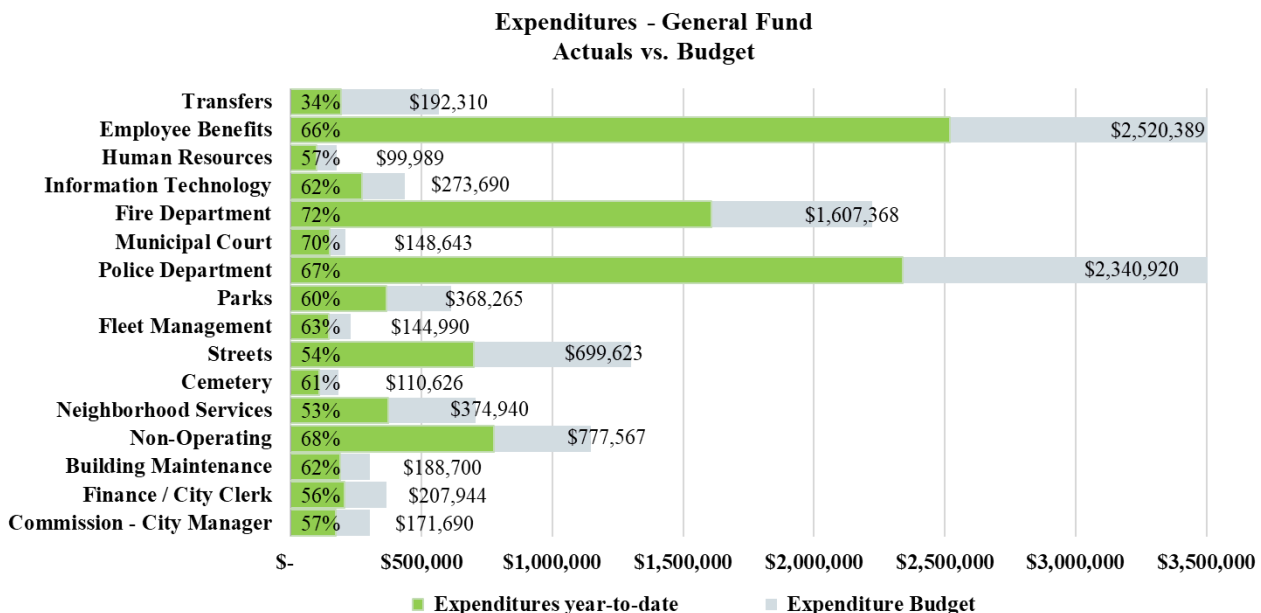
The City of Ottawa adopts an annual budget that sets the expenditure limit for each budgeted fund. Below are tables that show the 2025 revenue received and 2025 expenditures for a specific fund or fund type.

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.



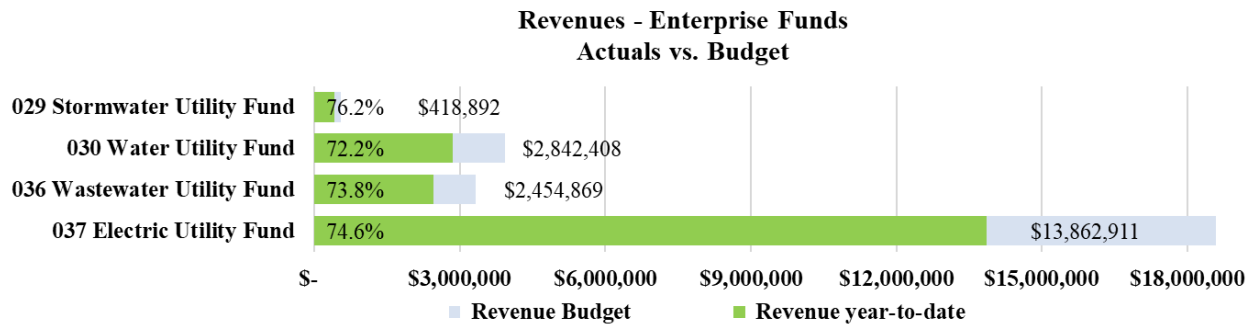
The table below outlines where actual expenditures fall in comparison to the budgeted expenditures broken down by department within the General Fund.



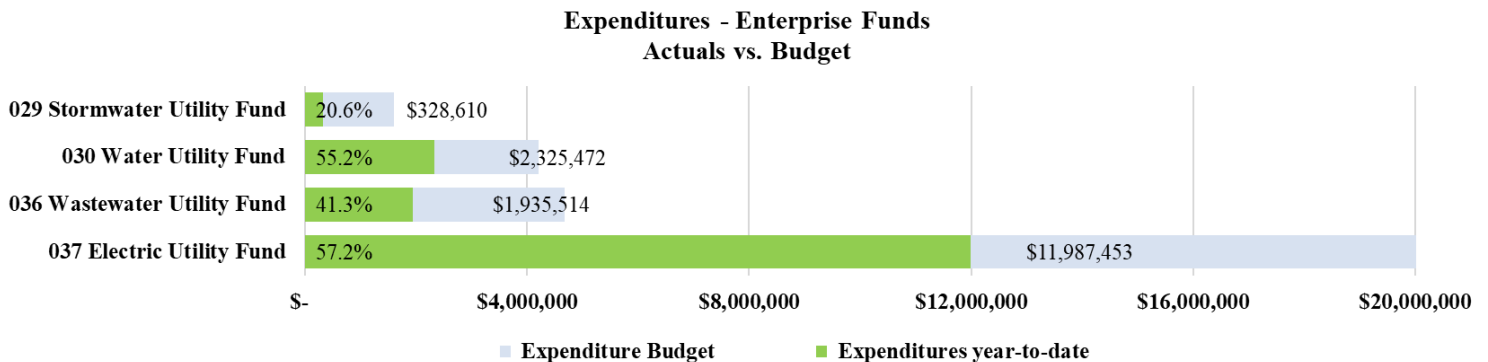
Budget Report continued...

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.



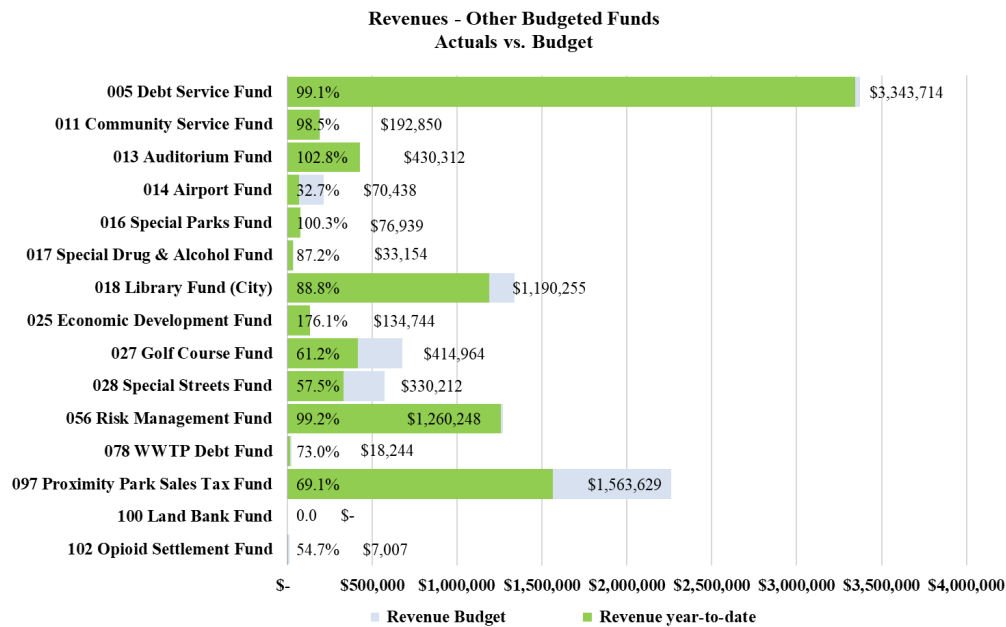
The table below outlines where actual expenditures fall in comparison to the budgeted expenditures for each of the four Enterprise Funds.



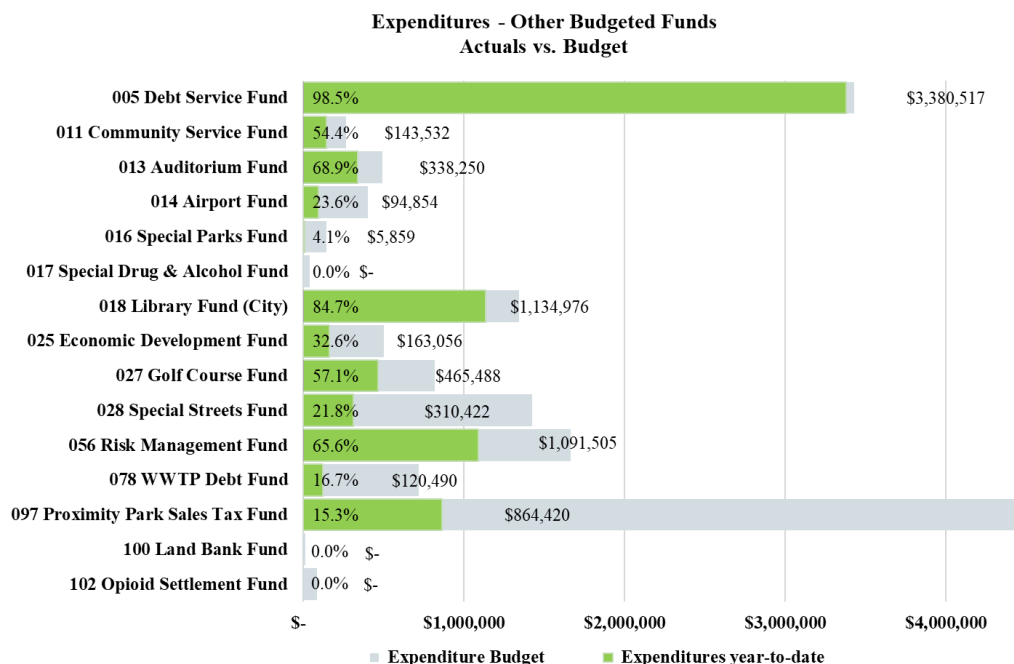
Budget Report continued...

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 September 30, 2025

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

CITY OF OTTAWA MONTHLY TREASURER'S REPORT SEPTEMBER 30, 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	\$ 3,633,236.61	\$ 440,877.99	\$ 1,012,795.80	\$ 3,061,318.80	\$ 474.15	\$ 162.46	\$ 3,061,007.11
005	Debt Service Fund	\$ 3,215,863.63	\$ 21,466.45	\$ 3,161,989.76	\$ 75,340.32	\$ -	\$ -	\$ 75,340.32
011	Community Service Support	\$ 138,524.86	\$ -	\$ 14,924.16	\$ 123,600.70	\$ -	\$ -	\$ 123,600.70
013	Auditorium Fund	\$ 144,889.55	\$ 23,399.93	\$ 26,338.47	\$ 141,951.01	\$ -	\$ (550.84)	\$ 141,400.17
014	Airport Fund	\$ 218,387.44	\$ 3,839.73	\$ 11,692.31	\$ 210,534.86	\$ -	\$ -	\$ 210,534.86
016	Special Park & Rec Fund	\$ 301,451.35	\$ 14,505.96	\$ -	\$ 315,957.31	\$ -	\$ -	\$ 315,957.31
017	Special Drug & Alcohol	\$ 39,859.06	\$ 12,590.31	\$ -	\$ 52,449.37	\$ -	\$ -	\$ 52,449.37
018	Library Fund	\$ -	\$ 55,279.14	\$ -	\$ 55,279.14	\$ -	\$ -	\$ 55,279.14
025	Economic Development Fund	\$ 500,630.30	\$ 17,248.99	\$ 7,544.59	\$ 510,334.70	\$ -	\$ -	\$ 510,334.70
027	Golf Course Fund	\$ 99,067.93	\$ 44,703.31	\$ 53,761.47	\$ 90,009.77	\$ -	\$ 161.01	\$ 90,170.78
028	Special Streets Fund	\$ 1,414,246.65	\$ 7,749.42	\$ 152,223.90	\$ 1,269,772.17	\$ -	\$ -	\$ 1,269,772.17
029	Stormwater Utility	\$ 1,754,765.34	\$ 52,819.92	\$ 7,252.84	\$ 1,800,332.42	\$ -	\$ -	\$ 1,800,332.42
030	Water Utility	\$ 1,248,337.16	\$ 373,387.63	\$ 174,208.43	\$ 1,447,516.36	\$ -	\$ 1,716.25	\$ 1,449,232.61
036	Waste Water Utility	\$ 2,861,009.07	\$ 332,333.29	\$ 122,438.42	\$ 3,070,903.94	\$ -	\$ -	\$ 3,070,903.94
037	Electric Utility	\$ 8,330,200.27	\$ 2,193,877.36	\$ 1,116,839.95	\$ 9,407,237.68	\$ -	\$ 4,763.68	\$ 9,412,001.36
046	Electric CIP Fund	\$ 2,542,194.04	\$ 267,032.40	\$ 55,662.51	\$ 2,753,563.93	\$ -	\$ -	\$ 2,753,563.93
050	Capital Improvement	\$ 590,742.46	\$ 3,603.54	\$ -	\$ 594,346.00	\$ -	\$ -	\$ 594,346.00
051	Utility Credits	\$ 156,538.20	\$ 477.40	\$ -	\$ 157,015.60	\$ -	\$ (7,757.60)	\$ 149,258.00
052	Capital Projects-Sidewalk	\$ 198,522.64	\$ 434.03	\$ 3,724.00	\$ 195,232.67	\$ -	\$ -	\$ 195,232.67
053	Equipment Reserve	\$ 785,959.07	\$ 4,689.34	\$ 28,721.10	\$ 761,927.31	\$ -	\$ -	\$ 761,927.31
054	Law Enforcement Trust	\$ 15,241.78	\$ 33.96	\$ -	\$ 15,275.74	\$ -	\$ -	\$ 15,275.74
056	Risk Management	\$ 1,126,449.44	\$ 2,440.10	\$ 31,284.17	\$ 1,097,605.37	\$ -	\$ (25.00)	\$ 1,097,580.37
057	AEO Foundation Loan Fund	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89
076	TIF-South Hwy 59	\$ 2,176,395.91	\$ 11,032.67	\$ -	\$ 2,187,428.58	\$ -	\$ -	\$ 2,187,428.58
078	Sales Tax-WWTP Projects	\$ 608,979.95	\$ 3,286.31	\$ -	\$ 612,266.26	\$ -	\$ -	\$ 612,266.26
079	TIF/CID-Princeton & 19th	\$ 597,975.00	\$ 13,000.27	\$ 5,850.95	\$ 605,124.32	\$ -	\$ -	\$ 605,124.32
080	CID-Princeton & 21st	\$ 11,682.20	\$ 18,371.81	\$ -	\$ 30,054.01	\$ -	\$ -	\$ 30,054.01
081	TIF/CID-Holiday Inn	\$ 136,593.84	\$ 17,003.21	\$ 4,569.46	\$ 149,027.59	\$ -	\$ -	\$ 149,027.59
091	TIF-K-68 Hwy District	\$ 1,249,626.07	\$ 7,368.12	\$ -	\$ 1,256,994.19	\$ -	\$ -	\$ 1,256,994.19
095	Grants-FAA Airport Imp.	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75
097	Sales Tax-Proximity Park	\$ 4,537,348.37	\$ 56,985.37	\$ 5,750.00	\$ 4,588,583.74	\$ -	\$ -	\$ 4,588,583.74
098	Prox Park Infrastructure	\$ 153,008.92	\$ 933.37	\$ -	\$ 153,942.29	\$ -	\$ -	\$ 153,942.29
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement	\$ 87,875.85	\$ 195.80	\$ -	\$ 88,071.65	\$ -	\$ -	\$ 88,071.65
103	GO 2022A	\$ 1,622,291.06	\$ 9,886.63	\$ 1,536.40	\$ 1,630,641.29	\$ -	\$ -	\$ 1,630,641.29
401	Grants-Fire	\$ 9,740.33	\$ 360.00	\$ -	\$ 10,100.33	\$ -	\$ -	\$ 10,100.33
402	Grants-Parks	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35
407	Grants-ARPA	\$ 67,942.37	\$ -	\$ 6,343.60	\$ 61,598.77	\$ -	\$ -	\$ 61,598.77
409	Grants-BASE	\$ 1,338,800.18	\$ 7,207.92	\$ 262,218.55	\$ 1,083,789.55	\$ -	\$ -	\$ 1,083,789.55
800	Self-Insured Health	\$ 1,852,375.21	\$ 238,974.70	\$ 184,065.33	\$ 1,907,284.58	\$ 309.87	\$ -	\$ 1,906,974.71
801	Flex Spending Account	\$ 9,841.60	\$ 6,001.90	\$ 4,088.92	\$ 11,754.58	\$ -	\$ -	\$ 11,754.58
GRAND TOTAL		\$ 43,910,074.12	\$ 4,263,398.28	\$ 6,455,825.09	\$ 41,717,647.31	\$ 784.02	\$ (1,530.04)	\$ 41,715,333.25

QTD Treasurer's Report as of September 30, 2025

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

The table below shows how transactions that happened from July 1st to September 30th impacted each fund. This report updates each quarter to include the new quarter of transactions.

CITY OF OTTAWA QUARTER TO DATE TREASURER'S REPORT SEPTEMBER 30, 2025								
FUND	ACCOUNT TITLE	BEGINNING CASH BALANCE	Q-T-D REVENUES	Q-T-D EXPENSES	CASH BASIS BALANCE	OTHER ASSETS	NET CHANGE LIABILITIES	UNENCUMBERED ENDING CASH
001	General Fund	\$ 4,842,750.85	\$ 1,684,872.35	\$ 3,466,506.03	\$ 3,061,117.17	\$ 290.23	\$ 180.17	\$ 3,061,007.11
005	Debt Service Fund	\$ 311,715.94	\$ 2,925,614.14	\$ 3,161,989.76	\$ 75,340.32	\$ -	\$ -	\$ 75,340.32
011	Community Service Support	\$ 172,373.18	\$ -	\$ 48,772.48	\$ 123,600.70	\$ -	\$ -	\$ 123,600.70
013	Auditorium Fund	\$ 164,380.22	\$ 64,964.16	\$ 87,997.41	\$ 141,346.97	\$ -	\$ 53.20	\$ 141,400.17
014	Airport Fund	\$ 219,784.67	\$ 13,749.20	\$ 22,999.01	\$ 210,534.86	\$ -	\$ -	\$ 210,534.86
016	Special Park & Rec Fund	\$ 298,062.26	\$ 17,895.05	\$ -	\$ 315,957.31	\$ -	\$ -	\$ 315,957.31
017	Special Drug & Alcohol	\$ 39,859.06	\$ 12,590.31	\$ -	\$ 52,449.37	\$ -	\$ -	\$ 52,449.37
018	Library Fund	\$ -	\$ 55,279.14	\$ -	\$ 55,279.14	\$ -	\$ -	\$ 55,279.14
025	Economic Development Fund	\$ 495,359.88	\$ 41,464.42	\$ 26,489.60	\$ 510,334.70	\$ -	\$ -	\$ 510,334.70
027	Golf Course Fund	\$ 69,058.92	\$ 132,333.07	\$ 112,741.83	\$ 88,650.16	\$ -	\$ 1,520.62	\$ 90,170.78
028	Special Streets Fund	\$ 1,417,630.67	\$ 118,889.69	\$ 266,748.19	\$ 1,269,772.17	\$ -	\$ -	\$ 1,269,772.17
029	Stormwater Utility	\$ 1,923,872.64	\$ 145,580.70	\$ 269,120.92	\$ 1,800,332.42	\$ -	\$ -	\$ 1,800,332.42
030	Water Utility	\$ 1,292,775.19	\$ 1,050,785.15	\$ 895,968.07	\$ 1,447,592.27	\$ -	\$ 1,640.34	\$ 1,449,232.61
036	Waste Water Utility	\$ 2,879,151.77	\$ 870,703.39	\$ 678,951.22	\$ 3,070,903.94	\$ -	\$ -	\$ 3,070,903.94
037	Electric Utility	\$ 8,849,186.95	\$ 5,894,774.50	\$ 5,221,164.14	\$ 9,522,797.31	\$ -	\$ (110,795.95)	\$ 9,412,001.36
046	Electric CIP Fund	\$ 2,539,649.69	\$ 280,468.16	\$ 66,553.92	\$ 2,753,563.93	\$ -	\$ -	\$ 2,753,563.93
050	Capital Improvement	\$ 627,741.51	\$ 6,719.13	\$ 40,114.64	\$ 594,346.00	\$ -	\$ -	\$ 594,346.00
051	Utility Credits	\$ 176,101.13	\$ 1,309.11	\$ -	\$ 177,410.24	\$ -	\$ (28,152.24)	\$ 149,258.00
052	Capital Projects-Sidewalk	\$ 209,352.04	\$ 434.03	\$ 14,553.40	\$ 195,232.67	\$ -	\$ -	\$ 195,232.67
053	Equipment Reserve	\$ 818,494.50	\$ 8,990.41	\$ 65,557.60	\$ 761,927.31	\$ -	\$ -	\$ 761,927.31
054	Law Enforcement Trust	\$ 14,985.93	\$ 289.81	\$ -	\$ 15,275.74	\$ -	\$ -	\$ 15,275.74
056	Risk Management	\$ 1,153,885.33	\$ 6,670.09	\$ 62,950.05	\$ 1,097,605.37	\$ -	\$ (25.00)	\$ 1,097,580.37
057	AEO Foundation Loan Fund	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89	\$ -	\$ -	\$ 26,178.89
076	TIF-South Hwy 59	\$ 2,166,510.77	\$ 20,917.81	\$ -	\$ 2,187,428.58	\$ -	\$ -	\$ 2,187,428.58
078	Sales Tax-WWTP Projects	\$ 725,622.70	\$ 7,133.56	\$ 120,490.00	\$ 612,266.26	\$ -	\$ -	\$ 612,266.26
079	TIF/CID-Princeton & 19th	\$ 830,018.97	\$ 23,159.64	\$ 248,054.29	\$ 605,124.32	\$ -	\$ -	\$ 605,124.32
080	CID-Princeton & 21st	\$ 27,546.08	\$ 29,418.67	\$ 26,910.74	\$ 30,054.01	\$ -	\$ -	\$ 30,054.01
081	TIF/CID-Holiday Inn	\$ 330,316.53	\$ 26,507.35	\$ 207,796.29	\$ 149,027.59	\$ -	\$ -	\$ 149,027.59
091	TIF-K-68 Hwy District	\$ 1,243,035.52	\$ 13,958.67	\$ -	\$ 1,256,994.19	\$ -	\$ -	\$ 1,256,994.19
095	Grants-FAA Airport Imp	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75	\$ -	\$ -	\$ 18,012.75
097	Sales Tax-Proximity Park	\$ 5,013,375.06	\$ 439,628.68	\$ 864,420.00	\$ 4,588,583.74	\$ -	\$ -	\$ 4,588,583.74
098	Prox Park Infrastructure	\$ 152,201.97	\$ 1,740.32	\$ -	\$ 153,942.29	\$ -	\$ -	\$ 153,942.29
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42
102	Opioid Settlement Fund	\$ 87,875.85	\$ 195.80	\$ -	\$ 88,071.65	\$ -	\$ -	\$ 88,071.65
103	GO 2022A	\$ 1,618,800.24	\$ 18,448.35	\$ 6,607.30	\$ 1,630,641.29	\$ -	\$ -	\$ 1,630,641.29
401	Grants-Fire	\$ 10,068.19	\$ 360.00	\$ 327.86	\$ 10,100.33	\$ -	\$ -	\$ 10,100.33
402	Grants-Parks	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35
407	Grants-ARPA	\$ 129,848.07	\$ -	\$ 68,249.30	\$ 61,598.77	\$ -	\$ -	\$ 61,598.77
409	Grants-BASE	\$ 1,396,455.20	\$ 14,317.83	\$ 326,983.48	\$ 1,083,789.55	\$ -	\$ -	\$ 1,083,789.55
800	Self Insured Health	\$ 1,768,229.75	\$ 697,504.11	\$ 557,829.54	\$ 1,907,904.32	\$ 929.61	\$ -	\$ 1,906,974.71
801	Flex Spending Account	\$ 9,214.53	\$ 18,276.46	\$ 15,736.41	\$ 11,754.58	\$ -	\$ -	\$ 11,754.58
GRAND TOTAL		\$ 44,158,772.17	\$ 14,645,943.26	\$ 16,952,583.48	\$ 41,852,131.95	\$ 1,219.84	\$ (135,578.86)	\$ 41,715,333.25
Published Quarterly in Accordance with KSA 12-1608 & 12-1609 Rebekah McCurdy, Assistant Finance Director								

YTD Treasurer's Report as of September 30, 2025

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

The table below shows how transactions that happened from September 1st to 30th impacted each fund. This report updates each month to include the new month of transactions.

CITY OF OTTAWA YEAR-TO-DATE TREASURER'S REPORT SEPTEMBER 30, 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 CASH BALANCE	ENDING CASH BALANCE
001	General Fund	\$ 3,641,594.22	\$ 9,808,388.77	\$ 10,227,653.78	\$ 3,222,329.21	\$ (558.00)	\$ (161,880.10)	\$	\$ 3,061,007.11
005	Debt Service Fund	\$ 112,143.99	\$ 3,343,713.60	\$ 3,380,517.27	\$ 75,340.32	\$ -	\$ -	\$	\$ 75,340.32
011	Community Service Support	\$ 74,283.14	\$ 192,850.00	\$ 143,532.44	\$ 123,600.70	\$ -	\$ -	\$	\$ 123,600.70
013	Auditorium Fund	\$ 53,301.81	\$ 430,312.11	\$ 338,250.05	\$ 145,363.87	\$ -	\$ (3,963.70)	\$	\$ 141,400.17
014	Airport Fund	\$ 235,087.18	\$ 70,437.68	\$ 94,854.00	\$ 210,670.86	\$ -	\$ (136.00)	\$	\$ 210,534.86
016	Special Park & Rec Fund	\$ 244,877.60	\$ 76,938.59	\$ 5,858.88	\$ 315,957.31	\$ -	\$ -	\$	\$ 315,957.31
017	Special Drug & Alcohol	\$ 19,295.67	\$ 33,153.70	\$ -	\$ 52,449.37	\$ -	\$ -	\$	\$ 52,449.37
018	Library Fund	\$ -	\$ 1,190,254.78	\$ 1,134,975.64	\$ 55,279.14	\$ -	\$ -	\$	\$ 55,279.14
025	Economic Development Fund	\$ 548,343.25	\$ 134,743.59	\$ 163,056.14	\$ 520,030.70	\$ -	\$ (9,696.00)	\$	\$ 510,334.70
027	Golf Course Fund	\$ 137,643.59	\$ 414,963.82	\$ 465,487.58	\$ 87,119.83	\$ 600.00	\$ 3,650.95	\$	\$ 90,170.78
028	Special Streets Fund	\$ 1,250,457.50	\$ 330,212.28	\$ 310,422.44	\$ 1,270,247.34	\$ -	\$ (475.17)	\$	\$ 1,269,772.17
029	Stormwater Utility	\$ 1,721,946.35	\$ 418,891.79	\$ 328,609.62	\$ 1,812,228.52	\$ -	\$ (11,896.10)	\$	\$ 1,800,332.42
030	Water Utility	\$ 950,062.82	\$ 2,842,407.88	\$ 2,325,472.12	\$ 1,466,998.58	\$ -	\$ (17,765.97)	\$	\$ 1,449,232.61
036	Waste Water Utility	\$ 2,644,700.38	\$ 2,454,868.97	\$ 1,935,514.49	\$ 3,164,054.86	\$ -	\$ (93,150.92)	\$	\$ 3,070,903.94
037	Electric Utility	\$ 7,806,845.77	\$ 13,862,911.02	\$ 11,987,452.67	\$ 9,682,304.12	\$ -	\$ (270,302.76)	\$	\$ 9,412,001.36
046	Electric CIP Fund	\$ 2,965,314.40	\$ 321,142.05	\$ 532,892.52	\$ 2,753,563.93	\$ -	\$ -	\$	\$ 2,753,563.93
050	Capital Improvement	\$ 619,571.68	\$ 14,888.96	\$ 40,114.64	\$ 594,346.00	\$ -	\$ -	\$	\$ 594,346.00
051	Utility Credits	\$ 179,119.23	\$ (3,992.98)	\$ -	\$ 175,126.25	\$ -	\$ (25,868.25)	\$	\$ 149,258.00
052	Capital Projects-Sidewalk	\$ 211,525.03	\$ 1,369.29	\$ 15,328.40	\$ 197,565.92	\$ -	\$ (2,333.25)	\$	\$ 195,232.67
053	Equipment Reserve	\$ 1,111,531.94	\$ 24,453.58	\$ 353,456.21	\$ 782,529.31	\$ -	\$ (20,602.00)	\$	\$ 761,927.31
054	Law Enforcement Trust	\$ 13,642.88	\$ 1,632.86	\$ -	\$ 15,275.74	\$ -	\$ -	\$	\$ 15,275.74
056	Risk Management	\$ 944,065.56	\$ 1,260,247.75	\$ 1,091,504.92	\$ 1,112,808.39	\$ -	\$ (15,228.02)	\$	\$ 1,097,580.37
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	\$ 293,586.37	\$ -	\$ 2,187,428.58	\$ -	\$ -	\$	\$ 2,187,428.58
078	Sales Tax-WWTP Projects	\$ 714,512.27	\$ 18,243.99	\$ 120,490.00	\$ 612,266.26	\$ -	\$ -	\$	\$ 612,266.26
079	TIF/CID-Princeton & 19th	\$ 488,221.93	\$ 396,797.06	\$ 264,813.20	\$ 620,205.79	\$ -	\$ (15,081.47)	\$	\$ 605,124.32
080	CID-Princeton & 21st	\$ 24,534.99	\$ 78,432.09	\$ 48,903.52	\$ 54,063.56	\$ -	\$ (24,009.55)	\$	\$ 30,054.01
081	TIF/CID-Holiday Inn	\$ 79,003.04	\$ 322,607.90	\$ 228,685.11	\$ 172,925.83	\$ -	\$ (23,898.24)	\$	\$ 149,027.59
091	TIF-K-68 Hwy District	\$ 1,023,966.07	\$ 233,028.12	\$ -	\$ 1,256,994.19	\$ -	\$ -	\$	\$ 1,256,994.19
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	\$ 1,563,628.95	\$ 864,420.00	\$ 4,588,583.74	\$ -	\$ -	\$	\$ 4,588,583.74
098	Prox Park Infrastructure	\$ 151,939.84	\$ 4,096.45	\$ 2,094.00	\$ 153,942.29	\$ -	\$ -	\$	\$ 153,942.29
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$	\$ 10,303.42
102	Opioid Settlement	\$ 81,064.96	\$ 7,006.69	\$ -	\$ 88,071.65	\$ -	\$ -	\$	\$ 88,071.65
103	GOBond 2022A	\$ 1,597,060.13	\$ 43,261.26	\$ 9,680.10	\$ 1,630,641.29	\$ -	\$ -	\$	\$ 1,630,641.29
401	Grants-Fire	\$ 8,956.19	\$ 9,532.00	\$ 8,387.86	\$ 10,100.33	\$ -	\$ -	\$	\$ 10,100.33
402	Grants-Parks	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	\$ -	\$ -	\$	\$ 78,985.35
407	Grants-ARPA	\$ 228,043.78	\$ -	\$ 149,415.01	\$ 78,628.77	\$ -	\$ (17,030.00)	\$	\$ 61,598.77
409	Grants-BASE	\$ 1,799,758.38	\$ 39,283.16	\$ 752,423.43	\$ 1,086,618.11	\$ -	\$ (2,828.56)	\$	\$ 1,083,789.55
800	Self-insured Health	\$ 1,298,657.37	\$ 2,085,458.73	\$ 1,473,269.41	\$ 1,910,846.69	\$ 3,871.98	\$ -	\$	\$ 1,906,974.71
801	Flex Spending	\$ 15,706.66	\$ 56,829.30	\$ 60,781.38	\$ 11,754.58	\$ -	\$ -	\$	\$ 11,754.58
GRAND TOTAL		\$ 38,926,548.03	\$ 42,380,524.19	\$ 38,875,329.88	\$ 42,431,742.34	\$ 3,913.98	\$ (712,495.11)	\$	\$ 41,715,333.25

Grant Tracking Report as of September 30, 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.

SEPTEMBER				
	Drafts In Progress	Submitted	Pending Award Announcement	Awarded
Grant Applications	6	4	12	4
YTD Data	N/A	21	N/A	8

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	Q3 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
Inflation Reduction Act Community Forests Grant	Parks Department	N/A	\$97,430	\$ -	Dec. 31, 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

Investment Report as of September 30, 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									
September 2025									
ID NUMBER	TYPE	BANK	PURCHASE DATE		MATURITY	INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY
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
								APY	
Total Fixed Investments							\$ 11,000,000.00	4.22%	
OVERNIGHT AND MONEY MARKET ACCOUNTS									
Overnight	S	MIP	KMIP	8/1/2025	8/31/2025	\$ 1,196.05	\$ 1,198.97	2.83%	
7082592	S	CDAR	OAK	8/1/2025	8/31/2025	\$ 14,428,071.25	\$ 17,571,085.61	4.00%	
7082592	S	MM	OAK	8/1/2025	8/31/2025	\$ 240,866.30	\$ 240,815.44	4.00%	
Total Pooled Investment Funds							\$ 28,813,100.02		
Total for period ending: 9/30/2025									
PREPARED BY: Rebekah McCurdy, Assistant Finance Director									
*Interest rate show on the overnight and money market accounts are the stated rate as of September 30, 2025. These rate can change daily.									

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

2025 Investment Interest Revenue

Realized Investment Interest YTD \$ 768,719

Sweep and Operational Interest YTD \$ 282,018

Unrealized 2025 Investment Interest Revenue \$ 44,785

Investment Interest for 2025 \$ 1,095,522

2026 Unrealized Interest Revenue: \$ 532,140

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



Debt Report as of September 30, 2025

The information below outlines the City's Debt as of September 30, 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 September 30, 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

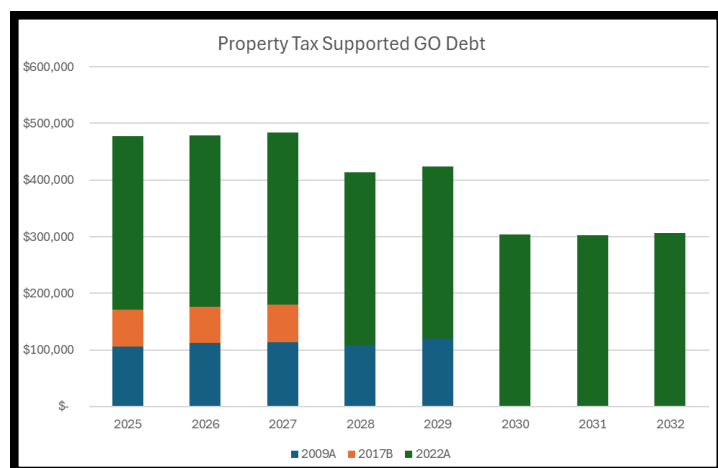
Lease Summary City of Ottawa as of September 30, 2025

Leased Property	Original Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2017 - Pierce Fire Truck	\$ 633,650	PP	2028	3.46%	\$ 213,057
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.



Franklin County Development Council

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

Monthly Report to Ottawa, Franklin County, and Membership

October 2025

Respectfully Submitted by Paul Bean, Executive Director

Industry Recruitment

Nothing to report. Waiting to see if potential industry in play moves forward before their extension ends in December.

FCDC Leadership Teams

Housing

We have been involved in coordinating a number of meetings with potential housing developers, builders, and investors. Nothing to report as of this time on solid outcomes, but discussions are taking place.

Childcare

We will be working on pulling together a luncheon with some of our area industry, schools, and municipalities to discuss potential solutions to bringing a childcare center to our community.

We have one investor that is waiting to see if they are awarded a grant this month to put a childcare center back online here in Ottawa.

Existing Industry Support

We will be hosting a morning coffee for discussion regarding the benefits and challenges created by the "Big Beautiful Bill". This event will be on October 14th at Ottawa University from 8:00 AM to 9:00 AM. We have 15 people that have RSVP'd for this event. I am looking forward to the conversation.

We have shared with you that the Department of Commerce can come to your industry and share information on incentives and support the state can provide for equipment purchases, expansion, training, etc. They recently met with the great leadership at Fashion Inc. Here are some comments from Fashion Inc.

When planning to acquire, renovate and equip the property at 1510 N Davis (next door), we learned the State of Kansas has a variety of aggressive pro-business incentives to offer such as 'The Kansas High Performance Incentive Program (HPIP)', Promoting Employment Across Kansas (PEAK), Workforce Recruiting and Screening Assistance, Personal Property Exemption, Sales Tax Exemption, and Industrial Training, and Retraining programs.

We met with Craig VanWey, Senior Regional Director, Kansas Dept. of Commerce who helped guide us through the application and documentation process. We learned a number of large companies such as

Panasonic Energy, Amazon, Hostess Brands and Kubota took advantage of the State offerings and located their projects in Kansas recently.

We were approved for the HPIP Program in March 2025 and earned potential incentives for Fashion, Inc. over a twelve-month period and can be renewed every year until the projects are completed. The key item for our application was the addition of jobs at or above the County median wage. In total, the Commerce Department estimated the total incentives for our project to be over \$1million.

If your industry would like to meet with Commerce to learn more, please let me know. I will be happy to set up a meeting for you.

Workforce

Due to the government shutdown and resulting furloughs it has become difficult to get information and coordinate with Ft. Riley on their job fair in November. As a result, we are cancelling our efforts to bring a group to represent our community and our industries to the fair in November.

It was shared earlier this year that the some of the folks in the department that works to support soldier transitions to the civilian sector are losing funding for their jobs. As a result, we do not currently know the status of this program. We will reach out in January/February to get a sense of what the landscape is for us to work to connect with this potential job source.

Ryland Miller, the Ottawa Kansas Chamber Director, shared that the Make My Move Program has been granted and approved to Ottawa/Franklin County. This will result in \$145,000 from the state to help us recruit 10 households to our community. We are one of a handful of communities that have been awarded these funds. Congratulations and THANK YOU to Ryland for his leadership in this effort. We will be meeting and organizing to support this effort and will be asking members to support this as well.

Ottawa University and Neosho County Community College students met with representatives from Advent Health. This event was hosted by Ottawa University and 20 students participated. It was part of our efforts to get industry into our schools to promote careers. We expect a number of those students that attended will make a campus visit to Advent Health to continue learning about the career opportunities. We hope other schools and industry will consider participating in this effort to get industry and students connected. If you are interested, please contact me!

Jane Morton, who is a member of our workforce team, attended the Kansas Workforce Innovation Conference this past month. She shared a fantastic website that provides incredible information about our community. The website is [All Things Kansas | Kansas State University](#) We encourage you to check it out!

eCommunity

We have set the date for the 2026 Youth Entrepreneurship Challenge. It will be hosted at Ottawa University on February 26th from 8:00 – 12:00. We will begin recruiting participants and judges later this month. We also invite the public to come by and see what the kids are doing and support them in their efforts. It is always a great day!!!

Executive Director Comments

Kansas Works has filled the position that will provide local support to workforce efforts here in Franklin County. Once this person has had time to get situated, we will be working to introduce her to our community. This is a great step forward for workforce efforts in our community.

The FCDC full board and all members were given the opportunity to listen to a presentation from the ORION group that is interested in a solar project in Franklin County. ORION requested this opportunity, so I accepted their request. The very same opportunity is being given to a group that is opposed to this project. I have received a request for the opportunity to share their reasons for their opposition to the ORION project. We will hold another full board meeting on November 13th at 8:00 AM at Neosho County Community College to accommodate this request. All board members and all FCDC members are invited to attend.

It is my belief that open dialogue and discussion is a healthy way to make decisions that impact our community and our quality of life. I believe that economic development issues are at the core of FCDC, and informed decisions by our board and our membership should be part of our organization's goals. We are not showing support or opposition, we are supporting the sharing of information to help all of us make informed decisions.

Lastly, I am happy to report that the City of Ottawa and Franklin County have agreed to fund FCDC for another year. As you know, their support is important to this organization and we are grateful to the leadership and the community for the support we receive. It is vital to the work we do on all the efforts listed in this report and many others.



Franklin County Development Council Inc.
Statement of Assets, Liabilities & Net Assets--Modified Cash Basis
As of September 30, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1042 Patriots Bank CD #161590	59,949.86
1060 3560 OAK STAR	47,195.23
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>\$ 263,377.67</u>
Total Current Assets	<u>\$ 263,377.67</u>
TOTAL ASSETS	<u>\$ 263,377.67</u>
LIABILITIES AND NET ASSETS	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	735.56
Total Other Current Liabilities	<u>\$ 735.56</u>
Total Current Liabilities	<u>\$ 735.56</u>
Total Liabilities	<u>\$ 735.56</u>
Net Assets	
3900 Unrestricted Net Assets	250,916.00
Net Income	11,726.11
Total Net Assets	<u>\$ 262,642.11</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 263,377.67</u></u>

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

	Total	
	Sep 2025	Jan - Sep, 2025 (YTD)
Income		
3001 County Contribution	5,632.75	50,694.75
3002 City of Ottawa	5,632.75	50,694.75
3003 Wellsville Contribution		5,000.00
3027 2025 Dues		45,951.80
3810 Interest Income	713.64	7,769.58
3890 Other Income	900.00	1,096.00
3965 E Community Revenue	3,200.00	17,200.00
Total Income	\$ 16,079.14	\$ 178,406.88
Gross Profit	\$ 16,079.14	\$ 178,406.88
Expenses		
4100 Auto/Travel/Conference	140.00	1,908.80
5030 Advertising Expenses	124.92	2,036.13
5040 Website		1,250.00
5050 Accounting Fees	200.00	6,780.00
5150 Postage		184.33
5160 Operating Supplies		921.59
5300 Insurance		1,123.00
5315 Special Meeting Expense	750.43	1,589.57
5335 Prospect Costs/mktg	85.33	8,329.87
5350 Capital Campaign	29.99	29.99
5405 Team Kansas		1,000.00
5410 KEDA Membership		330.00
5430 KCADC SmartPort	2,500.00	6,000.00
5550 Software	207.89	1,877.67
5600 Workforce Program Expenses	100.00	2,776.13
5965 E-Community Expense	3,200.00	6,503.50
6550 Executive Director Salary	11,666.66	104,551.78
6555 Executive Director Benefits	1,107.66	9,623.64
6557 Executive Director Cell Phone	50.00	450.00
Payroll Expenses		6,316.27
Company Contributions		
Retirement	351.50	3,163.50
Total Company Contributions	\$ 351.50	\$ 3,163.50
Total Payroll Expenses	\$ 351.50	\$ 9,479.77
Unapplied Cash Bill Payment Expense		-65.00
Total Expenses	\$ 20,514.38	\$ 166,680.77
Net Operating Income	-\$ 4,435.24	\$ 11,726.11
Change in Unrestricted Net Assets	-\$ 4,435.24	\$ 11,726.11

SUPPLEMENTARY INFORMATION

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

	Total			
	Sep 2025	Sep 2024 (PY)	Change	% Change
Income				
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%
3810 Interest Income	713.64	86.65	626.99	723.59%
3890 Other Income	900.00	3,100.00	(2,200.00)	-70.97%
3965 E Community Revenue	3,200.00		3,200.00	
Total Income	\$ 16,079.14	\$ 14,452.15	\$ 1,626.99	11.26%
Gross Profit	\$ 16,079.14	\$ 14,452.15	\$ 1,626.99	11.26%
Expenses				
4100 Auto/Travel/Conference	140.00	457.88	(317.88)	-69.42%
5000 Administration		56.00	(56.00)	-100.00%
5030 Advertising Expenses	124.92	440.76	(315.84)	-71.66%
5050 Accounting Fees	200.00		200.00	
5160 Operating Supplies		5.99	(5.99)	-100.00%
5315 Special Meeting Expense	750.43	366.16	384.27	104.95%
5326 Membership Retention		2,004.55	(2,004.55)	-100.00%
5335 Prospect Costs/mktg	85.33	41.15	44.18	107.36%
5350 Capital Campaign	29.99		29.99	
5400 KCADC Membership		2,500.00	(2,500.00)	-100.00%
5430 KCADC SmartPort	2,500.00		2,500.00	
5550 Software	207.89	169.99	37.90	22.30%
5600 Workforce Program Expenses	100.00	585.47	(485.47)	-82.92%
5650 Day on the Job Expenses		1,000.00	(1,000.00)	-100.00%
5965 E-Community Expense	3,200.00		3,200.00	
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		896.33	(896.33)	-100.00%
Company Contributions			0.00	
Retirement	351.50	351.50	0.00	0.00%
Total Company Contributions	\$ 351.50	\$ 351.50	\$ -	0.00%
Total Payroll Expenses	\$ 351.50	\$ 1,247.83	\$ (896.33)	-71.83%
Total Expenses	\$ 20,514.38	\$ 21,584.50	\$ (1,070.12)	-4.96%
Net Operating Income	\$ (4,435.24)	\$ (7,132.35)	\$ 2,697.11	37.82%
Change in Unrestricted Net Assets	\$ (4,435.24)	\$ (7,132.35)	\$ 2,697.11	37.82%

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

	Total			
	Actual	Budget	Over Budget	% of Budget
Income				
3001 County Contribution	50,694.75	67,593.00	-16,898.25	75.00%
3002 City of Ottawa	50,694.75	67,594.00	-16,899.25	75.00%
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	7,769.58	7,000.00	769.58	110.99%
3850 Annual Meeting		500.00	-500.00	0.00%
3890 Other Income	1,096.00	7,000.00	-5,904.00	15.66%
3910 Transfers from Reserves		5,048.00	-5,048.00	0.00%
3965 E Community Revenue	17,200.00	0.00	17,200.00	
Total Income	\$ 178,406.88	\$ 209,735.00	-\$ 31,328.12	85.06%
Gross Profit	\$ 178,406.88	\$ 209,735.00	-\$ 31,328.12	85.06%
Expenses				
4100 Auto/Travel/Conference	1,908.80	300.00	1,608.80	636.27%
5000 Administration		100.00	-100.00	0.00%
5030 Advertising Expenses	2,036.13	2,500.00	-463.87	81.45%
5040 Website	1,250.00	3,800.00	-2,550.00	32.89%
5050 Accounting Fees	6,780.00	9,000.00	-2,220.00	75.33%
5150 Postage	184.33	350.00	-165.67	52.67%
5160 Operating Supplies	921.59	2,000.00	-1,078.41	46.08%
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	1,589.57	1,500.00	89.57	105.97%
5326 Membership Retention		2,000.00	-2,000.00	0.00%
5335 Prospect Costs/mktg	8,329.87	500.00	7,829.87	1665.97%
5350 Capital Campaign	29.99		29.99	
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	6,000.00	3,500.00	2,500.00	171.43%
5500 Equipment		500.00	-500.00	0.00%
5550 Software	1,877.67	3,700.00	-1,822.33	50.75%
5600 Workforce Program Expenses	2,776.13	2,000.00	776.13	138.81%
5650 Day on the Job Expenses		1,500.00	-1,500.00	0.00%
5965 E-Community Expense	6,503.50	2,000.00	4,503.50	325.18%
6550 Executive Director Salary	104,551.78	140,000.00	-35,448.22	74.68%
6555 Executive Director Benefits	9,623.64	16,582.00	-6,958.36	58.04%
6557 Executive Director Cell Phone	450.00	0.00	450.00	
Payroll Expenses	6,316.27	10,573.00	-4,256.73	59.74%
Company Contributions			0.00	
Retirement	3,163.50	0.00	3,163.50	
Total Company Contributions	\$ 3,163.50	\$ 0.00	\$ 3,163.50	
Total Payroll Expenses	\$ 9,479.77	\$ 10,573.00	-\$ 1,093.23	89.66%
Unapplied Cash Bill Payment Expense	-65.00		-65.00	
Total Expenses	\$ 166,680.77	\$ 209,735.00	-\$ 43,054.23	79.47%
Net Operating Income	\$ 11,726.11	\$ 0.00	\$ 11,726.11	
Change in Unrestricted Net Assets	\$ 11,726.11	\$ 0.00	\$ 11,726.11	

		OTTAWA LIBRARY					
		General Fund					
		Receipts & Expenditures					
			9/30/2025				
			Current	Yr to Date	Encumb.	YTD % of	Budget
		Budget Amount	Month	Actual	paid in	Budget	Balance
Budget							
Code							
	Beginning Cash Balance	114,303.15	474,598.30	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	59.08	502.11		74.39%	-172.89
304.00	State Aid	3,500.00	206.91	7,610.63		217.45%	4,110.63
305.00	NEKLS Grants	54,281.00	13,570.75	40,712.25		75.00%	-13,568.75
306.00	Fines and Fees	5,850.00	470.56	4,561.87		77.98%	-1,288.13
307.00	Copiers & Computers Income	7,150.00	820.04	6,444.74		90.14%	-705.26
308.00	Endowment Interest	8,400.00	0.00	0.00		0.00%	-8,400.00
313.00	Gift	200.00	25.00	2,375.00		1187.50%	2,175.00
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	51.40	219.84		0.00%	219.84
341.00	Grant/Fundraising	0.00	1,047.61	3,050.23		0.00%	3,050.23
345.00	Snack Machine Income	0.00	0.00	1,705.26		0.00%	1,705.26
351.00	Community Reads	0.00	0.00	6,515.24		0.00%	6,515.24
	Total Income	1,534,994.15	16,251.35	1,208,672.81	0.00	78.74%	-326,321.34
	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	55,338.81	523,292.83		67.93%	247,095.17
402.00	Social Security	59,475.00	3,968.61	37,853.47		63.65%	21,621.53
403.00	KPERS	69,480.00	5,017.02	51,277.11		73.80%	18,202.89
404.00	Employee Insurance	103,527.00	7,363.48	65,224.02		63.00%	38,302.98
405.00	Unemployment	766.00	45.06	525.14		68.56%	240.86
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	71,732.98	682,243.28	0.00	67.50%	328,417.72
	Materials and Programs						
501.00	Juvenile Books	41,822.00	4,232.14	32,690.23		78.17%	9,131.77
502.00	Adult Books	54,369.00	4,777.00	34,658.62		63.75%	19,710.38
503.00	Periodicals	8,364.00	0.00	8,886.31		106.24%	-522.31
506.00	A.V. Materials	47,753.00	3,000.55	33,299.78		69.73%	14,453.22
507.00	Programs	10,000.00	291.58	1,377.66		13.78%	8,622.34
513.00	Gift	0.00	33.02	3,671.89		0.00%	-3,671.89
518.00	Electronic Access Expenditures	1,200.00	0.00	620.72		51.73%	579.28
520.00	A.V. Materials-Children	7,135.00	193.81	4,713.82		66.07%	2,421.18
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	0.00	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	12,528.10	141,324.59	0.00	82.82%	29,318.41

		OTTAWA LIBRARY					
		General Fund					
		Receipts & Expenditures					
			9/30/2025				
			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	4,526.55		96.23%	177.45
604.00	Water and Electric	34,496.00	1,812.00	16,308.00		47.28%	18,188.00
605.00	Telephone	5,200.00	960.43	4,251.81		81.77%	948.19
606.00	Postage	2,000.00	0.00	1,043.41		52.17%	956.59
607.00	Public Relations	5,000.00	44.99	3,092.95		61.86%	1,907.05
608.00	Custodial Supplies & Bldg. Maint.	10,000.00	468.68	5,030.13		50.30%	4,969.87
610.00	Office Supplies	16,940.00	212.24	9,555.93		56.41%	7,384.07
611.00	Copiers & Computers Expenses	5,060.00	131.40	2,990.50		59.10%	2,069.50
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	18,000.00	371.57	13,441.63		74.68%	4,558.37
612.00	Prof Mtgs & Memb & mile Grant funds expenditures	0.00	1,149.00	3,475.22		0.00%	-3,475.22
614.00	Equipment Purchase	14,000.00	1,338.06	9,742.14		69.59%	4,257.86
615.00	Equip. rental and repair	10,400.00	822.61	7,718.04		74.21%	2,681.96
616.00	Miscellaneous	500.00	28.00	308.72		61.74%	191.28
617.00	Automation Support	9,400.00	31.40	6,304.40		67.07%	3,095.60
618.00	Collection Agency	620.00	23.30	407.75		65.77%	212.25
619.00	Computer Software	5,717.00	0.00	5,159.05		90.24%	557.95
625.00	Cash S/O	0.00	-9.00	-115.68		0.00%	115.68
627.00	Snack Machine Expense	0.00	64.39	1,989.19		0.00%	-1,989.19
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	7,952.02	100,771.54	0.00	28.49%	252,918.61
	Total Expenditures	1,534,994.15	92,213.10	924,339.41	0.00	60.22%	610,654.74
	Ending Cash Balance		398,636.55	398,636.55			
	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	3,790.59		Patricia Nelson		50.00	
	Peg Carr (Large Print)	417.41		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					
		74,129.64					
	Available Cash Balance		342,901.40				
	COMPOSITION, ENDING CASH BALANCE						
		Interest Rate					
	BMO MM	0.08%	173,475.88				
	BMW MM	0.25%	214,766.33				
	KSB NOW	0.03%	10,102.45				
	Petty Cash on Hand		140.00				
	A/R Pass Through		151.89				
	Payroll Liabilities		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		0.00				
			398,636.55				
		CAPITAL IMPROVEMENT					
		FUND ACTIVITY					
	OakStar Bank 6/2022	3.29%	164,491.45				
	Interest		347.03				
	Checks/Deposits net		-5,031.22				
	(Fundraising exp, Rent, Donations & Fundraisers included)		159,807.26				
	TOTALS: General Fund	398,636.55					
	Capital Improvement Fund	159,807.26					
		558,443.81					

Month At A Glance

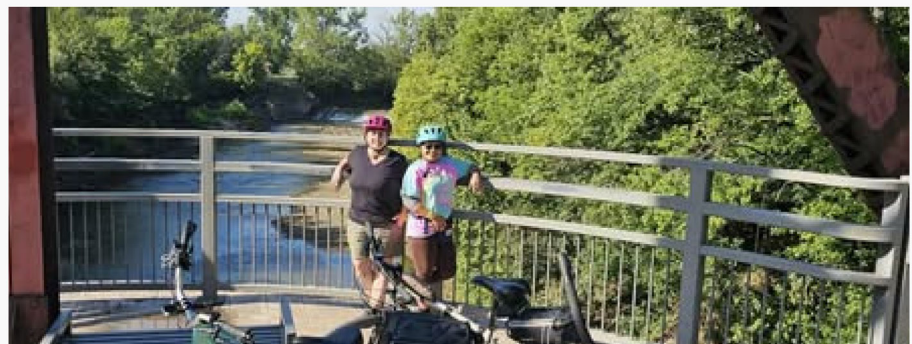
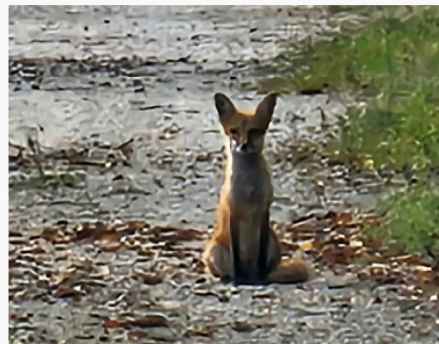
Ottawa Library



September 2025

Ride the Flint Hills Trail

Hosted by the library, the morning bicycle ride on the Flint Hills Trail proved to be a relaxing and scenic event. It provided a wonderful opportunity for our patrons to enjoy Ottawa in an outdoor setting. Participants brought their own bicycles or checked out one of the library's available loaners, allowing all who wanted to join the fun the ability to do so. Friendly conversation and beautiful trail sights and sounds were part of the ride and demonstrated the library's commitment to provide engaging programming for our patrons. We are pleased to promote community activities which support overall well-being and active lifestyles and look forward to offering more experiences for connection and outdoor exploration.



Checkouts

Adult	3,781
Youth	4,959
Hoopla Digital	1,104
Kanopy	67
Total Checkouts	9,911

Visitors

In person	8,338
-----------	-------

Volunteer Hours

Community Service	35
Friends of the Library	64
FOL Board	7
Library Board	7
Volunteers	27.5
Total Hours	140.5

Tween Writing Club with Paula

Paula helped young writers explore writing prompts while playing with words. These promising young authors were invited to bring their own journals and share their ideas in a supportive and approving space.

Teen Writing Club with Ky

Ky, one of our library clerks, utilized her creative writing skills and experience to lead a group of teens through some creative writing exercises. The budding authors were encouraged to network with the same-age writers, work through writing prompts, and share their works.

STEM Club with Josie

Josie Thompson, the 4-H Program Manager at the Frontier District Extension Office, led kids (age 8-12) through hands-on activities and experiments that explored the concept of gravity.

Ottawa Main Street Association

PO Box 1061, Ottawa, KS 66067

Regular Meeting of the Board of Directors

Mon. Sept 8th 6:30pm – Chamber Board Room or via ZOOM



Agenda

Roll Call of Board Members, Ex-Officio Members, & Guests: <i>(All Present Unless Otherwise Noted, L for Live & In Person, Z for Zoom, EA for Excused Absence, A for Unexcused Absence)</i> Executive Committee: President -Dawnua Dawson Vice President – Jeff Carroll Secretary – Eric Duderstadt Treasurer Wynndee Lee	Board Members 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 Lisa Myers	GUEST	Ex-Officio Members: Zachary Clayton <i>City of Ottawa</i> - Brian Silcott, <i>City of Ottawa</i> - Ryland Miller, <i>Ottawa Area Chamber of Commerce</i> - DIRECTOR: Sara Stauffer -
Call to Order / Introduction of Guests:			
Public Comments			
Approval of Minutes			
Director Report	River Run Membership update		
Treasurer's Report & Approval Financials	Account Balances Operating Account: IWW: City Bills to be paid		
<i>Old Business</i>	Transformational Strategy		

New Business	River District
President's Report	
Executive Session	
Adjournment	8p.m. or before

Upcoming Dates to calendars:

Sept 13th Power of Past Scavenger Hunt

Sept 20th Car Show/Scavenger Hunt

Oct 4th Harvest Moon Street Dance 4-8pm

Oct 25th Boo Bash 10-12pm

Nov 8th Dueling Pianos

Nov 29th Christmas Parade

Dec 19th Grinches Guys Night Out

THIRD THURSDAY ON MAIN



October 16th, 2025

MAKERS MARKET • FREE • RECEIPT RAFFLE
FOOD

5:00–8:00PM





Boo Bash



Candy Parade & Costume Contest



Bring your kids downtown for some Sweet fun with a candy parade & costume contest



Candy parade at Downtown businesses from 10 am-Noon. Costume contest at Noon at Haley Park

HiFi

DUELING PIANOS

SATURDAY, NOV. 8,

TICKETS \$25

DOORS OPEN 6:30 PM

SHOW AT 7 PM

OTTAWA MEMORIAL AUDITORIUM

*High-energy show packed with music, comedy,
and audience participation for a fast-paced,
unforgettable experience - built entirely on
audience requests.*



**THIS IS AN OTTAWA MAIN STREET ASSOCIATION FUNDRAISER
TO HELP BRING MORE EVENTS TO DOWNTOWN OTTAWA**

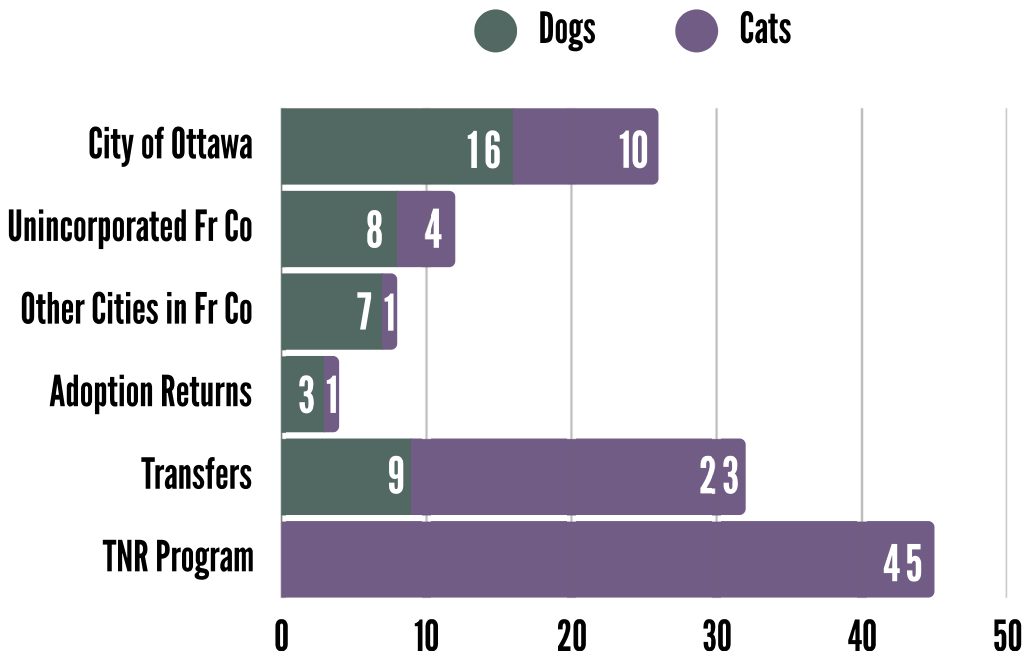


HIGHLIGHTS:

- THE BOW MEOW GALA AND AUCTION RAISED OVER \$60,000
- 166 DOGS AND CATS HAVE BEEN TRANSFERRED FROM KILL SHELTERS IN 2025 AS PART OF THE NO-KILL KANSAS PROGRAM
- RECEIVED \$3,000 GRANT FROM WALMART SPARK GOOD TO INCREASE FUNDING FOR SPAY/NEUTER
- OTTAWA VOLUNTEERS VISITED PRAIRIE PAWS EMPORIA
- CENTRAL HEIGHTS STUDENTS MADE ENRICHMENT ITEMS

SEPTEMBER INTAKES

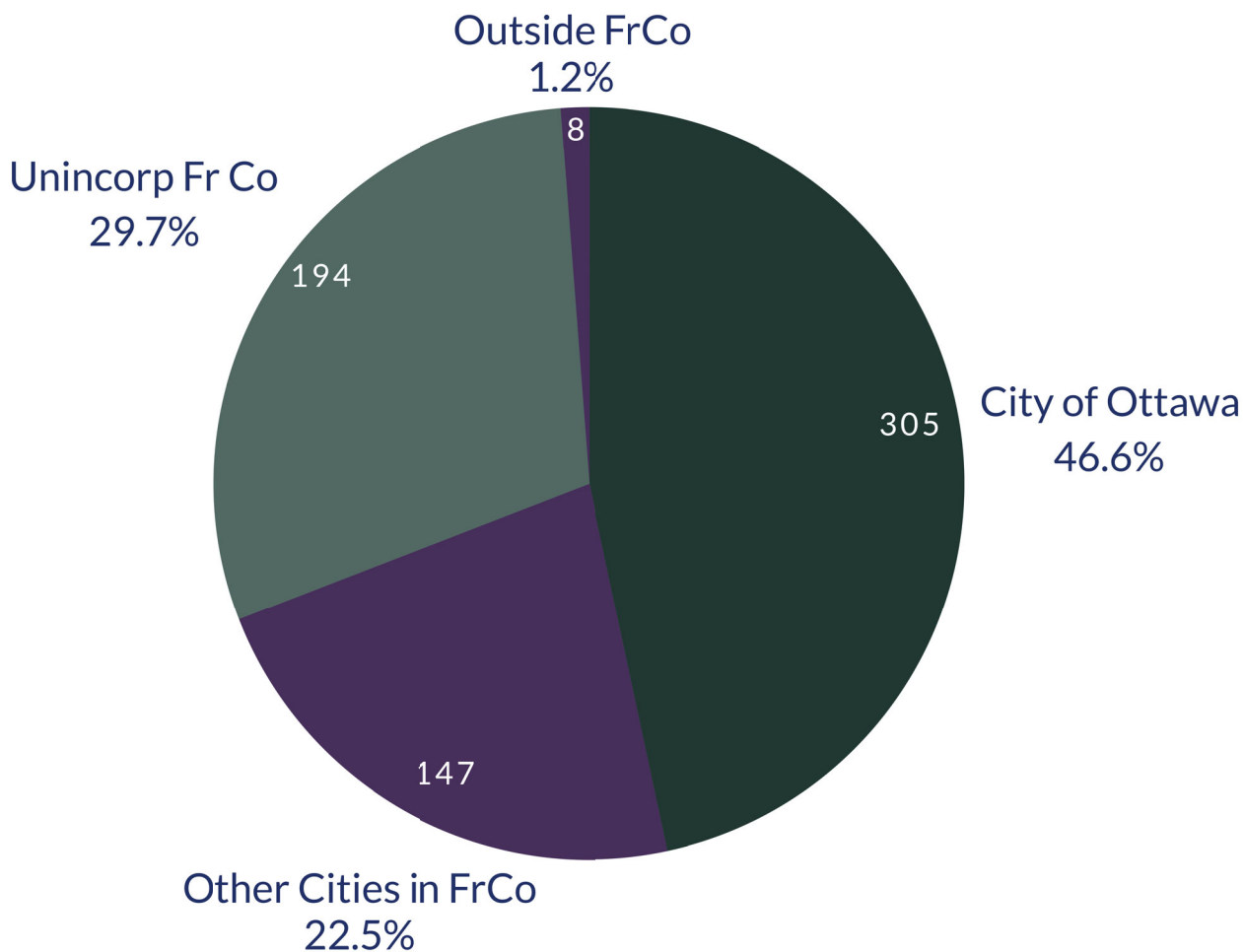
[Back to Agenda](#)



	August 2025	YTD 2025
Dogs	43	458
Cats	85	851
Total	128	1,416

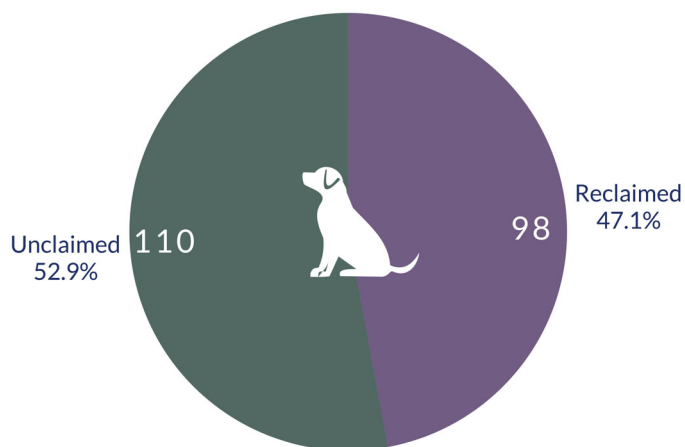
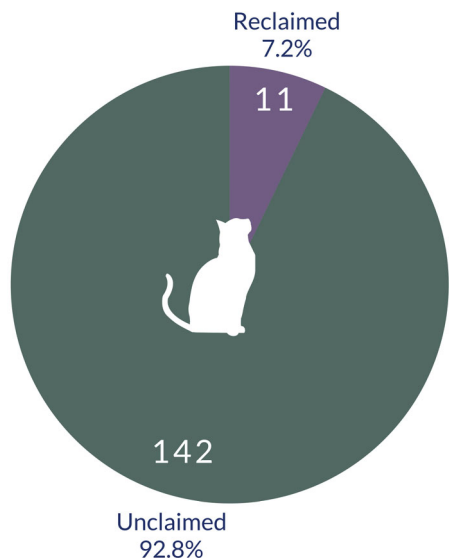
YTD INTAKES BY JURISDICTION

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



YTD 2025 STRAY RECLAIM RATES

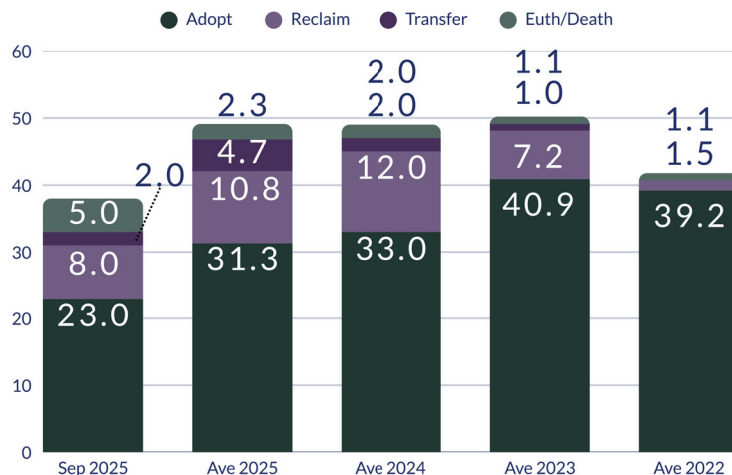
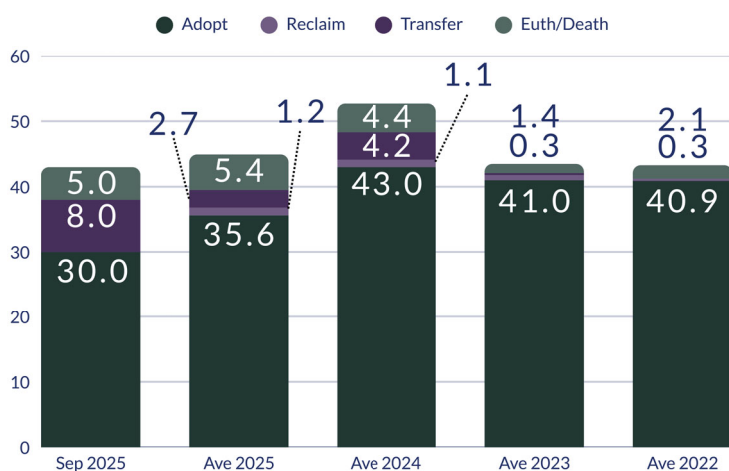
[Back to Agenda](#)



CAT OUTCOMES

DOG OUTCOMES

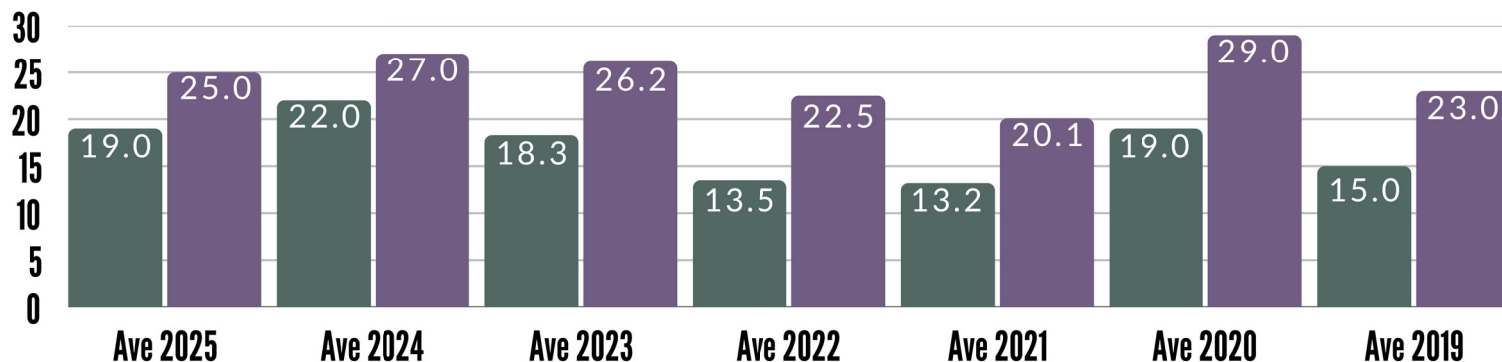
NUMBER OF ANIMALS



LENGTH OF STAY

● Dogs ● Cats

DAYS

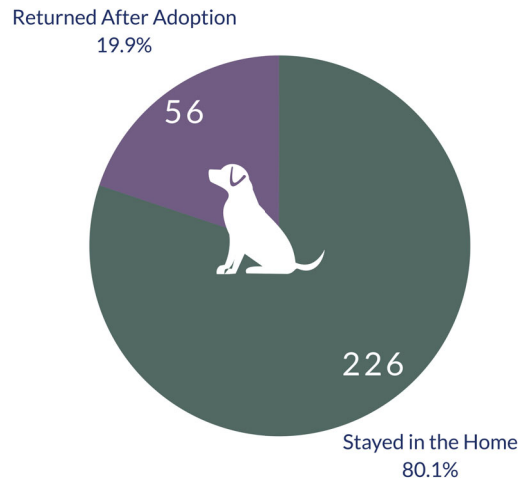


The average LOS across both species YTD is 22.0 days

YEAR TO DATE ADOPTION RETURN RATE

[Back to Agenda](#)

Generally a low return rate is positive and currently the return rate across both species is 13.0%.



OTHER MEASURABLES

KPI	YTD 2025	YTD 2024	2023	2022
Live Release Rate	93.7%	93.5%	97.3%	97.2%
Volunteer Program	5,667 Hours 219 Active Volunteers	6,266 Hours 167 Active Volunteers	5,218 Hours	3,549 Hours
Public Pets served with free vaccines/microchips	256	386	56	230
Public Pets served with low-cost spay/neuter	782	925	1,155	82
Cats spayed/neutered through TNR	269 cats, 807 Prevented Kittens	233 cats, 732 Prevented Kittens	332 Cats 1,038 Prevented Kittens	434 Cats 1,302 Prevented Kittens

UPCOMING EVENTS

November 8th: Disc Golf Tournament at Fairmont Park in Manhattan

October 25th: Maple Leaf Gravel Grind Bike Race in Baldwin City

Visit our website www.prairiepaws.org/events or contact Alexis for more details
alexis.bolan@prairiepaws.org

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

[Back to Agenda](#)

	Jan - Dec 23	Jan - Dec 24	Jan - Sept 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	118,590.40	81,000.00
4015B - Contributions - Manhattan	0.00	35,635.25	25,468.09	22,500.00
4015C - Contributions - Emporia	0.00	3,380.15	8,310.79	6,480.00
4020 - Contributions-direct mail	54,992.00	40,310.66	27,601.95	38,000.00
4030 - Memorials & bequests	24,589.35	41,423.00	15,777.64	27,000.00
4040 - Gifts in kind				
4041 - Gifts in Kind - Goods	53,568.59	75,632.00	43,556.00	45,000.00
4042 - Gifts in Kind - Services	75,145.00	74,033.00	72,409.00	45,000.00
Total 4040 - Gifts in kind	128,713.59	149,665.00	115,965.00	90,000.00
4050 - Foundations/trusts	31,026.00	42,287.61	28,754.15	27,700.00
4060 - Grants	396,900.00	445,845.00	82,375.00	45,000.00
4070 - Training Contributions	0.00	12,360.00	140.00	0.00
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	12,385.54	0.00
4075C - Grants-Grants - Capital Improvement-Emporia	0.00	0.00	44,273.00	0.00
Total 4075 Grants - Capital Improvement	0.00	0.00	56,658.54	0.00
Total 4010 - Indiv/business cont. (unrest)	707,267.61	833,025.39	479,641.56	337,680.00
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	3,550.00	10,000.00
4155 - Galas				
4155A - Bow Meow Gala - Ottawa	70,874.67	69,464.20	63,195.39	75,000.00
4155B - Gala - Manhattan	0.00	17,827.92	27,385.74	25,000.00
4175 - Miscellaneous fundraising	44,152.99	59,869.63	9,996.78	36,000.00
Total 4100 - Fundraising(unrestricted)	131,438.03	166,457.47	121,244.04	161,000.00
Total 40 - Unrestricted	838,705.64	999,482.86	600,885.60	498,680.00
Total 4 - Contributed support	838,705.64	999,482.86	600,885.60	498,680.00
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	46,800.00	46,800.00
4559 - City of Wellsville	1,790.00	1,122.36	0.00	1,000.00
4563 - Franklin County	46,213.00	44,000.00	33,000.02	33,002.00
4565 - Miami County	5,500.00	5,500.00	5,500.00	5,500.00
4570 - City of Manhattan	0.00	362,782.97	269,064.00	269,062.47
4571 - Riley County	0.00	30,000.00	36,000.00	45,000.00
4573 - Pottawatomie County	0.00	27,840.00	24,750.00	24,750.00
4574 - City of Emporia	0.00	69,098.36	105,631.38	118,422.00
4780 - Other Cities/Counties	2,400.00	8,700.00	5,760.00	5,760.00
Total 4540 - Local government support	126,055.00	619,195.69	526,505.40	549,296.47
5 - Earned revenues				
5180 - Program service fees				
5181 - Adoption PPAS				
5181A- Adoption - Ottawa	88,550.25	69,215.18	48,788.00	63,000.00
5181B - Adoption - Manhattan	0.00	84,668.75	79,583.72	63,000.00
5181C - Adoption - Emporia	0.00	7,804.01	23,592.61	22,500.00

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

[Back to Agenda](#)

	Jan - Dec 23	Jan - Dec 24	Jan - Sept 25	2025 Budget YTD
Total 5181 - Adoption PPAS	88,550.25	161,687.94	151,964.33	148,500.00
5185 - Surrender Contributions	75.00	4,112.50	1,190.00	3,150.00
5187 - S/N Contributions - Community				
5187A - Community S/N - Ottawa	91,330.01	83,736.38	76,709.04	86,250.00
5187B - Community S/N - Manhattan	0.00	28,624.03	62,607.93	70,500.00
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	1,800.00
5189 - Reclaim fees				
5189A - Reclaim - Ottawa	3,895.00	3,820.80	4,138.19	3,294.00
5189B - Reclaim - Manhattan	0.00	4,790.00	3,671.50	3,600.00
5189C - Reclaim - Emporia	0.00	2,171.09	3,926.97	3,600.00
Total 5180 - Program service fees	277,053.24	459,020.87	305,282.08	320,694.00
 5820 - Retail & Micro Chip Income				
5820A - Retail & Micro Chip - Ottawa	2,907.38	5,720.93	6,364.65	4,050.00
5820B - Retail & Micro Chip - Manhattan	0.00	3,515.09	3,824.95	2,700.00
5820C - Retail & Micro Chip - Emporia	0.00	0.00	165.93	900.00
5830 - Pet Licence Contributions				
5830A Pet License - Ottawa	3,941.00	5,313.00	955.00	2,000.00
5830B - Pet License - Manhattan	0.00	10,235.77	7,503.00	8,100.00
5830C - Pet License - Emporia	0.00	0.00	0.00	0.00
Total 5 - Earned revenues	283,901.62	483,805.66	324,095.61	338,444.00
 6710 - Interest income				
6721 - Interest Income (Unrestricted)	5.45	0.00	0.00	0.00
Total 6710 - Interest income	5.45	0.00	0.00	0.00
6810 - Unrealized gain(loss) - invest	4,082.21	19,673.36	15,359.59	0.00
6900 - Miscellaneous Income	540.00	0.00	0.00	0.00
Total Income	1,253,289.92	2,122,157.57	1,466,846.20	1,386,420.47
 Gross Profit	1,253,289.92	2,122,157.57	1,466,846.20	1,386,420.47
 Expense				
7200 - Payroll expenses (all locations)				
7250 - Wages & salary				
7251 - Wages	132,218.99	240,269.23	237,772.30	252,403.84
7252 - Hourly wages	178,879.07	449,733.76	357,159.63	394,104.00
7253 - Simple IRA Expense	7,495.49	14,445.90	15,037.72	15,975.67
7254 - Authorized time off	7,621.54	16,567.69	25,873.56	9,488.16
7256 - Health Insurance	7,800.00	20,447.27	18,200.34	22,600.00
7257 - Overtime Wages	1,074.88	9,103.66	8,262.80	5,300.00
Total 7250 - Wages & salary	335,089.97	750,567.51	662,306.35	699,871.67
 7260 - Payroll Taxes				
7261 - FICA taxes	23,204.54	52,168.73	45,312.61	50,886.78
7262 - State unemployment	516.05	533.37	0.00	0.00
7263 - Workers compensation	3,383.00	4,870.00	6,945.00	7,700.00
Total 7260 - Payroll Taxes	27,103.59	57,572.10	52,257.61	58,586.78
Total 7200 - Payroll expenses (all locations)	362,193.56	808,139.61	714,563.96	758,458.45
 7500 - Other Personnel Expenses				
7510 - Accounting fees	6,030.00	11,850.00	9,450.00	10,800.00
7511 - Professional fees - other	24,107.46	34,000.00	27,000.00	47,000.00
7515 - Uniform Expense	2,768.17	3,704.90	760.30	1,800.00
Total 7500 - Other Personnel Expenses	32,905.63	49,554.90	37,210.30	59,600.00
 8100 - Non-personnel expenses				
8110 - Office supplies & Postage	3,068.02	6,617.72	5,099.50	4,500.00
8115 - Telephone & Internet				

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

[Back to Agenda](#)

	Jan - Dec 23	Jan - Dec 24	Jan - Sept 25	2025 Budget YTD
8115A - Telephone and Internet - Ottawa	7,946.23	8,016.29	5,825.71	6,075.00
8115B - Telephone and Internet - Manhattan	0.00	3,723.07	2,828.83	2,835.00
8140 - Equipment rental	3,074.75	7,727.03	6,984.30	5,940.00
8150 - Computer and IT Related	6,339.38	7,883.77	5,397.60	4,690.00
Total 8100 - Non-personnel expenses	20,428.38	33,967.88	26,135.94	24,040.00
8200 - Occupancy Expenses				
8205 - Repairs & maintenance				
8205A - Repairs & Maint - Ottawa	45,141.86	39,325.31	28,823.29	31,500.00
8205B - Repairs & Maint - Manhattan	0.00	43,653.13	23,453.15	18,000.00
8205C - Repairs & Maint - Emporia	0.00	4,080.04	2,844.25	1,575.00
8210 - Utilities				
8210A - Utilities - Ottawa	39,718.11	37,859.71	31,972.77	28,800.00
8210B - Utilities - Manhattan	0.00	23,779.16	22,686.37	18,000.00
8210C - Utilities - Emporia	0.00	3,657.50	7,875.13	6,750.00
8220 - Insurance - nonemployee	10,823.34	18,742.72	16,345.39	16,238.00
Total 8200 - Occupancy Expenses	95,683.31	171,097.57	134,000.35	120,863.00
8300 - Travel & meeting expenses				
8310 - Training	1,085.92	0.00	0.00	0.00
8315 - Staff development/meetings	7,558.26	8,116.71	7,982.99	4,800.00
8320 - Automobile expense	5,173.98	11,618.64	13,597.13	9,900.00
Total 8300 - Travel & meeting expenses	13,818.16	19,735.35	21,580.12	14,700.00
8500 - Animal expenses				
8510 - Animal expenses				
8510A - Animal expenses - Ottawa	50,069.78	47,012.77	52,730.13	51,000.00
8510B - Animal expenses - Manhattan	0.00	31,654.24	34,426.38	22,500.00
8510C - Animal expenses - Emporia	0.00	5,210.99	11,400.72	7,200.00
8512 - Food expense				
8512A - Food expense - Ottawa	12,348.56	15,049.53	9,340.65	11,250.00
8512B - Food expense - Manhattan	0.00	4,308.17	4,080.52	3,150.00
8513 - Vet expense				
8513A - Vet expense - Ottawa	7,954.43	15,878.21	5,091.95	4,000.00
8513B - Vet expense - Manhattan	0.00	3,579.60	18,686.86	25,125.00
8513C - Vet expense - Emporia	0.00	3,043.81	2,990.09	4,500.00
8514 - Spay/neuter expense				
8514A - Spay/neuter expense - Ottawa	87,367.65	69,697.29	47,419.90	47,400.00
8514B - Spay/neuter expense - Manhattan	0.00	22,586.87	41,889.99	38,650.00
8514C - Spay/neuter expense - Emporia	0.00	718.35	745.10	1,800.00
8516 - Cleaning supplies				
8516A - Cleaning supplies - Ottawa	6,102.56	5,968.57	2,540.02	3,600.00
8516B - Cleaning supplies - Manhattan	0.00	5,096.98	3,136.67	3,150.00
8516C - Cleaning supplies - Emporia	0.00	2,616.04	104.01	1,350.00
8519 - Training Expense				
8519A - Training Expense - Ottawa	0.00	850.00	0.00	315.00
8519B - Sorenson Training Expense	0.00	4,943.96	1,625.48	765.00
8519C - Training Expense - Emporia	0.00	0.00	0.00	315.00
8520 - Cremation Expense				
8520A - Cremation Expense - Ottawa	4,561.00	3,970.56	2,516.94	3,150.00
8520B - Cremation Expense - Manhattan	0.00	1,509.03	1,289.00	900.00
Total 8500 - Animal expenses	168,403.98	243,694.97	240,014.41	230,120.00
8530 - Fundraising expenses				
8531 - Fundraisng - general	11,732.32	14,211.07	6,932.83	9,000.00
8535 - Fundraing - Galas				
8535A - Bow Meow Gala Expense - Ottawa	14,440.21	11,247.90	11,993.53	10,000.00
8535B - Gala Expense - Manhattan	0.00	8,826.59	7,633.36	7,500.00

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

[Back to Agenda](#)

	Jan - Dec 23	Jan - Dec 24	Jan - Sept 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	4,920.00
Total 8530 - Fundraising expenses	35,829.75	54,310.16	38,716.34	36,420.00
8600 - Miscellaneous				
8605 - Marketing				
8605A - Marketing - Ottawa	5,456.21	7,627.50	7,100.00	5,400.00
8605B - Marketing - Manhattan	0.00	0.00	0.00	900.00
8605C - Marketing - Emporia	0.00	0.00	750.00	900.00
8610 - Bank service charges	5,824.56	11,289.07	11,441.70	9,000.00
8615 - Dues and subscriptions	138.00	1,366.83	1,111.59	900.00
8620 - Capital Improv Project Expense				
8620C - Capital Improv Project Exp-Emp	0.00	0.00	4,459.17	0.00
8650 - Licenses and permits	1,118.31	1,457.92	1,541.25	3,400.00
8660 - Miscellaneous	1,134.81	1,200.28	13,248.72	1,800.00
8676 - Volunteer Expenses	405.71	1,712.96	152.48	900.00
Total 8600 - Miscellaneous	14,077.60	24,654.56	39,804.91	23,200.00
Total Expense	743,340.37	1,405,155.00	1,252,026.33	1,267,401.45
Net Ordinary Income	509,949.55	717,002.57	214,819.87	119,019.02
Other Income/Expense				
Other Income				
6700 - Other Income	636.00	151,072.68	0.00	0.00
Total Other Income	636.00	151,072.68	0.00	0.00
Other Expense				
9700 - Other Expenses				
Unapplied Cash Bill Payment Expense	0.00	0.00	17,221.87	0.00
9701 - In Kind Goods Expense	53,568.59	75,632.00	43,556.00	45,000.00
9701 - In Kind Services Expense	75,145.00	74,033.00	72,409.00	45,000.00
9910 - Interest expense	4,683.23	3,653.97	0.00	0.00
Total 9700 - Other Expenses	132,760.82	2,246.29	133,186.87	90,000.00
9800 - Fixed asset purchases	0.00	0.00	0.00	0.00
Total Other Expense	132,760.82	2,246.29	133,186.87	90,000.00
Net Other Income	-132,760.82	-2,246.29	-133,186.87	-90,000.00
Net Income	377,188.73	714,756.28	81,633.00	29,019.02

Agenda Item: XI.A

**City of Ottawa
City Commission Regular Meeting
October 22, 2025**

TO: Mayor and City Commission
SUBJECT: Utility Payment KIOSK Update
INITIATED BY: Assistant Director of Finance & Utilities Services Supervisor
AGENDA: New Business

Recommendation: It is recommended that the City Commission receive information regarding KIOSK utilization history and discuss the benefits of replacement or removal of the existing KIOSK unit.

Background: In December 2014, the City's Employee Leadership Academy class of 2014 brought to the City Commission a request for the purchase of a KIOSK unit. The unit was placed in the parking lot at City Hall for utility customers. The overall costs for the purchase and installation of the original KIOSK machine totaled \$48,312.81. The KIOSK was active for customers on July 26, 2016, and stopped functioning in June of 2024. Accepted forms of payment included cash, credit cards, and checks. The benefits of the KIOSK included real-time payment posting to utility accounts, 24/7 access to make cash payments, and a reduction in foot traffic at the Utility Window.

In November 2024, City staff presented to the Commission information regarding the historical uses and benefits of the current KIOSK unit. The KIOSK unit has been inoperable since June 2024. Staff compiled usage data for the KIOSK from June 2016 – June 2024; during which 14,288 utility payments were made for a total dollar amount of \$2,388,635.37.

The table below outlines all utility payments made during 2023, by payment method:

2023		
Cash	2,785	4.3%
Check	19,739	30.3%
Credit Card (In-House)	10,865	16.7%
Credit Card (Online)	31,071	47.6%
KIOSK	771	1.2%
TOTAL	65,231	100.1%

*The subsection labeled Credit Card (In-House) is cards run by staff – both in person and over the phone.

While the total percentage of payments made at the KIOSK is small compared to the overall payment methods, the KIOSK was a preferred option for citizens who prefer to pay by cash, who work during our operational hours, or who just wish perhaps to avoid a line inside.

Some challenges that were faced with the previous KIOSK include:

- Inability to give change to customers when cash payments were made.

- Rainy weather caused the KIOSK unit to malfunction due to insufficient weather protection, requiring manual reboot.
- Check payments were originally applied to accounts, but eventually that function broke, and staff had to manually deposit checks.
- In the last few years of life, significant time was invested by the IT Department trying to maintain KIOSK functionality.

Analysis: During the November 2024 Commission meeting, the Commission asked staff to research additional KIOSK options. Staff requested three quotes from KIOSK providers. Only two providers responded to the request. Staff research included three KIOSK replacement options:

1. **Indoor Unit:** This unit would be fixed to the floor in the lobby of City Hall for use by utility customers to pay their utility bill during all hours that the lobby is open to the public. In addition to the 45 hours that City Hall is open each week, this would include hours the Ottawa Library is open, when City Hall is closed, adding 19 hours a week for a total of 64 hours weekly. When the Ottawa Library relocates, this unit will only be accessible during the same hours as City Hall.
2. **Wall-Mounted Unit:** This unit would be built into a wall at City Hall, with access from outside the building for utility customers to pay their bills 24/7 each day. From inside the building, staff would have access to the back of the unit to take out daily deposits, replace receipt paper, and reboot the computer unit as necessary. Staff met with a local contractor to explore possible locations for the unit. An ideal location was recommended, and an estimate for installation was gathered.
3. **Outdoor Unit:** This unit would replace the current inoperable unit located in the City Hall parking lot. Giving utility customers 24/7 access to pay their utility bills each day.

KIOSK Quotes:

1. Adcomp Systems Group
 - a. All units start at the same price, but depending on functionality needs, there are additional costs outlined below.

Unit Base Price	\$18,245.00
+ Advanced Payment Software (allowing look-up balance and auto-update to the account)	\$ 4,300.00
+ Check Reader	\$ 2,390.00
+ Barcode Reader	\$ 785.00
+ Bill Dispense (to give change back)	\$ 2,800.00
+ Security Cameras	\$ 1,143.00
+ Set-up Fees/Training	\$ 1,200.00
TOTAL	\$ 30,863.00
<i>Wall-mounted unit – install estimate</i>	<i>\$ 9,500.00</i>
<i>Outdoor additional potential costs related to weatherization of the unit</i>	<i>\$ 5,500.00</i>
<i>The annual contract is 20% of the total invoice.</i>	<i>Estimated \$6,172.60</i>

2. Howard Technology Solutions

- a. Howard H1 quote was all that was supplied by the vendor. The H1 unit is a walk-up outdoor unit. Unit base price is \$19,722.00

	Indoor Unit	Wall-Mounted Unit	Outdoor Unit
Unit Base Price	\$13,495.00	\$17,161.00	\$21,025.00
+ Shipping & Handling	\$ 125.00	\$ 125.00	\$ 125.00
+ Taxes	\$ 1,293.90	\$ 1,642.17	\$ 2,009.25
+ Card Reader	Not provided	Not provided	Not provided
TOTAL	\$ 14,913.90	\$18,928.17	\$ 23,159.25
<i>The annual contract was not listed in the quote but would need to be identified for a proper full quote.</i>			

If removal of the old unit and no replacement is placed in the location, staff would recommend scrapping the old unit and repurposing the sunshade poles, if possible, by the Parks Department.

Staff also gathered information regarding neighboring communities that have a KIOSK unit and utilization by their utility customers. The City of Osawatomie shared through an open records request that they have approximately 1,900 utility bills and received 79 payments via the KIOSK in the month of June 2025, or approximately 4.2% of their total bills. They offer pay by phone, pay by text, mobile app, drop box, mail, in person, and auto draft utility payments.

Financial Considerations: Included in the 2025 budget for the Electric Fund within Division 3710 was \$60,000 for a KIOSK replacement plan. There are annual contracts related to any KIOSK unit and monthly credit card merchant account fees. These were estimated to be about \$7,000 annually. At this time, staff recognize by not replacing the KIOSK the Utilities would be saving rate payers these annual funds

Legal Considerations: No legal considerations relate to this report.

Recommendation/Actions: It is recommended that the City Commission receive information regarding the KIOSK and direct staff to:

1. Pursue replacement of the unit; or
2. Move forward with the removal of the unit with no plan for replacement; or
3. Continue this discussion at a future City Commission meeting.

Attachments:

None.

Agenda Item: XI.B

**City of Ottawa
City Commission Study Session
October 22, 2025**

TO: Mayor and City Commission

SUBJECT: Selection of Strategic Government Resources (SGR) as City Manager Search Consultant

INITIATED BY: City Attorney and Human Resources Director

PRESENTED BY: City Attorney and Human Resources Director

AGENDA: Items for Presentation and Discussion

Recommendation: It is recommended the City Commission approve the selection of Strategic Government Resources (SGR) to conduct the executive recruitment for City Manager and authorize the Mayor, or designee, to negotiate and execute an agreement consistent with SGR's proposal. This selection is based on their history, experience and a competitive bid.

Background: The City initiated a competitive process to retain an executive search firm for the City Manager recruitment process. Six proposals were received and evaluated against criteria including recruitment approach, experience with municipal placements, references, proposed timeline, cost, compliance and value-added services.

Analysis: **Qualifications & Approach:** SGR specializes in local-government recruitment and proposes a comprehensive process that includes targeted outreach, candidate vetting (structured questionnaires, recorded semifinal interviews, media/social screenings, and reference/background checks), and a tailored communications plan with the City.

Experience: SGR has extensive municipal recruitment experience, including work in Kansas, and a robust network to attract a qualified and diverse candidate pool.

Timeline: SGR's schedule supports timely recruitment while maintaining thorough stakeholder engagement and evaluation.

Cost/Value: The proposal reflects competitive pricing for the scope of services with clear delineation of professional fees and reimbursable expenses.

Financial Considerations: The expense will be paid out the City Manager/City Commission budget in the General Fund. The fee proposal includes a not to exceed price of \$29,419. Final costs will reflect the negotiated agreement with SGR and any approved optional services.

Legal Considerations: The agreement has been reviewed by the City Attorney for compliance with applicable procurement requirements and state law. Standard provisions regarding insurance, indemnification, and termination will be included.

Recommendation/Action: It is recommended the City Commission approve SGR as the City Manager search consultant and authorize the Mayor (or designee) to finalize and execute the agreement.

Attachments:

Attachment XI.B1 SGR Proposal for Executive Recruitment Services

Attachment XI.B2 Request for Proposal Bid Tab

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**City Manager
City of Ottawa, Kansas**

**Submission Due: October 8, 2025
This proposal is valid for 90 days**

**Response to RFP for Professional Recruitment
Services – City Manager dated September 15, 2025**



Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Rebecca L. Fleury, President of Executive Recruitment
RebeccaFleury@GovernmentResource.com



October 8, 2025

Hon. Mayor Emily Allen and City Commission
City of Ottawa, Kansas

Dear Mayor Allen and Commissioners,

Strategic Government Resources (SGR) is thankful for the opportunity to submit this proposal to assist the City of Ottawa in your recruitment for a City Manager. Our nationwide reach, deep municipal expertise, and servant leadership mindset help us deliver tailored recruitment services that will strengthen your culture and community.

We recognize that Ottawa's next City Manager will play a pivotal role in guiding a growing, full-service city that values community collaboration, transparency, and forward momentum. Ottawa's blend of historic charm, strong civic pride, and strategic location creates an environment where visionary leadership can make a lasting impact. We understand the importance of identifying a leader who can balance growth with stewardship, inspire confidence among stakeholders, and continue enhancing the quality of life for all community members.

We would like to highlight some key aspects that set SGR apart from other firms:

- **Local government experience:** Our team brings decades of direct local government experience, giving us an insider's understanding of your unique challenges. We've conducted executive searches for over 450 local governments across 37 states, including experience with the Cities of Bonner Springs, Coffeyville, and Leavenworth. This experience provides us with valuable insight into the unique needs of recruiting a City Manager in the State of Kansas.
- **National reach and candidate pipeline:** With over 20,000 LinkedIn followers and 35,000 subscribers to our Servant Leadership e-newsletter, every SGR recruitment is seen by a vast audience engaged in the profession. We also leverage targeted job alerts to reach over 5,000 city and county management professionals.
- **Active engagement in the profession:** As recognized thought leaders in local government management, we are directly involved in the latest operations, challenges, and best practices. This ongoing engagement ensures we are attuned to the evolving skills and leadership qualities needed in today's local government leaders.

Clay Pearson, Senior Vice President, will serve as your Executive Recruiter and primary contact for this recruitment. Clay has over 30 years of experience in local government, and has an extensive network across Kansas and Missouri, as well as nationwide.

We are eager to partner with the City of Ottawa to identify your next leader. We look forward to the opportunity to discuss our proposed approach in more detail and are available for a meeting at your convenience.

Respectfully submitted,

Rebecca L. Fleury, President of Executive Recruitment
RebeccaFleury@GovernmentResource.com

Table of Contents

- 1. About SGR**
- 2. SGR's Unique Qualifications**
- 3. DEI in Recruitments**
- 4. Project Personnel**
- 5. Approach and Methodology**
- 6. Typical Timeline**
- 7. Fee Proposal**
- 8. Terms and Conditions**
- 9. Placement Guarantee**
- 10. SGR Similar Recruitments**
- 11. References**
- 12. Sample Position Profile Brochure**
- 13. Agreement for Executive Recruitment Services**
- 14. Certificates of Insurance**

About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 21 full-time employees, 21 recruiters, 18 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Michigan, Montana, Nevada, New York, North Carolina, Ohio, Oklahoma, and South Carolina.

View all SGR team members and their bios at: GovernmentResource.com/Meet-the-Team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 35,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City & County Management Job Alerts.
- Your position will appear on SGR's Website which attracts approximately 20,000 visitors per month. GovernmentResource.com/Open-Recruitments
- Your position will be posted on SGR's Job Board which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month. SGRJobs.GovernmentResource.com
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a "boutique" firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility and Communication

Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded two-way semifinalist interviews.
- Media search reports incorporating both internet and social media results tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

Executive Recruitment Clients

SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2024 placements, 33% of candidates were female and 31% indicated they were a person of color. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

Project Personnel

Clay Pearson, Senior Vice President

Email: ClayPearson@governmentresource.com

Phone: 713-816-8639



Clay J. Pearson joins SGR as Senior Vice President after serving more than 30 years in local government. A seasoned city manager, Clay's career includes impactful roles in Fort Worth and Pearland, Texas; Novi, Michigan; and Elgin, Illinois, contributing to his expertise in community and economic development, budget and finance, public safety, and technology. His tenure in diverse states and situations, working with cities ranging from 60,000 to one million, has equipped him with experience, perspective and a unique ability to collaborate with elected officials and assist community leaders in transforming their visions into actionable plans. Clay holds a Bachelor's Degree in Economics from Gustavus Adolphus College (St. Peter, MN) and a Master of Public Administration from The University of Kansas. Clay served as Chair of the International City-County Management Association (ICMA) International Committee for multiple years and held various other leadership positions with ICMA, state associations, and the Alliance for Innovation (AFI). His global perspective and extensive network enhance his contributions to SGR and its clients.

Attending the University of Virginia Weldon Cooper Center for Public Service early in his career provided a foundation for creating High Performance Organizations. He has used that expertise to support teams, leadership at all levels, and understanding strategy to build up organizations across the country to be nimble and effective.

At SGR, Clay specializes in executive recruitment, bringing his wealth of knowledge and experience to support local governments nationwide. Clay is passionate about traveling and engaging with like-minded public servants. He lives near Houston with his wife Jennifer.

Approach and Methodology

A full-service recruitment typically entails the following steps:

- 1. Organization/Position Insight and Analysis**
 - Project Kickoff Meeting and Develop Anticipated Timeline
 - Stakeholder Interviews and Listening Sessions
 - Develop Recruitment Brochure
- 2. Recruitment Campaign and Communication with Candidates**
 - Advertising and Marketing
 - Sourcing Prospective and Active Candidates
 - Communication with Prospective Applicants
 - Communication with Active Applicants
- 3. Initial Screening and Review by Executive Recruiter**
- 4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
- 5. Evaluation of Semifinalists**
 - Written Questionnaires
 - Recorded Two-Way Semifinalist Interviews
 - Media Searches
- 6. Search Committee Briefing to Select Finalists**
- 7. Evaluation of Finalists**
 - Background Investigation Reports
 - DiSC Management Assessments (if desired, supplemental cost)
 - First Year Plan or Other Advanced Exercise
 - Press Release Announcing Finalists (if requested)
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (if desired)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determine Terms of an Employment Offer
 - Negotiate Terms and Conditions of Employment
 - Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline

SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

Stakeholder Interviews and Listening Sessions

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

View sample recruitment brochures here: GovernmentResource.com/Open-Recruitments

Step 2: Recruitment Campaign and Communication with Candidates

Advertising and Marketing

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 35,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Sourcing Prospective and Active Candidates

SGR's innovative recruitment strategies are designed to give our clients a competitive edge in attracting and retaining top-tier talent. By employing a dual approach of passive and active candidate sourcing, we tap into a broader talent pool that includes high-caliber professionals who may not be actively job-seeking. Our advanced technology and deep industry connections enable us to identify candidates with the precise skills and cultural fit for your organization. We

round out sourcing efforts through personalized candidate engagement and outreach with a constant focus on transparency and relationship building.

Communication with Prospective Applicants

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes. As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively

with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded Two-Way Semifinalist Interviews

Recorded two-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

Media Searches

Our media search process involves web-based and social media research, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. These media reports have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any “red flags” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with links to the recorded online interviews and a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The objective of this meeting is to narrow the

list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate's preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style.

First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process**Determine Terms of an Employment Offer**

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

As part of our commitment to ensuring long-term success, SGR is pleased to offer a complimentary, four-hour, leadership development workshop for your organization within 12 months of the successful completion of the executive search. SGR Executive Recruitment clients would be responsible for the travel costs associated with facilitation only—no professional fee (a cost savings of up to \$4,750)! Leadership development workshops are designed to support the newly appointed leader and foster a servant leadership culture within your team, enhancing collaboration and alignment across the organization. Standard leadership development workshops include the following topics:

- Creating a Servant Leadership Culture
- Governance
- Team Building
- Strategic Planning
- Strategic Visioning

We offer additional post-hire services such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please email training@governmentresource.com or visit GovernmentResource.com/leadership-and-professional-development/leadership-development-services/.

Typical Timeline

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted. *

Initial Steps Prior to Posting Position:	
- Contract Execution - Kickoff Meeting to Discuss Recruitment Strategy and Timeline - Organization/Position Insight and Analysis - Stakeholder Interviews and Listening Sessions - Deliverable: Draft Recruitment Brochure - Deliverable: Recommended Ad Placements - Organization Approves Ad Placements - Search Committee Reviews and Approves Brochure	<i>Timing varies. Estimated to take 2 weeks.</i>

Task	Week
- Post Position and Firm up Timeline - Recruitment Campaign and Outreach to Prospective Applicants - Initial Screening and Review by Executive Recruiter	Weeks 1-4
Search Committee Briefing to Review Applicant Pool and Select Semifinalists	Week 5
- Questionnaires - Recorded Two-Way Semifinalist Interviews - Media Searches	Week 6
- Deliverable: Semifinalist Briefing Books - Deliverable: Recorded Online Interviews	Week 7
Search Committee Briefing to Select Finalists	Week 8
- Background Investigation Reports - Disc Management Assessments (if desired, supplemental cost) - First-Year Plan or Other Advanced Exercise (if desired)	Weeks 9-10
Deliverable: Finalist Briefing Books via Electronic Link	Week 11
- Face-to-Face Interviews - Stakeholder Engagement (if desired) - Deliberations - Reference Checks (may occur earlier in process) - Negotiations and Hiring Process	Week 12

* Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.

Fee Proposal

Not-to-Exceed Price: \$29,419

Not-to-Exceed Price is comprised of:

- **Fixed Fee of \$26,919**
- **Up to \$2,500 in Ad Placements (billed at actual cost)**

The Fixed Fee includes:

- Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
 - Outreach to Prospective Applicants
 - Custom Graphics for Email and Social Media Marketing
 - Announcement in SGR's Servant Leadership e-Newsletter
 - Post on SGR's Website
 - Ad on SGR's Job Board
 - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
 - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
 - Questionnaires for up to 15 Semifinalists
 - Recorded Two-Way Interviews for up to 15 Semifinalists
 - Media Searches for up to 15 Semifinalists
- Semifinalist Briefing Books
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Up To Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

Reimbursable Expenses included in the not-to-exceed price:

- Ad placements up to \$2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

Reimbursable Expenses not included in the not-to-exceed price:

- Ad placements over and above \$2,500 will be billed back at actual cost with no markup for overhead.

Supplemental Services/Other Expenses not included in the fixed or not-to-exceed price:

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the

position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.

- At your request, SGR can conduct an online stakeholder survey for \$1,531 to help identify key issues or priorities that you may want to consider prior to launching the search. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the Organization. Please note that this type of survey may extend the recruitment timeline.
- Additional questionnaires over and above the 15 included in the Fixed Fee - \$230 per candidate.
- Additional online interviews over and above the 15 included in the Fixed Fee - \$256 per candidate.
- Additional media search reports over and above the 15 included in the Fixed Fee - \$766 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - \$511 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - \$256 per candidate.
- DiSC Management assessments - \$179 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization via an electronic link. Should the Organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits by the recruiter over and above the quantity included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of \$1,021 per day. Meals are billed back at a per diem rate of \$18 for breakfast, \$20 for lunch, and \$32 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- SGR Executive Recruitment clients wishing to utilize the complimentary leadership development workshop would be responsible for the travel costs associated with facilitation only. Meals are billed back at a per diem rate of \$18 for breakfast, \$20 for lunch, and \$32 for dinner. Mileage will be reimbursed at the then-current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.
- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

Billing

SGR will bill the fixed fee in three (3) installments: 35% upon contract execution, 35% after the applicant pool is presented, and 30% after finalist interviews. Ad placement expenses and

supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Terms and Conditions

- The organization agrees not to discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

SGR Similar Recruitments

City & County Management Recruitments, 2021-Present

In Progress

- Aledo, Texas (pop. 7,000) - City Manager
- Blaine, Minnesota (pop. 75,900) - City Manager
- **Cameron, Missouri (pop. 8,300) - City Manager**
- Canadian, Texas (pop. 2,300) - City Manager
- Elgin, Texas (pop. 12,800) - City Manager
- Florence, Colorado (pop. 3,800) - City Manager
- Iowa Colony, Texas (pop. 17,200) - City Manager
- Ketchikan, Alaska (pop. 8,200) - City Manager/Ketchikan Public Utilities General Manager
- Lamar, Colorado (pop. 7,700) - City Administrator
- Madisonville, Texas (pop. 4,600) - City Manager
- **Olathe, Kansas (pop. 149,000) - City Manager**
- **Pacific, Missouri (pop. 7,800) - City Administrator**
- Palmer Lake, Colorado (pop. 2,600) - Town Administrator
- Perryton, Texas (pop. 8,500) - City Manager
- Portland, Oregon (pop. 650,000) - City Administrator
- Waco, Texas (pop. 145,000) - City Manager

2025

- Abilene, Texas (pop. 125,000) - City Manager
- Argyle, Texas (pop. 6,000) - Town Administrator
- Athens-Clarke County Unified Government, Georgia (pop. 130,000) - County Manager
- Battle Creek, Michigan (pop. 52,700) - City Manager
- Biddeford, Maine (pop. 22,300) - City Manager
- **Bonner Springs, Kansas (pop. 7,600) - City Manager**
- **Clay County, Missouri (pop. 260,000) - County Administrator**
- Dundee, Florida (pop. 5,700) - Town Manager
- **Finney County, Kansas (pop. 38,000) - County Administrator**
- Garden Ridge, Texas (pop. 5,000) - City Manager
- Heath, Texas (pop. 10,400) - City Manager
- Jonestown, Texas (pop. 2,500) - City Administrator
- La Junta, Colorado (pop. 7,200) - City Manager
- North Central Texas Council of Governments (NCTCOG), Texas - Executive Director
- Oak Point, Texas (pop. 6,000) - City Manager
- Plainview, Texas (pop. 20,000) - City Manager
- **Sedalia, Missouri (pop. 22,000) - City Administrator**
- **Springfield, Missouri (pop. 170,200) - City Manager**
- Stevenson, Washington (pop. 1,600) - City Administrator
- Trinidad, Colorado (pop. 8,100) - City Manager

2024

- Brunswick, Maine (pop. 21,800) - Town Manager
- Chester County, Pennsylvania (pop. 540,000) - Chief Executive Officer

- **Coffeyville, Kansas (pop. 8,800) - City Manager**
- Des Moines, Washington (pop. 32,400) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,200) - City Administrator
- **Edwardsville, Kansas (pop. 4,700) - City Manager**
- Leander, Texas (pop. 67,000) - City Manager
- **Leavenworth, Kansas (pop. 37,600) - City Manager**
- **Manhattan, Kansas (pop. 55,000) - City Manager**
- **Marysville, Kansas (pop. 3,500) - City Administrator**
- Medford, Oregon (pop. 90,900) - City Manager
- Miami, Oklahoma (pop. 12,200) - City Manager
- New Rochelle, New York (pop. 80,800) - City Manager
- New Smyrna Beach, Florida (pop. 32,400) - City Manager
- Orono, Maine (pop. 11,400) - Town Manager
- San Juan County, Washington (pop. 18,600) - County Manager
- **St. Joseph, Missouri (pop. 72,000) - City Manager**
- **Topeka, Kansas (pop. 125,500) - City Manager**
- Treasure Island, Florida (pop. 6,500) - City Manager

2023

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- **Great Bend, Kansas (pop. 15,000) - City Administrator**
- Justin, Texas (pop. 5,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- **Ottawa, Kansas (pop. 12,500) - City Manager**
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- **Shawnee, Kansas (pop. 69,000) - City Manager**
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager

- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- **Leawood, Kansas (pop. 34,000) - City Administrator**
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- **Parkville, Missouri (pop. 7,000) - City Administrator**
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- **Monett, Missouri (pop. 9,000) - City Administrator**
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager

- Sherwood, Oregon (pop. 20,000) - City Manager
- Spokane, Washington (pop. 220,000) - City Administrator

Kansas & Missouri Recruitments, 2021-Present

In Progress

- Cameron, Missouri (pop. 8,300) - City Manager
- Olathe, Kansas (pop. 146,000) - City Manager
- Lawrence, Kansas (pop. 95,000) - Economic Development Director
- Pacific, Missouri (pop. 7,800) - City Administrator

2025

- Boone County, Missouri - Director, Public Safety Childcare Center
- Sedalia, Missouri (pop. 22,000) - City Administrator
- Clay County, Missouri (pop. 260,000) - County Administrator
- Overland Park, Kansas (pop. 206,000) - Director of Parks & Recreation
- Bonner Springs, Kansas (pop. 7,600) - City Manager
- Springfield, Missouri (pop. 170,200) - City Manager
- Johnson County, Kansas (pop. 629,000) - Assistant County Manager
- Johnson County, Kansas (pop. 629,000) - County Auditor
-

2024

- St. Joseph, Missouri (pop. 72,000) - City Manager
- Topeka, Kansas (pop. 125,500) - Police Chief
- Independence, Missouri (pop. 123,000) - Finance Director
- Jefferson County, Missouri (pop. 227,000) - Chief of 911 Dispatch
- Leavenworth, Kansas (pop. 37,400) - City Manager
- Joplin, Missouri (pop. 52,000) - Assistant Director of Public Works/Engineering
- Manhattan, Kansas (pop. 55,000) - Director of Public Utilities
- Olathe, Kansas (pop. 152,600) - Assistant City Engineer *
- Manhattan, Kansas (pop. 55,000) - City Manager
- Boone County, Missouri (pop. 188,000) - Director of 911 - Joint Communications
- Webster Groves, Missouri (pop. 24,000) - Police Chief
- Topeka, Kansas (pop. 125,500) - City Manager
- Sedalia, Missouri (pop. 22,000) - City Engineer
- Coffeyville, Kansas (pop. 8,800) - City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Independence, Missouri (pop. 123,000) - Fire Chief
- Cassville, Missouri (pop. 3,200) - Police Chief
- Edwardsville, Kansas (pop. 4,700) - City Manager

2023

- Olathe, Kansas (pop. 152,600) - Assistant City Engineer/Transportation Manager *
- Cameron, Missouri (pop. 8,300) - Public Works Director
- Shawnee, Kansas (pop. 70,000) - Information Technology Director *

- Shawnee, Kansas (pop. 68,000) - Finance Director *
- Joplin, Missouri - Police Chief
- Hutchinson, Kansas (pop. 40,100) - Police Chief
- Brentwood, Missouri (pop. 8,200) - Finance Director
- Great Bend, Kansas - City Administrator
- Manhattan, Kansas (pop. 55,000) - Director of Parks and Recreation
- Ottawa, Kansas - City Manager
- Liberal, Kansas - Chief of Police
- Shawnee, Kansas (pop. 69,000) - City Manager
- League of Kansas Municipalities, Kansas - Executive Director
- Johnson County, Kansas - Deputy County Manager

2022

- Leawood, Kansas - City Administrator
- Columbia, Missouri - Public Works Director *
- Columbia, Missouri - IT Director *
- Cameron, Missouri - Public Works Director
- Columbia, Missouri - Fire Chief
- Shawnee, Kansas - Parks & Recreation Director *
- Parkville, Missouri - City Administrator

2021

- Lawrence, Kansas - Human Resources Director
- Monett, Missouri - City Administrator
- Unified Government of Wyandotte County-Kansas City, Kansas - Police Chief *

* *Limited scope recruitment*

References

Clay County, Missouri

Population: 260,000

Search: County Administrator, 2025

Kim Callahan, Human Resources Director

kcallahan@claycountymo.gov

816-407-3660

City of Leavenworth, Kansas

Population: 37,400

Search: Assistant City Manager, 2024

Lona Lanter, Human Resources Director

llanter@firstcity.org

913-680-2608

City of Sedalia, Missouri

Population: 22,000

Search: City Administrator, 2025

Shannon Ramey-Trull

Director of Human Resources

srameytrull@sedalia.com

660-827-0484

City of Bonner Springs, Kansas

Population: 7,600

Search: City Manager, 2025

Christina Brake, City Clerk

cbrake@bonnersprings.org

913-422-1020

Tom Stephens, Mayor

tstephens@bonnersprings.org

913-579-5135

City of Topeka, Kansas

Population: 125,500

Search: City Manager, 2024

Michael Padilla, Mayor

mpadilla@topeka.org

785-368-3895

City of Coffeyville, Kansas

Population: 8,800

Search: City Manager, 2024

Allison Pryor, Director of Human Resources

apryor@coffeyville.com

620-252-6121



CITY MANAGER

Olathe, Kansas

Annual Salary:
Competitive DOE/DOQ



Are you a decisive, visionary, strategic leader who thrives in complexity and can inspire people and drive excellence across all facets of city government? If so, apply to be Olathe's next City Manager!

The City of Olathe is seeking an exceptional communicator and relationship-builder who can:

- Shepherd organizational culture and continuous improvement with a focus on innovative workforce strategies.
- Drive strategic planning.
- Provide hands-on financial stewardship for a \$1B+ organization.
- Lead economic development, downtown redevelopment and major initiatives.

This is a rare opportunity to lead one of the nation's most well-run and liveable cities.

Olathe: Setting the Standard for Excellence in Public Service – read on to learn more!

ABOUT THE COMMUNITY

[Back to Agenda](#)

POPULATION
146,000+

Olathe, Kansas, the “capital” of Johnson County, is a vibrant, fast-growing community that blends suburban comfort with cosmopolitan amenities. Consistently ranked as one of the best places to live in Kansas and in the Country, Olathe is known for its excellent schools, thriving economy and innovative city services. Olathe continues to attract families, entrepreneurs, and businesses seeking opportunity in a welcoming environment.

Located just 20 miles southwest of downtown Kansas City, Olathe offers outstanding connectivity to regional transportation, professional sports, major employers, healthcare, and higher education. The community enjoys a revitalized downtown, accessible parks and trails, and unique destinations such as a soon to be completed ultra-accessible theme park and arena.



MEDIAN HOUSEHOLD INCOME
\$113,624

As the international home of Garmin, and with businesses such as Honeywell, John Deere, and Amazon, Olathe has a thriving business environment with tremendous opportunity for the future. It is also home to Kansas State University/Olathe and Mid-America Nazarene University, both offering high quality higher education and workforce development. At the same time, Olathe maintains its small-town feel while offering modern amenities, diverse housing options and a nationally recognized quality of life. Residents value its affordability, strong sense of community and the city’s forward-thinking strategic plan, Olathe 2040: Future Ready.



MEDIAN HOME VALUE
\$437,600+
AVERAGE MONTHLY RENT
\$2095

Olathe 2040:
Future Ready



History



Elevate Olathe



GOVERNANCE & ORGANIZATION

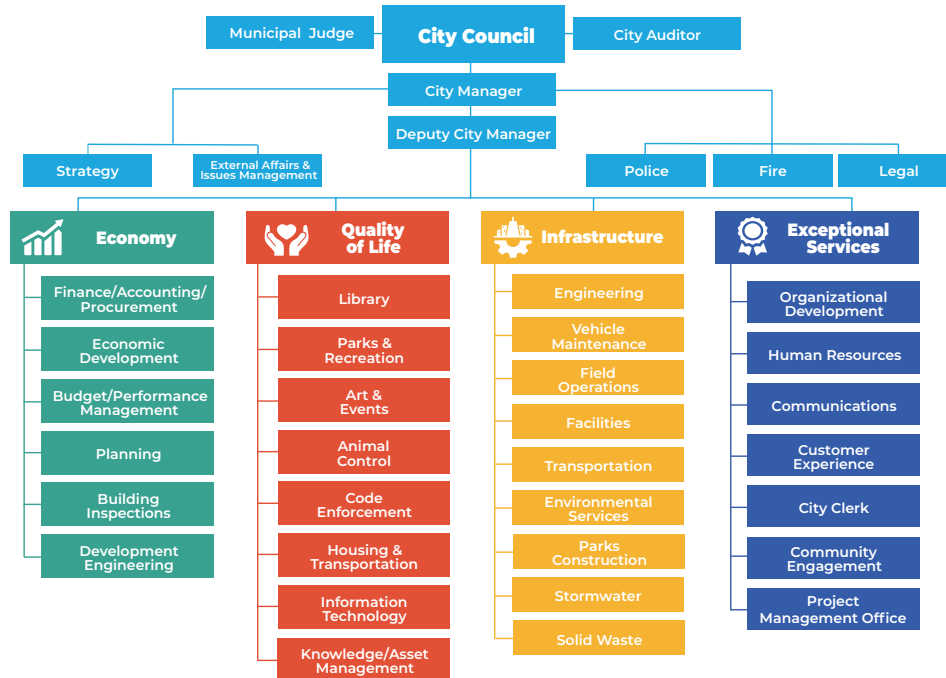
Olathe operates under a Council-Manager form of government. The City Council is made up of a directly-elected Mayor and six other Council Members all serving staggered four-year terms.

Olathe is a full service city including:

- Public Safety (Police, Fire, Emergency Services)
- Water, Sewer, Solid Waste Services; and other public works services
- Parks, Recreation, Libraries, and Cultural Services
- Economic Development and Community Planning

Olathe is recognized as one of the most effective, innovative city governments in America, with a high performance team and a culture of excellence embraced across all departments. Olathe has a national reputation as one of the most effective, innovative city governments in America, with a values-based, customer-focused, metric-driven culture embraced across all departments.





THE JOB

As the City's chief administrative officer, the City Manager provides visionary leadership and ensures the delivery of high-quality municipal services.

The next City Manager will:

- Sustain and build upon Olathe's strong organizational culture.
- Lead long-range financial planning and economic development.
- Champion community redevelopment.
- Guide major infrastructure and continuing downtown revitalization projects.
- Be willing to take smart risks and be a change agent when necessary.
- Continue to drive operational excellence across all lines of business.
- Serve as a visible, trusted leader, building strong relationships with residents and stakeholders.

CITY QUICK FACTS



EMPLOYEES

1500+



DEPARTMENT BUDGET

\$627M | \$741M

OPERATING

CIP

KEY PROJECTS FOR 2026

- I-35/SANTA FEE INTERCHANGE (\$290M PROJECT)
- FIRE STATION 9 CONSTRUCTION AND POLICE FIRING RANGE.
- DOWNTOWN REDEVELOPMENT PROJECT INCLUDING RELOCATION OF POST OFFICE
- DEVELOPMENT OF A NEW ANIMAL CARE FACILITY
- CONSTRUCTION OF A NEW PARKING GARAGE IN DOWNTOWN
- APPROVAL OF NEW COMPREHENSIVE PLAN: ELEVATE OLATHE 2040
- PRIVATELY DEVELOPED ULTRA-ACCESSIBLE THEME PARK AND ARENA PROJECT



THE IDEAL CANDIDATE

The ideal candidate will be a driven, forward-looking, innovative leader with a proven track record in local government management. They will demonstrate impeccable integrity, political astuteness while remaining apolitical, and place a high value on community engagement.

This leader should bring strong generalist skills across finance, planning, redevelopment, and public safety while surrounding themselves with talented subject-matter-experts. They must be a consensus-builder, coach, and strong communicator who can navigate adaptive challenges with diplomacy.

Olathe seeks an energetic, servant leader, someone relatable and accessible who values teamwork and collaboration. The successful candidate will be inspirational, foster innovation, and build lasting relationships, ensuring Olathe continues to thrive as one of America's most admired cities.

EXPERIENCE & QUALIFICATIONS

Required:

- Master's degree in Public Administration, Business Administration, or related field.
- 10+ years of progressively responsible local government experience, including executive leadership.
- Demonstrated knowledge of modern public administration and municipal management practices.
- Permanent residency in Olathe within 6 months of appointment.

Preferred:

- Prior experience as senior executive in a full-service city.
- Strong background in economic development, redevelopment, and public finance.
- Credentialing and/or professional certifications (e.g., ICMA-CM).

What our residents are saying...

The City outperformed national benchmarks by more than 20% in 39 key areas, including parks and recreation, public safety, and street maintenance. Located in the heart of Johnson County, Olathe is a thriving Kansas community known for its strong local services, excellent schools, and commitment to maintaining a high quality of life for residents.

81/100

CUSTOMER SERVICE

89/100

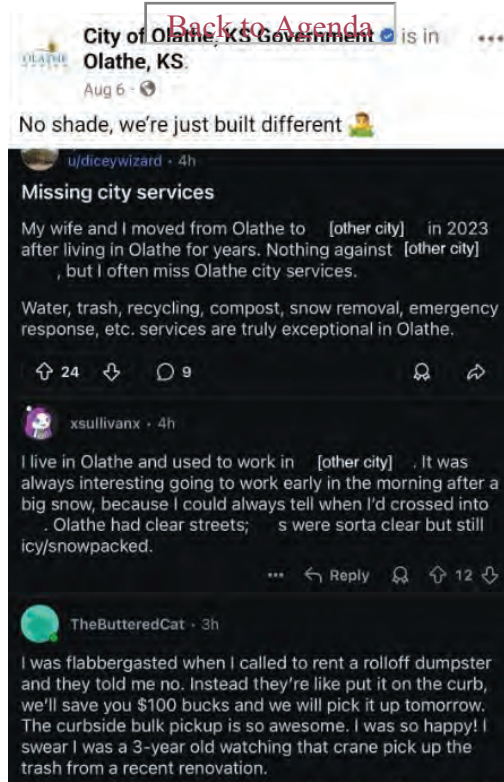
OVERALL QUALITY OF SERVICE

232 54 points above the national average

COMPOSITE SCORE

outperformed the national average by
>20%

Source: [ETC Institute - Leading the Way Awards \(Olathe\)](#)



SALARY & BENEFITS

Compensation: Competitive depending on experience/depending on qualifications. City contributes annually to deferred compensation.

Allowances: Car and phone allowances.

Health Benefits: Comprehensive healthcare with on-site health center, including physical therapy, behavioral health, and medical care — 100% City paid.

Paid Leave: 30 days of vacation annually, plus generous sick leave and holidays.

Retirement: Kansas Public Employees Retirement System (KPERs), plus deferred compensation options.

Additional Benefits:

- Strong employee wellbeing initiatives, including onsite Wellbeing Center and physical therapy services.
- Tuition assistance and professional development opportunities (e.g., ProSci change management, leadership programs).
- Access to Employee Assistance Program and mental health partnerships.
- Work-life balance supported by innovative organizational culture and flexible programs.

The City of Olathe consistently earns high employee engagement scores, with over 93% of staff reporting high or moderate engagement and 84% proud to work for the City.

[List of Full Benefits](#)



HOW TO APPLY

[Apply Here](#)



For more information on this position, contact:

Mark McDaniel, Senior Vice President, Executive Recruitment

markmcdaniel@governmentresource.com | 817-773-6558

The City of Olathe is an Equal Opportunity Employer and does not discriminate on the basis of age, race, religion, color, sex, disability, national origin, ancestry, marital status, familial status, military status, sexual orientation, or gender identity. Applicants selected as finalists for this position will be subject to a comprehensive background check.

**Agreement for Executive Recruitment Services ("PROJECT")
to City of Ottawa, Kansas ("CLIENT") between
CLIENT and Strategic Government Resources, Inc., DBA SGR ("SGR")**

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. SGR promises and agrees:

- A. To perform the services described in SGR's Proposal for PROJECT dated October 8, 2025 ("PROPOSAL") in response to CLIENT's Request for Proposals for Professional Recruitment Services – City Manager dated September 15, 2025 ("RFP"), substantially in the timeframe projected in the PROPOSAL.
- B. To honor the Placement Guarantee stated in the PROPOSAL.
- C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

2. CLIENT promises and agrees:

- A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.
- B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.
- C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.
- D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.
- F. That if CLIENT receives an open records request related to this PROJECT, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.
- G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.
- H. That CLIENT is ultimately responsible for candidate selections and CLIENT will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, or applicable state, or local law.

- I. To comply with the Fair Credit Reporting Act.
- J. To cooperate with SGR and not impede SGR from performing its obligations to CLIENT.

3. Additional Terms and Conditions:

- A. The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.
- B. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.
- C. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.
- D. Remedies
 - i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.
 - ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to successfully perform its obligations, including identifying and attracting qualified candidates. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.
- E. CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with CLIENT.
- F. There are no third-party beneficiaries to this Agreement.
- G. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.
- H. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.
- I. This Agreement will be governed by the substantive laws of the State of Kansas without

regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Franklin County of the State of Kansas.

- J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.
- K. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.
- i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.
 - ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

Legal Notices:

SGR

Attn: Melissa Valentine, Corporate Secretary

PO Box 1642

Keller, TX 76244

Melissa@GovernmentResource.com

CLIENT

Attn:

Address:

Email:

PROJECT Representative:

SGR

Rebecca L. Fleury

President of Executive Recruitment

RebeccaFleury@GovernmentResource.com

817-337-8581

CLIENT

Name:

Title:

Email:

Phone:

Billing and Invoicing:

SGR

CLIENT

Attn: Finance
Finance@GovernmentResource.com
817-337-8581

Name:
Title:
Email:
Phone:

- L. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, information disclosure, placement guarantee, and any representations and warranties survive this Agreement.
- M. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party’s respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.
- N. Time is of the essence to this Agreement.
- O. This Agreement may be executed in counterparts which together will comprise the Agreement.
- P. This Agreement is subject to appropriation of funds by CLIENT.

SGR

CLIENT

Signature
Printed Name:
Title:
Date:

Signature
Printed Name:
Title:
Date:



CERTIFICATE OF LIABILITY INSURANCE

[Back to Agenda](#)

DATE (MM/DD/YYYY)

04/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Coverica, Inc. 5999 Summerside Suite 200 Dallas TX 75252	CONTACT NAME: Daisy Saldana PHONE (A/C, No, Ext): (972) 490-8800 E-MAIL ADDRESS: daisy.saldana@coverica.com FAX (A/C, No): (469) 960-2095
INSURED Strategic Government Resources, INC. 6502 Glen Abbey Lane Abilene TX 79606	INSURER(S) AFFORDING COVERAGE INSURER A: Aspen Specialty Insurance Co INSURER B: Progressive Insurance Company INSURER C: R-T Specialty, LLC INSURER D: INSURER E: INSURER F:
	NAIC # 24260

COVERAGES**CERTIFICATE NUMBER:** 25-26 COI**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CPL-SUE7AAU-P0325	03/22/2025	03/22/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			992742355	03/22/2025	03/22/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTION \$ ☐ CLAIMS-MADE			AN1342864	03/22/2025	02/22/2026	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			CPL-SUE7AAU-P0325	03/22/2025	03/22/2026	General Aggregate \$3,000,000 Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability, Professional liability, Auto policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract/written agreement between the named insured and the certificate holder that requires such status. The General Liability, Auto policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder. The General Liability policy includes an endorsement providing that 30 day+ notice of cancellation [or coverage change] will be furnished to the certificate holder. Notice is sent to certificate holders with mailing addresses on file with the agent or the company. The endorsement does not provide for notice of cancellation to the certificate holder if the named insured requests cancellation. The General Liability and Auto policy contains a special endorsement with "Primary and Noncontributory" wording. Umbrella policy follows forms.

CERTIFICATE HOLDER**CANCELLATION**

Strategic Government Resources, INC. 6502 Glen Abbey Lane Abilene TX 79606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Coverica, Inc.		NAMED INSURED Strategic Government Resources, INC.
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance: Notes

Directors & Officers./Crime
Policy # 82625020
Carrier: Federal Insurance Company
Effective Dates 12/16/2024-12/16/2025
Limits: \$1,000,000 Aggregate

Cyber Liability, Policy #D95977911
Carrier: ACE American Insurance Company
Effective Dates: 3/22/2025-3/22/2026
Limits: \$1,000,000 Occurrence/\$1,000,000 Aggregate
Deductible: \$2,500

AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**

Page ____ of ____

AGENCY Coverica, Inc.		NAMED INSURED Strategic Government Resources, INC.
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance: Remarks

General Liability and Auto policy contains a special endorsement with "Primary and Noncontributory" wording. Umbrella policy follows forms.



CERTIFICATE OF LIABILITY INSURANCE

[Back to Agenda](#)

DATE (MM/DD/YYYY)

06/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Trutela Insurance, LLC 8200 Windway Dr Windcrest, TX 78239	CONTACT NAME: Jamie Intrigo PHONE (A/C, No, Ext): 210-757-4520 E-MAIL ADDRESS: jamie.intrigo@trutela.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Chubb Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10052
INSURED STRATEGIC GOVERNMENT RESOURCES, INC P.O. BOX 1642 KELLER, TX 76244		

COVERAGES**CERTIFICATE NUMBER: 00103581-0****REVISION NUMBER: 7**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	71840063	04/30/2025	04/30/2026	X PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Strategic Government Resources, Inc., DBA SGR 6502 Glen Abbey Abilene, TX 79606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (JAI)
--	---

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Any person or organization against whom you have agreed to waive your right of recovery in a written contract, provided such contract was executed prior to the date of loss.

For policies or exposure in Missouri:

Any person or organization for which the employer has agreed by written contract, executed prior to loss, may execute a waiver of subrogation. However, for purposes of work performed by the employer in Missouri, this waiver of subrogation does not apply to any construction group of classifications as designated by the waiver of right to recover from others (subrogation) rule in our manual.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective **05-06-25** Policy No. **71840063**

Endorsement No. **002**

Insured **STRATEGIC GOVERNMENT RESOURCES, INC.**

Premium \$ **Incl.**

Insurance Company **Federal Insurance Company**

Countersigned By _____

CALIFORNIA WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because California is shown in Item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule, where you are required by a written contract to obtain this waiver from us.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

Schedule**1. ☐ Specific Waiver**

Name of person or organization

☐ Blanket Waiver

Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

2. Operations:**3. Premium:**

The premium charge for this endorsement shall be 1% percent of the California premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.

4. Minimum Premium:

Authorized Representative

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective **05-06-25** Policy No. **71840063**

Endorsement No. **002**

Insured **STRATEGIC GOVERNMENT RESOURCES, INC.**

Premium \$ **Incl.**

Insurance Company **Federal Insurance Company**

Countersigned By _____

Bid Tab	
RFP for Professional Recruitment Services	
Due Date: October 8, 2025	
Raftelis	Fixed Fee - \$34,700. Additional fees for add on services and candidate travel.
CPS HR Consulting	Flat \$30,000 professional fee. Additional fees for candidate travel.
EverStrive & OMNI HRS	\$19,500 total fee plus additional fees for add on services and candidate travel.
Colin Baenziger & Associates	\$31,500 fixed price plus fees for services beyond scope and candidate travel.
MGT	\$26,000 for recruitment fee, expenses and advertising (advertising could exceed quoted amount). Consultant and candidate travel expenses not included in proposal.
Strategic Government Resources	The fee proposal is \$29,419. Additional fees for add on services and candidate travel.



2025 Third Quarter Report



July – September

Date: October 13, 2025
To: The Ottawa City Commissioner
From: Brian W. Silcott, City Manager
Subject: Transmittal of the 2025 Third Quarter Report

Honorable Mayor and Commissioners,

It is my pleasure to submit the **2025 Third Quarter Report** summarizing the operational performance and key activities across all City departments for the period ending **September 30, 2025**. This report reflects the continued commitment of City staff to deliver high-quality public services, support community growth, and maintain the infrastructure and assets that sustain Ottawa's quality of life.

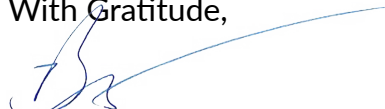
Third quarter (*July 1 through September 30, 2025*) highlights include:

- **Community Engagement and Events:** The **Ottawa Memorial Auditorium** advanced to the final round of the Levitt Music Series Grant competition, reflecting strong collaboration and community support. The **Communications and Outreach** Division achieved over 1.3 million social media views and launched new branding and AI/social media guidelines.
- **Public Safety:** The **Fire Department** responded to 1,701 calls year-to-date with expanded community risk reduction efforts, while the **Police Department** recorded increased service activity and implemented proactive engagement and mental health response initiatives.
- **Public Works and Utilities:** Street and park maintenance projects, preventive utility work, and continued investment in water and electric system reliability underscore the City's emphasis on long-term infrastructure stewardship.
- **Administrative Performance:** The **Finance Department** maintained balanced fund performance with revenues and expenditures tracking near budgeted levels, and **Human Resources** improved recruitment efficiency with reduced average time-to-fill positions.

Collectively, these results demonstrate the City organization's resilience and steady progress toward the priorities established by the Governing Body. Staff remain focused on operational excellence, financial responsibility, and community partnerships that align with the City Commission's strategic goals.

I appreciate the dedication of our employees and the leadership of the Commission in advancing Ottawa's mission of providing exceptional service to our residents, businesses, and visitors.

With Gratitude,



Brian W. Silcott
City Manager

Table of Contents

Presented to the City Commission on October 22, 2025.

Auditorium

Communications and Outreach

Finance

Fire

Golf Course

Human Resources

Information Technology

Neighborhood and Community Services

Police and Municipal Court

Public Works

Utilities



Ottawa Memorial Auditorium



Attendance and Volunteer Hours

	3Q 2024	3Q 2025	2025 YTD
Attendance	3,712	6,122	20,365
Volunteer Hours	129	230.5	621

Facility Usage

Rentals - 16

OMA Events - 17

City of Ottawa Events - 8

Auditorium - 27

Basement - 15

Mezzanine - 3

Portable Stage - 2



Notes

One of the most exciting community engagement efforts this quarter was our advancement in the national Levitt Music Series Grant competition. The Friends of the OMA applied for a \$120,000 Levitt Music Series Grant to present 10 free outdoor concerts annually from 2026–28. In August, we learned that our application advanced to the Top 100 nationwide, moving on to a public voting round in September.

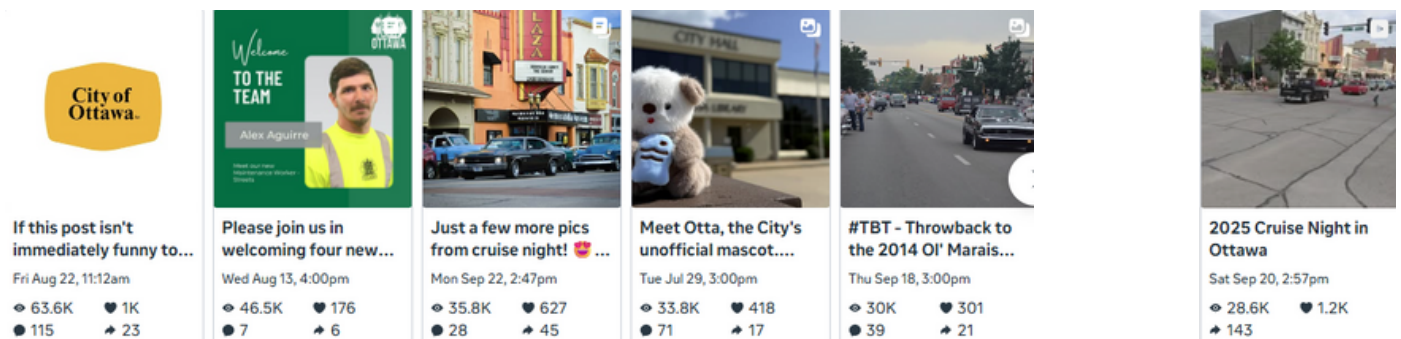
City staff including the OMA Director, City Clerk, Communications and Outreach Coordinator, and Multimedia Specialist collaborated to create a comprehensive outreach plan. From September 5–15, we conducted a multi-faceted outreach campaign which kept us in the top 20 for all ten days of the voting period. We finished 17 of 100 at the close of the voting period. We are now in the final round and will learn on November 18 whether Ottawa will be awarded the Levitt Music Series Grant.

Earlier in the quarter, the OMA was featured on Fox 4's Zip Trip to Ottawa on July 25, thanks to an invitation from Ottawa Main Street Association. The segment gave us a chance to showcase the OMA to a regional audience, and the response was immediate! People called, purchased tickets, and visited simply because they saw us on TV. One couple from Gardner has attended five shows since July 25, sharing that it has become one of their favorite date night traditions. We appreciate Ottawa Main Street Association for including us in this special day and believe the payoff has been tremendous.

Communications and Outreach

Social Media

Platform	1st Q 2025 Followers	2nd Q 2025 Followers	3rd Q 2025 Followers	4th Q 2025 Followers
Facebook	9802	10297	10682	
Instagram	1285	1325	1348	
X	1422	1418	1419	
YouTube	286	297	311	



Top five FB posts by views

Most shared post

- Number of FB views this quarter: 1.3 million
- 5.2K link clicks (up 494.9%)

City Alerts

Everbridge	1st Q 2025	2nd Q 2025	3rd Q 2025	4th Q 2025
City Alert Contacts	992	1025	1079	
Messages sent	8	21	22	

- Added new categories in the alert system: Newsletter and Business Contacts

Community Events/Outreach

- ✓ 19 community events/meetings attended
- 👥 3 trainings attended

Projects

- Established monthly partner meeting
- Created Brand Guide
- Drafted AI & Social Media Guidelines
- Branded template library

Finance

Grants YTD

- Submitted applications: 21
- Dollars awarded: \$97,430
- Grant dollars received: \$25,000
- Active grants: 9
- Grant closeouts: 0



Number of CDs that matured: 4
Interest Earned: \$433,439.56

Stats

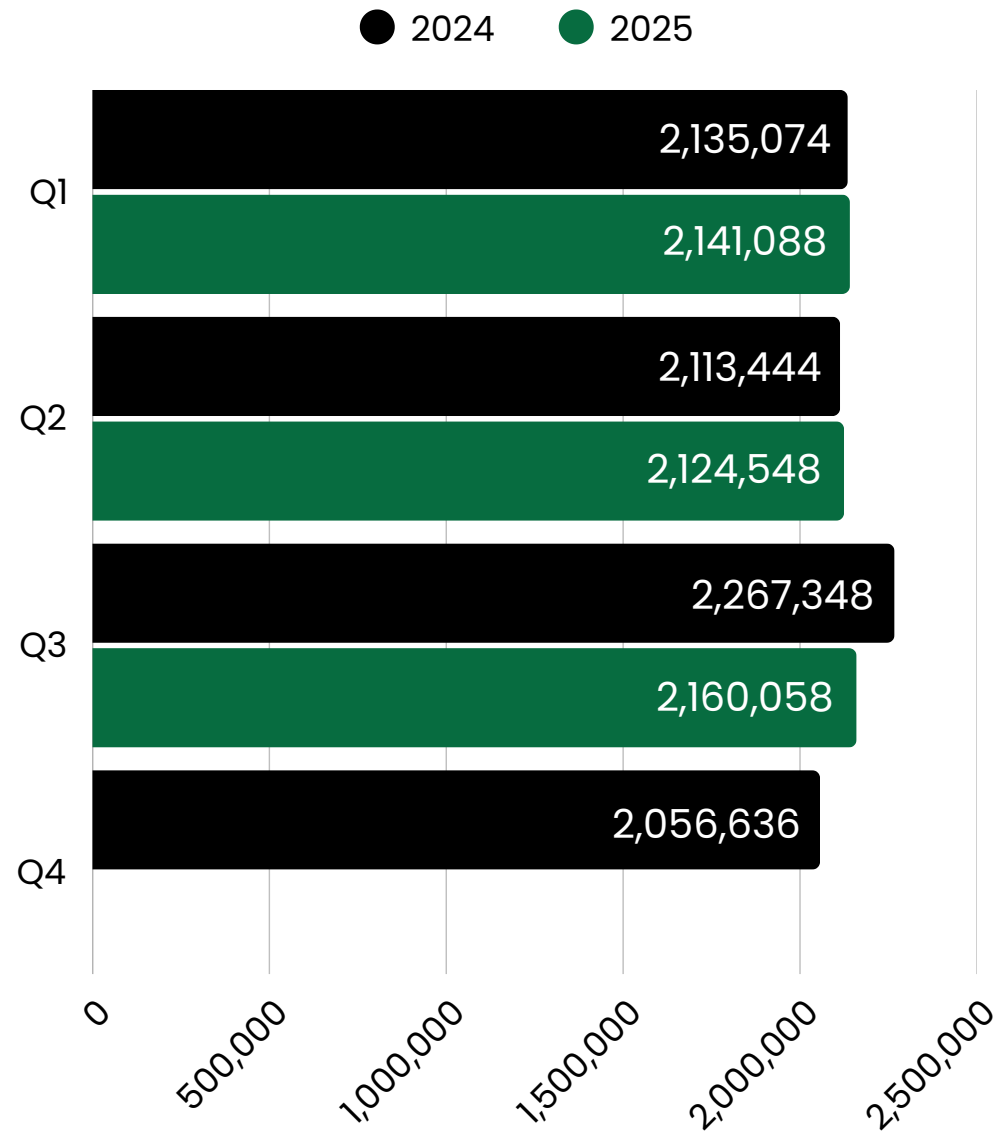
	July	August	September	Total
Utility Bills Produced	6,754	6,771	6,738	20,263
Service Orders Completed	359	267	281	907
Licenses Issued	5	9	9	23
Open Records Requested	7	14	21	42

Budget

	General Fund		Enterprise Funds		Other Budgeted Funds	
	2024	2025	2024	2025	2024	2025
Q3 Revenues	\$9,368,974	\$9,808,389	\$18,971,201	\$19,579,080	\$10,021,956	\$9,066,708
% of Budget	70%	70%	74%	74%	86%	86%
Q3 Expenditures	\$9,065,237	\$10,227,654	\$16,951,978	\$16,577,049	\$9,544,375	\$8,113,369
% of Budget	59%	64%	59%	53%	70%	48%

Finance

Sales Tax Quarterly Comparison



2024 Total: \$8,572, 502.64

2025 YTD: \$6,425,694

Sales Tax Actual vs Budget

2025 Actual: \$6,425,694
75% of budget

2025 Budget:
\$8,549,640

Fire



2 Stations - 24/7 365 days a year
22 Career Fire Fighters
4 Volunteers

Calls for Service

Q3 2023	Q3 2024	Q3 2025	EOY 2023	EOY 2024	YTD 2025	% Increase
580	510	592	1900	2152	1701	'23-'24=12% ↓ '24-'25=16% ↑

2025 YTD Incident Type

Fire - 41	
Special Incident - 1	
Service Call - 73	
False Alarm/Call - 131	
Hazardous Condition - 49	
Good Intent - 262	
Rescue & EMS - 1139	
Overpressure Rupture/Explosion/Overheat - 1	
Total - 1701	

2025 YTD Mutual Aid

Automatic Aid Given - 22	
Automatic Aid Received - 10	
Mutual Aid Given - 16	
Mutual Aid Received - 1	
Total - 49	

Fire & Life Safety

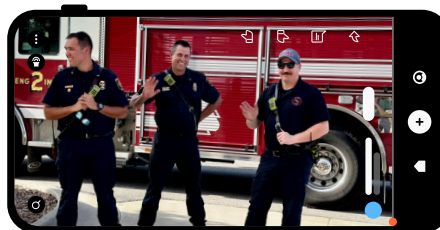
Events - 20	
Citizen Contacts - 741	
Smoke Alarms Installed - 21	
CO Alarms Installed - 1	
Car Seats Installed - 5	

Fire Inspections

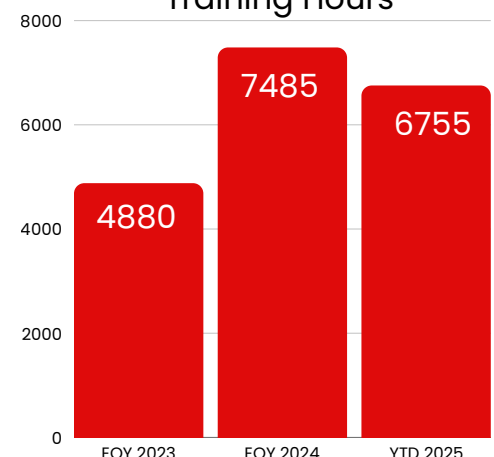
3rd Quarter - 115	
Year-To-Date - 299	

Training & Hours Trained

EMS - 147
Admin - 21
Community Risk Reduction - 67
Existing Driver/Operator - 43
New Driver/Operator - 4
Fire Ground Operations - 951
Special Operations - 88
Fire Officer - 221
Fire Investigator - 6
Haz-Mat - 23
Total - 1571



Training Hours



Golf Course

Social Media

Platform	1st Q 2025 Followers	2nd Q 2025 Followers	3rd Q 2025 Followers	4th Q 2025 Followers
Facebook	330	422	491	

- 81,885 Views - Up 32%

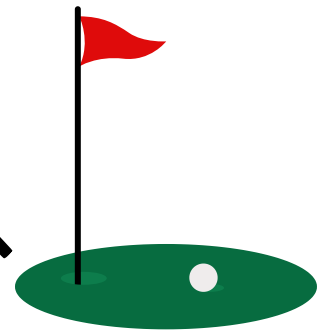
Play

Q3 Rounds Played

4,896

9-hole rounds
2,457

18-hole rounds
2,439



- ↑ 31% of all rounds played were by Ottawa Golf Course Passholders
- ↑ Busiest day: August 3 - 124 rounds played
- ↑ Tournaments hosted: 4
- ↑ Weekday rounds: 2,403
- ↑ Weekend rounds: 2,493



Cart Rentals
9-holes: 2,243
18-holes: 804
Q3 Revenue: \$38,600
YTD Revenue: \$67,750



Projects

- Tees sprayed
- Tees reseeded with Bermuda
- Irrigation repair to greens & tees
- Dethatched greens
- Treated pond for algae
- Constructed sand bunker
- Top-dressed greens
- Solid tine aeration performed



Merchandise Sales
522 items
Q3 Revenue: \$7,100
YTD Revenue: \$10,260

Human Resources



Job Opening Stats

HR 2025	1 st Q	2 nd Q	3 rd Q	4 th Q	YTD	2024
# of candidates	152	228	181		561	812
# of interviews	59	49	24		132	114
# of job offers	19	20	11		50	34
# of new hires	15	24	8		47	33
Applicant/Hire %	10%	11%	4%		8%	4.06%
Average time to fill	37	42.5	63.7		50.6	73.5

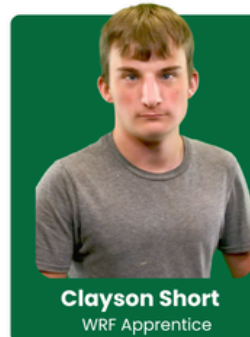


Positions Filled 3rd Quarter

- Water Reclamation Facility (WRF) Apprentice
- Maintenance Worker Streets
- Facilities Maintenance Worker – Building Maintenance
- Property Improvement Partner – Neighborhood and Community Services
- Seasonal Grounds Worker – Parks/Cemetery
- Golf Pro Shop Attendants (2)



New Hires



Information Technology

Services

	Q3 Minutes Downtime	Target - Less Than:	Target Uptime (%)
Internet Connectivity	0	131	99.9
Internet Network	0	394	99.7
Email Services	0	394	99.7
File Storage	0	657	99.5
Phone Service	0	131	99.9

City Email Activity

Sent - 41,930

Received - 296,454

IT Helpdesk

Tickets Created: 309

Tickets Closed: 302

Tickets Open: 7

Average Time Spent: 37 minutes 17 seconds

Average Duration: 13 hours 49 minutes



Neighborhood and Community Services



New Neighborhood Revitalization
Program (NRP) Applications
8
YTD - 28



Total Inspections
823
YTD - 1,827



Building Plans
Reviewed
220
YTD - 644



Remodel Permits
Issued
8
YTD - 37



Demo Permits
Issued
4
YTD - 13



New Home
Permits Issued
9
YTD - 52



Development
Plans Reviewed
13
YTD - 56



Development
Plans Approved
11
YTD - 17



NRP Plans
Sent to County
0
YTD - 38

New Home Applications

	2023	2024	2025
First Quarter	6 Ave. Valuation \$155,833	9 \$154,800	13 \$182,255
Second Quarter	9 \$154,111	18 \$223,889	30 \$243,702
Third Quarter	13 \$164,096	9 \$192,000	9 \$207,111
Fourth Quarter	13 \$247,794	8 \$253,891	

Violations



Grass/Weed
Violations
22
YTD - 82



Debris
Violations
19
YTD - 101



Code Violations
in Progress
88
YTD - 253



Code Violations
Resolved
99
YTD - 336



City Abated
Code Cases
4
YTD - 8

Police and Municipal Court

Recruiting and Retention



Police Officer Applications Received - 0 (process closed)

Police Officer Hired - 3

Police Officers Lost to Attrition - 1

Officers in Field Training - 4



Quarterly Community Events - 18

YTD Training Hours - 1357

YTD Hiring - 3 Police Officers, 1 PT Court Clerk, 2 -At KLETC, 2 in FTO

Crime Statistics



Crime in 2025
'24 vs '25
4.6%



YTD Activity
'24 vs '25
9.9%

YTD Activity Report	2024	2025
Calls for Service - YTD	11,884	12,998
Incident - YTD	706	717
Motor Vehicle Accidents - YTD	163	120
Citations - YTD	1,407	1,726

Top 7 Calls

Traffic Stops - 1,161

Follow-Up Investigation - 503

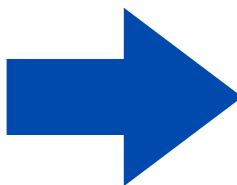
Public Assist - 351

School Zone - 273

Field Interview Contact - 194

Welfare Check - 147

Animal Complaint - 103



Vehicle Accidents - 42

Domestic Violence Reports - 14

Foot Patrols - 91

Bar Checks - 65

School Zones - 273

Building/Area Checks - 85

Alarm Response - 44

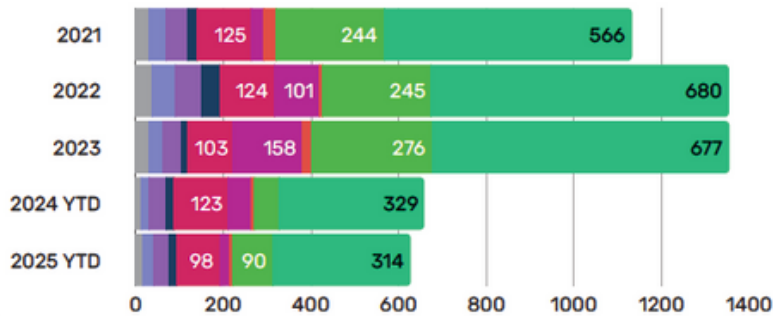
Average Response Time - 6:01*

Police and Municipal Court



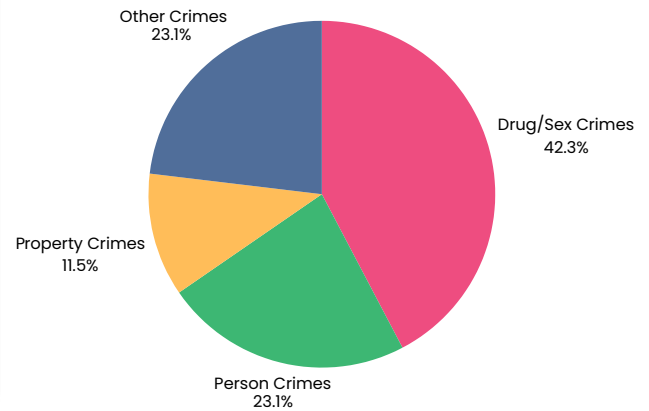
5-year Trend Community Crime Report

● Agg. Assault ● Sex Offenses ● Domestic Battery
 ● Burglary ● Theft-All Other ● Shoplifting
 ● Vehicle Theft ● Drug Offenses ● Totals



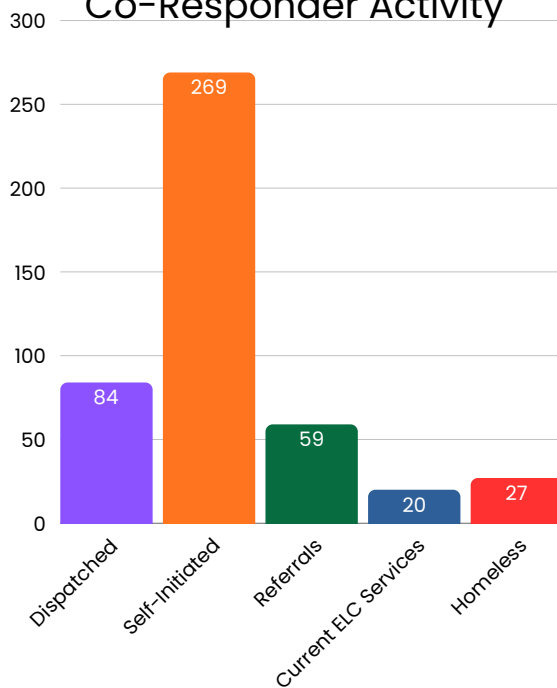
Detective Unit Caseload

Detective Unit Cases Assigned - 26
Supplements Completed - 68

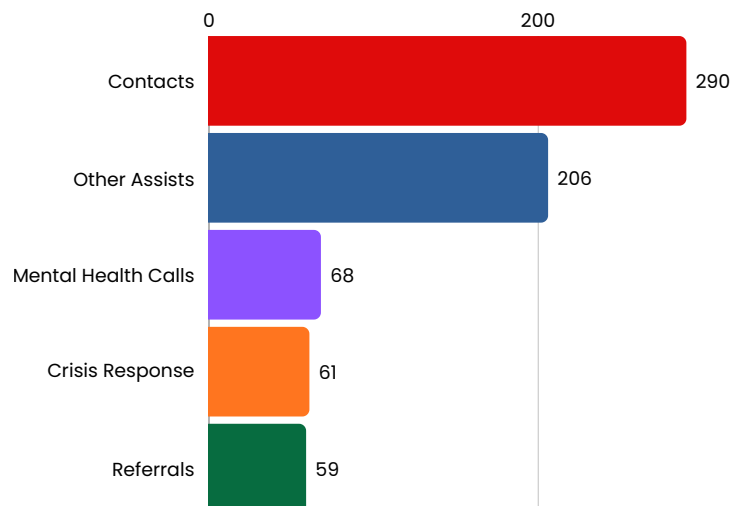


COPS Division

Co-Responder Activity



Community Policing Unit



Police and Municipal Court

- Community Police Unit Activity - 146
- Community Police Officer Calls for Service - 31
- Community Service Officer/School Resource Officer Calls for Service - 381



Court Activity

Municipal Court

Crimes Against Prop - 17
 Drugs-Marijuana - 9
 Drugs-Paraphernalia - 12
 DUI - 17
 Other Crimes - 12
 Traffic Violations - 269
 Total Cases Filed - 336

District Court

Agg. Assault/Battery - 8
 Battery - 2
 Burglary - 4
 Criminal Damage to Prop - 2
 Domestic Battery - 9
 DUI - 2
 Drugs-Marijuana - 8

District Court Con't

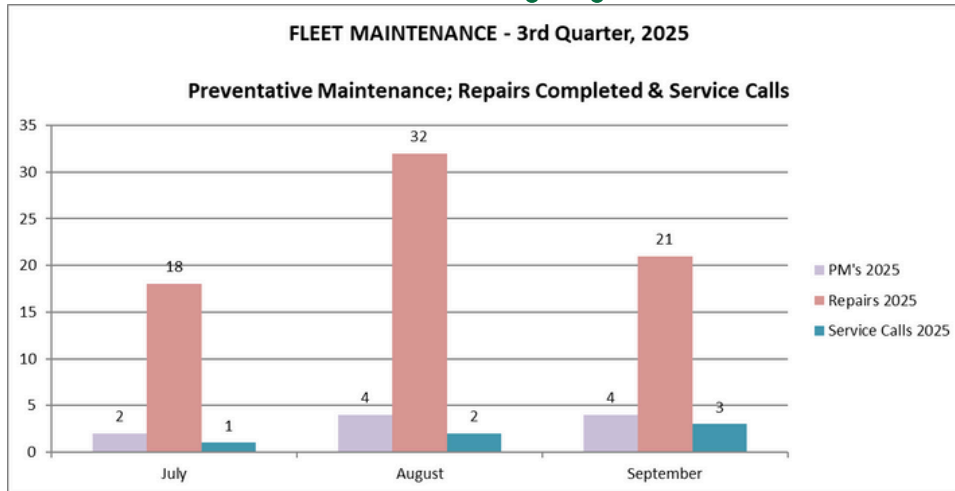
Drugs-Meth - 8
 Drugs-Opiates/Fentanyl - 2
 Drugs-Paraphernalia - 11
 Drugs - Prescription - 17
 Total Cases Filed - 73

Municipal Court Fines and Fees

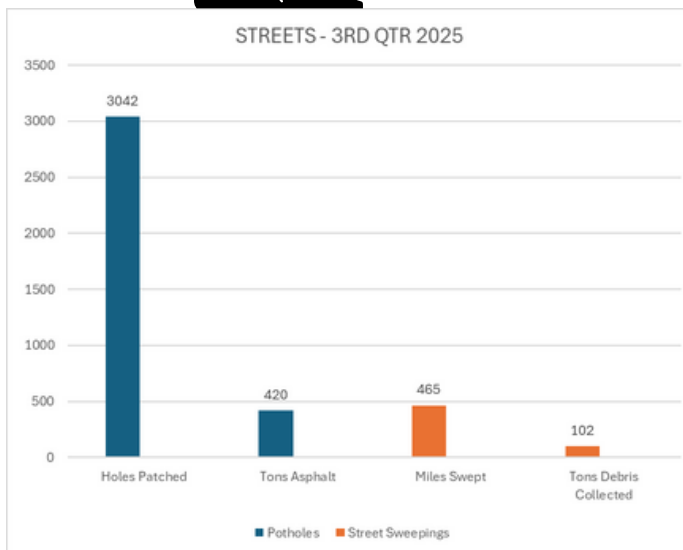
	2024	2025
First Quarter	\$52,080	\$60,147
Second Quarter	\$49,464	\$67,890
Third Quarter	\$102,494.29	\$128,070.09
Fourth Quarter '24 / YTD '25	\$147,240.36	\$183,847.75

Public Works

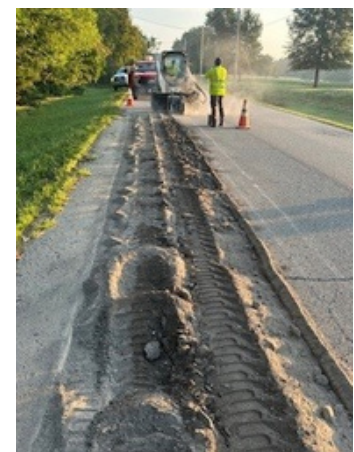
Fleet Maintenance



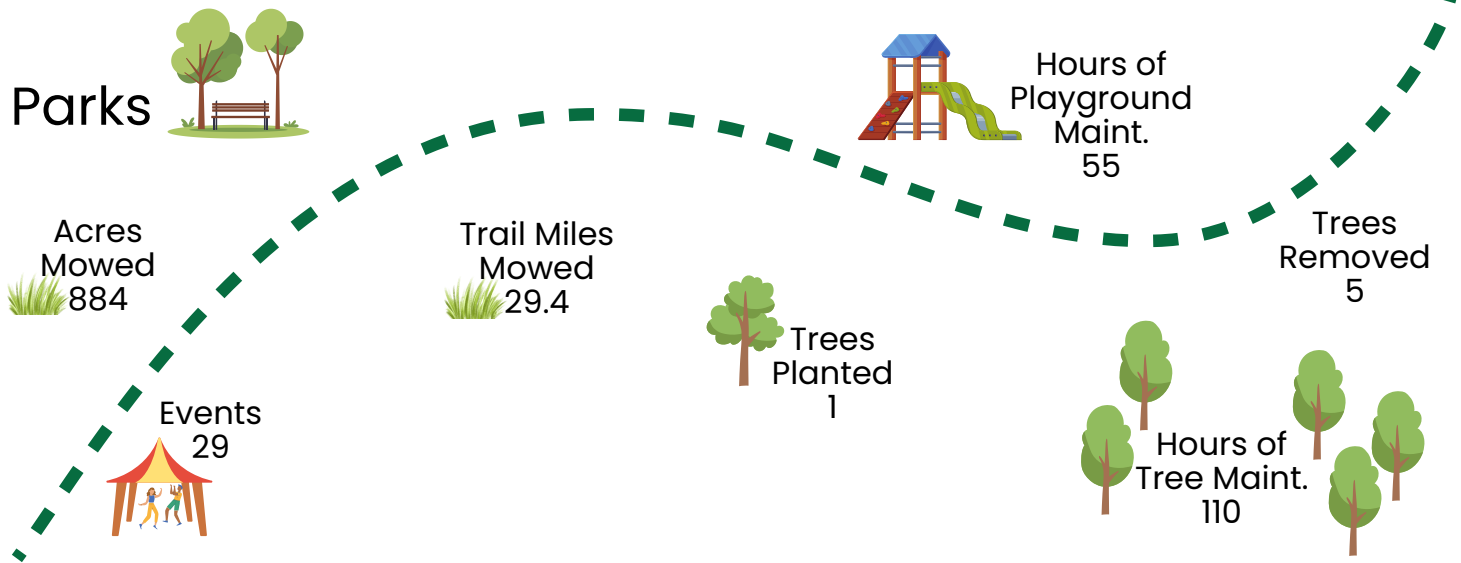
Streets



- Crews fixed multiple damaged areas of concrete in the roadway on the 2200 block of South King Street.
- Multiple repairs were made to the roadway on South Lincoln Street in preparation for the contractor to complete the chip seal work.
- Did a complete overlay to Blackhawk Street between North Cedar and Oak Streets.

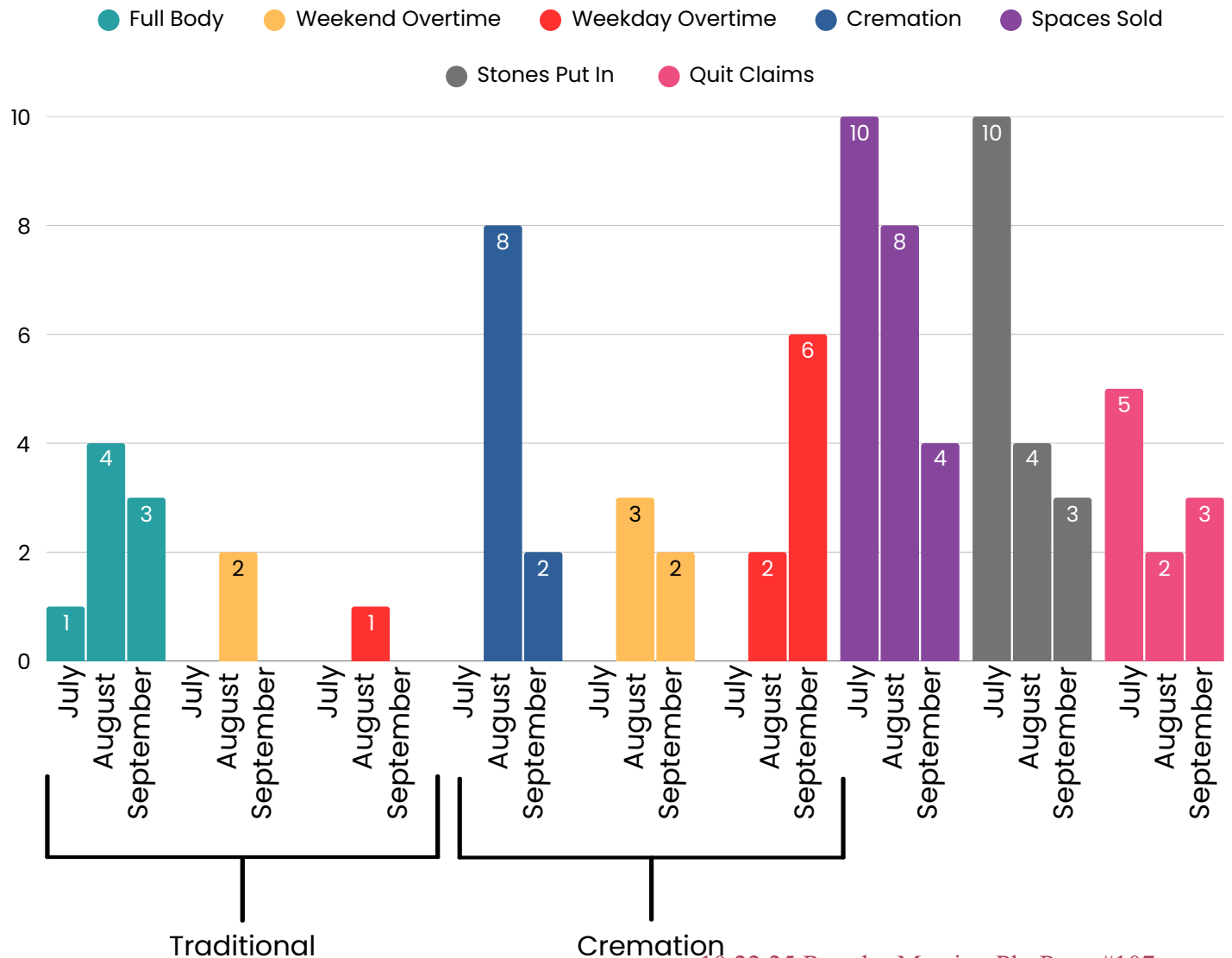


Public Works



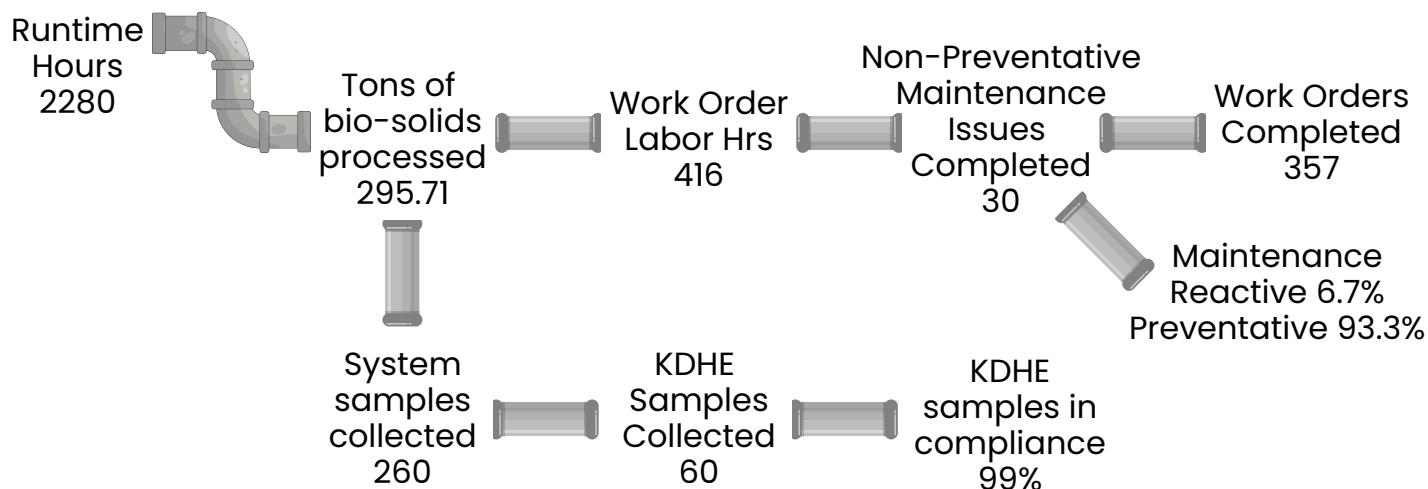
Cemeteries

Q3 2025

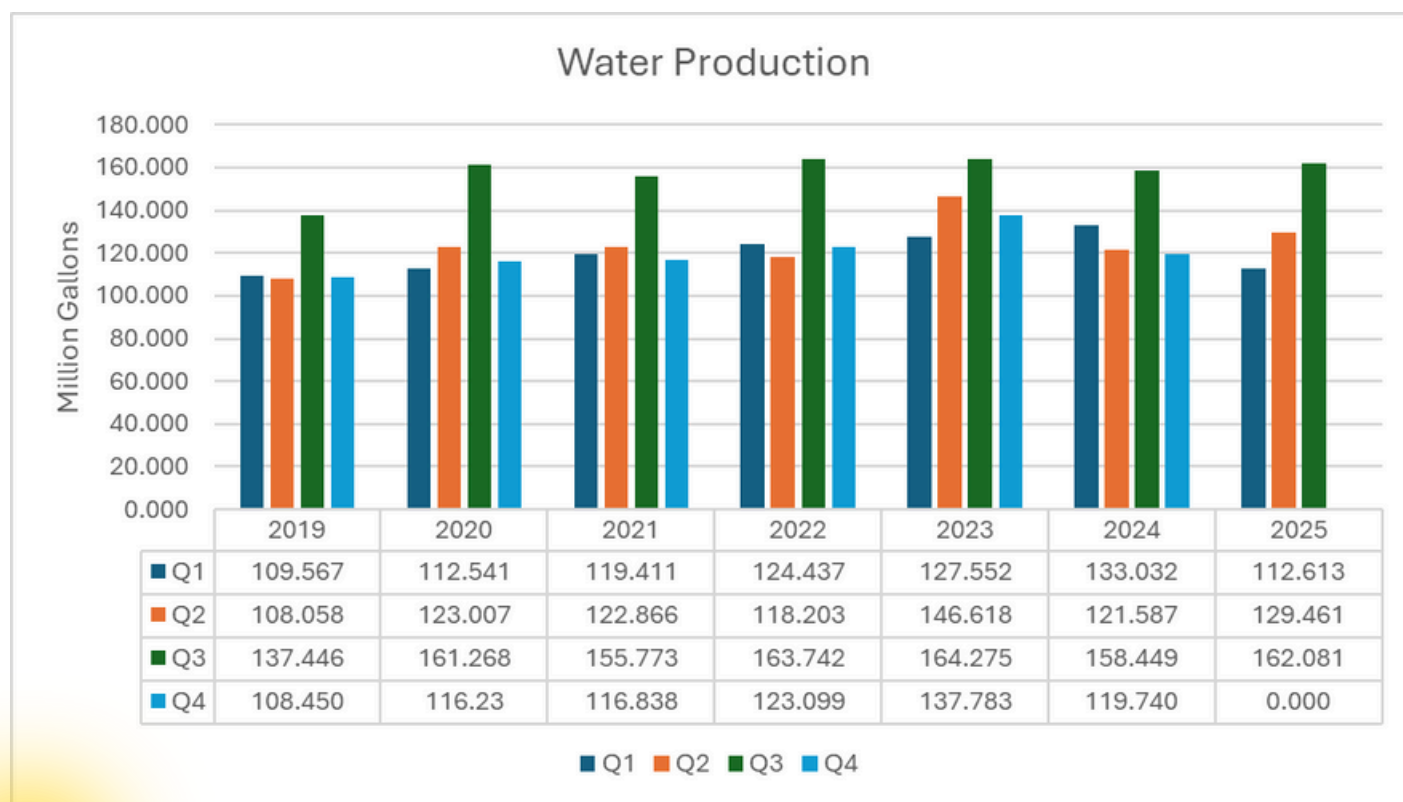


Utilities

Water Reclamation



Water Production



Highlights:

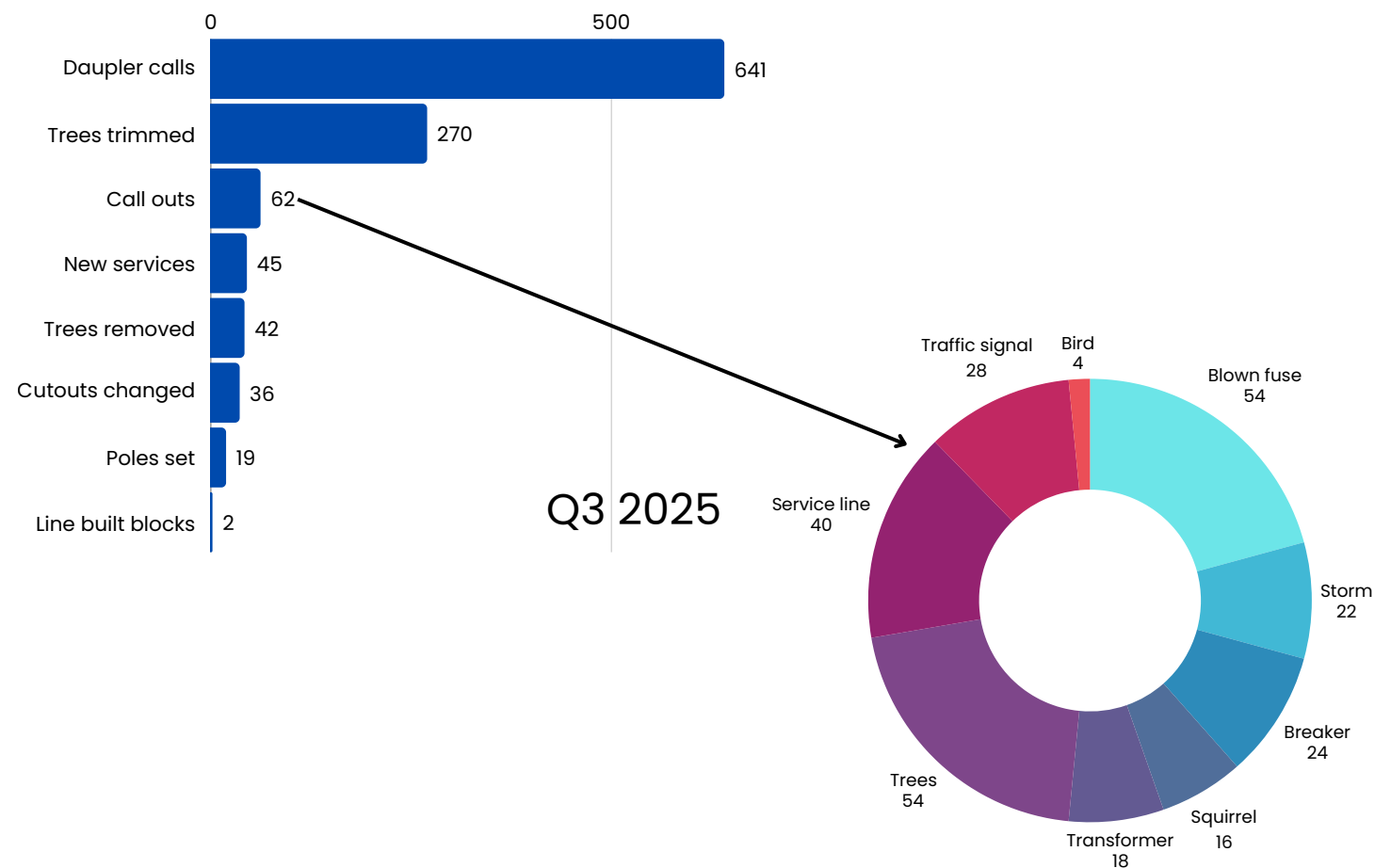
- Chemical Skid Installation complete
- River Pump 4 Removed for repair
- Rebuilt mower tires
- Installed new alternator on mower
- Replaced loader hydraulic valve
- Cleaned basin 3E
- Cleaned Basin 4E
- Cleaned Basin 2E
- High Service pump replacement underway - estimated completion in March 2026

Utilities

Water Production Continued

Gallons of Water Produced						
	2025			2024		Year to Date
	This Month	Year to Date		This Month	Year to Date	Percentage of Increase / Decrease
Monthly Plant Influent	57,577,000	472,952,000		56,998,000	459,694,000	3%
Monthly Plant Effluent	49,903,000	404,485,000		51,837,000	420,976,000	-4%
Sludge Water Reused	1,229,190	13,767,500		1,549,520	16,935,440	-23%
Average Daily Influent	1,919,233	1,732,425		1,899,933	1,683,861	3%
Average Daily Effluent	1,663,433	1,481,630		1,727,900	1,542,037	-4%
Weather Information						
Total Precipitation	2.12	30.47		3.63	33.02	-8%
Average High Temperature	81	69		83	72	-3%
Average Low Temperature	59	48		56	49	-2%

Electric Distribution



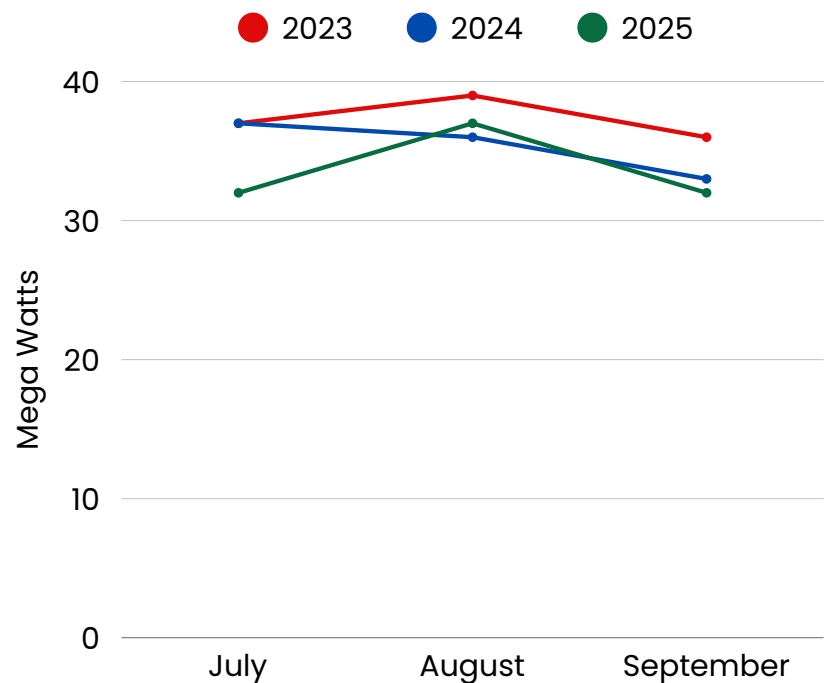
Utilities

Electric Production

In Mega Watt-Hours	2023	2024	2025
July Consumption	16189	16627	17860
August Consumption	17906	16254	15990
September Consumption	13542	13310	12974



Peak Demand



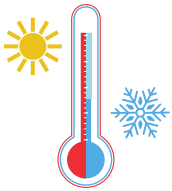
Energy Resources (KWh)

	Grand River Dam Authority	Western Area Power Administration	Southwestern Power Administration	Dogwood Energy Facility	Marshall Wind Farm	Buckeye Wind Energy Ctr
July	8,928,000	1,214,000	432,000	1,168,000	660,786	2,101,391
August	8,928,000	971,000	327,825	2,285,940	611,943	1,831,098
Sept	8,640,000	712,617	220,950	2,263,000	591,965	2,046,158

Utilities

Electric Production Continued

	Purchased	Generation	Total
July	17,589,600	270,470	17,860,079
August	15,797,000	192,973	15,989,973
September	12,946,600	27,517	12,974,117
YTD	72,896,800	549,089	73,445,889



July 101/68
 August 98/49
 September 94/46



Peak Demand

July: 7/29/2025 37,200 KW
 August: 8/18/2025 36,500 KW
 September: 9/16/2025 31,900 KW

Warehouse

Parts	Issued	Received
Water	891	1572
Sewer	14	20
Electric	2884	8873

Highlights:

Purchase orders issued: 45

Purchase orders completed: 25

Dauplers received: 175

Sent for repair: 5 pole mount

Transformers received: 1 - 500KVA Pad Mount, 8 - 25KVA Pole Mount, 4 15KVA Pole Mount

Received: 160 of 214 5/8" Water Meters and 214 Water Meter Lids

Proximity Park Water Tower

Total Expenditure Budget – \$3,969,000
Remaining – \$919,595

Status
In Progress



Accomplishments in last 30 days

Electrician working on completing the installation of the MDP and ATS. Walters Morgan pump 4 demo complete. Poured new pump base. City Crew installed new transformer.

30 Day Outlook

3" conduit, install transfer switch, and install concrete pedestal for transfer switch. Installation of new backwash pump.

Current Challenges

Contractor is reluctant to produce a schedule on when any punch list items will be completed.

FINANCIAL OVERVIEW

77.9% Construction

115.2% Design

53.7% Inspection

76.8% Total Expenditure



Funding Source

BASE Grant
Proximity Park Sales Tax



Design Consultant

Professional Engineering
Consultants, PEC

90%

complete

Estimated Project Completion – Q1 2026

Total Expenditure Budget – \$468,000
Remaining – \$1,660

Residential Electric Meter Replacement AMI

Status
In Progress



**Accomplishments
in last 30 days**

INSTALLED:
22 (July) 10
(Aug) and 25
(Sept) Approx.

**300 meters left
to install.**

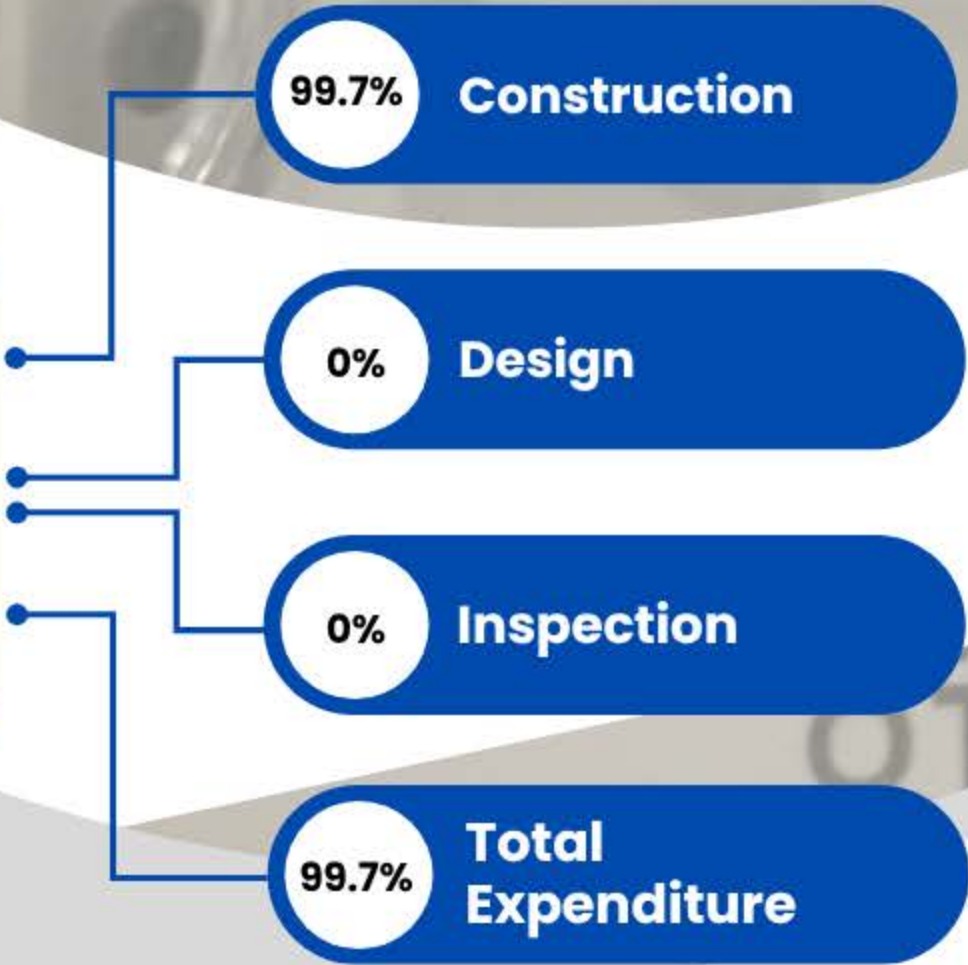
30 Day Outlook

**Continuing to
install meters**

Challenges

**None at this
time.**

**FINANCIAL
OVERVIEW**



Funding Source
Electric Capital
Improvement Fund



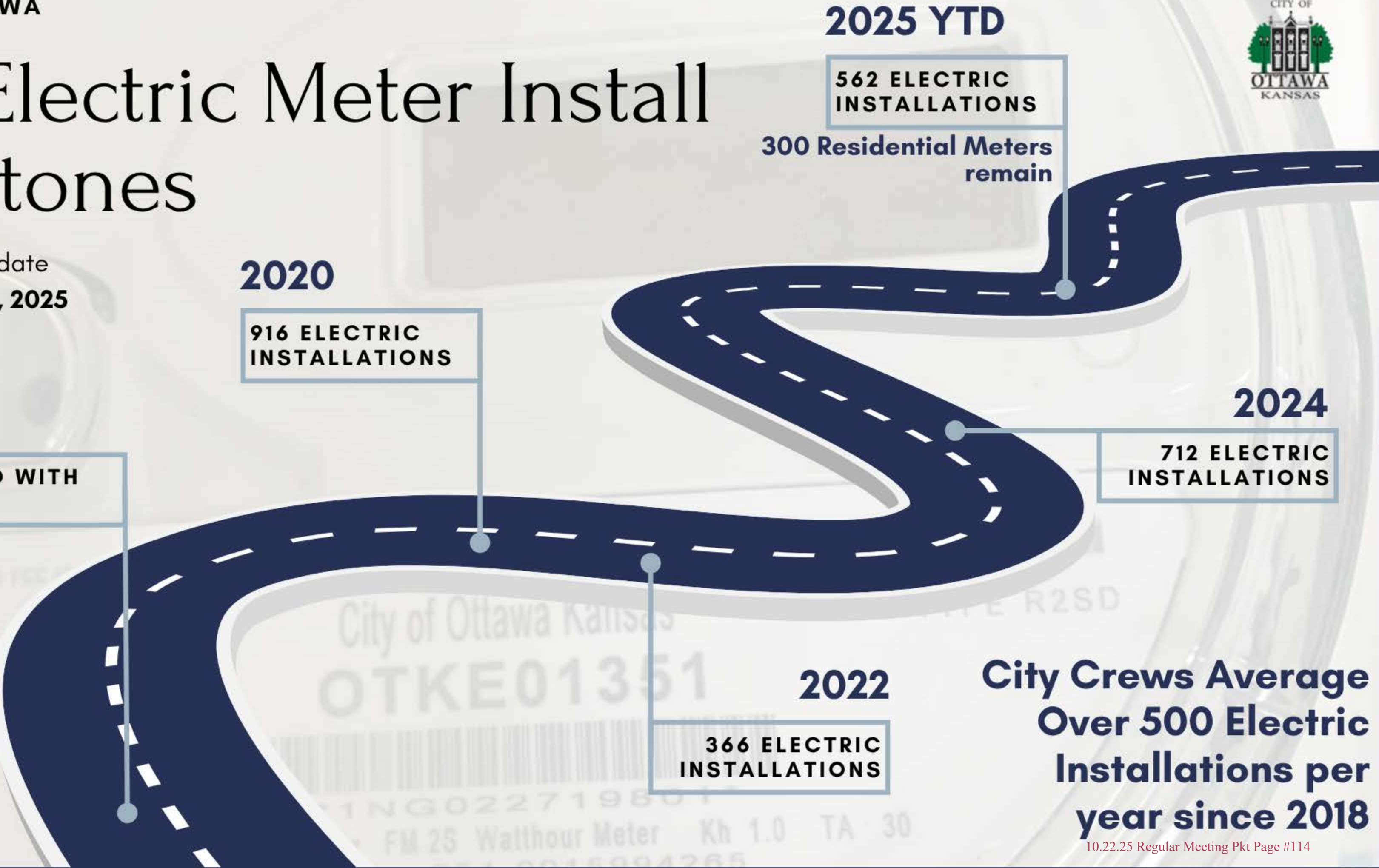
Design Consultant
None

95%
complete



AMI Electric Meter Install Milestones

Status Report Update
Date: October 9, 2025



**City Crews Average
Over 500 Electric
Installations per
year since 2018**



2025 Residential Electric AMI Milestones

Status Report Update
Date: July 9, 2025

2025

COMPLETION

Once the new meters have been downloaded into our system each week, they will be considered complete.

2/24/2025

ZONE LIST CREATED

For each billing zone throughout the City, a list of residential meter upgrades will be created

2/21/2025

INSTALLATION PLAN CREATED

Given the complexity of transitioning to an AMI metering system, a well-defined plan must be in place to ensure strategic alignment with the Billing Department.

3/4/2025

INSTALLATION BEGINS

Two crews will change out as many meters in a specific zone, two days a week.

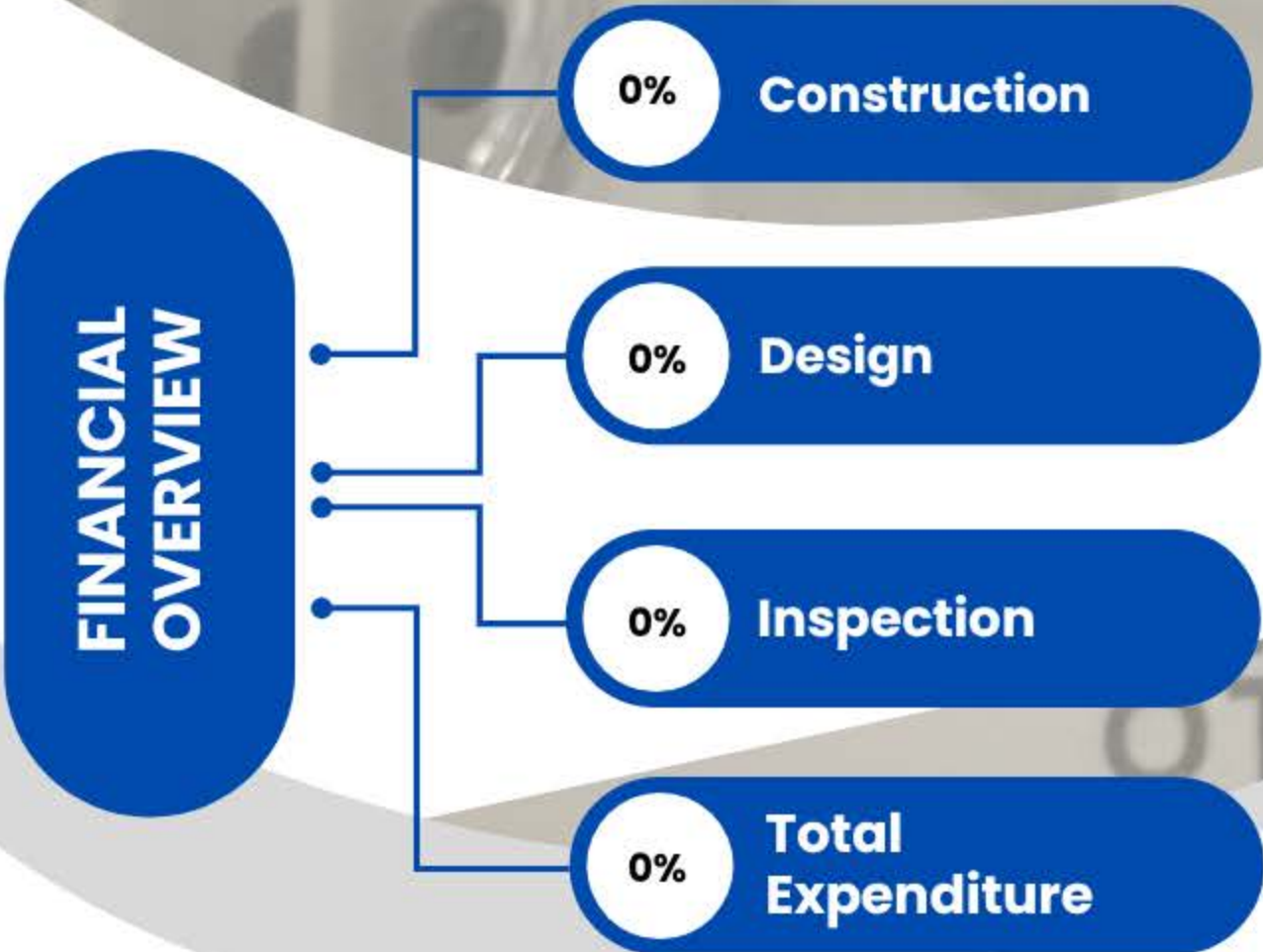
Depending on weather and other conditions, crews plan to install 50-100 meters per week

POTENTIAL SETBACKS

Total Expenditure Budget – \$102,741
Remaining – \$102,741

3 Phase Electric Meter Replacement

Status
On Schedule



**Accomplishments
in last 30 days**

**Approved (4)
forms of fat
meters and
ordered those
(4) forms**

30 Day Outlook

**250 Meters
remain to
install**

Current Challenges

**None at this
time.**



Funding Source
Electric Capital
Improvement Fund



Design Consultant
None

53%

complete

Commission Room Upgrades

Total Expenditure Budget – \$250,000
Remaining – \$106,065

Status
Complete



**Accomplishments
in last 30 days**

**Project
Complete**

**Waiting for final payment to be made for
100% completion**

30 Day Outlook

**Project
Complete**

Current Challenges

**None at this
time.**

FINANCIAL OVERVIEW

78.5% Construction

65.5% Design

0% Inspection

**57.57 Total
Expenditure**



Funding Source

American Rescue Plan Act
(ARPA)



Design Consultant



90%

complete

Estimated Project Completion – Q1 2025

HVAC City Hall

Total Expenditure Budget = \$1,301,300
Remaining = \$1,247,470

Status
In Progress



**Accomplishments
in last 30 days**

**BCI Mechanical
Selected to
provide HVAC
system.**

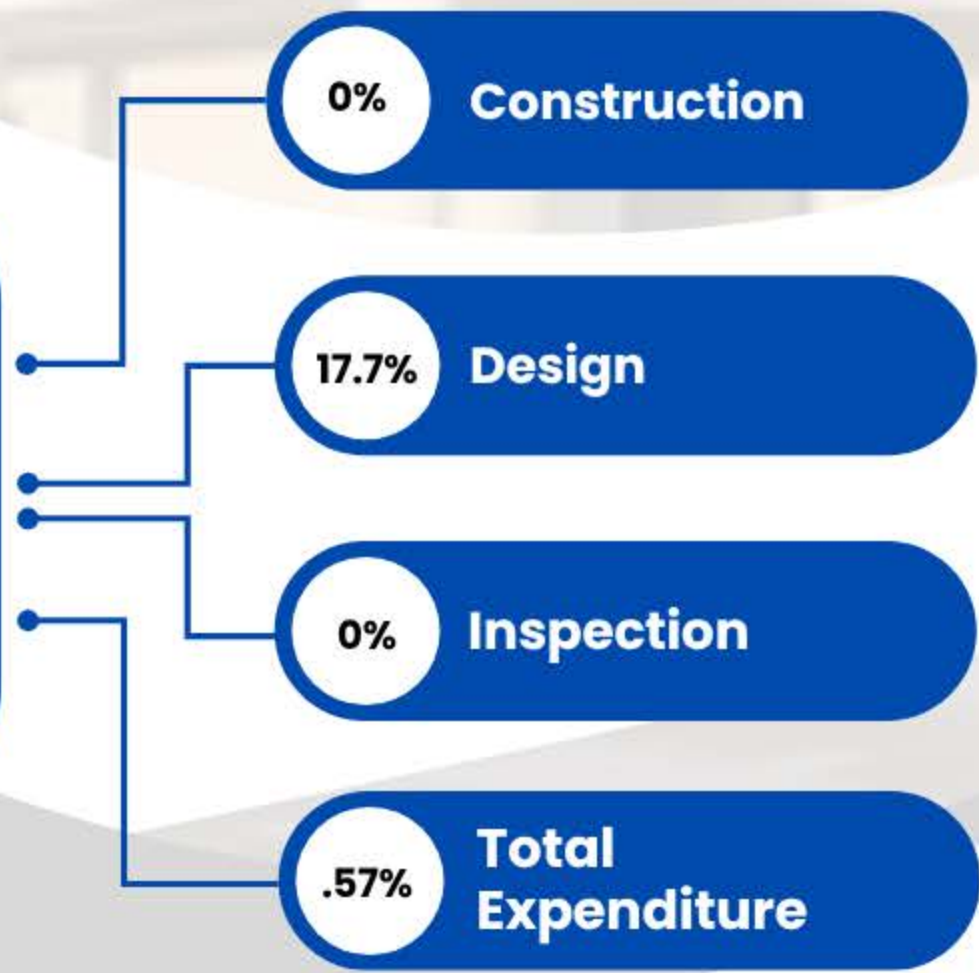
30 Day Outlook

**Schedule
Project
Timeline**

Current Challenges

**None at this
time.**

FINANCIAL OVERVIEW



Funding Source
GO Bond



Design Consultant
BG CONSULTANTS
ENGINEERS · ARCHITECTS · SURVEYORS

2%
complete

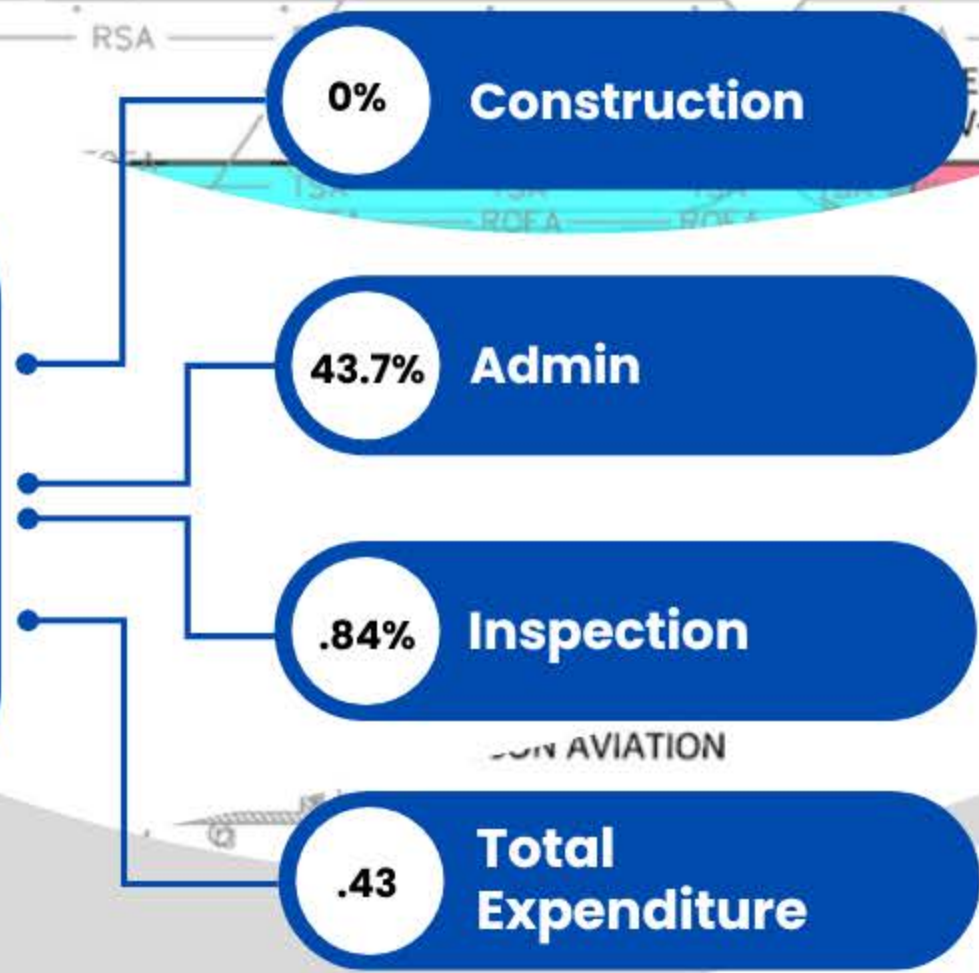
Taxiway Reconstruction

Total Expenditure Budget – \$3,938,820
Remaining – \$3,921,807

Status
In Progress



FINANCIAL OVERVIEW



Accomplishments in last 30 days

8/4 Completed Progress Meeting;
8/4 Signed Construction Contract Addendum for all Phases (1-3);
8/5 FAA Grant Submittals;

30 Day Outlook

Conduct Monthly Progress Meeting;
Organize Project Files

Current Challenges

None at this time.

Funding Source
FAA Grant
Airport Fund Transfer

Design Consultant
 benesch

2%
complete